

Communities, Parks and Leisure Policy Committee

Monday 13 June 2022 at 2.00 pm

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

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Paul Wood
Councillor Sue Alston
Councillor Tony Downing
Councillor Marieanne Elliot
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Peter Price

PUBLIC ACCESS TO THE MEETING

The Community, Parks and Leisure Policy Committee discusses and takes decisions on:

Communities

- Community Development
- Cohesion and Migration
- Community Safety
- Youth Services

Parks, Leisure and Libraries

- Sport, physical activity and leisure facilities
- Parks and Woodlands (including non-highway trees)
- Allotments
- Ecology
- Bereavement Services
- Libraries

Meetings are chaired by Councillor Richard Williams.

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 Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) 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.

Policy 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 on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear days in advance of

the date of the meeting, by email to the following address:
committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE AGENDA
13 JUNE 2022**

Order of Business

- 1. Welcome and Housekeeping**
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 6. Communities, Parks and Leisure Committee Overview** (To Follow)
Presentation by Executive Director, People Services
- 7. Work Programme** (Pages 11 - 26)
Report of the Director of Legal and Governance

Formal Decisions

- 8. Fee Increases for Bereavement Services** (Pages 27 - 36)
Report of the Executive Director, Operational Services
- 9. Parkwood Springs Lease Update** (To Follow)
Report of Executive Director, Operational Services
- 10. Application for Trailblazer Status for New Programme Funding** (Pages 37 - 44)
Report of Director, Communities
- 11. Month 1 Monitoring, Financial Position and Budget Timetable** (Pages 45 - 56)
Report of Director of Finance and Commercial Services

Other Items

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Monday 19 September 2022 at 2.00 pm

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its Policy Committees, 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 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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Report to Communities, Parks and Leisure Committee

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and Leisure

Author of Report: Rachel Marshall, Principal Committee Secretary

Summary:

The Committee's Work Programme is attached at Appendix 3 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (the source of the items is specified)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Type of item:

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Briefing paper for the Committee	
Other	X

Recommendations:

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

Background Papers:

Category of Report: OPEN

COMMITTEE WORK PROGRAMME**1.0 Prioritisation**

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 Member engagement, learning and policy development outside of Committee

2.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and

develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Sport, Physical Activity & Health	Briefing Paper with an introduction to the service and individual briefing papers on: <ul style="list-style-type: none"> ➤ Sport & Leisure Strategy ➤ Parson Cross Pavilion ➤ Local Football Facility Plan ➤ Playing Pitch Strategy ➤ Woodbourn Road Stadium ➤ Cruyff Foundation Pitch Parson Cross ➤ Football Projects ➤ Stocksbridge Towns Fund Sport Projects ➤ Tobacco Control Strategy ➤ Food and Healthy Weight Strategy 	June (or before)
	Visits to key sites suggestions include; Stocksbridge / Oxley Park / Hillsborough Park Activity Hub / Woodbourn Road / Ponds Forge / EISS – to be determined by committee	June / July
Parks & Countryside	Briefing Paper with an introduction to the service and individual briefing papers on: <ul style="list-style-type: none"> ➤ Open Space Strategy ➤ Trees and Woodlands Strategies ➤ Biodiversity conservation in Sheffield ➤ Environment Act / Ecology ➤ Better Parks ➤ Ash Die Back ➤ Local Nature Recovery Plan ➤ Allotments in Sheffield 	June / July
	Visits to key sites suggestions include; Ponderosa / Oxley Park / Hillsborough Park Activity Hub / Key Green Flag parks / Key challenging parks / walk about in each LAC area / Better Parks – successes	June / July
Bereavement Services	Briefing Paper with an introduction to the service and individual briefing papers on: <ul style="list-style-type: none"> ➤ Coroner Recruitment / appointment ➤ Coroners Service / Court ➤ Digital Autopsy ➤ Crems & Cems / funerals overview ➤ Fees and Charges 	June / July

	<ul style="list-style-type: none"> ➤ Cremators – replacement and maintenance 	
	Visits to key sites suggestions include; City Road / Shiregreen Cemetery / Medico Legal Centre (including Coroner's Court and Mortuary Facilities Key exemplar cems / Key challenging cems	June / July
Libraries and Archives Services	Visits to Example Libraries (SCC and Volunteer run), Archives on Shoreham St, and Central Library.	June/July
	Briefing Paper with an introduction to Libraries and Archives Service Offer – leaflet/talk/handout and individual briefing papers on: <ul style="list-style-type: none"> ➤ Libraries as a statutory service. ➤ Make up of Sheffield's Libraries ➤ Schools Library Service ➤ Home Library Service 	Available from June

3.0 Public Questions

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

4.0 Petitions

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

5.0 References from Council or other Committees

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

1. A

2. B
3. C

6.0 List of other potential items not yet included in the work programme

6.1 The following issues have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	<i>[delete as appropriate from this column]</i>
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> <i>Post-decision (service performance/ monitoring)</i>
(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	
(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	
Final decision-maker (& date)	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Lead Officer Commentary	

Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the

agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers

- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 2

Appendix 2 – Public engagement and participation toolkit

Toolkit to follow.

