

Communities, Parks and Leisure Policy Committee

Monday 6 February 2023 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 Marieanne Elliot
Councillor Sue Alston
Councillor Tony Downing
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Peter Price

PUBLIC ACCESS TO THE MEETING

The Communities, 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

Voluntary Sector

- Voluntary Sector Liaison
- Voluntary Sector Grants, including Grant Aid
- Strategic lead on relationships and development with the Voluntary, Community and Faith Sector, building capacity and sustainability in the sector

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 webpage](#) 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 working 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
6 FEBRUARY 2023**

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. Minutes of Previous Meeting** (Pages 11 - 12)
To approve the minutes of the last meeting of the Committee held on
 - 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
 - 7. Work Programme** (Pages 13 - 24)
Report of Interim Director, Legal and Governance
- Updates/Briefings**
- 8. Community Safety - Briefing on 'Always an Alternative'** (Verbal Report)
Report of Executive Director, Operational Services
 - 9. Community Safety - Briefing on VAWG** (Verbal Report)
Report of Executive Director, Operational Services
 - 10. Allotment Service Briefing** (Pages 25 - 30)
Report of Executive Director, Operational Services
- Formal Decisions**
- 11. Public Health Parks Investment** (Pages 31 - 52)
Report of Executive Director, Operational Services
 - 12. Participation in the North-West and Yorkshire Book Consortium** (Pages 53 - 58)
Report of Executive Director, Operational Services

- 13. Revenue Budget Monitoring Report - Month 8**
Report of Executive Director, Operational Services

(Pages 59 - 66)

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Monday 13 March 2023 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 David Hollis, Interim Director of Legal and Governance by emailing david.hollis@sheffield.gov.uk.

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Communities, Parks and Leisure Policy Committee

Meeting held 20 December 2022

PRESENT: Councillors Richard Williams (Chair), Paul Wood (Deputy Chair), Marieanne Elliot (Group Spokesperson), Sue Alston, Tony Downing, Bernard Little, Karen McGowan and Tim Huggan (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies were received from Councillor Alan Hooper.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 It was explained that there was a closed part of the report at item 9 in the agenda which was not available to the public and press because it contained exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended) relating to financial and business affairs. The Committee were therefore asked to formally exclude the public and press for the discussions on this item to allow for consideration of the sensitive information

3. DECLARATIONS OF INTEREST

3.1 There were no formal declarations of interest made at the meeting.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting of the Committee held on 26th Sept 2022 were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 There were no petitions or questions received from members of the public.

6. WORK PROGRAMME

6.1 RESOLVED UNANIMOUSLY:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1; and
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme

report, for potential addition to the work programme.

6.2 It was agreed to arrange some library site visits.

7. 'BE THAT MATE' VIDEO SCREENING AND VERBAL UPDATE

7.1 Chelsea Renehan introduced this item and was accompanied by 2 members of the youth cabinet involved in the creation of the video. The members of the youth cabinet explained and gave reasons as to why they had produced the video. Councillors praised and gave positive comments. Some further discussion took place surrounding collaboration with academies in the city and promotion of the video. The Chair explained that the youth cabinet members would be invited back next year to give an update on progress and gave thanks.

8. MORTOMLEY CLOSE RESURFACING

8.1 The Head of Parks and Countryside introduced the report which provided members of the Committee with information regarding the resurfacing work to Mortomley Close and sought to agree next steps.

8.2 The legal advisor presented the legal advice contained in the exempt appendices to the report. Members asked questions of officers and responses were provided around the impact of the legal advice, resurfacing, date quotations, costings, increased prices of materials and number of households affected.

8.3 **RESOLVED:** That the **Communities, Parks and Leisure** Policy Committee:-

1. Note the content of the report and agree to uphold the original decision and progress the resurfacing/repair work to Mortomley Close.
2. Note that the road will continue to be an unadopted highway and the Council will not take on any further responsibility for future maintenance

8.4 Reasons for Decision

8.4.1 To ensure an agreed position regarding the resurfacing of Mortomley Close.

8.5 Alternatives Considered and Rejected

8.5.1 The Council could decide not to undertake the resurfacing work at Mortomley Close for the reasons identified in sections 1.2 and 1.3 of this report. This option is not recommended as it is not in line with the original agreement made when the Thorncliffe Football Hub was developed in 2015.

8.6 **Vote Result:** For – 5, Against – 2, Abstain – 1.



Report to Communities, Parks and Leisure Committee

6th February 2023

Report of: David Hollis, Interim Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and
Leisure

Author of Report: Rachel Marshall, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 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 report, where applicable:

- Questions and petitions from the public, 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 (See Appendix 1)

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

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and

Background Papers: None

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 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 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
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
NEW: Community Safety	Feb 2023	Briefing on the 'Always an alternative' initiative – part of the knife crime strategy
NEW: Community Services	March 2023	To provide an update to the Communities, Parks and Leisure Policy Committee on the delivery of the Team Around the Person (TAP) programme
NEW: Community Asset Transfer	March 2023	Awaiting Form 1: Transfer of a Community Asset
NEW: Community Safety	Feb 2023	Briefing on the work relating to Violence Against Women and Girls (VAWG) and an update on White Ribbon Accreditation
NEW: Youth Strategy	March 2023	To provide an update on the progress of the Youth Strategy 2022-25
NEW: Community Infrastructure Levy	March 2023	To provide an update to committee on the approach to utilising the Neighbourhood proportion of CIL funding in communities
NEW: Community Cohesion	March 2023	To provide an update to the committee on the Community Cohesion work
REMOVED: Enter into a lease with operator at Botanical Gardens	N/A	This item was added in error. The decision is delegated to the Chief Property Officer as the Council's marketing and tender process was followed. In the event a Committee decision was required it would be taken by the Finance Sub Committee. In this case however, there is no Committee decision required.
NEW: Participation in the North-West and Yorkshire Book Consortium	Feb 2023	Our current contracts to supply Library Books and other Material expires on 31st May 2023. We need to procure replacement contracts to start on the 1st June 2023, so that there is no delay in the supply of new materials.
NEW: Library Theatre Fees	March 2023	To agree an increase in fees to hire Library Theatre in Central Library
NEW: Library and Archives Update	March 2023	To provide an update on the Libraries and Archives Service and public consultation on opening times
NEW: Ash and Larch Dieback	Mtg 1 23/24 TBC	Briefing on current position in Sheffield
NEW: Playzones Update	March 2023	Updates on projects in phase one progressing through the application process with Football Foundation
NEW: Portfolio of Priority Football Projects	23/24 TBC	Information regarding the portfolio of football projects linked to Sheffield's Local Football Facility Plan and Playing Pitch Strategy priorities

Part 2: List of other potential items not yet included in the work programme

Issues that 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	Burials Policy
Description	Creation of a burials, cremation and cemetery green spaces strategy for Sheffield City Council. Further pieces of work will develop out of this, including: <ul style="list-style-type: none"> - Revised cemetery policy - New burial land - Cemetery standards and accreditation system
Lead Officer/s	Ellie Fraser
Item suggested by	Lisa Firth
Type of item	Pre-decision
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	Member briefing
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	TBC
Lead Officer Commentary/Proposed Action(s)	TBC

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 5	6 th February 2023	Time				
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
NEW: Community Safety	Briefing on the 'Always an alternative' initiative – part of the knife crime strategy	Jason Siddall/ Angela Greenwood	Briefing	Knife Crime update requested by committee	n/a	N/A For update only
NEW: Community Safety	Briefing on the work relating to Violence Against Women and Girls (VAWG) and an update on White Ribbon Accreditation	Sam Martin/ Alison Higgins	Briefing	Requested by Committee	n/a	N/A For update only
Allotment Service Briefing	Allotment Service briefing agreed at the November meeting.	Ceri Ashton/Ruth Bell	Post decision update	Update requested at November Committee	NA	NA -for update only
Public Health Parks Investment	Public Health parks investment 22/23, and future years investment plan.	Stuart Turner	Decision	Committee briefing and paper prior to decision	Public Health investment criteria	This Committee
NEW: Participation in the North-West and Yorkshire Book Consortium	Our current contracts to supply Library Books and other Material expires on 31st May 2023. We need to procure replacement contracts to start on the 1st June 2023, so that	Hilary Coulson	Decision	Report will outline reasons for maintaining the current approach to purchasing as part of the consortium. This doesn't impact on the types of items	As the report is only concerned with the source of supply, external consultation is not required.	This Committee

