

Finance Committee

Monday 16 October 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 Zahira Naz
Councillor Mike Levery
Councillor Toby Mallinson
Councillor Mike Chaplin
Councillor Glynis Chapman
Councillor Marieanne Elliot
Councillor Mary Lea
Councillor Shaffaq Mohammed
Councillor Ibby Ullah

PUBLIC ACCESS TO THE MEETING

The Finance Committee may take decisions in respect of the Finance and Property matters (but for the avoidance of doubt not those matters which are reserved to the Charity Trustee Sub-Committee) more particularly detailed below:

Finance

- Monitoring Council budget each month;
- Agreement of Council policies in respect of fees and charges;
- Agreement upon virements of £500,000 and over **or** representing a major change of policy (any value) from one division of a Service to another or between Services within Directorates or between Directorates and within the approved budget.

Capital Programme

Agreement of reports on the implementation of the capital programme provided under the Capital Programme Financial Reporting and Control Procedures, including:-

- (a) Approval of all new schemes; except expenditure relating to feasibility works up to the value of £100,000 in accordance with the Financial Procedure Rules and
- (b) Approval of a variation to an existing scheme which increases the value of the scheme by more than £100,000;

Property

- (a) Acquisitions of Property where the consideration to be paid by the Council exceeds £250,000, but not including any acquisition of Property that the Council is obliged by law to complete;
- (b) Disposals of Property, being of the freehold or leasehold but not including a mortgagee sale or disposal that Council must by law complete such as Right to Buy, lease enfranchisement or easements to certain service providers
 - Where the Council has been required by Law to publicly advertise the proposed Disposal (e.g. public open space); **and** one or more objections to the proposed Disposal has been received;
 - Which are not subject to a competitive process where the consideration to be received by the Council exceeds £300,000;
 - For less than the best consideration reasonably obtainable;
 - Which for any statutory or other legal reason need to be decided by a committee, not an officer
 - Which involve the transfer of a freehold interest, the grant of a lease for a term of not less than twenty-five years or the assignment of a lease with a remaining term of not less than twenty-five years AND a relevant councillor or parish/town council has objected
- (c) Appropriation to another purpose of surplus property that has not been identified for disposal by the Finance Committee.

Meetings are chaired by Councillor Zahira Naz.

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 [Finance Committee 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 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.

**FINANCE COMMITTEE AGENDA
16 OCTOBER 2023**

Order of Business

Welcome and Housekeeping

The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.

1. Apologies for Absence

2. Exclusion of Press and Public

To identify items where resolutions may be moved to exclude the press and public.

3. Declarations of Interest

Members to declare any interests they have in the business to be considered at the meeting.

(Pages 7 - 10)

4. Minutes of Previous Meeting

To approve the minutes of the last meeting of the Committee held on 11 September 2023.

(Pages 11 - 20)

5. Public Questions and Petitions

To receive any questions or petitions from members of the public.

(NOTE: There is a time limit of up to 30 minutes for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions at the meeting are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on 12 October 2023).

6. Members' Questions

To receive any questions from Members of the committee on issues which are not already the subject of an item of business on the Committee agenda – Council Procedure Rule 16.8.

(NOTE: a period of up to 10 minutes shall be allocated for Members' supplementary questions).

7. Work Programme

Report of the Director of Policy and Democratic Engagement

(Pages 21 - 34)

Formal Decisions

- | | | |
|------------|--|----------------------|
| 8. | Capital Approvals Month 5 (2023/24)
Report of the Director of Finance and Commercial Services | (Pages 35 - 82) |
| 9. | Review of Sheffield's Council Tax Reduction Scheme
Report of the Director of Finance and Commercial Services | (Pages 83 - 100) |
| 10. | Corporate Debt Policy

Report of the Director of Finance and Commercial Services | (Pages 101 -
116) |
| 11. | Commission of Debt Recovery Services

Report of the Director of Finance and Commercial Services | (Pages 117 -
126) |

NOTE: The next meeting of Finance Committee will be held on Monday 6 November 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, General Counsel by emailing david.hollis@sheffield.gov.uk.

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Finance Committee

Meeting held 11 September 2023

PRESENT: Councillors Zahira Naz (Chair), Toby Mallinson (Group Spokesperson), Mike Chaplin, Glynis Chapman, Marieanne Elliot, Mary Lea, Shaffaq Mohammed, Ibby Ullah and Andrew Sangar (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Mike Levery, Councillor Andrew Sangar (MBE) attended as a substitute member.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 It was noted that Appendix 3 to the report at item 9 on the agenda and the appendices to item 11 on the agenda were not available to the public or press because they contained exempt information. If Members wished to discuss the exempt information, the Committee would ask the members of the public and press to kindly leave for that part of the meeting and the webcast would be paused.

3. DECLARATIONS OF INTEREST

3.1 Councillor Andrew Sangar (MBE) declared a personal interest in relation to item 11 as his son owned property near to the land at Cotton Mill Row, Kelham Island. Councillor Sangar declared that he would withdraw from the meeting and take no part in the discussion or voting thereon.

4. MINUTES OF PREVIOUS MEETING

4.1 The Minutes of the meeting of the Committee held on 1 August 2023 were approved as a correct record.

4.2 As a matter arising from the Minutes, officers agreed to provide an update to Members on the due diligence being undertaken on the grant of a lease to K S Yearley F C B Ltd Pension Scheme.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Mike Hodson attended the Committee and asked the following questions on behalf of the Friends of Millhouses Park:

1. How can the Waggon & Horses seating area ["beer garden"] continue to be "within the Park" [Report para 2.2] while it is under the control of and leased to the Public House?

2. The Report [Para 2.2] describes the provision of a "second refreshment offer

as desirable” as “the area around the Park is not well-served by cafe offers”. Does the Committee agree that this is scarcely compatible with the fact that within 2-3 mins walk from the North end of the Park, within the Millhouses shopping area, are 2 more pubs, 2 restaurants, 4 cafes, a fish-and-chip shop and 2 takeaways: plus there is a cafe opposite the Park on Terminus Rd. and there are also three supermarkets, two with cafes, within easy walking distance of the Park?

3. The suggestion in the Report [Para 2.3] is that 'future income via other (competing) businesses in the Park will increase'. Our understanding is that this will happen via rent increases for the Park Cafe and the Ice-cream Van. Does the Committee agree that if true, such rent increase could just as easily result in those businesses closing down – which could mean a loss of income to PCS, and/or a poorer offer for park users; and that this would also reduce the Value for Money benefits to the Council?

4. Para 2.4 suggests the Lease process conforms to the principles and requirements of the Building Better Parks Strategy. In view of the following

the two-year history of the negotiations [described as “protracted” “convoluted” and “difficult”]; [Report Para 1.3 Decisions Para 8.3.1]

the repeated violation of the terms of the three Tenancy at Will agreements by TNB [Report Paras 1.5.5 – 1.5.8]

the recently-publicised financial and other problems experienced by True North BrewCo; [the [Star 2 August](#); the [Sheffield Tribune 7 August](#)]

and the acknowledged threat of legal action by TNB against the Council; [Para 5.1]

does your Lease Approval conform with the following criteria from the Council’s Building Better Parks Strategy?

The Council maintaining policy and asset control
supporting external partners needing to be aligned to the Council’s priorities and values
potential partners to be viable and sustainable.

5. Does the proposed “reconciliation of monies owed and the set-off against the back-rent to be collected” [Para 4.2.3] mean that TNB will in fact only have had one year rent-free? As against the 18 months mentioned in a previous response from Parks & Countryside Service?
6. Does Para 4.3.3 mean that the Council will only agree the Lease subject to the Lessee agreeing to ‘contract-out of the provisions of the Landlord & Tenant Act 1954’? Does the Lease contain terms guaranteeing that the Council can regain control over the land leased if it decides not to renew the Lease at the end of

the term set? NB Both the term of the Lease and the terms for ending the Lease are redacted from the Report but are presumably known to your Committee [Appendix 1].

7. How does you Committee suggest the Council does its 'due diligence' in relation to the Lessee now being not 'True North Brew Co' [as stated in the Report] but the 'K S Yeardley F C B Ltd Pension Scheme'? [as stated in the Decisions publication.]

The Chair responded with the following answers:

1. The area will be subject to a lease and remains within the boundary of the Park. The ownership remains with the city council. This is the same arrangement for cafes within parks including the one at Millhouses.
2. Millhouses Park is a large city park and it is the council's view that the addition of the seating area will offer park visitors further refreshment options.
3. Para 2.3 statesit is clear that the introduction of this second refreshment facility has and will continue to reduce income that is generated through other partners in the park. We anticipate this potentially being a short-term impact with future agreements increasing income reflecting the significant use and opportunity in Millhouses Park.

The park is a popular destination, and we believe that it can incorporate a range of offers which are offered at market rent.

4. Yes, we believe so.
5. Yes Para 4.2.3 states a 12 month rent free period has been agreed in recognition of the capital expenditure on the site but as no rent has yet been collected for the periods of occupancy and trading to date, there will need to be a reconciliation of monies owed and a set off against this sum.
6. Yes. The purpose of contracting a lease out of the terms of the 1954 Act is to ensure that the tenant, at the expiry of the contractual term does not have any rights to stay in occupation nor would the Council need a reason to regain possession of the leased area.
7. Due diligence on 'K S Yeardley F C B Ltd Pension Scheme' and its covenant strength will be undertaken prior to entering into any lease. This is standard practice with all lease arrangements.

6. MEMBERS' QUESTIONS

- 6.1 There were no questions from Members of the Committee.

7. WORK PROGRAMME

7.1 The Committee received a report containing the Committee's Work Programme for consideration and discussion. The aim of the Work Programme was 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.

7.2 **RESOLVED UNANIMOUSLY:** That Finance Committee:-

1. approves the Committee's work programme, as set out in Appendix 1; and
2. gives 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.