Appendix 3 – Work Programme

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	There are a number of high-profile Sport/Leisure Investment Capital Projects that will be developed over the next 6 months that will be seeking capital and political approval. Including Springs, Concord and Hillsborough rebuilds and redevelopment of Woodbourn Road	Tammy Barrass	Post-decision	Committee Briefing and Briefing Paper prior to decision Site Visits arranged for Committee Chair & Committee Reps as required	City Wide Consultation has been used to help inform the approach and will be supported by specific community consultation in relation to each facility	This Committee (question re capital approvals to be resolved)
Item 2	Cruyff funded football courts at Burngreave and Parson Cross	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the approach	This Committee (question re capital approvals to be resolved)
Item 3	Parson Cross Park - Pavilion modernisation & pitch improvements (RLWC funding, S106, Football foundation)	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the approach	This Committee (question re capital approvals to be resolved)

Item 4	Local Football Facility Plan	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation and consultation with key partners has been used to help inform the approach.	Clarification needed if this is the correct Committee to take this decision.
Item 5	Strategic Review of Libraries and Archives Services Scope	Nick Partridge	Pre-Decision	Overview of Libraries as a statutory service	Public Engagement to inform scope of review.	This Committee
Item 6	Libraries and Archives Fees and Charges	Nick Partridge	Decision	Overview of libraries	None required	This Committee
Item 7	Parks Capital Programme (There are a number of Parks Capital Projects over the next 6 months that will be seeking capital and political approval (see list below). There is currently a monthly Capital Programme Group.)	Ruth Bell/Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 8	Mather Road playground	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 9	Ecclesfield / Hollinsend tennis and wider improvements	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 10	Skye Edge environmental improvements & access controls	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee

Item 11	Richmond Park drainage scheme	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 12	Forge Dam phase 3 works (access works)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 13	Parkwood Springs Work package 2 (catering & toilet units)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 14	STF projects (including Oxley Park skatepark, access improvements and 3G pitch)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 15	Ellesmere Park – site improvements (play and basketball)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 16	High Hazels Park – youth facilities/shelter area remediation	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 17	Upper Hanover St and Ponderosa MUGA renewals	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 18	Play Improvements Project Phase 6 (PIP6)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee

Item 19	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 20	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 21	Enter into a lease with operator at Hillsborough Activity Hub (following tender exercise – subject to decision and procurement)		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 22	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 23	Nottingham Cliff and Burngreave Rec charitable status report	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 24	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

Meeting 1	June 2022					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	An overview of the Communities, Parks and Leisure Policy Committee	John Macilwraith, Ruth Bell and Lorraine Wood	Briefing/Overview	N/A	N/A	N/A
Item 2	Fee increases for Bereavement Services	Ruth Bell / Ellie Fraser	Decision	Committee Briefing and Briefing Paper prior to decision	BIP decision	This committee Jun-22
Item 3	Parkwood Springs Lease Update	Ruth Bell / Jon Dallow	Discussion/Referral to decision-maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 4	Trailblazer status for the Family Hub & Start for Life	Helen Lomas/Lorraine Wood	Decision			This committee
Item 5	Revenue Monitoring Report	Ryan Keyworth	Monitoring Report	N/A	N/A	This committee
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items] 					

	<i>eg finance or service monitoring]</i>				
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Meeting 2	September 2022					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	Procurement Strategy to support commission of a new Sport & Leisure Operator	Tammy Barrass	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the Procurement Strategy	This Committee
Item 2	Develop Food Access plan linked to Cost of Living Crisis incident response. Implement a number of funded initiatives to support its delivery	Jessica Wilson	Post decision	Committee Briefing and Briefing Paper prior to Committee Meeting	Engagement with key partners and VCF groups/ Food Banks and Foods Projects	This Committee (TBC - Public Health Strategy decision - potential Strategy and Resources Committee)

Item 3	Update on the Public Facing Sport and Leisure Strategy	Tammy Barrass/Kate Clark	Post Decision	Committee Briefing prior to Committee Meeting	City wide consultation undertaken December 2021	Officer has delegation – for information
Item 4	Food Strategy Refresh	Jessica Wilson	Decision	Committee Briefing prior to decision	Engagement with key partners and VCF groups Sheff Food managed public consultation will feed into the decision	This Committee (TBC - Public Health Strategy decision - potential Strategy and Resources Committee)
Item 5	Playing Pitch Strategy	James Barnes	Decision	Committee Briefing prior to decision	Engagement with key partners, Planning and Governing Bodies	This Committee (TBC - potential Planning Committee for informing purposes)
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 3	November 2022	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Officer
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 4	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 5	TBC	Time				
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Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

	<ul style="list-style-type: none"><i>[any other committee-specific standing items eg finance or service monitoring]</i>					
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DRAFT



Report to Policy Committee

Author/Lead Officer of Report: Ellie Fraser,
Coronial and Bereavement Services Manager

Tel: 07970 826606

Report of: *Ajman Ali, Executive Director, Operational Services*
Report to: *Communities, Parks and Leisure Committee*
Date of Decision: *13th June 2022*
Subject: *Bereavement Services fee increase*

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? 992				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

This report seeks approval for the proposed fee increase for Bereavement Services in 2022-23.

Bereavement services proposes to increase fees by 4% for burials, cremations, and memorials (rounded up to the nearest £5), with some exceptions as outlined below. Fees are rounded to keep prices straight forward and a cap of 5% has been applied to ensure no item is disproportionately affected.

Recommendations:

To agree a general 4% increase (rounded up to the nearest £5 and capped at 5%) to Bereavement Services fees and charges, alongside the specific changes listed below

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: <i>James Lyon</i>
		Legal: <i>Louise Bate</i>
		Equalities & Consultation: <i>Annemarie Johnston</i>
		Climate: <i>(Insert name of officer consulted)</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>Ajman Ali</i>
3	Committee Chair consulted:	<i>(Insert name of relevant Member)</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 Committee 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>Ruth Bell</i>	Job Title: <i>Head of Parks and Countryside</i>
	Date: <i>31st May 2022</i>	

1. PROPOSAL

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

- 1.1 Bereavement Services undertakes cremations and burials across the city of Sheffield, managing and maintaining [16] cemeteries and [2] crematoria. Three of the existing cemeteries are closed to new burial plots and are only utilised when existing graves are reopened for further burial within.