	there is no delay in the supply of new materials.			purchased or the level of overall spend. No pre-engagement proposed		
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Monitoring Report (M8)	Update of the councils' financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Meeting 6	13 March 2023	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
NEW: Library Theatre Fees	To agree an increase in fees to hire Library Theatre in Central Library	Hilary Coulson	<ul style="list-style-type: none"> • Decision 	Briefing paper for Committee papers	Consultation with hirers	This Committee
NEW: Youth Strategy	To provide an update on the progress of the Youth Strategy 2022-25	Chelsea Renehan	<ul style="list-style-type: none"> • Update on progress 	Requested by Committee	Ongoing consultation with Voluntary, Community and Faith	n/a update to committee only

					sector partners. Engagement with young people through the Youth Cabinet and other means	
NEW: Community Infrastructure Levy	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities	Carl Mullooly	Briefing	Engagement with members through LAC chairs meeting	Use of Local CIL will, in part, be allocated based on consultation through Local Area Committees and other engagement of local communities	TBC
NEW: Community Cohesion	To provide an update to the committee on the Community Cohesion work	Lorraine Wood	Update	TBC	TBC	n/a
NEW: Community Services	To provide an update to the Communities, Parks and Leisure Policy Committee on the delivery of the Team Around the Person (TAP) programme	Lorraine Wood	Update	Requested by Committee	n/a	N/A For update only
NEW: Library and Archives Update	To provide an update on the Libraries and Archives Service and public consultation on opening times	Hilary Coulson	Update	Requested by Committee	Public consultation underway on standardising opening time	N/A
NEW: Community Asset Transfer	Transfer of a Community Asset	Carl Mullooly	Referral to Decision Maker	TBC	TBC	TBC
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

	<ul style="list-style-type: none"> <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
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Meeting 1 2022/23	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
Lease – Parkwood Springs	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)
NEW: Ash and Larch Dieback	Briefing on current position in Sheffield	Ruth Bell	Briefing			N/A
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> 					
Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Meeting 2 2022/23	TBC	Time				
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						

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	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 2	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

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

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 3.

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

Allotments Service briefing

The following briefing was requested by the Committee, to address some more general questions which were raised when a rent increase proposal was presented at the meeting of 14.11.2022

The allotment service is a statutory function in the council and lies within the Parks and Countryside service, operating 5 days a week. The service manages approximately 3400 allotment plots across 80 sites, these vary hugely in scale and location. In comparison to other authorities our allotment provision is considered high, and the service is valued greatly by our communities who rely on them for food growing and a multitude of health and wellbeing benefits – made clear in COVID. Plots are leased to tenants who then take responsibility for them. There are currently approximately 3265 tenants. The service is almost fully funded by rents operating within an annual budget of c£310,000.

The Allotment Office is staffed Monday-Friday

The phone line is open Monday-Friday, 9am-4pm (it has a queue system). Calls are answered by the Parks and Countryside Business Support Team (at no cost to the Allotment Office). The business support officers are trained to deal with simple allotment-related queries. More complex queries are referred on to a member of the Allotments team. The email inbox is regularly monitored during office hours.

The allotment office is staffed as follows:

Allotments Manager (Ceri Ashton), substantively full time, currently 3 days a week (notionally Monday, Wednesday, Friday, but with some flexibility)

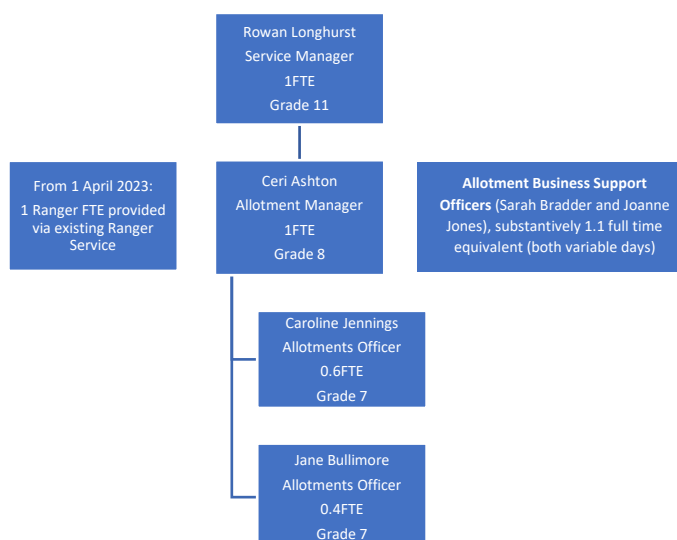
Allotment Officers (Caroline Jennings and Jane Bullimore), substantively 1 full time post combined (Caroline 3 days a week, Jane 2 days a week), currently 1.4 full time equivalent in total (Caroline 4 days a week: Monday, Wednesday, Thursday, Friday, Jane 3 days a week: Monday, Tuesday, Wednesday)

Allotments Project Ranger (Bob Chowdry), full time (until 31 March 2023, after which the wider Ranger team will cover the allotment duties.)

Allotment Business Support Officers (Sarah Bradder and Joanne Jones), substantively 1.1 full time equivalent (both variable days)

The team is trained on all elements of the allotment services, but some queries need to be dealt with by officers specialising in that area. For most enquiries, any member of the team can help.

Organisational team structure (substantive posts)



We are a statutory service We are required to provide plots if there is a demand for them. We seek to go beyond this, by providing sites of a high standard, and increasing provision where demand is high.

Rents are set annually We must give tenants one year’s notice of any rent increase. Consultation revealed that tenants prefer rents to be set one year at a time. The service is essentially self-funding. Rents typically go up in line with inflation. We consult with our advisory group, and sometimes with all tenants. Our rents for 2022/23 are set as follows:

	Plot Size up to 100m ²	Plot Size up to 200m ²	Plot Size up to 300m ²	Plot Size 301m ² or above	Parson Cross 1	Parson Cross 2	Pigeon loft (rent only)
Rent	£28.60	£58.10	£83.60	£124.40	£8.20	£14.30	
Water	£15.30	£31.60	£42.80	£53	£4.40	£7.70	
Total	£43.90	£89.70	£126.40	£177.40	£12.60	£22.00	£55.10

Rent structures vary Models for rent setting and site management vary for local authorities in South Yorkshire. Lots of factors affect our rents, the combination of which do not compare directly to other cities. For example, plot size, degrees of self-management, water provision, levels of concession, overall size of the service are all variables.

Other South Yorkshire Authorities manage their sites differently Barnsley are reviewing the management of their 69 sites, Rotherham have set up a new community benefit society called Rotherham Allotment Alliance (Ltd) where the authority will lease their sites to the Alliance and Doncaster operates a mix of self-managed (27) and directly managed (17) sites. The degree of investment through site improvements and administrative support varies.

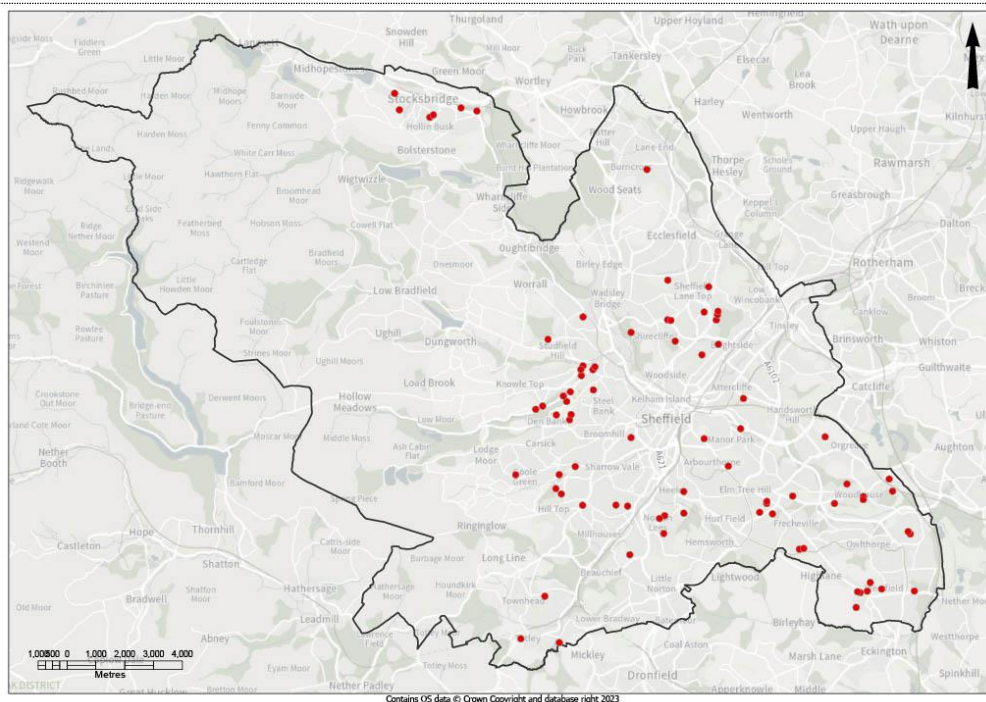
Rents annual costs are: **Barnsley** £82.17 if they have a water supply or £40.49 without water. **Doncaster** - cost £10.84 per 100 square metres. **Rotherham** – no information available

Our concessions are generous Although our rents are not the cheapest, our 75% concession for those on a low income is more generous than what most authorities offer, making allotments more affordable for those who might struggle most to pay. We also manage all our sites directly (no self-management).