8. QUARTER 1 BUDGET MONITORING (2023/24)

8.1 The Director of Finance and Commercial Services and the Head of Accounting submitted a report bringing the Committee up to date with the Council's outturn position for 2023/24 including the General Fund revenue position, Housing Revenue Account and Capital Programme Monitoring (Appendix 1). The report also provided an update of the Council's Treasury Management activity (Appendix 2) and the Collection Fund Account (Appendix 3).

8.2 The Monitoring Officer brought an urgent issue to the attention of the Committee regarding a need to vire funding from the Ward Pots budget to the Local Area Committees (LAC) budget. Additional spending of £700k (£25k per ward), to be delivered through the LAC process, had been approved by Council in March 2023. However, the approved budget set out that the funding be added to the Ward Pots which are administered by the LAC team and not subject to LAC decision making. Therefore, to give effect to the budget resolution as intended, the Committee were asked to approve a virement of £700k from the Ward Pots budget to the LAC budget to enable the LACs to use the money to support their community plan priorities. Members discussed if £25k needed to be spent in each ward or whether the LAC could decide to combine the funding to support projects involving multiple wards. Though it was not a decision for Finance Committee, Members agreed that the LACs should have the ability to determine how to spend the money in their areas, however the situation needed to be resolved formally by the Council.

8.3 Officers agreed to provide Members with further information on when the last review of home to school transport was undertaken, what the recommendations were and whether they were all implemented. Members took a keen interest in the overspend in the Education, Children and Families and Adult Health and Social Care budgets and requested that the overspends be reviewed by the respective Committees.

8.4 Officers agreed to provide Members with benchmarking information comparing Sheffield City Council's budget position with other major cities.

8.5 RESOLVED UNANIMOUSLY: That Finance Committee:-

- a) approves the virement of £700k from the Ward Pots (£25k per ward) to the Local Area Committees (LACs);
- b) notes the updated information and management actions provided by this report on the 2023/24 Revenue Budget Outturn as described in this report;
- c) notes the updated information and management actions provided by this report on the Q1 2023/24 Capital Programme Monitoring as described in Appendix 1;
- d) notes the Treasury Management report for Q1 2023/24 as described in Appendix 2; and
- e) notes the Collection Fund monitoring report for Q1 2023/24 as described in Appendix 3.

8.6 Reasons for Decision

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

8.7 Alternatives Considered and Rejected

- 8.7.1 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.

9. CAPITAL APPROVALS MONTH 4 (2023/24)

- 9.1 The Finance Manager submitted a report that provided details of proposed changes to the existing Capital Programme as brought forward in Month 4 2023/24.

- 9.2 Officers agreed to provide Members with further information on projects coming forward to increase the number of Integrated Resource placements across the city.

9.3 RESOLVED UNANIMOUSLY: That Finance Committee:-

- (i) approves the proposed additions and variations to the Capital Programme listed in Appendix 1;
- (ii) approves in principle the award of grant funding as identified in Appendix 2 and delegates approval of the grant award to the Director of Regeneration and Development. Such approval (and entry into the agreement) is to be subject to the prior completion of a subsidy control principles assessment to

demonstrate to the reasonable satisfaction of the Director of Regeneration and Development that the above grant award is consistent with the subsidy control principles; and

(iii) approves the acceptance of grant funding as identified in Appendix 3.

9.4 **Reasons for Decision**

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

9.4.2 To formally record changes to the Capital Programme and gain Member approval for changes in line with Financial Regulations and to reset the capital programme in line with latest information.

9.5 **Alternatives Considered and Rejected**

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

10. **ECONOMIC RECOVERY FUND ROUND 2 - SCORING OUTCOME**

10.1 The Economic Policy Officer submitted a report that provided an overview of progress to deliver the second round of the Economic Recovery Fund (ERF) now that the application and scoring phases had completed. The report listed the outcomes of the scoring process for all applications and provided information about the geographical spread and make-up of the areas that applied for funding. The report marked the point at which ERF moved from the application and scoring phases into the contracting phase, which would enable successful projects to start delivering improvements and activities in their area.

10.2 **RESOLVED UNANIMOUSLY:** That Finance Committee:-

1. Approves Sheffield City Council (“SCC”) to allocate funding to areas offered over £50,000 (up to £200,000) and, subject to due diligence and other checks being undertaken to the satisfaction of the Director of Economic Development, Culture and Skills, for SCC to enter into a funding agreement with an appropriate lead organisation for each of the areas listed in the table below:

Project Area	Funding Offer (final figures TBC)
Crookes	£90,000
Darnall	£100,000
Harborough Avenue	£70,000

Heeley & Newfield Greens	£100,000
London Road	£142,355
Northern Avenue	£66,818
Spital Hill	£74,470
Westfield	£71,456
Woodhouse	£70,000

2. Notes the areas listed in the table below have been allocated funding of up to £50,000 under the general delegation to officers, subject to due diligence and other checks being satisfied:

Project Area	Funding Offer (final figures TBC)
Abbeydale	£37,682
Banner Cross	£36,198
Broomhill	£40,250
Chapelton	£49,644
Ecclesfield	£38,857
Firth Park	£39,932
Greenhill	£50,000
Hackenthorpe	£49,573
Hillsborough	£46,022
Infirmarv Road	£32,116
Lowedges	£37,321
Middlewood	£48,971
Stannington	£49,962
Walkley	£35,052

10.3 Reasons for Decision

- 10.3.1 The nature of ERF means that the projects that have been allocated funding have been through a rigorous process, both during the development of the applications and in scoring. The ERF Steering Group are collectively supportive of the outcomes of this process and in the recommendations presented here.
- 10.3.2 The successful projects have been informed of the outcome in principle and are awaiting Committee approval in order to move forward. Delaying or changing these recommendations may have an impact on the Council's reputation in these areas and would impact on the delivery of the intended outcomes of the ERF.
- 10.3.3 The recommendations here allow the Council to continue its work to engage with and empower local businesses and high streets and support their recovery following the impacts of the Covid-19 pandemic and subsequent cost of living crisis.

10.3.4 The intended outcome is to have a programme that meets the ERF objectives through the successful delivery of the proposals in these 23 projects as well as the Council’s Delivery Plan objectives.

10.4 Alternatives Considered and Rejected

10.4.1 Programme

As noted, a range of options for delivering ERF2 were considered over summer and autumn 2022. Several alternative ways of delivering the second round of funding were considered as part of this process and proposals were made in relation to changing and improving the second round of funding. These were approved by the EDSP Committee at its meeting on 19th October 2022. This approach has subsequently been enacted so the proposals here are the outcome of an agreed process.

10.4.2 Outcomes

Because the Fund was oversubscribed, Steering Group had to look at ways of managing that and ensuring funding offers were within the available budget and made in a fair way (as described in appendix 1).

10.4.3 Alternatives to that included the following, but the agreed approach was felt by the Steering Group to be a balanced, individualised and fair way of dealing with the budget pressure that took into account the specific elements within each project and strengths and weaknesses. It was felt that any blanket measures would cut across these nuances and lead to outcomes unreflective of their scoring judgements.

Alternative	Rationale	Why rejected
Making a blanket cut to all projects that passed scoring	To reduce the overall funding ask to keep within the budget	Projects had different strengths and weaknesses and this tactic felt unfair and arbitrary to the Steering Group
Raising threshold at which projects would have passed	To reduce the number of projects that would receive funding	Project that passed scoring not receiving funding – Steering Group wanted to maximise the number of areas that could benefit from the Fund
To remove specific types of activity from all budgets	To reduce the overall funding ask and limit specific activity	This would have potentially been applied unequally across projects, depending on whether they had included the activity in their proposals or not

10.5 Councillor Andrew Sangar (MBE) left the meeting at this point.

11. SALE OF LAND AT COTTON MILL ROW, KELHAM ISLAND, SHEFFIELD

11.1 The Head of Regeneration and Property Services submitted a report proposing the disposal of freehold land at Cotton Mill Row, Kelham Island, Sheffield, S3 on a private treaty basis, on the terms set out in the Appendix to the report, for the development of a high-density residential led mixed use scheme.

11.2 As the land had not been subject to a competitive marketing process and consideration to be received by the Council would exceed £300k, the report sought approval of the Finance Committee to dispose of the Land.

11.3 **RESOLVED UNANIMOUSLY:** That Finance Committee approves the freehold sale of the Land on the terms set out in the Appendix 3.

11.4 Reasons for Decision

11.4.1 The intended outcome of the proposal is to deliver new residential accommodation within the city centre and repurpose vacant and redundant commercial sites where older buildings are inefficient and would benefit from redevelopment.

11.4.2 The development proposals will help attract additional footfall which will be of benefit to the city centre. The disposal will also deliver a significant capital receipt, increased Council Tax revenue and CIL contribution for the Council.

11.4.3 The proposals will deliver the economic and financial benefits as outlined within this report.

11.5 Alternatives Considered and Rejected

11.5.1 The Council could do nothing; this may result in the Land remaining vacant for several more years and would not contribute to the Council's aspirations to see the Kelham Island area regenerated. This could also have a negative impact on the future use of the Land.

11.5.2 The Council could offer the Land for sale in the open market; this may result in a disposal and subsequent development, but in isolation, due to its small size, the Land would be limited in terms of future development potential, and it is considered that a sale would generate a lower capital receipt for the Council as a result.