Approximately [3,000] cremations and [850] burials take place annually across these sites (with further specific services such as burial of cremation remains, purchasing and displaying of plaques and niche storage of remains also being offered).

- 1.2 The services provided by the Place portfolio are wide-ranging with a daily and citywide impact on the lives of most people and business in Sheffield. This includes a number of statutory obligations for managing the development, safety, and cleanliness of the city, as well as some discretionary activities that we chose to provide because of the benefits for the city. The income from fees and charges funds the provision of this range of statutory and discretionary services.
- 1.3 The Council strives to mitigate cost inflation by keeping overheads as low as possible and providing services more efficiently. However, the Council does have to seek to recover such increases through adjusting prices where it is not possible to reduce overheads and deliver efficiencies to match the rate of inflation.

To offset budget pressures, for example increased cost of supplies, fuel, machinery etc. the actual percentage increase needed through income to offset budget pressures within Bereavement Services is estimated to be in the region of 4.3%.

- 1.4 Bereavement Services has benchmarked its fees and charges against neighbouring authorities and other core cities as detailed in appendix one. Generally speaking, Sheffield is expensive for cremations and comparable for burials. In April 2022 Barnsley is set to increase fees by 3.2%, Doncaster by 3%, and Rotherham by 4%.

Bereavement services proposes to increase its fees by 4% for burials, cremations, and memorials (rounded up to the nearest £5), with some exceptions as outlined in appendix two. Fees are rounded to keep prices straight forward and a cap of 5% has been applied to ensure no item is disproportionately affected. Once prices have been rounded accordingly the average percentage increase across all items is 4.22%.

- 1.5 The Funerals Market Investigation Order 2021 places a requirement on cremation authorities to publish and circulate changes to prices a minimum of 15 days before the changes take effect, and services are currently being booked at existing prices up to approximately five weeks in advance. Price changes are therefore proposed to take effect from a defined date approximately six weeks after approval is received.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 A high-quality bereavement service contributes to the wellbeing of Sheffield's population, building stronger communities and neighbourhoods. Increasing fees to meet the increase of cost pressures will minimise the risk of service standards dropping and will support the council to deliver its statutory responsibilities in years to come.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Sheffield City Council is not required to carry out consultation in respect of its bereavement service fees.
- 3.2 The change in fees will be communicated to all Funeral Directors in the city and published on the SCC website.
- 3.3 Wider consultation took place on the 2022-23 budget which included the principle of fees. No further consultation of specific groups is deemed necessary because the increase proposed has been calculated to offset inflationary budget pressures. This principle has been applied in previous years.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 An Equalities Impact Assessment has been completed for this budget saving proposal.
- 4.1.2 As a Public Authority, the Council have legal requirements under Section 149 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality' with particular regard to persons sharing the relevant protected characteristics - age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Overall, there are no significant differential, positive or negative, equalities impacts from this proposal.
- 4.1.3 There may be more of a financial impact on:
- older people due to the average age of people who die and those who pay for funerals
 - people with a religious/cultural belief that leads them to purchase more services/items

low-income families where the deceased has left no Estate.

- 4.1.4 To minimise the impact, the review of prices charged by other providers ensured that our prices are comparable and fair. Applying a consistent percentage increase across all items means no person or community will be disproportionately affected by these changes.

4.2 Financial and Commercial Implications

- 4.2.1 The Council continues to face significant financial challenges and must make difficult decisions about services that the people of Sheffield care deeply about.
- 4.2.2 The budget implementation plans (BIPs) approved as part of the City Council's 2022/2023 Budget setting process identified the need for inflationary increases in fees and charges across the services provided by the Place portfolio, including Bereavement Services.
- 4.2.3 Although prices are on the higher end of the range, they remain comparable with other authorities in the region.
- 4.2.4 Mounting pressures due to inflation, particularly around energy costs will impact budgets and the proposed price increase will help to alleviate this.

4.3 Legal Implications

- 4.3.1 The Council is a burial authority with functions in respect of cemeteries and burial grounds by virtue of section 214 of the Local Government Act 1972; by the same section it is a burial authority for the purposes of the Cremation Acts 1902 and 1952.
- 4.3.2 The Council's powers of management of its cemeteries are set out in the Local Authorities' Cemeteries Order 1977. Article 15 of the Order provides that a burial authority may charge such fees as they think proper for or in connection with burials in a cemetery and must keep a table (available for inspection by the public at all reasonable times) showing the matters in respect of which fees or other charges are payable to them, and the amount of each such fee or charge.
- 4.3.3 Section 9 of the Cremation Act 1902 empowers a burial authority to demand charges or fees in respect of or in connection with cremation. Section 12 of the Act provides that a fee in respect of a burial service before, at or after cremation may be fixed in a table of fees respecting burials.
- 4.3.4 The Funerals Market Investigation Order 2021 (Part 4) places a requirement on cremation authorities to publish and circulate changes to prices a minimum of 15 days before the changes take effect.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Increasing fees by 2% would not generate the additional income required to respond to budget challenges and would require a reduction in the quality of services provided.

6. REASONS FOR RECOMMENDATIONS

- 6.1 Raising fees as outlined is recommended to offset additional costs caused by significant rises in inflation and the cost of living, notably on items such as gas, fuel, machinery and supplies.