Demand is currently high Demand for allotments surged during the pandemic, and remains high, across the whole of the city (with the longest waiting lists in the South West, and parts of the South and Central areas). During the pandemic, the waiting list soared from 400 to over 4000. It is currently around 2000. Occupancy is currently high, close to a record high for recent years: 3265 tenants; 96% occupancy of the lettable plots (the remainder are under offer). We also have 677 registered co-workers (people who help tenants on their plot but aren’t on the allotment lease).

We face some significant challenges We have some challenging sites, e.g. Shirecliffe, which would benefit from huge investment (beyond the scope of our budget). The current high rate of inflation is a challenge for our budget. Meeting the demand for allotments is an ongoing challenge, which we seek to address through rigorous inspections, splitting plots where possible, and creating new sites. The last site we created was in Beauchief in 2014, with a further potential site in Blackstock Road failing to progress in 2016 due to local opposition.

Locations of sites across the city



We are always on the lookout for suitable new sites and bringing derelict plots back into use, but this can be costly

We work with a number of colleagues within our own service to identify suitable potential new sites within Council ownership (purchasing land in the right locations is generally cost-prohibitive). Finding sites where we need them most is challenging; in general, there is more land available in areas of lower demand. Our newest sites are Parson Cross Family Gardens, Mickley Lane (Totley), Bracken Moor (Stocksbridge) and Beauchief. When we create new sites, we make the plots much smaller than traditional full-size plots, to have maximum impact on the waiting list, and because many people find them more manageable and ample for their needs. Alongside the information on demand (i.e. waiting list length), we would like work more closely with colleagues in other areas of the council to identify sites that help meet demand as well as wider health and environmental inequality. However, we recognise that there are multiple demands for sites and that there are challenges over taking land out of wider public use in Parks and other openly accessible green spaces.

We have some derelict plots which are unfit to let. Their condition varies. Some can be brought back into use. This can be costly, e.g., if significant tree work, vegetation clearance and rubbish removal is required. We take a strategic approach, reclaiming derelict plots if we are confident that they can be let and will continue to be let (demand for plots can fluctuate). The cost of clearance can be £100s or even over £1000. Payback is therefore slow, but maximising occupancy is still a goal.

The allotment culture has always been strong

There is a long and colourful heritage associated with allotments in Sheffield, and we've experienced a resurgence in demand in the last 15 years. Some of our allotments include pigeon lofts, a sport valued by dedicated community often going back generations.

We engage with our customers in a range of ways

Our advisory group (with representatives from allotment societies and Sheffield Allotment Federation) meets 3-4 times a year. We liaise regularly with allotment societies. When larger decisions need to be made, we invite all tenants to get involved (e.g., surveys or workshops).

We are looking at how sites

We do have a number of active allotment societies but none of these are responsible for managing sites. Historically we have not seen the appetite from societies to self-manage sites, but we believe this has changed and are exploring the options around this. We are

could be self-managed

hugely grateful for the amount of time societies spend helping us with the smooth running of sites and welcome their thoughts on effective models of self-management.

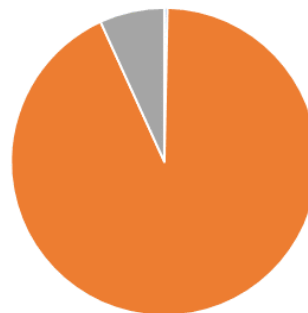
Our budget largely goes on staffing and looking after the sites

Our budget is c£310,000. Almost half of this pays for the allotment staff team. The remainder is spent on the allotment sites, e.g., provision of water, maintenance of access tracks, reactive repairs, locks and keys, tree work to reduce shade, clearance of derelict plots, and the annual site improvements.

Allotments budget spending 2021/2022



2021/2022 Allotment service income



■ Employees ■ Premises ■ Transport ■ Supplies and Services ■ Other rental income ■ Allotment Rental income ■ SCC Funding

We are reviewing our policies and strategies

We are in the process of reviewing the council's allotment strategy, our policies and procedures, our tenancy agreement and our handbook, to ensure we reflect the current situation and challenges and setting out ways we can overcome these challenges and improve our service. We are giving a lot of attention to reviewing our policy on fires on allotments. More detail below.

Burning on our allotments

We currently have a seasonal ban on burning which means fires are not allowed on any site between 1st May and 30th September, this was introduced in 2018 (to reduce complaints about nuisance). Following data collection at our largest site (Heeley and Meersbrook Allotments), alongside a green waste trial on another site. Have now begun consulting further before recommendations are made on proposed changes in our policy. We are consulting with experts (colleagues from Environmental Regulatory Services and a representative from Clean Air Sheffield) as well as our tenants. The Allotment Advisory group (which includes the Allotment Federation) has received an overview of initial findings (where different measures were used, and overall were not conclusive in terms of recommendations) in December 2022.

We welcome the Communities Parks and Leisure Committee's involvement in next steps on this policy, alongside other committees, and stakeholders. Regardless on the decision on burning we will continue to promote composting and recognise that there will not be a 'one size fits all' solution to green waste removal on all our sites.

We are well connected with other Local Authority Allotment services

Our team is well respected across the area and well connected with other Local Authority Services. We regularly share experiences and seek advice on certain policies and approaches, for example policies on burning. We have been asked to share our experience on how we run our service by another South Yorkshire Authority which is reviewing their strategy and would like to learn more from us.

We are very busy, but we make a lot of people happy – Our customer

During 2022 we received approximately 5700 phone calls and 26,552 emails to the allotment mailbox plus further emails directly to the allotment team.

Outcomes of our latest customer satisfaction survey (completed in 2018) were very positive. Overall, it was very encouraging tenants were very satisfied or fairly satisfied with their plot and site, with site security still needing to remain a priority, along with

**satisfaction
survey**

some issues around drainage and access to plots. Since the survey was completed we have worked with our finance team to introduce easier payment methods.

Communication with the office was stated as something that was done well and tenants felt that when they contacted the office the responses were clear at 90.5%, 9.5% said the response was not clear. The full survey outcomes can be viewed online or [here](#).

'Allotments are the best thing about Sheffield now'

'My allotment my saviour'

'On behalf of all of us at Woodseats Allotment Society, thank you'

'Can I just take the opportunity to thank you, Caroline and the ranger for all your good work'

'All the correspondence I have had at any time with your department has always been very positive. You have all been so very helpful and kind'

For further information on the above please contact:

Ceri Ashton, Allotment Manager ceri.ashton@sheffield.gov.uk or pwc.allotments@sheffield.gov.uk



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Report to Policy Committee

Author/Lead Officer of Report: Stuart Turner

Tel: 07720 509862

Report of: Ajman Ali
Report to: Communities, Parks & Leisure
Date of Decision: 6th February 2023
Subject: Public Health 4-year Green Space Investment Plan

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? 1452				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input 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:-				

Purpose of Report:

This Committee is asked to approve an extension of the existing spending principles for Parks & Countryside's Public Health.

The funding is used to support sustaining and improving the quality of Sheffield's green and open spaces in areas of Sheffield with the greatest health inequalities.

The report also provides context relating to the use and value of green space public health funding.

Recommendations:

That the Communities, Parks, and Leisure Committee:

- Approve the extension of the spending principles for Parks & Countryside's Public Health funding as described in this report to enable continued investment and renewal of Sheffield's Parks and Countryside sites.
- Approve the spend profile for the funding as described in this report.
- Request an annual brief to the committee on the investment plan as specific projects and opportunities are identified.

- **Public Health Spending Principles 2017/18**

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>Ed Sexton</i>
		Climate: <i>Jessica Rick</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>Ajman Ali</i>
3	Committee Chair consulted:	<i>Richard Williams</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>Stuart Turner</i>	Job Title: <i>Service Manager (Green & Open Spaces)</i>
	Date: <i>26/01/2023</i>	

1. PROPOSAL

1.1 Context

A programme of investment was agreed in 2017/18 for to use Public Health funding within Sheffield's green and open spaces in order to improve the quality and recreational value of parks and green spaces in the 30% most deprived wards of the city.