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Report to Finance Committee

16 October 2023

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Rachel Appleyard, 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 covering report, where applicable:

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

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

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 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
3. That any referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

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>	
Commentary/ Action Proposed	

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
Future High Streets Fund / Heart of the City	Site visit	4 th July 2023
Future High Streets Fund	Briefing tour	26 th October 2023

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
Amended Items	Proposed Date	Note

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	
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 5 (23/24)	16 October 2023	2pm				
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 2)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals Month 5 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
Annual review of Sheffield’s Council Tax Reduction Scheme	The Council is required, on an annual basis, to review its Council Tax Reduction Scheme.	Tim Hardie / Jon West / John Squire	Decision	Members were briefed at the Finance Briefing on 11.07.23 where it was agreed that a report should be prepared for consideration by the Finance Committee on 16.10.23. A draft report will be		This Cttee

				presented at the pre-agenda meeting on 19.09.23 with a further opportunity for scrutiny at the pre-meet on 11.10.23.		
Corporate Debt Policy	<p>The review and approval of the Council's Corporate Debt Policy, which aims to maximise income collection and minimise levels of debt in the most fair, efficient and cost-effective way, whilst providing support for our most vulnerable customers.</p> <p>Response to Council Motion (14/12/22) Moving Towards an Ethical Debt Collection: Policy and Ending the Use of Bailiffs Sheffield City Council - Agenda for Council on Wednesday 14 December 2022, 3.00 pm</p>	Tim Hardie / Jon West / John Squire	Decision / Strategy/Policy Development	Members will be briefed at the Finance Briefing on 15.08.23 with the intention of preparing a report for consideration by the Finance Committee on 16.10.23. A draft report will be presented at the pre-agenda meeting on 19.09.23 with a further opportunity for scrutiny at the pre-meet on 11.10.23.	Public engagement should be covered under the wider activity already underway in relation to the Council's Cost of Living Crisis response, of which this is one aspect.	This Cttee
Commission of a Debt Recovery Framework	A commissioning decision is required in advance of the expiry of the current Debt Recovery Framework under which suppliers undertake	Tim Hardie / Jon West / John Squire	Decision	TBA		This Cttee

	debt recovery activity on behalf of the Council.					
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Meeting 6 (23/24)	6 November 2023	2pm				
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) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals Month 6 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 7 (23/24)	18 December 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> •Decision •Referral to decision-maker •Pre-decision (policy development) 	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> •This Cttee •Another Cttee (eg S&R) •Full Council •Officer

			• <i>Post-decision (service performance/ monitoring)</i>	<i>(with reference to options in Appendix 2)</i>	<i>(with reference to toolkit in Appendix 3)</i>	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					
2023/24 Quarter 2 Budget Monitoring		Philip Gregory / Jane Wilby	Decision			This Cttee
Capital Approvals Month 7 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 8 (23/24)	23 January 2024	2pm				
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 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					

Capital Approvals Month 8 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
Parkwood Springs	Decision on redevelopment of the former ski village	Tammy Whitaker/ Alan Seasman	Decision	Written briefing	TBC	This Cttee

Meeting 9 (23/24)	19 February 2024	2pm				
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) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals Month 9 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 10 (23/24)	18 March 2024	2pm				
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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 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Any other committee-specific standing items eg finance or service monitoring]</i> 					
2023/24 Quarter 3 Budget Monitoring		Philip Gregory / Jane Wilby	Decision			This Cttee
Capital Approvals Month 10 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

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"> • <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 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Levelling Up Prospectus	Prospectus setting out Sheffield's Levelling Up ambitions	Kate Martin	Decision or pre decision policy development			This Cttee

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.

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Report to Policy Committee

Author/Lead Officer of Report:

Damian Watkinson,
Finance Manager

Tel: 0114 273 6831

Report of: *Philip Gregory*

Report to: *Finance Committee*

Date of Decision: *16th October 2023*

Subject: *Capital Approvals for Month 05 2023/24*

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 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 report provides details of proposed changes to the existing Capital Programme as brought forward in Month 05 2023/24.

Recommendations:

The Finance Committee is recommended to:

- (i) Approve the proposed additions and variations to the Capital Programme listed in Appendix 1 and Appendix 2;
- (ii) Approve the award of grant funding as identified in Appendix 3; and,
- (iii) Approve the acceptance of the grant funding identified in Appendix 4.

Background Papers:

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

Appendix 1, Appendix 2, Appendix 3, Appendix 4

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>Liz Gough</i>
		Legal: <i>Rahana Khalid/ Gemma Day</i>
		Equalities & Consultation: <i>N/A</i>
		Climate: <i>N/A</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	<i>Philip Gregory</i>
3	Committee Chair consulted:	<i>Cllr Zahira Naz</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>Damian Watkinson</i>	Job Title: Finance Manager
	Date: <i>02/10/23</i>	

1. PROPOSAL

- 1.1 The proposed changes to the Capital programme will improve the recreational leisure facilities, schools, roads and homes used by the people of Sheffield, and improve the infrastructure of the city council to deliver those services.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 By delivering these schemes the Council seeks to improve the quality of life for the people of Sheffield.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Any appropriate consultation was carried out at the original approval of the schemes included

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 Any Equality implications are the responsibility of the service area under which the approval falls. An Equalities Impact Assessment was submitted with each Business Case

4.2 Financial and Commercial Implications

- 4.2.1 A number of schemes have been submitted for approval in line with the Council's capital approval process during the Month 04 reporting cycle. This report requests the relevant approvals and delegations to allow these schemes to progress.

- 4.2.2 Below is a summary of the number and total value of schemes in each approval category:

- 14 additions of specific projects to the capital programme creating a net increase of £9.75m
- 15 variations to specific projects and allocations in the capital programme creating a net reduction of £3.8m
- 3 reprofiles of existing budgets

- 4.2.3 Further details of the schemes listed above can be found in Appendix 1 and Appendix 2.

4.3 Legal Implications

4.3.1 Any specific legal implications are identified on a per scheme basis in appendix 1 & 2, in Appendix 3 in relation to grants to be made to 3rd parties and Appendix 4 in relation to grants to be accepted.

4.4 Climate Implications

4.4.1 Any specific Climate implications are identified on a per scheme basis in appendix 1 & 2. A Climate Impact Assessment was submitted with each Business Case

5. ALTERNATIVE OPTIONS CONSIDERED

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

6. REASONS FOR RECOMMENDATIONS

6.1 The proposed changes to the Capital programme will improve the services to the people of Sheffield

6.2 To formally record changes to the Capital Programme and gain Member approval for changes in line with Financial Regulations and to reset the capital programme in line with latest information.

Scheme name / summary description		Value £'000												
A	Transport Regeneration & Climate Change													
	New additions													
Page 39	<p>Traffic Management Recommendations</p> <p>To approve the addition of £12K to the Capital Programme to progress feasibility works for the enforcement of Moving Traffic offences</p> <p>Why do we need the project?</p> <p>Sheffield City Council have recently been granted authority under Traffic Management Part 6 which allows the enforcement of moving traffic offences. The aim is to improve safety for all highway users and reduce network congestion.</p> <p>How are we going to achieve it?</p> <p>Feasibility works will be undertaken to identify the most effective way to introduce measures at three locations as follows:</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Location</th> <th>What will be enforced</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Queens Road and Bramall Lane</td> <td>Illegal turning movements Yellow box junction – no stopping</td> </tr> <tr> <td>2</td> <td>Glossop Road and Upper Hanover Street</td> <td>Illegal turning movements Yellow box junction – no stopping</td> </tr> <tr> <td>3</td> <td>Hoyle Street</td> <td>Yellow box junction – no stopping</td> </tr> </tbody> </table> <p>This will take the form of traffic surveys and obtaining relevant information on modes of enforcement.</p> <p>The cost of this stage is £12k and will be funded from Local Transport Plan</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • Improved road safety • Reduced network congestion • Improved air quality • Improved journey times 	Site	Location	What will be enforced	1	Queens Road and Bramall Lane	Illegal turning movements Yellow box junction – no stopping	2	Glossop Road and Upper Hanover Street	Illegal turning movements Yellow box junction – no stopping	3	Hoyle Street	Yellow box junction – no stopping	+12
	Site	Location	What will be enforced											
	1	Queens Road and Bramall Lane	Illegal turning movements Yellow box junction – no stopping											
	2	Glossop Road and Upper Hanover Street	Illegal turning movements Yellow box junction – no stopping											
	3	Hoyle Street	Yellow box junction – no stopping											

	When will the project be completed? 2023-24 [feasibility stage]																							
	Funding Source	Local Transport Plan	Amount	12k	Status	Ringfenced for transport schemes	Approved																	
	Approval Route		Sheffield Local Transport Plan Report - TRC Committee 16.03.23																					
Page 40	On Street Electric Vehicle Chargers							+379.6																
	<p>Recommendations</p> <p>To approve the addition of £379.6k to the Capital Programme to progress design works with the aim of the purchase and installation of 11 double-headed fast chargers.</p> <p>Why do we need the project?</p> <p>Sheffield City Council has declared a Climate Emergency which necessitates a move away from the use of traditional fossil fuels to cleaner technologies such as electric vehicles and is working towards Sheffield becoming a zero-carbon city by the end of the next decade.</p> <p>This project is to expand the electric vehicle charger network to help bring forward the switch to electric vehicles in Sheffield in line with Net Zero targets and to improve the provision of on-street residential chargepoint infrastructure in areas lacking off-street parking.</p> <p>How are we going to achieve it?</p> <p>The purchase and installation of 11 double-headed fast chargers for use by battery-powered electric vehicles at residential on-street locations (lacking off-street parking), and at residential public car park locations across Sheffield.</p> <p>The proposed locations have been identified by applying the following Government criteria:</p> <ul style="list-style-type: none"> Existing request for on-street chargepoints by local residents; Residential areas lacking 'off-street' parking - where residents are predominantly relying on 'on-street' parking Areas where data modelling shows that EV charging demand is forecast to significantly increase in the coming years Areas confirmed by the Northern PowerGrid having sufficient grid capacity for adding/connecting EV chargepoints. 																							
<table border="1"> <thead> <tr> <th>Site No.</th> <th>Street Name</th> <th>Postcode</th> <th>Car Park / On-street</th> <th>No. of double-headed charge-points (7kW)</th> <th>No. of Bays / Sockets</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hope St., Stocksbridge</td> <td>S36 1GY</td> <td>Car Park</td> <td>2</td> <td>4</td> </tr> <tr> <td>2</td> <td>Stainton Rd., Greystones</td> <td>S11 7AB</td> <td>On-street</td> <td>1</td> <td>2</td> </tr> </tbody> </table>							Site No.	Street Name	Postcode	Car Park / On-street	No. of double-headed charge-points (7kW)	No. of Bays / Sockets	1	Hope St., Stocksbridge	S36 1GY	Car Park	2	4	2	Stainton Rd., Greystones	S11 7AB	On-street	1	2
Site No.	Street Name	Postcode	Car Park / On-street	No. of double-headed charge-points (7kW)	No. of Bays / Sockets																			
1	Hope St., Stocksbridge	S36 1GY	Car Park	2	4																			
2	Stainton Rd., Greystones	S11 7AB	On-street	1	2																			