Appendix One – Fee Comparison

Cremation fees comparison (2021-22 figures)

Item	SCC Current	SCC Proposed	Barn	Donc	Chest	Leeds	Manc	Birm	Notts	Roth	Gren
Cremation	£935	£975	£870	£878	£830	£986	£902	£825	£700	£943	£792
Direct crem	£650	£650	£455	£420	£436	£550	£396	£575	£395	£499	£499
Scattering - ours	£50	£50	£0	£51	£22	£0	£0	£53	£52	£0	£0
Scattering - other	£80	£100	£80	£97	£53	£118	£111	£107	£155	?	?
Ashes burial plot	£655	£685	£375	£541	£428	£793	£650?	£661	?	?	?

Burial fee comparison (2021-22 figures)

Item	SCC Current	SCC Proposed	Barn	Donc	Chest	Leeds	Manc	Birm	Notts	Roth
a) Exclusive rights	£990	£1030	£950	£1125	£1181	£1587	£1879	£2247	£1751	?
b) Standard digging fee	£1250	£1300	£921	£1225	£954	£1225	£0	£1054	£735	?
Total (a + b)	£2240	£2330	£1827	£2350	£2135	£2812	£1879	£3301	£2486	
Muslim liner + additional costs	£1100	£1147	£495			£804	£345 (wooden vault)	£1100	£927	?

Appendix Two – Exceptions

Item	Current Fee	Proposed Fee	Reason
Direct to cremation	£650	£650	We are very expensive compared to other neighbouring authorities. It is proposed that we do not increase our fee. Reducing the gap between us and neighbouring authorities will hopefully increase the amount of business we receive in time. It may be beneficial to reduce our fee in future to generate more business however more research into the number of direct cremations is needed before this can be implemented confidently.
Appointment to choose a grave	£50	£75	Very few of these appointments are provided. The current fee does not cover staffing and associated costs. £75 is more reflective of the actual cost incurred.
Renewal of exclusive rights of burial – 15 years	£330 – full grave £200 – cremated remains plot	n/a	The Council currently offers two term lengths for renewal of exclusive rights: 15 years and 30 years. 15 years was introduced when nationally exclusive rights were purchased on a 30-year term. Over time this has changed and now the standard term is 50 years. It is proposed that we remove the option to renew exclusive rights of burial for 15 years, and instead offer 30 and 50 years. This is in keeping with other areas. To minimise the impact, we propose to only increase the 30-year fee from £545 to £550 (0.9%) for full burials, and from £330 to £335 (1.5%) for cremated remains. Management information on the number of renewals sold is not easily accessible.
Renewal of exclusive rights of burial – 30 years	£545 – full £330 – crem remains	£550 (0.9%) £335 (1.5%)	Lower % increase in recognition of the removal of the cheaper 15-year renewal option

Renewal of exclusive rights of burial – 50 years	n/a	£750 - full £450 - crem	New offer
Transfer of grave ownership	£50	£55	This is consistent with the decision to increase by 4% rounded up to the nearest £5 however as this is a low-cost item this equates to an increase of 10%. For this item a price of £55 feels reasonable and reflective of actual staffing and associated costs.
Internment fee – child in a full-size grave (not charged to the family)	£210	£1300 (charged to the CFF)	We have always significantly discounted all costs associated with children deaths. In 2019 the Children’s Funeral Fund (CFF) was introduced to pay for some of the costs of a funeral for a child, including this internment fee. Since this fund was introduced, we have claimed back our costs directly from the CFF. Where a child is buried in a full-size grave the cost to us is the same, often more, compared to an adult. We propose to remove the specific children’s rate and instead apply the standard adult internment fee to everyone buried within a full-size grave. This change will not impact grieving families as the costs are paid directly from the CFF. Several other authorities already do this, with many not publicising their fees and instead stating ‘that the costs will be recovered from the CFF’.
Two or more internments at the same time in the same grave	£0	£50	At the moment we do not make an additional charge for interring two or more people at the same time (full burial or burial of cremated remains) however there is additional paperwork required for every person interred. We therefore propose to start charging £50 for every additional internment.
Exhumation of cremated remains	£350	Price on application	The exhumation of a full coffin is priced on application. The circumstances and costs associated with exhumations vary depending on the circumstances. Similar applies to the exhumation of cremated remains and therefore it is suggested that the fee is quoted based on the individual

			circumstances and costs involved. We want our pricing to be transparent, and a breakdown of the charge can always be made available.
Scattering of ashes	£50 – our crem £80 another crem £50 – no attendance	£50 – ours £100 – another £55 – no attendance	In comparing our fees with other crematoria, we can see that most other crematoria do not charge for scattering ashes cremated on site, however they charge considerably more to scatter the ashes of people who have been cremated elsewhere. We propose to change our pricing model to bring us more in line with other areas.
Webcast and audio recording of services	£50	£55	This is consistent with the decision to increase by 4% rounded up to the nearest £5 however as these are low-cost items this equates to an increase of 10%. For these items a price of £55 feels reasonable and reflects that these are now optional extras and no longer items to mitigate the impact of restrictions on funeral numbers.
Book of remembrance	£75 for 3 lines £117 for 5 lines £174 for 8 lines	£35 per line	This is more flexible and makes the option accessible to people on all budgets. There is no specific reason to offer only 3,5, or 8-line options. This is one area where we are relatively inexpensive compared with our neighbouring authorities. By changing the pricing model, we can increase our charges to people who wish to have extensive entries but enable those on a smaller budget to have a shorter entry at a lower overall fee.



Report to Policy Committee

Author/Lead Officer of Report: Helen Lomas –
 Service Manager – Sheffield Family Centres –
 Early Years Prevention & Infant feeding Peer
 Support services – **Communities – People
 Services Portfolio**

Tel: 07790837708

Report of: Dawn Shaw
Report to: Communities, Park's & Leisure
Date of Decision: June 2022
Subject: Apply for Trailblazer Status for new programme funding.