The commitment of investment of Public Health provides £400k a year towards green space improvements. A key driving principle is that the Public Health Funding supports green space improvements that enable people of all ages and abilities to be active and enjoy their local recreational spaces and to help reduce health inequalities in areas of the city that need it the most.

Principles

The principles for the Public Health funding were developed in 2018 with the Cabinet Member for Culture, Parks and Leisure, following engagement with a Policy Working Group and ward councillors, as well as colleagues in the Public Health team, including the Director of Public Health. The criteria are:

- Funding should be restricted to the 10-30% most deprived neighbourhoods on the 2015 Indices of Multiple Deprivation
- Any SCC green and open space, including e.g. woodlands and allotments.
- When something significant needs addressing to bring the site to the minimum Sheffield Standard Quality (but not for regular maintenance).
- In support of (but not only) other city initiatives and activities which contribute to reducing health inequality e.g. Move More, People Keeping Well, The Outdoor City etc. This is an overarching principle that applies to this spend but the priority must be making a difference to the green space in the area.
- When a gap in provision is identified and there is community support for a specific improvement, for example an area of the city which has no multi-use games area within a specified distance.
- Infrastructure and equipment improvements e.g. bins, footpaths, boundaries and signage and play equipment.
- Facilities such as café's, toilets, and community assets.
- Council officer resources employed specifically to deliver public health related activities or projects.

2. HOW DOES THIS DECISION CONTRIBUTE?

By improving the quality of local green spaces and access to outdoor leisure facilities, the proposal supports the Corporate Delivery Plan priorities of strong and connected neighbourhoods which people are happy to call home, and healthy lives and wellbeing for all.

Sheffield's Green and Open Spaces provide opportunities for people of all ages and abilities to use and enjoy for their health and wellbeing, and these green spaces also play a vital role in ecological and climate change resilience and adaptation. There are benefits in relation to reducing the need to travel to good quality green spaces, by providing quality green spaces close to where people live. This is in line with the one-year plan ('Our Sheffield: one year plan', helping Sheffield to be a sustainable city, and contributes to our ambition to be a net zero carbon city by 2030.

- 2.1
- **Reduced inequalities.** By improving the quality of green space provision in more economically deprived areas of the city (as measured to the Sheffield Standard).
 - **Improve inclusivity.** Project officer capacity will support good quality consultation and engagement with communities to ensure that improvements meet local needs. Infrastructure improvements, including paths, playgrounds and other recreational facilities will be delivered to ensure they are inclusive by design. Better Parks initiative related projects will improve inclusivity where possible. for example cafe and toilet facilities are a vital aspect of making urban green spaces more accessible to all ages and abilities.
 - **Improve customer experience.** Quality green spaces and recreational facility improvements will enhance customers' experience of using and enjoying Sheffield's great outdoors. The Sheffield Standard quality assessment tool aims to ensure sites remain or attain a safe, welcoming, accessible and clean standard.
 - **Climate change impact.** Projects to improve Green & Open spaces will aim to respond constructively to the climate emergency, either through the mitigation or adaption to climate change. A climate change impact assessment will be undertaken for individual projects. The range of projects supported will all improve site quality; and contribute to improving recreational, ecological and environmental value.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1
- The approach and priorities for green space improvements is shaped through a range of consultations. Parks & Countryside Survey customer satisfaction survey is the primary consultation of note. Common themes in survey findings include those improvements to existing open space facilities rather than new provision is most needed, and provision of recreational opportunities for teenagers comes out as a clear priority. Most respondents suggested that in

general they were of average or better quality. However, for some types of green spaces there were notable levels of dissatisfaction with general levels of quality. For example:

- the overall quality of outdoor facilities for teenagers was considered as being either poor or very poor
- the quality of Multi-Use Games Areas was particularly identified as poor or very poor.
- Lack of toilet and/or café facilities was considered a significant barrier to use and duration of stay for some users
- More investment and better maintenance was considered important across most green spaces.

Community consultation on individual green space improvement projects will be undertaken as an essential element of the project delivery process, including with all relevant stakeholders. This will be undertaken throughout this four-year period as required.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1. The Equality Impact Assessment notes potentially positive benefits, including in relation to the protected characteristics of Age (children, younger people, and older people) and Disability covered by the Equality Act 2010.

4.1. Positive impacts on the wider scope of the Council's EIA are also recorded, including in relation to Cohesion and Poverty & Financial Inclusion.

4.2 Financial and Commercial Implications

4.2. The Council continues to face significant financial challenges and must make difficult decisions about services that the people of Sheffield care deeply about.

The additional funds sought from the Public Health allocation to support Project Officer delivery capacity over the next 4-years will enable successful green space improvement projects to be delivered that meet community needs.

4.3 Legal Implications

4.3. Continuing the programme of investment will assist the Council in meeting its relevant statutory duties and exercising its legal powers. These are noted below.

Duty to improve public health – s.2B of the National Health Act 2006 (as amended) states that the Council must take such steps as it considers

appropriate for improving the health of the people in its area, which includes providing services or facilities intended to promote healthy living.

Public Sector Equality Duty – s.149 of the Equality Act 2010 states that the Council must, in the exercise of its functions, have regard to the need to:

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

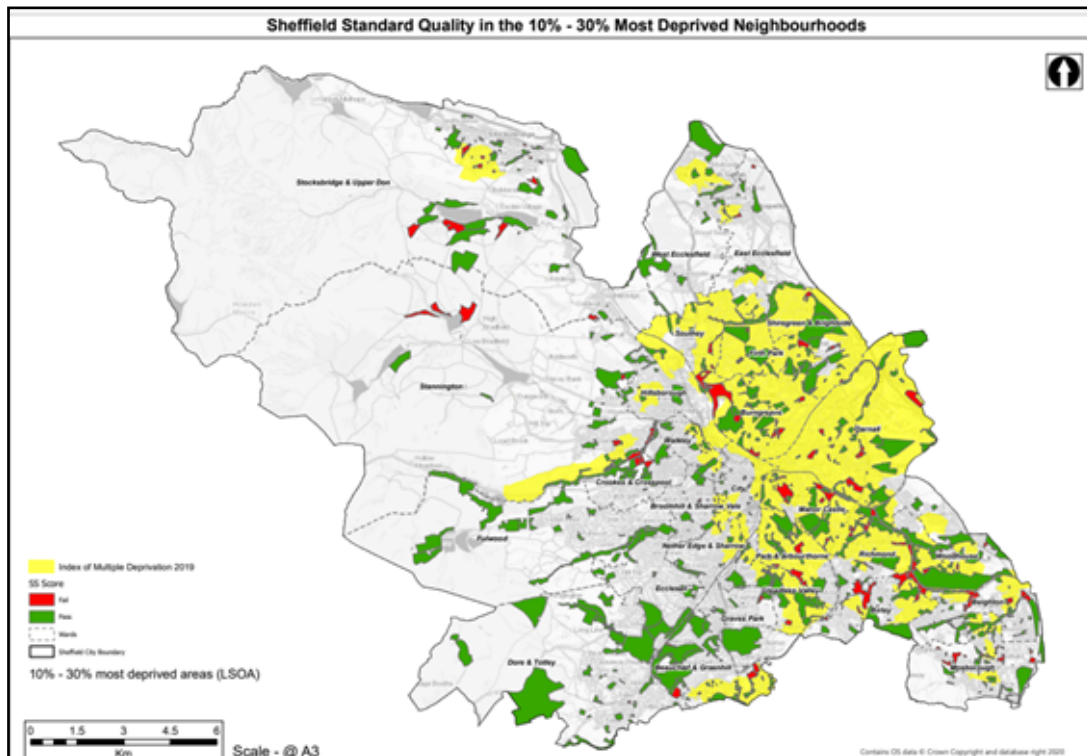
4.4 Climate Implications

- 4.4.1 Due to the nature of this proposal (establishing the approach to green space public health funding expenditure) a full scored CIA is not required, however while there are initial minor impacts of materials use, products and installation in the short term there are climate related benefits from the provision of quality green space improvements. For each green space improvement related project a Climate Impact Assessment will be undertaken. Green space improvement projects will also seek, where appropriate, to improve ecological value (such as habitat enhancements) and environmental benefits (such as natural flood management, active travel and renewable energy schemes).

The proposal will enable us to continue to deliver good quality projects that improve green and open spaces for the benefit of people, wildlife and the wider environment. A clear benefit in relation to carbon relates to reducing the need for vehicle journeys for those wishing to access quality green spaces (if there are quality green spaces on their doorstep). This is in line with the one-year plan ('Our Sheffield: one year plan', helping Sheffield to be a sustainable city, and contributes to our ambition to be a net zero carbon city by 2030.