	3	Slate St., Lowfield / Heeley	S2 3GT	On-street	1	2			
	4	Freedom Rd., Walkley	S6 2XE	Car Park	1	2			
	5	Upwood Rd., Hillsborough	S6 4FT	On-street	1	2			
	6	Bishopsholme Rd., Fir Vale	S5 7DF	On-street	1	2			
	7	Flodden St., Crookes	S10 1HA	On-street	1	2			
	8	Station Road, Darnall	S9 4JU	Car Park	2	4			
	9	Balmoral Road, Woodhouse	S13 1QG	On-street	1	2			
					Total	11	22		
	<p>Next steps will include communication and consultation with local residents, including Traffic Regulation Order process.</p> <p>The full cost of the project is £379.6k and a grant from the Department of Transport [Office for Zero Emission Vehicles] has been awarded to support some of the project costs, the remainder will be funded from Local Transport Plan</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> The core benefits and justification of the scheme are the environmental impacts, which are split into three types: carbon saving, NOx and PM10 reduction. Supporting the uptake of electric vehicles <p>When will the project be completed?</p> <p>2023-24</p>								
	Funding Source	DfT Office of Zero Emissions	Amount	£84.2k	Status	Ringfenced for transport projects	Approved		
	& Local Transport Plan		£295.4k						
Approval Route	TRC Committee report 21.02.22								
Gleadless Valley Castelayn Demolition & Site Clearance								+355	

Recommendation

To approve the addition of £355K to the Capital Programme to clear the Castelayn site in the Gleadless Valley enabling it to be released for housing development, mostly funded by Brownfield Land Release Fund Grant.

Why do we need the project?

Gleadless Valley is a 1960's housing estate and some of the housing is now outdated and in urgent need of repair. A masterplan for the area was approved by Council's Exec Co-operative in March 2022. Given the plans for regeneration in the area there is a desire to avoid disused / derelict buildings which can attract anti-social behaviour / vandalism and associated costs to Council budgets.

Brownfield Land Release Fund (BLRF2) Grant has been secured, which is specifically to prepare land for the development of affordable housing.

How are we going to achieve it?

Demolition and site clearance of the former Castelayn SheffCare Home (2 Leighton Drive, Sheffield, S14 1ST) which is no longer fit for purpose and is currently vacant.

What are the benefits?

- Removes financial liability for vacant property management costs
- Removes source of anti-social behaviour in the area
- Enables site for redevelopment as Affordable Housing

Outputs

- Demolition and clearance of site in preparation for redevelopment
- Enable delivery of approximately 24 affordable homes

When will the project be completed?

Demolition is estimated to take 20 weeks from start-on-site, which is estimated to be June 2024.

Per the funding agreement the funded works (demolition) must be in contract by March 2024 and release the land for development by March 2027. This can either by disposal of the site to a developer or entering a build contract.

Funding

BLRF2 Grant	£295.3K
Historic Housing Loan Fund repayments	£59.7K
Total	£355.0K

Funding Source	See above Funding Section	Amount	£355K	Status	Grant Accepted at Finance Committee 11 th September 2023	Approved	City Futures PG 14.09.23
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						Sheffield Loans Fund available on balance sheet			
	Approval Route		Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.						
Page 43	<p>Gleadless Valley Paddock Hill Demolition & Site Clearance</p> <p>Recommendation To approve the addition of £250K to the Capital Programme to clear the Paddock Hill site in the Gleadless Valley enabling it to be released for housing development, mostly funded by Brownfield Land Release Fund Grant.</p> <p>Why do we need the project? Gleadless Valley is a 1960's housing estate and some of the housing is now outdated and in urgent need of repair. A masterplan for the area was approved by Council's Exec Co-operative in March 2022. Given the plans for regeneration in the area there is a desire to avoid disused / derelict buildings which can attract anti-social behaviour / vandalism and associated costs to Council budgets.</p> <p>Brownfield Land Release Fund (BLRF2) Grant has been secured, which is specifically to prepare land for the development of affordable housing.</p> <p>How are we going to achieve it? Demolition and site clearance of the former Paddock Hill (625 Gleadless Road, S2 3BT) SheffCare Home which is no longer fit for purpose and is currently vacant.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • Removes financial liability for vacant property management costs • Removes source of anti-social behaviour in the area • Enables site for redevelopment as Affordable Housing <p>Outputs</p> <ul style="list-style-type: none"> • Appropriation of vacant site from Health for inclusion in Housing Revenue Account • Demolition and clearance of site in preparation for redevelopment • Enable delivery of approximately 18 affordable homes <p>When will the project be completed? Demolition is estimated to take 20 weeks from start-on-site, which is estimated to be June 2024.</p> <p>Per the funding agreement the funded works (demolition) must be in contract by March 2024 and release the land for development by March 2027. This can either by disposal of the site to a developer or entering a build contract.</p>								+250

Page 44	<p>Funding</p> <table border="0" style="width: 100%;"> <tr> <td>BLRF2 Grant</td> <td style="text-align: right;">£204.2K</td> </tr> <tr> <td>Historic Housing Loan Fund repayments</td> <td style="text-align: right;">£45.8K</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£250.0K</td> </tr> </table>							BLRF2 Grant	£204.2K	Historic Housing Loan Fund repayments	£45.8K	Total	£250.0K
	BLRF2 Grant	£204.2K											
	Historic Housing Loan Fund repayments	£45.8K											
Total	£250.0K												
Funding Source	See above Funding Section	Amount	£250K	Status	Grant Accepted at Finance Committee 11 th September 2023 Sheffield Loans Fund available on balance sheet	Approved	City Futures PG 14.09.23						
Approval Route		Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.											
Variations and reasons for change													
<p>High Green 20mph Recommendations</p> <p>To approve the budget increase of £109k and the progression of the 20mph area in High Green</p> <p>Scheme description</p> <p>Through the City’s Transport Strategy, the Council has a corporate objective to increase participation in active modes of transport. 20mph area schemes contribute to the creation of a safer residential environment, which will allow easier access to local facilities for all. This in turn promotes healthier lifestyles whilst encouraging vibrancy in local areas and supports access to public transport. The Corporate Plan states that the aim is for all residential areas to have a 20mph speed limit by 2025.</p> <p>Through recent consultations such as the ‘big city conversation’ and the ‘transport vision, it is clear that local communities value the impact of transport improvements from both a movement and safety perspective. Slower speeds will contribute to the creation of a safer residential environment and may also bring about a reduction in the number and severity of traffic collisions.</p> <p>This project is for a 20 mph sign only area in High Green, Sheffield 35.</p> <p>What has changed?</p> <p>The project has previously been approved to conduct feasibility works which have now been completed. Works will now be undertaken to fully design and develop the scheme.</p> <p>The estimated full cost of the project is £120k and will be fully funded from Road Safety Fund. The project budget is to be increased by £109k</p>							+109						

	Variation type: -		
	<ul style="list-style-type: none"> Budget increase 		
	Funding	Road Safety Fund	
	Approval Route	Sheffield Local Transport Plan Report - TRC Committee 16.03.23	
Page 45	Future High Street Front Door Interventions		
	Recommendations		2023-24
	To approve slippage of £350.6k to 2024-25		-350.6
	Scheme description		2024-25
Funding has been secured from Department of Levelling Up, Housing & Communities (DHLUC) to proceed a programme of proposed Future High Street Fund (FHSF) works. The works in this strand of the programme are targeted primarily towards access improvements to upper floors of existing buildings on Fargate to encourage residential and commercial development, and also improvements to the open space at orchard square.		+350.6	
The improvement works will be directly commissioned and delivered by property owners with a contribution to those costs being reimbursed to the property owners through a grant agreement between the City Council.			
What has changed?			
The full list of works has now been agreed and the grants have been approved in stand-alone committee reports. The project budget has been revised to a more realistic cost plan and as a result, £350.6k of funding will be moved into 2024/25.			
Variation type: -			
<ul style="list-style-type: none"> Slippage 			
	Funding	Future High Street Funds & Corporate Resource Pool	
	Approval Route	Stand-alone committee reports for individual grants	
	Stocksbridge Sports Grant		
	Recommendations		+224.8
	To approve the budget increase of £224.8k		
	Scheme description		

<p>The Sports Hub Project is a multi-site proposal aiming to provide first class sport, leisure, cultural and community facilities. The aim is to support people to be fit and healthy, building on the success of existing community assets.</p> <p>This project is to make grant payments to Stocksbridge Rugby Club and Stocksbridge Football Club to:-</p> <ul style="list-style-type: none"> • Provide a better standard of playing surfaces for Rugby in Stocksbridge. • Provide accessibility and changing area improvements at Stocksbridge Football Club. <p>What has changed?</p> <p>The budget has been increased to £229.8k to enable the grant payments as follows:-</p> <ul style="list-style-type: none"> • Stocksbridge Rugby Club £100k • Stocksbridge Football Club £120k <p>Variation type: -</p> <ul style="list-style-type: none"> • Budget increase 			
<p>Funding</p>	<p>Stocksbridge Town Fund</p>		
<p>Approval Route</p>	<p>Part of overall Stocksbridge Towns Fund Strategy approved Cabinet 05/12/22</p>		
<p>Kelham Neepsend Parking</p> <p>Recommendations</p> <p>To approve the progression to detailed design and the full budget being funded from Local Transport Plan</p> <p>Scheme description</p> <p>There are high demands on the available parking spaces in many areas of the city. Parking pressure has continued to grow as areas have developed and there are now high levels of requests for parking schemes, to provide relief from parking pressures for local businesses, organisations and residents. The Council has previously implemented a number of permit parking zones, mainly in the area immediately around the city centre as well as in the district shopping centre at Hillsborough. These were mainly areas which suffered from the effects of high levels of unrestricted commuter parking.</p> <p>There are also high levels of parking occupancy due to the availability of free, all-day parking, restricting parking opportunities for service vehicles, emergency services, business customers and visitors. This can lead to difficulties for businesses, as customers may choose to take their business elsewhere if parking is consistently difficult.</p> <p>This project relates to a parking scheme in the Kelham / Neepsend area of Sheffield.</p> <p>What has changed?</p> <p>Feasibility works have been completed and the scheme is to progress to the full design stage. The project scope is as follows:-</p>	<p>-130k</p>		