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A
If YES, what EIA reference number has it been given?					
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	<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>“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>					

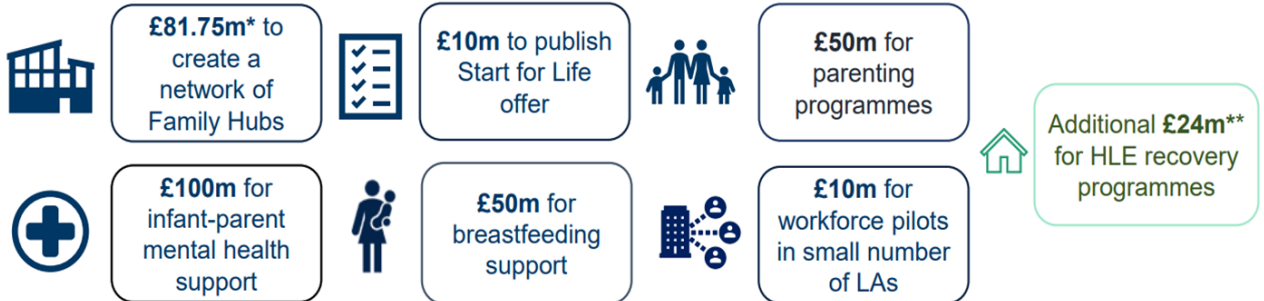
Purpose of Report:

To gain the approval for Sheffield to apply for TRAILBLAZER status in the upcoming new government funded programme. See details below regarding Family Hub & Start for Life programme.

At the autumn budget, the government committed £300 million for 75 upper-tier local authorities to deliver Family Hubs / Start for Life services over the next 3 financial years

The package will contain the following components from 2022/23 until 2024/25 (the 3 year spending review)

The package contains funding for the following components:



* This funding is in addition to previous £39.5m family hubs funding which includes the £12m transformation fund

** This forms part of the £153 million of new funding announced June 2021 to aid early years educational recovery

See link for government announcement information

[Infants, children and families to benefit from boost in support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/infants-children-and-families-to-benefit-from-boost-in-support)

Recommendations:

The approval for Sheffield to progress to the application stage for Trailblazer status.

Key contacts from the Local Authority have been part of the focus group for information about trailblazers and Sheffield is seen as having positive outcomes with regards to family centres development, infant feeding support and parenting programmes across the city.

Background Papers:



1. Webinar 1 slides -
Family Hubs and Start

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>N/A as yet as no funding is allocated this is just to approve the ability to apply</i>
		Legal: <i>N/A</i>
		Equalities & Consultation: <i>N/A</i>
		Climate: <i>N/A</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	SLB member who approved submission:	<i>John Macilwraith</i>
3	Committee Chair consulted:	<i>(Insert name of relevant Member)</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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Helen Lomas</i>	Job Title: <i>Service Manager</i>

Date: 30.5.22

1. PROPOSAL

The proposal is to approve the ability for Sheffield to apply for trailblazer status.

Current services in Sheffield have 7 registered Family Centres and continue to meet some minimum expectations but the request is to apply for Trailblazer status to boost the programme /development in Sheffield of Family Hubs and Start for Life services once again.

Trailblazers will be small group of LAs who lead the way on delivering the programme; making the fastest improvements to services to enable improved outcomes for families, babies, and children quickly and establishing best practice for others to learn from.

Benefits of being a Trailblazer :-

Some additional funding in year one to enable rapid delivery on the menu of options for the funded services.

Join a network of England wide trailblazers where they can share learning and troubleshoot.

Be identified by central government as a national leader in the implementation of the programme.

Additional asks of being a Trailblazer :-

Begin delivering from the menu of options for the funded services in year one and make rapid progress.

Share best practices with the Unit and other LAs and support LAs who have the furthest to travel with their expertise.

Sign up to the programme to a tighter deadline than non-trailblazers.

Commit in principle to be willing to participate in more intensive evaluation in that LA than other areas.

Trailblazer challenges and opportunities – the process of monitoring ourselves for this status or undertaking a self assessment will become clearer over the next 4 weeks

1.1

2. HOW DOES THIS DECISION CONTRIBUTE?

Trailblazer status will enhance the transformational changes to establish the Family Hub networks & start for life offer for families across the city including the development of Parent Carer decision making processes and publishing the offer quicker which will in turn reduce inequalities of family's accessibility to locality hubs at the right time thus reducing the need for higher level of need.

linking to one year plan priorities –

- Great Start in Life priority
- Engaging enabling and empowering our residents

Risks will be dependent on key partner involvement in programme roll out and the ability to engage communities in developing Hubs in their communities.

Risk that strategic buy in is not achieved across service areas, hindering the local level transformational change requirements.

Partners involved internal/external include - commissioning services, Midwifery, Health 0-19, VCF, Parenting, Mental Health Services, SEND and parents themselves

Performance reporting will be maximised against Family Hub & Start for Life Programme Guide expectations for service delivery and Family Hub Network operational model.

2.1

3. HAS THERE BEEN ANY CONSULTATION?

No formal consultation needed for this decision to move to application status, although parents have been consulted with recently who already access services asking them what they would like to see if family hubs develop regarding universal low level preventative services and links to communities. The outcome was positive and a survey of what families want to see is available.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

Not known at this stage of application

4.1.1

4.2 Financial and Commercial Implications

Not known at this stage

4.2.1

4.3 Legal Implications
None known at this stage

4.3.1

4.4 Climate Implications
None known at this stage

4.4.1

4.4 Other Implications
None known at this stage

4.4.1

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 *If the decision is not approved then Sheffield will receive allocated funding for the programme with no enhanced opportunities for the communities and the city.*

6. REASONS FOR RECOMMENDATIONS

6.1

Benefits of being a Trailblazer :-

Some additional funding in year one to enable rapid delivery on the menu of options for the funded services.