4.5 Other Implications

- 4.5.1 The map below shows the 30% most deprived wards in Sheffield, with an overlay of Sheffield's green and open spaces. Sites are shown with their Sheffield Standard site quality assessment. This picture clearly demonstrates the importance of continue to tackle green space quality issues for communities experiencing higher levels of deprivation.



4.5. 2 A key goal of the Public Health investment is to improve public health. The public health funding is having a real benefit and impact - providing improved health and wellbeing outdoor opportunities for Sheffield's most deprived communities. Since the Public Health funding programme began green space quality standards have seen a significant improvement, with the number of sites now meeting the Sheffield 'quality' Standard increasing by 13% over this period. In areas of the city targeted by Public Health funding this increase has been more significant with the percentage of sites meeting the Sheffield Standard rising from 37% to 57% in the East Local Area Committee 'area' of the city.

The 6-years of Public health funding to date has contributed to delivering a range of recreational improvements that are encouraging local communities to increase the physical activity levels, including:

- Over 20 playgrounds projects. These includes 4 new playgrounds; Westfield Park, complete (Woodthorpe Ravine, Ellesmere Park and Mather Road Park are planned to be constructed in summer 2023), and the renewal 1 City Destination site Playground (Norfolk Heritage Park). 15 playground improvements delivered, with further projects at installation stage at Frecheville Pond, Ecclesfield Park, Batemoor Open Space and Thorpe Green.
- 3 Multi-use ball courts renewals (Philadelphia Gardens, Duchess Road & Richmond Park) .
- 4 Wheels Park developments, Parson Cross Park, Hillsborough Park and Bowman Drive completed and one in design stage at Oxley Park.

- A new Parkour facility for the north of Sheffield at Colley Park.
- 5 Improved path network/access & connectivity schemes: Parson Cross Park, Shirebrook Valley and Ponderosa Park. Works currently underway at Parkwood Springs and Skye Edge.
- Renewal of 1 countryside visitor centre at Shire Brook Valley.
- Toilets and catering provision (procurement stage at Parkwood Springs and concept stage at Ecclesfield Park).

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 There is an option to not revise these principles, however, with a changing green space landscape, it is prudent to refresh these, particularly post pandemic.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The reason for the recommendation is to ensure public health funding for Sheffield's parks and green spaces continues to be focused on the priority needs of targeted communities – as defined by the spending principles and that specific project proposals will be discussed with local ward councillors and brought to committee in an annual brief.

This will enable the continuation of the work of the Parks and Countryside Service's green space investment supported by public health funding to tackle green space quality and access to quality outdoor leisure facilities for communities in the most deprived areas of Sheffield. The recommendations will allow the Parks and Countryside Service to be targeted in the use of public health investment, ensuring, where possible, that return on investment is maximised, and that investments are sustainable, and consequently that benefits such as the improved health and wellbeing of communities endure for years to come.

Public Health Funding in Parks & Countryside

Spending Principles

2018 - 2020

Overarching Principle: *The money is not a substitute for Parks & Countryside revenue budget. It is to be used to address areas of health inequality by improving our green spaces.*

1. AREAS OF THE CITY were we use Public Health funding to target improvements to parks & countryside green spaces?

Funding should be restricted to the 10-30% most deprived neighbourhoods on the 2015 Indices of Multiple Deprivation. This is because this indicator encompasses the childhood obesity measures and inactivity areas, as well as other indicators of inequality. The appended map shows the neighbourhoods shaded as:

- **10% most deprived**
- **20% most deprived**
- **30% most deprived**

Funding should **NOT** be allocated to areas that do not meet this indicator as the funding has to help address health inequality.

The following principles are caveated with the assumption that the green space MUST be in a neighbourhood that falls within the 10-30% most deprived areas of the city as outlined above, before these criteria are applied.

2. TYPE of green spaces that should benefit from Public Health funding.

Funding can be spent in any of the following spaces.

-  City, District and Local parks and playgrounds
-  Local Nature Reserves
-  Woodlands
-  Allotments
-  Plantations
-  Local Wildlife Sites
-  Recreation / sports grounds

3. WHEN should Public Health money be used to improve a green space.

Public Health funding **SHOULD** be used to fund the following and these are not mutually exclusive:

- ✓ When something significant needs addressing to bring the site to the minimum Sheffield Standard (but not for regular maintenance).
- ✓ In support of (but not only) other city initiatives and activities which contribute to reducing health inequality e.g. Move More, People Keeping Well, The Outdoor City etc. This is an overarching principle that applies to this spend but the priority has to be making a difference to the green space in the area.
- ✓ When a gap in provision is identified and there is community support for a specific improvement, for example an area of the city which has no multi-use games area within a specified distance.

Funding **SHOULD NOT** be conditional on the following:

- ✗ **S106 monies or other funding contribution** – because it is historically difficult to access other funding sources in the neighbourhoods we are targeting and this is why public health money is being used. Also, areas such as Darnall are zero rated for CIL.
- ✗ **An active friends or other community group** helping to maintain the site because we know it is difficult in some of these neighbourhoods to engage the community and we are using the public health money to improve these areas and hopefully this will help us to engage Friends or community groups.

4. INFRASTRUCTURE the money should be used to fund within the green space.

Funding **can** be used for any of these purposes if it contributes to the improvement of the green space:

- ✓ **Multipurpose bins (for general and dog waste)**. Having more bins will mean that all types of rubbish and dog waste can be disposed of, making sure the park is pleasant to visit and in turn encouraging visitors.
- ✓ **Footpaths & routes (formal and informal)** Enables equality of access for all ages and abilities: Encourages and increases opportunity for all to use green space for walking, running, cycling etc. providing active routes both within, through and connecting green spaces in the city.
- ✓ **Access improvements** (for instance entrances / gates / fencing and lighting). Welcoming, accessible and safe green spaces which are well designed, maintained and aesthetically pleasing are more likely to be used by the community and therefore receive the associated benefits.

- ✓ **Boundary works e.g. fencing, selective thinning of vegetation and increasing sight lines & visibility.** Well designed, clearly designated, and welcoming sites which create a safe aesthetically pleasing environment which reduces fears around safety and vulnerability and encourages increased use of green space.
- ✓ **Signage & interpretation** Welcoming and informative signage and interpretation both at entrances, boundaries and within the green space itself can highlight the presence and encourage and promote green space, its facilities, events, activities and wider links. It helps people to be able to find their way around the site and know what to expect from it.

5. PLAY AND SPORT FACILITIES and EQUIPMENT the money can be used to fund within the green space. Funding **should** be used to fund any equipment that is appropriate for the site / community, including:

- ✓ **Playgrounds and play equipment** (for all ages, including traditional swings / slides / zip wires). Play and agility equipment which encourages children and young people to undertake physical activity
- ✓ **Bowls (or bowls related).** Improving facilities for bowling clubs that traditionally attract older people as members and can help tackle loneliness and social isolation
- ✓ **Outdoor gym/exercise equipment.** All age facilities which encourage physical activity and an active and healthy lifestyle.
- ✓ **Equipment such as Parkour / Skate / BMX facilities.** Youth play/agility facilities which encourage physical activity and an active and healthy lifestyle.
- ✓ **Sporting facilities** – multi use games areas / nets / goals. Accessible and high quality sporting facilities encourage participation in sport and regular physical activity by the local community and/or targeted groups.

6. BUILDINGS and FACILITIES the money should be used to fund within the green space.

- ✓ **Cafes / facilities including toilets and facilities to refill water bottles.** Evidence shows people visiting green and open spaces are encouraged if there is a brew, loo, view and something to do.
- ✓ **Ancillary buildings – e.g. pavilions / changing rooms.** Buildings and facilities which help facilitate and encourage the use of green space for physical activity through supporting, enabling and making it easier for exercise, activities, events etc. to happen
- ✓ **Toilets.** Toilet facilities can provide a much needed facility for all, which not only helps encourage visits to parks, but also longer visits.