Page 47	<ul style="list-style-type: none"> • Marked bays would allow for both pay & display and permit holder parking. • All other sections of the road that are not marked up for parking would have a no waiting at any time restriction (i.e. double yellow lines) • Residents who do not live in a car free development could apply for one resident parking permit per household, • Businesses could apply for up to two business parking permits <p>In addition,</p> <ul style="list-style-type: none"> • There will be a pay a display cost of £6.50 for a full day • Twenty minutes free parking is still available throughout the area and special evening 'flat' rates of £2 (after 1630, Monday to Saturday) and all-day Sunday were also advertised <p>The full cost of the scheme is £494k and will be funded from Local Transport Plan.</p> <p>Variation type: -</p> <ul style="list-style-type: none"> • Budget decrease 		
	Funding	Local Transport Plan	
	Approval Route	Sheffield Local Transport Plan Report - TRC Committee 16.03.23	
	<p>Devonshire Quarter – (Thomas Street Remediation Works)</p> <p>Recommendation To approve the addition of £254.5K to the Capital Programme to prepare the Thomas Street/Hodgson Street site for housing development, funded by Brownfield Land Release Fund Grant.</p> <p>Scheme description</p> <ul style="list-style-type: none"> • Acquire a number of sites and existing leasehold buildings adjacent to SCC land holdings within the Devonshire Quarter. • Promote a more holistic approach to development recognising the wider regeneration of the area. • Prepare development agreements together with detailed planning briefs for the delivery of housing to meet identified needs. • Ensuring that currently vacant development sites are brought forward, delivering the development required to kick start the wider regeneration of the area. • Disposal of development sites ensuring delivery of mixed housing accommodation <p>What has changed? Thomas Street/Hodgson Street is one of the sites acquired using the Devonshire Quarter budget. Prior to acquisition, a previous developer aborted works on the site after constructing the foundations for a basement car park. The basement has since filled with water, which obscures the condition of the foundations and presents a significant unknown and abnormal cost to any future developer of the site. This reduces both interest in and the value of the site.</p>		<p style="text-align: right;">+254</p> <p style="text-align: right;">Reprofile: 23/24 -596 24/25 +851</p>

Page 48	<p>The Brownfield Land Release Fund (BLRF2) is a government funding stream designed to unlock Council-owned land for residential development by covering abnormal costs of preparing sites for development. An award of this funding was made in August 2023 to fund the clearance, remediation, and re-securing of the Thomas Street/Hodgson Street site ready for marketing.</p> <p>This is also an opportunity to reprofile the existing remaining budget, which is now unlikely to be spent in 2023/24</p> <p>Variation type: Budget increase/ Reprofile</p> <p>Budget Current 23/24 Budget £882.7K - £596.1K = £286.6K Current 24/25 Budget £0.0K + £850.6K = £850.6K Total Current Budget £882.7K + £254.5K = £1,137.2K</p> <p>Funding BLRF2 Grant £254.5K Existing Budget £32.1K Total £286.6K</p>		
	Funding	See Funding Section above	
	Approval Route	Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.	
	<p>Levelling Up Fund Attercliffe Car Park Improvements</p> <p>Recommendations</p> <p>To approve an increase in budget from the £32k feasibility to a total of £500k to deliver identified improvements to car parking facilities at Attercliffe. Funded from Levelling Up Fund allocation.</p> <p>Scheme description</p> <p>SCC successfully bid for funding through Levelling Up Fund to invest in Attercliffe making direct improvements to the area acting as a catalyst for future investment. This scheme relates to the 'Connectivity and Movement' package within the bid – public realm improvements. The project aligns to the Transforming Cities Fund and wider transport strategy as it will provide suitable alternative parking when parking restrictions are introduced along the high street to support active travel and public transport</p> <p>The car parks to be developed are:</p> <ul style="list-style-type: none"> • Baltic Road • Bodmin Street 		+468

Page 49	<ul style="list-style-type: none"> • Kimberley Street • Shortridge Road • Zion Lane <p>What has changed?</p> <p>Feasibility work has been completed and the scheme is now progressing to the construction stage with the scope of works to include;</p> <ul style="list-style-type: none"> • Resurface car parks • Clear car parks of debris and overgrown vegetation • Install barriers and fencing • Install lighting to make environment safer and deter anti-social behaviour • Install planters and greenery to uplift public realm • Install CCTV at 2 car parks – to protect existing EV chargers and deter vandalism <p>Variation type: -</p> <ul style="list-style-type: none"> • Budget increase 		
	Funding	Levelling Up Fund	
	Approval Route	Principle of Levelling Up programme approved with acceptance of grant Feb 22	
	<p>Stocksbridge Towns Fund – Oxley Park Improvements Phase 2</p> <p>Recommendations</p> <p>To approve slippage of £384k of expenditure from 2023/24 to 24/25 following confirmation of contractor programmes for delivery of works and an increase of £9k from a contribution from the Friends of Oxley Park.</p> <p>Scheme description</p> <p>Recreational facilities and access infrastructure within Oxley Park are tired and in need of significant investment with the consultation held in 2020 demonstrating that almost 80% of respondents felt that the park is in poor condition and the 2020 Leisure Centre refurbishment recently provided an upgraded café and more accessible building and toilets. This project is for the progression of the next priorities highlighted through the consultation for the site, and capitalises on opportunities by linking Oxley Park and the Stocksbridge Community Leisure Centre together to provide an indoor and outdoor health hub for the community The project aim is to deliver the following:</p> <ul style="list-style-type: none"> • Replace/refurbish the existing run-down skate park into an ‘All Wheels’ Park with link path • Deliver access improvements throughout Oxley Park and New Hall Woods including signage, ‘café’ area and associated landscaping & park infrastructure. • Provision of Electric Car charging points at the Leisure Centre (ducting already installed). <p>What has changed?</p> <p>Following the tender process contractors have been identified to deliver the works. These will now be completed by August 2025.</p>		<p>23/24 - 371</p> <p>24/25 +380</p>

	<p>The £9k contribution from the Friends of Oxley Park will be used to fund the skatepark design.</p> <p>Variation type: -</p> <ul style="list-style-type: none"> • Slippage • Budget increase 		
	Funding	Stocksbridge Town Fund & Friend of Oxley Park	
	Approval Route	Part of overall Stocksbridge Towns Fund Strategy approved Cabinet 05/12/22	
Page 50	<p>Stocksbridge Towns Fund -Walking & Cycling Trails</p> <p>Recommendations – To increase the feasibility budget on this scheme by £31.7k for works to determine accurate costs and engineering challenges in delivering the new public highway links to the network of off-road leisure trails,</p> <p>Scheme description</p> <p>At present Stocksbridge is a town in transition; its traditional role as a centre for steelmaking continues but at reduced scale, crucially in terms of employment. Its location remains a significant untapped asset as a leisure destination for cycling and walking. It has a significant network of footpaths leading to open and attractive scenery on its doorstep and an emerging long-distance multi-user trail, the Upper Don Trail which passes east to west to the north of the town. These leisure assets are not being realised to their full potential both because of the limited extent of the trails network and deficiencies on existing infrastructure.</p> <p>What has changed?</p> <p>Previous feasibility works had reviewed potential improvements to the Upper Don Trail, which due to scope and cost have not been able to be pursued. Work will now be focussed on smaller scale interventions to try and deliver the most cost-effective proposal that links Stocksbridge and Underbank reservoir where Yorkshire Water are delivering significant investment into off-road leisure trails. The updated feasibility picks up the surveys required for the new proposal, as well as giving confidence in the design for progression to tender and construction.</p> <p>Variation type: -</p> <p>Budget Increase</p>		+31.7
	Funding	Stocksbridge Town Fund	
	Approval Route	Part of overall Stocksbridge Towns Fund Strategy approved Cabinet 05/12/22	
B	Communities Parks & Leisure		
	New additions		
	Totley Bents Cricket Pitch		+15

Page 51	<p>Recommendation To approve the addition of £15.4K to the Capital Programme for creating a new Non-Turf Cricket Pitch at Topley Bents Recreation Ground, funded by S106.</p> <p>Why do we need the project? Due to the loss of cricket facilities at the Sports Ground at Black Lane which has been redeveloped as football pitches, a S106 compensation payment has been received (20/03468/FUL) which is required to be used towards creating a non-turf cricket pitch on one of the old grass cricket wickets at Topley Bents Recreation Ground, Penny Lane, Sheffield, S17 3AZ.</p> <p>How are we going to achieve it?</p> <ul style="list-style-type: none"> • Non-Turf Cricket Pitch to be delivered by an English Cricket Board (ECB) approved contractor • Renovation works to the remaining 5 grass cricket wickets to be delivered by a Grounds Management Association (GMA) recommended contractor <p>What are the benefits?</p> <ul style="list-style-type: none"> • Improved playing surface on an unusable grass wicket • Improved quality and playability of grass wickets • Fulfil planning and Sport England obligations • Meet a shortfall of cricket facilities identified in the Playing Pitch Strategy • Improved quality and sustainability of Topley Bents, which will encourage greater use of the site <p>When will the project be completed?</p> <ol style="list-style-type: none"> 1. Grass Wicket Renovation Works: <ul style="list-style-type: none"> ○ End of season works October 2023 ○ Pre-season Feb/March 2023 2. Non-Turf Cricket Pitch Feb/ March 2023 								
	Funding Source	S106	Amount	£15.4K	Status	S106 received and available	Approved	Communities, Parks & Leisure PG 18.09.23	
	Approval Route		CPL Policy Committee Chair briefed 24th August 2023						
Variations and reasons for change									
C	Waste and Street Scene								