Join a network of England wide trailblazers where they can share learning and troubleshoot.

Be identified by central government as a national leader in the implementation of the programme.

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Report to Policy Committee

Author/Lead Officer of Report: Ryan Keyworth,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Ryan Keyworth*
Report to: *Communities, Parks & Leisure Committee*
Date of Decision: *13 June 2022*
Subject: *Month 1 Monitoring, Financial Position and Budget Timetable*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes		No	X	
Has appropriate consultation taken place?	Yes		No	X	
Has a Climate Impact Assessment (CIA) been undertaken?	Yes		No	X	
Does the report contain confidential or exempt information?	Yes		No	X	

Purpose of Report:

This report brings the Committee up to date with the Council's financial position as at Month 1 2022/23. The report also reports the proposed budget timetable for the development of the 2023/24 budget.

Recommendations:

The Committee is recommended to:

1. Note the Council's challenging financial position and the Month 1 position.
2. Note the budget timetable set out in this report including the requirement for the Committee to plan to develop budget proposals over the course of the summer
3. Note that the Strategy and Resources Committee was recommended at its 31 May 2022 meeting to "require any Policy Committee that is forecasting an overspend on their budget to develop an action plan to address the overspend in-year and ask the Finance Sub-Committee to monitor both the development of any required action plans and delivery against them"
4. Continue closely to manage and monitor expenditure in line with budget expectations and ensure forecasts represent current financial conditions.
5. Ensure that the spend in the community response team that is unfunded for 23/24 is managed with this in mind.

Background Papers:

[2022/23 Revenue Budget](#)

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>Ryan Keyworth, Director of Finance and Commercial Services</i>
		Legal: <i>David Hollis, Assistant Director, Legal and Governance</i>
		Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i>
		Climate: n/a
<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	SLB member who approved submission:	<i>Ryan Keyworth</i>
3	Committee Chair consulted:	
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Ryan Keyworth</i>	Job Title: <i>Director of Finance and Commercial Services</i>
	Date: <i>26 May 2022</i>	

1. PROPOSAL

1.1 Context

1.1.1 The Council is facing a challenging financial position. It is critical that all Committees stay within the budgets that have been allocated to them by Full Council

1.1.2 A specific recommendation to Council in the [March 2022 budget report](#) supports this:

“d) To note that, if overspends against the agreed budgets emerge, then Executive Directors and Directors will be required to develop and implement plans to mitigate fully any overspend, within 2022/23, in consultation with elected Members;”

1.1.3 This recommendation was further reinforced by an [amendment](#) to the [report establishing the new Committee](#) system approved at Council on 23 March proposed by Cllr Cate McDonald (Executive Member for Finance and Resources), seconded by Cllr Sioned-Mair Richards (Chair of Audit and Standards Committee).

“49. It is the responsibility of each Committee to work within the budget framework agreed by Council. This includes taking timely action to address any overspend within the services for which the Committee is responsible.”

1.2 Background – 2021/22 Out-turn and 2022/23 Budget

1.2.1 The Council finished the 2021/22 financial year with a £20m overspend – helped by one-off income from the NHS.

£m	FY Outturn	FY Budget	FY Variance
People	286.7	264.3	22.4
Place	131.2	135.1	(3.8)
PPC	3.1	3.4	(0.4)
Resources	10.5	8.8	1.7
Corporate	(411.7)	(411.6)	(0.1)
Total	19.8	0.0	19.8

1.2.2 Balancing the 2022/23 Budget required significant savings and a use of reserves. On 2 March 2022, Council approved the 2022/23 budget. That budget required almost £53m of savings proposal and the use of £15m of the Council's one-off reserves to balance it.

£m 22/23	Approved Savings
People	37.7
Place	7.1
PPC	1.2
Resources	6.7
Total	52.7

The Council has also earmarked £25m of reserves to manage the delivery (ie can the saving be realised) and timing risks (ie when can the full saving be delivered) associated with the £52.7m savings.

1.2.3 The Council allocated a total of £70m Reserves to support the Budget from 2021/22

These one-off reserves have been used, or are earmarked as follows:

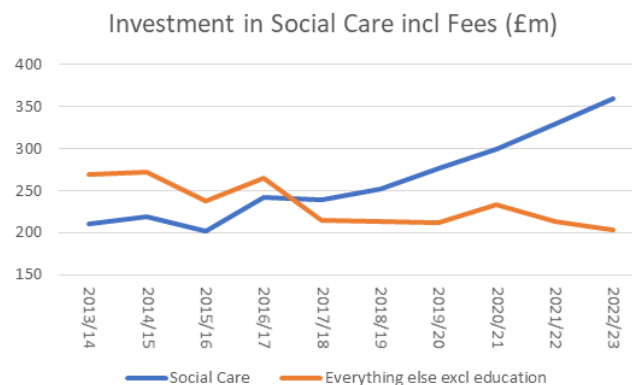
Reserves Usage	£m
2021/22 Overspend	20
2022/23 Budget Balancing	15
2022/23 Current Overspend	19
<i>Unallocated</i>	<i>16</i>
Total	70

1.2.4 The 2022/23 budget, consistent with the Council’s long-term priority, protected investment in key front-line services and in particular social care.