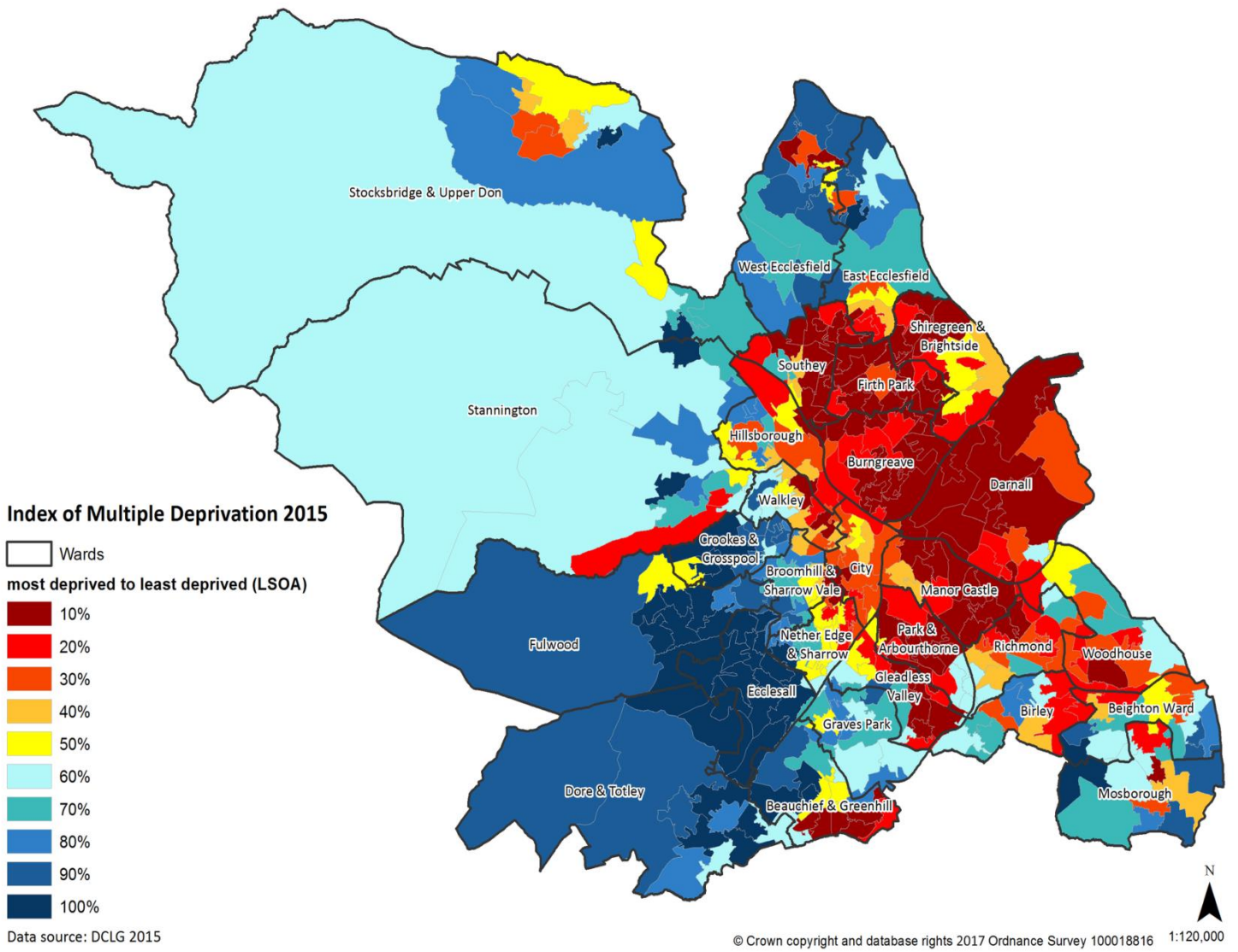
7. STAFF RESOURCES.

- ✓ Public Health money can be used to fund council officer resources employed specifically to deliver public health related activities or projects, but only where the staff cannot be funded from anywhere else.

8. MARKETING AND COMMUNICATION.

- ✗ Public Health money **SHOULD NOT** be used to fund marketing and communication activity to promote the use of Sheffield's green spaces because we need to concentrate the funding on making the improvements. This is something to be looked at in the future if there is further funding. It is important to make sure there is appropriate signage and interpretation at the sites, as noted in principle 4.

Appendix – Index of Multiple Deprivation 2015



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Introductory Information

Budget/Project name

Public Health Funding for Parks and Countryside Service

Proposal type

Project

Decision Type

Policy Committee

Lead Cabinet Member

Cllr Richard Williams

Entered on Q Tier

Yes No

Year(s)

<input type="radio"/> 15/16	<input type="radio"/> 16/17	<input type="radio"/> 17/18	<input type="radio"/> 18/19	<input type="radio"/> 19/20	<input type="radio"/> 20/21	<input type="radio"/> 21/22	<input checked="" type="radio"/> 22/23
-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	----------------------------------------

EIA date

23/01/2023

EIA lead	Ed Sexton
EIA author	Stuart Turner
Lead officer	

Lead Corporate Plan priority

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

Portfolio, Service and Team

Cross-Portfolio

No

Portfolio

Operational Services

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

No

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

The decision required is to agree the modification of the Spending Principles for the Parks and Countryside Service’s Public Health funding and the approach for the 4-year investment programme that will support sustaining and improving the quality of Sheffield’s green and open spaces for the benefit the people of Sheffield.

Impact

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

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

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

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

Overview

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

The proposal will help advance equality of opportunity by providing funding for the provision of quality outdoor recreational space and facilities for the people of Sheffield.

Impacts

Proposal has an impact on

Health	Transgender
Age	Carers
Disability	Voluntary/Community & Faith Sectors
Pregnancy/Maternity	Cohesion
Race	Partners
Religion/Belief	Poverty & Financial Inclusion
Sex	Armed Forces
Sexual Orientation	Other

Give details in sections below.

Health

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

Yes *if Yes, complete section below*

Staff

No

Customers

Yes

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The 4-year investment programme will support green space improvement projects that enhance the provision of outdoor recreational spaces close to where people live. The focus of the public health funding is on the 30% most deprived wards in Sheffield, with high health inequalities. Improvements in the quality and accessibility of local green spaces within these communities provides increased

opportunity for people to engage in free physical activity to support their health and wellbeing.

Disability

Staff

No

Customers

Yes

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Green spaces improvement projects will be designed to support continued and improved accessibility – this can include improvements to playgrounds that increase inclusion through the choice of equipment and surfacing and through design. Projects to improve the provision of toilet and café facilities in green and open spaces provides a further example of interventions that provide facilities that enable people with a variety of needs to access and enjoy green and open spaces. Consultation will form part of project planning to ensure the priorities and needs of communities and key stakeholders are considered from the outset, and evaluation methods (such as inclusivity audits) will be used to ensure a robust approach to project planning and implementation.

Age

Staff

No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Our goal in Parks and Countryside is to provide green and open spaces for people of all ages and abilities to use and enjoy. The projects funded through the Public Health funding will aim to sustain and enhance outdoor recreational provision with this goal in mind. As mentioned above – developing facilities in parks such as toilets and refreshments outlets, can substantially increase some peoples' confidence to visit outdoor spaces. Consultation will form part of project planning to ensure the priorities and needs of communities and key stakeholders are considered at the outset. Play and gym equipment encourage people of all ages to move more and infrastructure such as path improvements and toilets are particularly helpful to supporting older people to be able to access sites.

Cohesion

Staff

No

Customers

Yes

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Parks and Countryside sites across Sheffield provide neutral community spaces for communities to use and enjoy. The recreational facilities and green space features provide a focus for people to engage in activities, events and 'interest groups' that all help improve community cohesion. Public Health funded green spaces projects will support this goal by enhancing outdoor green space quality and recreational provision. Consultation will form part of project planning to ensure the priorities and needs of communities and key stakeholders are considered at the outset.

Poverty & Social Inclusion

Staff

No

Customers

Yes

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The 4-year investment programme will support green space improvement projects that enhance the provision of outdoor recreational spaces close to where people live. The focus of the public health funding is on the 30% most deprived wards in Sheffield, with high health inequalities. Improvements in the quality and accessibility of local green spaces within these communities provides increased opportunity for people to engage in free physical activity to support their health and wellbeing.

Cumulative Impact

Proposal has a cumulative impact

Yes

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

If yes, details of impact

Our goal within the Parks and Countryside Service is for all recreational outdoor spaces to attain the Sheffield Standard (quality mark for Sheffield's green spaces). The public health funding will support a year-on-year increase in the number of sites that attain this quality standard. The recreational facilities improved or created will enhance the number of people visiting their local green spaces and engaging in physical activity that supports improved health and wellbeing outcomes.

Proposal has geographical impact across Sheffield

Yes

If Yes, details of geographical impact across Sheffield

The improvement projects will target the 30% most deprived wards in Sheffield and the team facilitating green space improvement projects deliver green space improvement projects across all of Sheffield's Green and Open Spaces.

Local Partnership Area(s) impacted

All Specific

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

The local partnership areas that public health funded improvements will be targeted include the South East, East, Central and North East, however the team facilitating green space improvement projects deliver green space improvement projects across all of Sheffield's Green and Open Spaces.