	New additions	
	None	
	Variations and reasons for change	
	None	
D	Adult Health & Social Care	
	New additions	
	None	
	Variations and reasons for change	
	None	
E	Housing	
	New additions	
	<p>Manor House Older Person Independent Living (OPIL) Fire Risk Assessment works</p> <p>Recommendation To approve a budget of £486.0K to improve fire safety at the Manor House OPIL facility, funded from the Health & Safety Essential Works allocation in the Housing Investment Programme.</p> <p>Why do we need the project? Manor House is a an OPIL facility that is owned by SCC. As part of due diligence, a re-appraisal of fire risk has been undertaken and has highlighted improvements required in compartmentation.</p> <p>How are we going to achieve it? Upgrade of compartmentation works, new doors, and upgrade to the active fire protection system.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> Achieve safety of people by mitigation of fire impact 	+486

<ul style="list-style-type: none"> Full use of the building with a stay put policy back in place <p>When will the project be completed? January 2023</p>								
Funding Source	HRA via Allocation for Health & Safety Works	Amount	£486.0K	Status	Allocation available in the Programme	Approved	Homes PG 20.09.23	
Approval Route		Allocation is part of the Housing Investment Programme in the HRA Business Plan Approved at Full Council 20.02.23						
Page 53	<p>Local Authority Housing Fund (2) Acquisitions</p> <p>Recommendations</p> <ul style="list-style-type: none"> To approve the addition of £1,428K to the Housing Capital Programme following award of a second round of Local Authority Housing Fund Grant (LAHF2) To approve a budget of £3,120K to provide a second waive of housing for the Homes for Ukraine Scheme, funded by Local Authority Housing Fund Grant (£1,428K) and SCC's Stock Increase Programme (SIP). <p>Why do we need the project? In December 2022 the Government announced a Homes for Ukraine Scheme. In the first round SCC were awarded £4,033.4K to purchase a minimum of 28 main element properties and 12 bridging element properties. Acquisitions of 37 main element properties and 10 bridging element properties have so far been completed or agreed with acquisitions continuing.</p> <p>In June 2023 a second round of funding was announced and Sheffield has been awarded £1,428K. It is estimated this funding and a further capital allocation from SIP will support the acquisition of a further 20 properties by March 2024.</p> <p>How are we going to achieve it? Purchase of properties in Sheffield within scope of the grant.</p> <p>What are the benefits? The authority will benefit from ownership of up to 20 additional properties for housing and acquisition of £3.1m in property assets, with repayments met from rental income over a 30-year period.</p> <p>When will the project be completed? Contracts must be in place by the end of March 2024.</p>							+3,120

<p>Funding LAHF2 Grant £1,428K HRA Borrowing £1,692K Total £3,120K</p>							
Funding Source	See Funding Section above	Amount	£3,120K	Status	Grant signed off 14 th August 2023	Approved	Homes PG 20.09.23
Approval Route		Due to the DLUHC deadlines for accepting Round 2 funding being extremely short an Officer decision was made by the Director of Housing on 10th August 2023					
Page 54	<p>New Build Council Housing Acquisitions – Main Street Hackenthorpe</p> <p>Recommendation To approve a budget of £4,466.5K to acquire 15 x 4-bed homes at Main Street in Hackenthorpe, funded by the Stock Increase Programme approved allocation.</p> <p>Why do we need the project? According to the Sheffield and Rotherham Strategic Housing Market Assessment (SHMA), Sheffield has an overall shortfall of affordable homes of c902 per annum. The SHMA states that Southeast Housing Market Area has demand for 4-bed houses for both affordable and intermediate housing. Acquisition of these homes would help reduce the shortfall in this area.</p> <p>Consultation with the Rehousing Team has confirmed that there is a 2-year waiting list for 4-bed houses for affordable rent in this area.</p> <p>How are we going to achieve it? Acquire 15 x 4-bed homes at Main Street in Hackenthorpe as part of the Council’s Stock Increase Programme from Walshaw Homes Ltd.</p> <p>The intention is for 10 homes to be made available for Affordable Rent General Needs, with the remaining 5 to be sold under the Council’s Shared Ownership scheme.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • Addition of 10 homes for Affordable Rent to the Council’s housing stock. Rehousing Services have confirmed that the unit type/location would have good demand with no anticipated issues letting these homes. • Addition of 5 homes for Shared Ownership. The Home Ownership & Revenues Unit have confirmed that the unit type/location would have good demand with no anticipated issues selling these homes. • Working with a locally based, SME housing developer. • Contribution to a ‘mixed community’. The housing development consists of 22 homes, with those homes not purchased by the Council being sold to Owner Occupiers 						+4,466

Page 55	<ul style="list-style-type: none"> The units are near completion, and subject to the legal process/ usual technical due diligence, the transaction is anticipated to complete by the end of 2024. Acquisition of these 15 units achieves a positive NPV over 40 years overall <p>When will the project be completed? The exchange of contracts is expected to be around November 2023</p> <p>Council Housing Stock Increase Programme Funding HRA Borrowing 60% £2,679.9K 1-4-1 Receipts 40% £1,786.6K Total £4,466.5K</p>							
	Funding Source	See Funding Section above	Amount	£3,120K	Status	Allocation available in the Programme	Approved	Homes PG 20.09.23
	Approval Route		Allocation is part of the Stock Increase Programme in the HRA Business Plan Approved at Full Council 20.02.23					
Variations and reasons for change								
<p>Council Housing Block Allocation for Health & Safety Essential Work</p> <p>Recommendation To approve a drawdown of £486.0K to the Manor House OPIL Fire Safety scheme.</p> <p>Scheme description Block allocation of funding for essential health and safety projects on SCC's Housing Stock.</p> <p>What has changed? A scheme has come forward to improve fire safety at the Manor House OPIL facility, which requires £486.0K of funding. This therefore needs drawing down from this Q number.</p> <p>Variation type: Budget decrease</p> <p>Budget Current 23/24 Budget £1,075.1K - £486.0K = £589.1K Total 23-27 Budget £48,815.6K - £486.0K = £48,329.6K</p>								-486

	Funding	HRA	
	Approval Route	Part of the Housing Investment Programme in the HRA Business Plan Approved at Full Council 20.02.23	
Page 56	<p>Gleadless Valley Masterplan Delivery Block Allocation</p>		+254
	<p>Recommendation To approve the reimbursement of the HRA by £254.5K to the block allocation following the addition of Historic Housing Loan Fund repayments to the Gleadless Valley Acquisitions budget to fund non-housing acquisitions.</p>		
	<p>Scheme description Block allocation of HRA funding for the Gleadless Valley Masterplan.</p>		
<p>What has changed? Delivery of Gleadless Valley Masterplan requires the acquisition of a number of properties, largely residential for which a budget of £2m from the HRA has been approved. However, the overall masterplan requires the acquisition of other properties i.e. commercial sites which cannot be funded via the HRA. It is proposed therefore to use Historic Housing Loan Fund repayments (originating from General Fund) to reimburse the HRA for the purchases of the following sites</p>			
<ul style="list-style-type: none"> • Commercial units 187 & 189 Blackstock Road • John O Gaunt Public House 			
<p>Variation type: Budget increase</p>			
<p>Budget</p>			
<p>Current 23/24 Budget £0.0K</p>			
<p>Current 24/25 Budget £6,972.6K + £254.5K = £7,227.1K</p>			
<p>Total 23-27 Budget £38,098.0K + £254.5K = £38,352.5K</p>			
	Funding	HRA	
	Approval Route	Part of the Housing Investment Programme in the HRA Business Plan Approved at Full Council 20.02.23	
	<p>New Build Council Housing Phase 10 – Daresbury and Berners</p>		+1,140
<p>Recommendation To approve an increase in budget of £1,139.6K to cover delays to the completion of the scheme, funded by the Stock Increase Programme approved allocation.</p>			
<p>Scheme description</p>			

Deliver 73 new build affordable Council homes that will diversify the existing housing stock.

What has changed?

a) Extension of Contract Period

After the February 2023 Variation there have been further significant issues affecting project completion, and this has led to a further extension to the Contract Completion Date, with the revised date now being 21st July 2023. This is the date up to which SCC are willing to pay for additional Site Preliminaries incurred by the Contractor.

Whilst some of the delays are attributable to the Main Contractor and will require deduction of Delay Damages, a proportion of the delays are attributable to the instruction of revised or additional works and have resulted in further prolongation claims being received from the Contractor. These have included issues in relation to works with utilities providers (Gas, Water and Electric), requirements to redesign elements of car park area and partitioning to flats.

The Main Contractor’s Planned Completion Date is stated as 25th October 2023 (at the time of preparing this variation), and a deduction for delay damages would therefore be calculated based upon the period between 21st July – 25th October 2023.