The table below shows how budgets changed from 2021/22 to 2022/23. Effectively, the 2021/22 overspend in People as shown above has been built into the 2022/23 budget. There have been some reallocations between portfolios (eg Libraries) but the message is unaltered:

£m Budget Comparison	2021/22	2022/23	Change
City Futures		43.8	
Operational Services		112.3	
Sub-Total	135.1	156.1	21.0
People	264.3	291.9	27.7
Policy, Performance And Comms	3.4	2.8	(0.6)
Resources	8.8	6.6	(2.2)
Corporate (Incl Use Of Reserves)	(411.6)	(457.4)	
Total	0.0	(0.0)	45.8

1.2.5 Over the longer term and including fee income, this chart shows how the Council has continued to invest in Social Care services with increases of 6% per year for last 10 years and 8% per year for the last 5 years.



1.2.6 The use of reserves can only be one-off. A series of Reviews were commissioned as part of the 2022/23 budget that are designed to save money over the longer term whilst protecting vital services:

Early Intervention & Prevention including Financial Support	Review and consolidation of the Council's early intervention and prevention services including services provided by Children and Families, Housing, Communities, Adult Health and Social Care. Review of the Council's approach to providing financial support / hardships support including the funding and administration of schemes. Including Council Tax support / hardship, s17 payments, No Recourse to Public Funds, Local Assistance Scheme etc
Libraries	Review the Council's Libraries offer, including the remaining 11 Council-run libraries to determine whether any more should become volunteer run libraries.
Accommodation	<ol style="list-style-type: none"> 1. City Centre e.g Moorfoot, Howden, Town Hall 2. Locality buildings 3. Depots / operational type bases 4. Community buildings, including all parks/libraries 5. Service tenancies 6. Commercial Estate and leased out
Apprenticeships	Review to explore further opportunities to grow our apprenticeship cohort, saving money and providing opportunities at the same time.
Customer Service	<ol style="list-style-type: none"> 1. Communication 2. Access to Services 3. Quality and Timeliness 4. Digital and Self-Service

1.3 Council Portfolio Month 1 2022/23

1.3.1 The Council is forecasting an £18.7m overspend against the 2022/23 budget

Full Year £m	Outturn	Budget	Variance
Corporate	(457.0)	(457.1)	0.1
City Futures	44.6	43.8	0.8
Operational Services	111.9	112.0	(0.1)
People	308.2	291.9	16.3
Policy, Performance Comms	2.9	2.8	0.1
Resources	8.1	6.6	1.5
Total	18.7	0.0	18.7

1.3.2 This overspend is due to a combination of agreed Budget Implementation Plans ("BIPs") not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off saving.

Full Year £m	One-off	BIPs	Trend Variance	
Corporate	-	-	0.1	0.1
City Futures	-	-	0.8	0.8
Operational Services	(3.2)	1.3	1.8	(0.1)
People	(1.2)	15.4	2.1	16.3
Policy, Performance Comms	-	0.1	-	0.1
Resources	-	1.4	0.1	1.5
Total	(4.4)	18.2	4.9	18.7

1.4 Committee Financial Position

1.4.1 Overall Position

The Council is forecasting a £18.7m overspend at Month 1

Within this, there is a £11.6m overspend in Adult Health and Social Care Committee and a £4.7m overspend in Education, Children and Families	Full Year Forecast £m @ Month 1	Outturn	Budget	Variance
Adult Health & Social Care		162.1	150.5	11.6
Education, Children & Families		133.9	129.2	4.7
Housing		8.8	8.8	-
Transport, Regeneration & Climate		41.6	39.9	1.7
Economic Development & Skills		5.8	5.8	-
Waste & Street Scene		53.7	54.2	(0.5)
Communities Parks and Leisure		39.3	39.8	(0.5)
Strategy & Resources		(426.5)	(428.2)	1.7
Total		18.7	0.0	18.7

The majority of the overspend is attributable to forecast shortfall in Business Improvement Plans (BIPs) delivery	Variance Analysis £m @ Month 1	One-off	BIPs	Trend
Adult Health & Social Care		-	9.2	2.4
Education, Children & Families		-	6.3	(1.6)
Housing		-	-	-
Transport, Regeneration & Climate		(0.1)	1.2	0.6
Economic Development & Skills		-	-	-
Waste & Street Scene		(3.0)	-	2.5
Communities Parks and Leisure		(1.4)	-	0.9
Strategy & Resources		-	1.5	0.2
Total		(4.5)	18.2	5.0

£4.5m of one-off savings are mitigating part of the ongoing overspend Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/23 as the trend continues.

Balancing the 22/23 budget was only possible with £53m of BIPs, £34m are reported as deliverable in year	£m Portfolio	Total Savings 22/23	Deliverable in year	FY Variance
	People	37.7	22.3	15.4
	Operational Services	7.1	5.8	1.3
	PPC	1.2	1.1	0.1