Action Plan and Supporting Evidence

Action Plan

Each year of the 4-year public health funding a committee paper will produced setting out the specific proposals for the use of the available funding. The green space public health spending principles have been modified with the key changes including:

- Green & Open Spaces within the 30% most deprived wards (based on 2019 IMD data)
- Tackling site quality issues (ensuring sites attain and sustain Sheffield 'quality' Standard)
- Contribution to strategic projects, including to support inward investment
- Links with wider initiatives (including Move More Strategy, Active and Better Parks)

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

Parks and Countryside Public Health Funding committee report Jan23.
Public Health Spending Principles 2023-27

Consultation

Consultation required

Yes

If consultation is not required please state why

Consultation will form part of project planning to ensure the priorities and needs of communities and key stakeholders are considered at the outset of any green space improvement.

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

Yes

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

No

If you have said no to either please say why

Residents (park customers) will be made aware of changes proposed to local parks through consultation and/or communication channels as changes are planned and put in place. There is no formal requirement to consult with staff but internal communication channels will be used.

Summary of overall impact

Summary of overall impact

Overall this proposal will enable the continuation of the Parks and Countryside Service's Public Health funding for a 4-year investment programme that will support sustaining and improving the quality of Sheffield's green and open spaces to benefit the health and wellbeing of Sheffield's communities.

Escalation plan

Is there a high impact in any area?

No

Overall risk rating after any mitigations have been put in place

Low

Sign Off

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

Yes

Date agreed 24/01/2023

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Report to Policy Committee

**Author/Lead Officer of Report: Alison Jobey.
Central and Collections Manager**

Tel: 07792 660564

Report of: Ajman Ali – Executive Director Operational Services

Report to: Communities, Parks and Leisure

Date of Decision: 6 February 2023

Subject: To commission the purchase of Library Books and other Materials by continuing our current approach with the North-West and Yorkshire Book Consortium (NW&YBC)

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? (587)				
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:-				

Purpose of Report:

To seek authority to continue to commission library books and other materials, for Sheffield Libraries Archives and Information Service, for the next 3 years until 2026/2027 via a joint arrangement with the North-West and Yorkshire Book Consortium (NW&YBC).

Recommendations:

That the Communities Park and Leisure Committee

- Approve the commissioning and purchase of library books and other materials for the next 3 years until 2026/2027 through a joint arrangement with the North-West and Yorkshire Book Consortium (NW&YBC).

Background Papers:

None

Lead Officer to complete:-							
1	<table border="1"> <tr> <td rowspan="4">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.</td> <td>Finance: James Lyon</td> </tr> <tr> <td>Legal: Sarah Bennett</td> </tr> <tr> <td>Equalities & Consultation: Ed Sexton</td> </tr> <tr> <td>Climate: Jessica Rick</td> </tr> </table>	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: James Lyon	Legal: Sarah Bennett	Equalities & Consultation: Ed Sexton	Climate: Jessica Rick	
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	Legal: Sarah Bennett						
	Equalities & Consultation: Ed Sexton						
	Climate: Jessica Rick						
	<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	<table border="1"> <tr> <td>SLB member who approved submission:</td> <td>Ajman Ali</td> </tr> </table>	SLB member who approved submission:	Ajman Ali				
SLB member who approved submission:	Ajman Ali						
3	<table border="1"> <tr> <td>Committee Chair consulted:</td> <td>Councillor Richard Williams</td> </tr> </table>	Committee Chair consulted:	Councillor Richard Williams				
Committee Chair consulted:	Councillor Richard Williams						
4	<table border="1"> <tr> <td colspan="2">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.</td> </tr> <tr> <td>Lead Officer Name: Alison Jobey</td> <td>Job Title: Central and Collections Manager</td> </tr> <tr> <td colspan="2">Date: 26/01/2023</td> </tr> </table>	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: Alison Jobey	Job Title: Central and Collections Manager	Date: 26/01/2023	
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: Alison Jobey	Job Title: Central and Collections Manager						
Date: 26/01/2023							

1. PROPOSAL

- 1.1 It is a requirement of the Public Libraries and Museums Act 1964 that Library Authorities provide books and other materials, sufficient in number, range and quality to meet the general and special requirements of both adults and children.
- 1.2 In order to maximise the number of books and other materials that can be purchased with the allocated budget, the Library Service has for many years joined together with other local authorities; First, with the South Yorkshire Libraries to form the Yorkshire Book Consortium and since 2009 with the addition of the libraries from the North-West Consortium to form the North-West and Yorkshire Book Consortium.
- 1.3 The Consortium combines the spending power of the 36 participating Authorities and the key objective is to procure the supply and servicing of library books and other materials in the most efficient and cost-effective method for both the participating authorities and bidders.
- 1.4 This arrangement has worked well for Sheffield to date, achieving more favourable discounts than if we were to go to the market alone and sharing the costs associated with going to the market; thereby providing a best value approach.
- 1.5 Our membership of the Consortium will also allow for the volunteer libraries to be able to access the same terms and conditions that the Council does.
- 1.6 It is proposed that Rotherham Metropolitan Borough Council will be the lead Authority, with the participating Authorities named as potential users/beneficiaries on the contracts. All participating Authorities, including Sheffield City Council, will be asked to sign a letter of participation for three years from 2023 to 2026/2027 This will give the collective agreement that Rotherham can manage the process on behalf of the consortia. There is no obligation for any Authority named in the process to use the contract, or any confirmed commitment on the level of spend from any of the Authorities.
- 1.7 The current contracts run out on 31st May 2023. Our usual practice is to order books 3 months in advance, so new orders must be placed in the coming months to avoid delays and meet the expectations of our customers.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 This proposal specifically supports the priorities around:
 - Tackling inequalities
 - Better health and wellbeing
 - Thriving neighbourhoods and communities

- 2.2 Procuring library materials efficiently and cost effectively ensures our customers have access to a wider range and choice of materials, in a timely manner.
- 2.3 Borrowing, rather than buying, helps those on low incomes who may not be able to afford books.
- 2.4 Access to books and other library materials at an early stage in life improves the life chances of children.
- 2.5 Studies show that reading books helps to improve people's mental health and wellbeing.

3 HAS THERE BEEN ANY CONSULTATION?

- 3.1 This Report is seeking authority to continue to participate in the consortium, and does not limit our procurement of books or other materials to any specific supplier. As such, we have not undertaken external consultation on this approach.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 As a Public Authority, we have legal requirements under Sections 149 and 158 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality'. Section 149(1) contains the Public Sector Equality Duty, under which public authorities must, in the exercise of their functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that connected to protected characteristics and prohibited by or under this Act;
 - (b) advance equality of opportunity between those who share a relevant protected characteristic and those who do not;
 - (c) foster good relations between those who share a relevant protected characteristic and those who do not.

- 4.1.2 The proposal is likely to have positive impacts if approved, by maintaining the range and choice of Books and other library materials available to the Citizens of Sheffield.

- 4.1.3 An EIA has been completed. Ref no 587

4.2 Financial and Commercial Implications

- 4.2.1 Proposal to utilise a consortium of 36 local authority members to achieve more favourable discounts, on the proportion of the total fund that is allocated to this Framework. Savings should be realised from utilising the

significant purchasing power (and economies of scale) of a large regional consortium, these would be unlikely to be achieved by SCC operating under a sole tender.

- 4.2.2 There are no other appropriate regional consortia which would give SCC better financial outcomes
- 4.2.3 There is no minimum or maximum level of spend required from members of the consortium, SCC are able to purchase stock elsewhere if more favourable financial and commercial terms are available. However, based on previous years it is anticipated that spend of around £750,000 could be placed through this framework.
- 4.2.4 Finally, there is no fixed or variable charge made as a result of membership of the consortium.

4.3 Legal Implications

- 4.3.1 As outlined at paragraph 1.1 it is a requirement of the Public Libraries and Museums Act 1964 that Library Authorities provide books and other materials, sufficient in number, range and quality to meet the general and special requirements of both adults and children. The proposal in this report facilitates the Council complying with this requirement.

4.4 Climate Implications

- 4.4.1 Whilst this specific decision does not have any direct climate Implications, and a full Climate Impact Assessment is not required at this stage, the following should be noted.
- 4.4.2 When the Invitation to tender is published, all suppliers who submit a proposal will be requested to confirm that they will adhere to the Ethical Procurement Policy which includes sustainable considerations including economic, social, labour, and environmental factors.
- 4.4.3 Each supplier will also be asked to provide a Social Value proposal.

4.5 Other Implications

- 4.5.1 There are no other implications.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 A separate independent process by SCC would involve additional workload and costs and the likelihood of less favourable prices and terms. In previous exercises, the terms/costs achieved by the consortium framework were possible because of the number of participating authorities and the economies of scale in tendering.
- 5.2 Not having a mechanism for purchasing books and materials is not an

option due to our statutory duty.