There is still a potential risk that other genuine delays may occur: inclement weather or delays to material supply for example. Similarly, if further delays occur that are attributable to the contractor, then delay damages may also be applied and potentially impact upon the forecast costs listed above.

b) Additional Site Works/Contract Variations

Several other issues that have had the effect of increasing the Construction Cost but may not have had an associated impact on the Contract Completion Date. The key issues can be summarised as follows: works required to ensure highway gullies are fully operational, additional Highways work instructed to East Bank Road and Berners Road, additional Site Security measures to secure properties until they are let, Gas and Electricity Utilities Diversions and previously unforeseen additional operations required to ensure completion of the project requirement to deviate from originally specified kitchen supplier due to issues with supply, replacement of stolen fencing and gates

Variation type: Budget increase

Additional Costs

Fees	£47.6K
Extension of Contract	£652.8K
Works & Variations	£509.4K
<u>Contingency Required</u>	<u>£129.8K</u>
Total	£1,339.6K
<u>Less Current Contingency</u>	<u>£200.0K</u>
Total Variation	£1,139.6K

	<p>Funding The work will be funded using the underspend forecast from the Newstead Enabling Works budget therefore the Stock Increase Programme contingency will not be affected. The expected underspend on the completed enabling works is currently circa £1,400K and is due to a number of 'worst case' items (e.g. categorisation of the removal of spoil) profiled in the project, which did not come to fruition.</p>	
	<p>Funding HRA Borrowing via a Budget Transfer from Newstead Enabling</p>	
	<p>Approval Route Allocation is part of the Stock Increase Programme in the HRA Business Plan Approved at Full Council 20.02.23</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 59</p>	<p>New Build Council Housing Phase 16 – Newstead Enabling</p> <p>Recommendation To approve the transfer of £1,323.3K from this budget to uplift the budget for the Newstead Reinstatement to the necessary amount for the scheme (see entry above)</p> <p>Scheme description Deliver the enabling works for the whole of the Newstead site in Birley the scope of which was as follows:</p> <ul style="list-style-type: none"> • Omission of a small attenuation tank and pond, and replacement with a larger attenuation tank • A new street lighting supply for lights around the perimeter of the site • Additional asbestos pipe and fragment removal • Disposal of contaminated topsoil from site • Surface water drainage works and highway development works <p>What has changed? The enabling works project is now complete and is forecasting an underspend of circa £1,400K due to a number of 'worst case' items (e.g. categorisation of the removal of spoil) profiled in the project, which did not come to fruition.</p> <p>Variation type: Budget decrease</p> <p>Budget Current 23/24 Budget £1,460.0K - £1,323.3K = £136.7K</p> <p>N.B. Full Year Forecast July23 £21.5K</p> <p>Funding</p>	<p>-1,323</p>

	<p>Despite the scheme having an element of HRA 1-4-1 Capital Receipts funding, which can't be used on the Reinstatement scheme, this was only for the Newstead General Needs part of the site. The rest of the funding is HRA Borrowing for the Newstead OPIL element of the site which can therefore be transferred to the Reinstatement project without affecting the SIP contingency.</p>		
	Funding	HRA Borrowing	
	Approval Route	Allocation is part of the Stock Increase Programme in the HRA Business Plan Approved at Full Council 20.02.23	
<p>Page 60</p>	<p>Council Housing Stock Increase Programme Block Allocation</p> <p>Recommendations</p> <ul style="list-style-type: none"> To approve a drawdown of £1,692K from the SIP funding allocation as match funding to the Local Authority Housing Fund (LAHF) Grant for Round 2 of the Homes for Ukraine Scheme To approve a drawdown of £4,466.5K from the SIP funding allocation for the Main Street Hackenthorpe acquisitions scheme To approve a drawdown of £1,139.6K from the SIP funding allocation for the additional costs incurred on the Daresbury & Berners New Build scheme <p>Scheme description Block allocation of funding for Stock Increase Programme (SIP) schemes.</p> <p>What has changed?</p> <ol style="list-style-type: none"> A business case has been brought forward for round 2 of the Homes for Ukraine Scheme funded partly by Local Authority Housing Fund Grant, which requires match funding. As a result, £1,692K needs drawing down from the SIP contingency to allow this scheme to progress. See separate entry above for LAHF2 Acquisitions' A business case has been brought forward to acquire 15 properties at Main Street Hackenthorpe. As a result, £3,042.1K needs drawing down from the SIP allocation for New Build Acquisitions and £1,424.4K from the SIP Contingency to allow this scheme to progress. See separate entry above for New Build Council Housing Acquisitions – Main Street Hackenthorpe' A variation has been brought forward outlining additional costs due to delays and additional works required on the Daresbury and Berners New Build scheme. As a result, £1,139.6K needs drawing down from the SIP contingency to cover these costs. <p>Total 23/24 drawdown £3,042.1K Total 28/29 drawdown <u>£4,256.0K</u> (£1,692K + £1,424.4K + £1,139.6K) Total drawdown £7,298.1K</p> <p>Variation type: Budget decrease</p>		<p>-7,298</p>

	<p>Budget Current 23/24 Budget £12,126.8K - £3,042.1K = £9,084.7K Total 23-27 Budget £142,857.5K - £3,042.1K = £139,815.4K within current approvals on finance system (5 year horizon)</p> <p>Current 28/29 Budget £44,271.2K - £4,256.0K = £40,015.2K Total 23-29 Budget £187,128.7K - £7,298.1K = £179,830.6K</p>	
	<p>Funding Various including HRA Borrowing, S106, HRA Capital Receipts and Grant</p>	
	<p>Approval Route Allocation is part of the Stock Increase Programme in the HRA Business Plan Approved at Full Council 20.02.23</p>	
<p>F</p>	<p>Education Children & Families</p>	
<p>Page 61</p>	<p>New additions</p>	
	<p>Mossbrook Special Educational Needs and Disabilities (SEND) School - Reconfiguration</p> <p>Recommendations Allocation of £33.6k of High Needs Capital funding for feasibility works to increase site capacity by way of reconfiguration of internal spaces (minimum 13 places).</p> <p>Why do we need the project? Under the 2014 Children and Families Act, the Local Authority has a statutory duty to provide sufficient school places for children and young people with special educational needs and disabilities (SEND). Since 2014, Sheffield has seen significantly increasing demand for specialist places for children and young people with SEND.</p> <p>Since 2018, the number of special school places in Sheffield has been increased by 20%. Looking ahead, continued pressure is expected, with 300 additional special places forecast to be needed in the next five years (there are currently approximately 1500).</p> <p>There is an opportunity to reconfigure the space within Mossbrook School to create additional SEND places</p> <p>How are we going to achieve it? A feasibility to assess the opportunities to increase capacity through reconfiguration of existing building at Mossbrook Infant and Primary Special School while also increasing parking capacity & providing additional play space via:</p> <ul style="list-style-type: none"> ○ Desktop and intrusive surveys ○ Full feasibility of the site 	<p>+33.6</p>

<ul style="list-style-type: none"> ○ Preferred option developed to RIBA stage where required. <p>What are the benefits?</p> <p>Feasibility to determine best course of action to deliver increased capacity options as listed above. Capacity problem resolved through feasibility leading to a recommended design solution.</p> <p>When will the project be completed?</p> <p>Feasibility: by 31/12/2023</p>							
Funding Source	DfE High Needs Capital	Amount	£33.6k	Status		Approved	
Approval Route		Part of SEND Strategy to meet statutory duty					
Page 62	<p>Shooters Grove Primary Chimney Demolition: £19.9k; and</p> <p>Dore Primary Chimney Demolition: £19.9k.</p> <p>Recommendations</p> <p>Allocate 2 amounts of £19.9k of DfE Condition Allocation funding to identical projects to demolish chimneys, so avoiding potential liability arising from untreated cracks.</p> <p>Why do we need the project?</p> <p>A structural inspection on the concrete chimneys was carried out on 14th April 2023 following reports that cracking has developed. The outcome of the report was that cracks can either be monitored or to remove the liability the redundant chimney could be demolished.</p> <p>Works are planned during 2023 October half term - due to the hazards associated with the demolition of the chimneys these works have been planned to take place during school holidays to reduce disruption and risks to children and staff.</p> <p>How are we going to achieve it?</p> <p>It is expected that use of the existing emergency demolition contract to procure the works would allow for demolition works to be undertaken within 6 weeks of approval to be coordinated with a school holiday and dependent on the Contractors availability.</p> <p>What are the benefits?</p> <p>The benefit of undertaking the demolition now is that there is no requirement to undertake further annual inspections and produce condition reports. Additionally, the risk of sudden deterioration and having to remove the chimneys as an emergency job is removed.</p>						+19.9
							+19.9

<p>When will the projects be completed? 31/10/2023</p>							
Funding Source	DfE Condition Allocation	Amount	£39.8k (for both)	Status		Approved	
Approval Route		Part of schools' estate condition programme					
Page 63	<p>Bents Green Residential Provision</p> <p>Recommendations</p> <p>To allocate £67.6k of revenue funding to enable refurbishment of Bents Green Lodge in order to provide additional accommodation for in-house care for solo placements requiring complex care.</p> <p>Why do we need the project?</p> <p>There is a shortage of appropriate residential accommodation for young people with complex needs to provide in-house care for solo placements. This leads to unutilised capacity in our current estate, as children with particularly complex needs may be unable to be placed with other children, leading to beds in some facilities being unable to be filled.</p> <p>The external market does not have sufficient provision for young people with the most complex needs. Where placements are found they can cost in excess of £1m per year.</p> <p>How are we going to achieve it?</p> <p>This project will refurbish Bents Green lodge to provide for solo placements. This provides two opportunities. Financial savings and flexibility for the city long term to ensure that we have provision to meet our most complex young people's needs, thereby ensuring we enact our sufficiency duty.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> - 1 bed accommodation at Bents Green Lodge. - Have suitable core in-house provision for our most complex client group. - Reduction in spend against the overall Children and Families budget, through provision of a cheaper in-house placement than the external market provides. <p>When will the project be completed? Autumn 2023</p>						+67.6