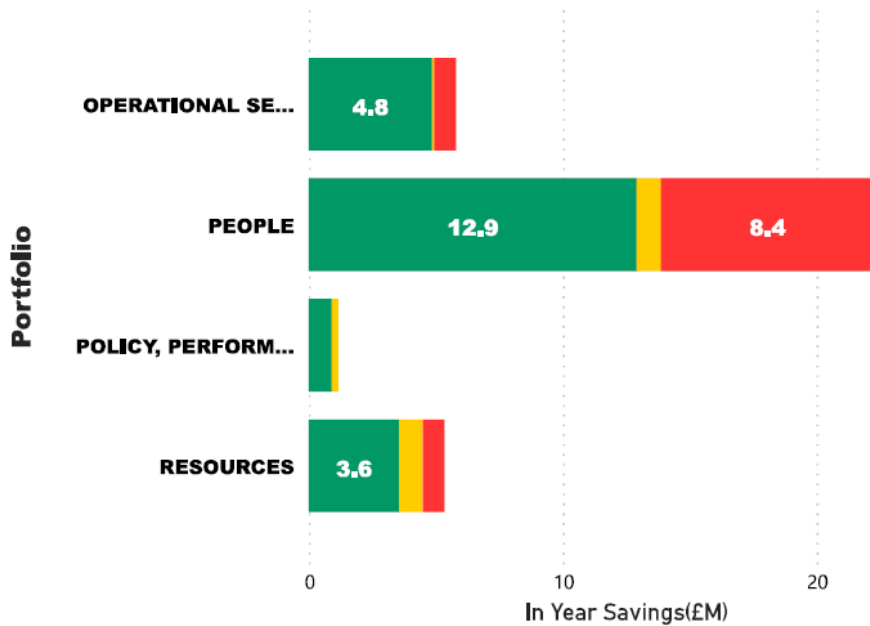
Resources	6.7	5.3	1.4
Total	52.7	34.5	18.2

Focus has to be on delivering BIPs in 22/23 and preventing the budget gap from getting any wider

Of the £34m BIPs forecast as being deliverable, £10m are rated Red, which indicates high risk of increased overspending.

£34M Deliverable

Financial RAG ● Green ● Amber ● Red



Adult Health and Social Care are forecast to overspend by £11.6m

The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver the required savings.

Education, Children and Families are forecast to overspend by £4.7m

Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy requires further work on capital business cases in order to progress. The service needs to provide mitigations to bring overspends back in line with budgets.

1.4.2 Communities, Parks & Leisure Committee - underspend of £0.4m at Month 1

The Communities Parks & Leisure Committee is forecast to underspend by £0.4m	Full Year Forecast £m @ Month 1	Outturn	Budget	Variance
		Community Services <i>(Community Safety; Family Centres; Locality Management)</i>	6.5	6.5
	Public Health	(0.1)	(0.1)	-
	Parks, Leisure & Libraries <i>(Bereavement; Coroner and Medico Legal; Libraries and Archives; Parks and Countryside; Partnerships and Special Projects; Physical Activity and Sports; Public Health)</i>	33.0	33.4	(0.4)
	Total	33.4	33.8	(0.4)
One-off grant funding carried forward from last year is expected to be spent to support clinically vulnerable people	Variance Analysis £m @ Month 1	One-off	BIPs	Trend
	Community Services	(1.3)		1.3
	Public Health	-	-	-
	Parks, Leisure & Libraries			(0.4)
	Total	(1.3)	-	0.9
£1.3m is forecast to be spent to support the community response team	The forecast assumes £1.3m temporary funding will be drawn down to pay for staffing costs in community response for Clinically Extremely Vulnerable, Community Safety and Locality Teams. This is one off funding and caution must be taken to ensure expenditure does not continue as a trend into 23/24 or an unfunded budget pressure will be created.			
Parks, leisure, and libraries are forecasting a small underspend	There is a relatively small forecast of underspends across most service areas amounting to £0.4m.			

1.5 Outlook for 2023/24 and Beyond

1.5.1 We do not expect to receive additional core funding – the trend in government is to support specific initiatives rather than general funding uplifts. In any case, the Local Government finance settlement is normally issued just before Christmas – far too late to support a budget process.

The best we can hope for is that the government will recognise and provide funding to cover the current high rates of inflation, although there are no indications from government on this and we would not expect to get any confirmation until the Autumn Statement at the earliest.

1.5.2 We are working on the Medium Term Financial Analysis which will provide our best estimate of the Council's overall financial position for the next few years. We normally produce this over the summer for publication in the early Autumn, but this year, we are bringing it forward to July because of the Council's difficult financial position.

1.5.3 There is likely to be a significant budget gap to bridge for 2023/24

Possible 2023/24 Budget Gap	£m
Use of Reserves in 2022/23 Budget	15
Current 2022/23 Forecast Overspend	19
One-offs being used in 2022/23	4
Ball-park inflationary / demand pressures	?45?
Expected Grant / Council Tax Increase	(15)
Potential Budget Gap	68

1.6 2023/24 Budget Timetable

1.6.1 The high-level timetable for the 2023/24 budget has been structured around the Committee timetable. This timetable will require significant work from Policy Committees over the summer and will mean that budget proposals from Committees will be reported during September.

Throughout June 2022	Budget Monitoring and timetable Reports to Policy Committees at Month 1 2022/23.
5 July 2022	Medium Term Financial Analysis to Strategy and Resources Committee . Strategy and Resources Committee sets Policy Committee budget targets.
July – September 2022	Policy Committees develop Revenue and Capital budget proposals to address any cost or demand pressures within the budget allocated by Strategy and Resources Committee.
Throughout September 2022	Policy Committee meetings to formally set out how they are going to deliver their budget – reporting the results of the work done over the summer.
12 October 2022	Consolidated budget report based on individual Policy Committee work to Strategy and Resources Committee .

Throughout November 2022	Policy Committee meetings formally to sign-off budgets after any changes from Strategy and Resources Committee in October
5 December 2022	Overall budget formally signed off by Strategy and Resources including the Housing Revenue Account Rent setting report as part of the Housing Policy Committee's budget.
24 January 2023	Budget report formally approved by Strategy and Resources with recommendations to Full Council
1st February 2023	Housing Revenue Account budget approved at Full Council , together with the Rent Setting decision
1st March 2023	2023/24 Revenue and Capital Budgets to Full Council

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report will ensure that the Council has a robust budget process for 2023/24 and will ensure that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications from this report.

4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies

as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

4.4 Climate Implications

4.4.1 There are no direct equality implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

4.4 Other Implications

4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

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