6. REASONS FOR RECOMMENDATIONS

6.1 Joining together with the 36 Authorities in the consortium, will ensure that we obtain optimum discounts and efficiencies leading to best value.

6.2 Options for the Council to purchase books and materials outside of the consortium are unlikely to secure the terms and discounts that would be on offer as part of a wider collaborative group. Additional costs would be incurred in resourcing any process and significant officer time would also be required.

6.3 It is essential that the Library Service continues to be able to provide a regular supply of new library books and other materials to our customers, both adult and children. Not having a mechanism for purchasing books and materials is not an option due to our statutory duty.

6.4 The current contracts run out on 31st May 2023. Usual practice is to order books 3 months in advance, so new orders must be placed promptly to avoid delay and meet the expectations of our customers.



Report to Policy Committee

Author/Lead Officer of Report: Tony Kirkham,
Interim Director of Finance and Commercial
Services

Tel: +44 114 474 1438

Report of: *Tony Kirkham*
Report to: *Communities, Parks & Leisure Committee*
Date of Decision: *6th February 2023*
Subject: *Month 8 Budget Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
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:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

This report brings the Committee up to date with the Council's financial position as at Month 8 2022/23 General Fund revenue position.

Recommendations:

The Committee is recommended to:

- Note the Council's financial position as at the end of November 2022 (month 8).

Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -			
1	<p>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.</p> <p>Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i></p> <p>Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i></p> <p>Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>		
<p><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></p>			
2	<p>SLB member who approved submission: <i>Tony Kirkham</i></p>		
3	<p>Committee Chair consulted: <i>Cllr Bryan Lodge</i></p>		
4	<p>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.</p>		
	<table border="0"> <tr> <td> <p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p> </td> <td> <p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p> </td> </tr> </table>	<p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
<p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>		
	<p>Date: 24th January 2023</p>		

1. PROPOSAL

1.1 This report sets out the 2022/23 Month 8 financial monitoring position for the Council and each of the Policy Committees.

1.2 Council Portfolio Month 8 2022/23

1.2.1 The Council is forecasting a £17.1m overspend against the 2022/23 budget as at month 8.

Full Year £m	M8		M7		Movement
	Outturn	Budget	Variance	Variance	
Corporate	(470.9)	(468.4)	(2.5)	(1.5)	(1.0)
City Futures	47.0	47.3	(0.3)	0.2	(0.5)
Operational Services	114.0	114.4	(0.4)	(0.2)	(0.2)
People	316.3	298.8	17.5	17.4	0.1
Policy, Performance Comms	3.5	2.9	0.6	0.5	0.1
Resources	7.2	5.0	2.2	2.3	(0.1)
Total	17.1	0.0	17.1	18.7	(1.6)

1.2.2 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 savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(2.5)	(2.5)
City Futures	(0.1)	0.0	(0.2)	(0.3)
Operational Services	(6.3)	3.1	2.9	(0.3)
People	0.2	15.5	1.8	17.5
Policy, Performance Comms	(0.1)	0.3	0.3	0.5
Resources	(0.7)	1.8	1.1	2.2
Total	(7.0)	20.7	3.4	17.1

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M8 is set to be £17.1m leaving a remaining risk allocation of £18.2m

M8	£m	
Allocated reserves	70.0	
21/22 Budget overspend	19.8	
22/23 Base budget committed	15.0	
22/23 BIP shortfall	20.6	
22/23 pressures	3.4	
22/23 in year mitigations	(7.0)	} (£17.1m overspend @ M8)
Reserves used @ M8	51.8	
Remaining reserves	18.2	

1.3 Committee Financial Position

1.3.1 Overall Position - £17.1m overspend at Month 8

There is a £11.6m overspend in the Adult Health and Social Care Committee and a £6.6m overspend in the Education, Children and Families Committee	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Adult Health & Social Care	165.2	153.6	11.6
	Education, Children & Families	136.6	130.0	6.6
	Housing	8.2	8.7	(0.5)
	Transport, Regeneration & Climate	41.5	42.0	(0.5)
	Economic Development & Skills	11.6	11.7	(0.1)
	Waste & Street Scene	54.6	54.9	(0.3)
	Communities Parks and Leisure	45.7	46.2	(0.5)
	Strategy & Resources	(446.3)	(447.1)	0.8
	Total	17.1	0.0	17.1

Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery	Variance Analysis £m @ Month 8	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.4)	9.4	2.6	11.6
	Education, Children & Families	1.1	6.0	(0.6)	6.5
	Housing	0.0	0.0	(0.5)	(0.5)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.5)
	Economic Dev't & Skills	(0.1)	0.0	0.0	(0.1)
	Waste & Street Scene	(3.3)	0.4	2.6	(0.4)
	Communities Parks & Leisure	(1.2)	0.4	0.3	(0.5)
	Strategy & Resources	(1.0)	2.3	(0.4)	0.9
	Total	(7.0)	20.6	3.4	17.1

£7.0m 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 23/24 as the trend continues.

The government's Autumn Statement only gives us protection on the energy price cap on current rates until the end of the financial year. There has been a drop in wholesale prices recently, forecasters expect this to result in a fall in prices by Q3 2023 but are still likely to remain higher than pre-pandemic levels.

Balancing the 22/23 budget was only possible with £53m of BIPs, £32m are reported as deliverable in year	Budget Savings Delivery Forecast @M8 £m	Total Savings 22/23	Deliverable in year	FY Variance
	Portfolio			
	People	37.7	22.3	15.4
	Operational Services	7.1	4.0	3.1
	PPC	1.2	0.9	0.3
	Resources	6.7	4.9	1.8
	Total	52.7	32.1	20.6

Focus must be on delivering BIPs in 22/23 and preventing the

Of the £32m BIPs forecast as being deliverable, £10m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.

budget gap from widening	Of the £20.6m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24.
Adult Health and Social Care are forecast to overspend by £11.6m	<p>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.</p> <p>The committee position was fairly stable from M7 to M8; purchasing budgets in Older People's and Physical Disabilities improved whereas Learning Disabilities expenditure continues to rise, this month increasing by a further £350k.</p>
Education, Children and Families are forecast to overspend by £6.6m	<p>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 looks unlikely to deliver financial benefits.</p> <p>The committee's financial position declined in M8 by £0.2m from M7 mainly due to a reduction to the Aldine House income by a further £0.5m due to delays in a management appointment in the service that has limited capacity in the setting. There has also been an adverse movement in Special Educational Needs transport of £0.5m. Improvements in staffing forecasts across the service have partly offset these larger overspends.</p>

1.4 Communities, Parks & Leisure Committee - underspend of £0.5m at Month 8

The Communities Parks & Leisure Committee is forecast to underspend by £0.5m	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)	10.8	11.4	(0.6)
	Parks, Leisure & Libraries (Bereavement; Coroner and Medico Legal; Libraries and Archives; Parks and Countryside; Partnerships and Special Projects; Physical Activity and Sports; Public Health)	34.1	34.0	0.1
	Integrated Commissioning (Voluntary Sector)	0.8	0.8	0.0
	Total	45.7	45.4	(0.5)

There is forecast to be a shortfall of BIP delivery of £0.4m relating to Parks and Libraries	Variance Analysis £m @ Month 8	One-off	BIPs	Trend
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)	(0.5)	0.0	(0.1)
	Parks, Leisure & Libraries	(0.7)	0.4	0.5
	Integrated Commissioning (Voluntary Sector)	0.0	0.0	0.0
	Total	(1.2)	0.4	0.4

A £0.4m shortfall in in 22.23 BIP savings within Parks & Libraries is being offset by net savings largely from staff vacancies. Higher energy costs of £0.3m are being mitigated in year by a one-off contribution from reserves

Community Services are underspending by £0.6m	Most of the underspend is one-off. £240k funding relating to year 2 of the Page Hall project which is being requested to carry forward to 23/24. There is an underspend of £0.1m resulting from recruitment slippage for Community Support Workers (£0.1m). This month, forecasts have been adjusted to reflect an underspend of £225k in Youth Services due to delays in restructuring.
The impact of the proposed pay offer creates an additional £0.4m pressure to the committee	The pay award of £1,925 flat rate per employee was paid to employees in M8, including backpay, unwinding the provision made into forecasts in M4. The award impacted the Committee spend by £0.4m
£1.3m is forecast to be spent to support	The forecast assumes £1.3m temporary funding will be drawn down to pay for staffing costs in community response for

**the community
response team**

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. Contracts to support the service are forecast to end by the end of the financial year.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are 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 climate 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.

6. REASONS FOR RECOMMENDATIONS

6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23