	Funding Source	Revenue Contribution to Capital	Amount	£67.6k	Status		Approved		
Approval Route		Part of Capital Strategy to address shortage of residential placements							
Page 64	<p>Norfolk Community Primary SEND Integrated Resource: £96.8k:</p> <p>Phillimore Community Primary SEND Integrated Resource: £180.3k: and</p> <p>Wybourn Community Primary SEND Integrated Resource: £242.9k</p>								+96.8
									+180.3
<p>Recommendations</p> <ul style="list-style-type: none"> To approve capital expenditure of £520k in total for the above three Integrated Resource (IR) units – to cover the full project costs including construction, design fees, surveys, client directs and contingencies (all to be procured through the Sheffield South East Trust). If approved, a Funding Agreement with Sheffield South East Trust will need to be issued. 								+242.9	
<p>Why do we need the project?</p> <p>Under the 2014 Children and Families Act, the Local Authority has a statutory duty to provide sufficient school places for children and young people with special educational needs and disabilities (SEND). Since 2014, Sheffield has seen significantly increasing demand for specialist places for children and young people with SEND.</p> <p>Since 2018, the number of special school places in Sheffield has been increased by 20%. Looking ahead, continued pressure is expected, with 300 additional special places forecast to be needed in the next five years (there are currently approximately 1500).</p> <p>A key plank of SCC’s strategy to address this, is the provision of Integrated Resources within main stream schools</p>									
<p>How are we going to achieve it?</p> <p>A capital grant award will be made to Sheffield South East Trust who will procure and deliver the following:</p>									
<ul style="list-style-type: none"> Norfolk Community Primary IR: <ul style="list-style-type: none"> Converting existing community room and resources room to form a large learning space with a breakout space, sensory area and store, supporting children’s needs from September 2024. Phillimore Community Primary IR: <ul style="list-style-type: none"> Building a small extension of the main school building, utilising some existing space in school that is currently used for children with SEND, to form a large learning space, sensory area, store and entrance lobby. Supporting children’s needs from September 2024. Wybourn Community Primary IR: <ul style="list-style-type: none"> Converting the existing ICT room/library to form a large learning space with a breakout space, sensory area and WCs. Supporting children’s needs from September 2024. 									

<p>What are the benefits/outcomes/outputs?</p> <ul style="list-style-type: none"> ○ Children access education in a mainstream setting ○ Supports inclusion. ○ Providing places for Local children. ○ A total of 30 additional Integrated Resource places across the south east of the city <p>When will the projects be completed? 31/08//2024</p>								
Funding Source	DfE High Needs Capital Allocation	Amount	£520k (for all 3)	Status		Approved		
Approval Route		Part of SEND Strategy to meet statutory duty						
Page 65	Variations and reasons for change							
	<p>Watercliffe Meadow Retaining Walls: Slippage</p> <p>Recommendations</p> <ul style="list-style-type: none"> • To slip £137.9k of DfE Condition funding from 2023/24 into 2024/25 to remove the defective sections of existing timber log retaining walls and replace them with steel piles connected by composite plastic infill panels. <p>Scheme description</p> <p>There are multiple areas where the existing retaining walls on the site are showing some signs of deterioration. In order to mitigate any potential associated Health and Safety risks remedial works are required</p> <p>What has changed?</p> <p>Due to issues identifying a suitable contractor the opportunity to deliver all works in summer holiday 2023 was missed. The worst affected area will now be addressed during the 2023 October half term school holidays. With the remaining works taking place in 2024</p> <p>Variation type: -</p> <ul style="list-style-type: none"> • Slippage: -£137.9k from 2023/24 to 2024/25 							2022/23: -137.9 2024/25: +137.9
	Funding	DfE Condition Allocation						
	Approval Route		Scheme originally approved Strategy & Resources April 23					

Page 66	Stannington Infants SEND Integrated Resource		+30
	Recommendations <ul style="list-style-type: none"> Allocation of an additional £30k of High Needs Capital funding to be applied to this project to cover additional costs 		
	Scheme description <p>There is a need to increase the number of Integrated Resource (IR) places in the north of the city to help meet the growing needs of learners with special educational needs & disabilities (SEND), particularly within Locality G. Stannington Infant School was identified as a site to open a new 10 place Integrated Resource. The scheme was originally scheduled to complete by September 2023.</p>		
	What has changed? <p>There was a 6-week delay to the works on site related to the agreement of a Licence between the Trust and SCC resulting in additional costs and indirectly there were legal negotiations between SCC and the Trust, this incurred legal fees to get an agreement between the parties and a licence drafted.</p> <p>This additional cost will be absorbed by the contingency funds which began at £25k. However, the remaining contingency is not sufficient to conclude the site works without risk of an overspend against the original budget. If an operational contingency is not present, any further issues which arise will cause programme delays and additional costs. Further funding would have to be requested later which would delay the construction further and risk the site not being built in time and ready for pupils in January 2024.</p> <p>There is a need to request an overall* increase funds of £30k to maintain the £18k contingency and cover the £12k additional fees and compensation costs involved.</p>		
Variation type: - <ul style="list-style-type: none"> Budget increase: +£30k High Needs Capital funding: for additional operational costs, insurances and legal fees 			
Funding		DfE High Needs Capital Allocation	
Approval Route		Original budget approved Finance Sub-committee Nov 22	
G	Strategy & Resources		
	New additions		
	None		
	Variations and reasons for change		

	None		
H	Economic Development & Skills		
	New additions		
	None		
	Variations and reasons for change		
Page 67	Community & Cultural Assets		+1,585
	Recommendations		
	To approve the budget increase of £1,585k		
	Scheme description		
<p>The Sustainable Cultural and Community Facilities programme will provide capital grant funding to improve the energy efficiency and environmental performance of public facing buildings and spaces in Sheffield with an initial focus on buildings used primarily for community and/or cultural purposes. In addition energy efficiency grants will be considered to support the upgrade of training facilities used for providing 'low carbon skills'.</p> <p>The long term aim is to reduce the carbon emissions from the improved buildings thereby contributing to the mitigation of climate change.</p> <p>What has changed?</p> <p>Sheffield City Council are the Accountable Body. The full funding agreement has now been received for £2,199k and budget is to be increased by £1,585k</p> <p>Variation type: -</p> <ul style="list-style-type: none"> Budget increase 			
Funding	UK Shared Prosperity Fund		
Approval Route	In-principle use of funding for this activity was approved by Finance Committee on 7th November 2022 and Economic Development and Skills Committee on 18th January 2023.		
	None		

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Scheme name / summary description		Value £'000
A	Transport Regeneration & Climate Change	
	New additions	
Page 69	<p>Gleadless Valley Castelayn Demolition & Site Clearance</p> <p>Recommendation To approve the addition of £355K to the Capital Programme to clear the Castelayn site in the Gleadless Valley enabling it to be released for housing development, mostly funded by Brownfield Land Release Fund Grant.</p> <p>Why do we need the project? Gleadless Valley is a 1960's housing estate and some of the housing is now outdated and in urgent need of repair. A masterplan for the area was approved by Council's Exec Co-operative in March 2022. Given the plans for regeneration in the area there is a desire to avoid disused / derelict buildings which can attract anti-social behaviour / vandalism and associated costs to Council budgets.</p> <p>Brownfield Land Release Fund (BLRF2) Grant has been secured, which is specifically to prepare land for the development of affordable housing.</p> <p>How are we going to achieve it? Demolition and site clearance of the former Castelayn SheffCare Home (2 Leighton Drive, Sheffield, S14 1ST) which is no longer fit for purpose and is currently vacant.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • Removes financial liability for vacant property management costs • Removes source of anti-social behaviour in the area • Enables site for redevelopment as Affordable Housing <p>Outputs</p> <ul style="list-style-type: none"> • Demolition and clearance of site in preparation for redevelopment • Enable delivery of approximately 24 affordable homes <p>When will the project be completed? Demolition is estimated to take 20 weeks from start-on-site, which is estimated to be June 2024.</p>	+355

Page 70	<p>Per the funding agreement the funded works (demolition) must be in contract by March 2024 and release the land for development by March 2027. This can either be by disposal of the site to a developer or entering a build contract.</p> <p>Funding</p> <table border="0"> <tr> <td>BLRF2 Grant</td> <td>£295.3K</td> </tr> <tr> <td>Historic Housing Loan Fund repayments</td> <td>£59.7K</td> </tr> <tr> <td>Total</td> <td>£355.0K</td> </tr> </table>							BLRF2 Grant	£295.3K	Historic Housing Loan Fund repayments	£59.7K	Total	£355.0K
	BLRF2 Grant	£295.3K											
	Historic Housing Loan Fund repayments	£59.7K											
Total	£355.0K												
Funding Source	See above Funding Section	Amount	£355K	Status	Grant Accepted at Finance Committee 11 th September 2023	Approved	City Futures PG 14.09.23						
Approval Route		Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.											
<p>Gleadless Valley Paddock Hill Demolition & Site Clearance</p> <p>Recommendation To approve the addition of £250K to the Capital Programme to clear the Paddock Hill site in the Gleadless Valley enabling it to be released for housing development, mostly funded by Brownfield Land Release Fund Grant.</p> <p>Why do we need the project? Gleadless Valley is a 1960's housing estate and some of the housing is now outdated and in urgent need of repair. A masterplan for the area was approved by Council's Exec Co-operative in March 2022. Given the plans for regeneration in the area there is a desire to avoid disused / derelict buildings which can attract anti-social behaviour / vandalism and associated costs to Council budgets.</p> <p>Brownfield Land Release Fund (BLRF2) Grant has been secured, which is specifically to prepare land for the development of affordable housing.</p> <p>How are we going to achieve it? Demolition and site clearance of the former Paddock Hill (625 Gleadless Road, S2 3BT) SheffCare Home which is no longer fit for purpose and is currently vacant.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • Removes financial liability for vacant property management costs • Removes source of anti-social behaviour in the area • Enables site for redevelopment as Affordable Housing 							+250						

Page 71	<p>Outputs</p> <ul style="list-style-type: none"> • Appropriation of vacant site from Health for inclusion in Housing Revenue Account • Demolition and clearance of site in preparation for redevelopment • Enable delivery of approximately 18 affordable homes <p>When will the project be completed? Demolition is estimated to take 20 weeks from start-on-site, which is estimated to be June 2024.</p> <p>Per the funding agreement the funded works (demolition) must be in contract by March 2024 and release the land for development by March 2027. This can either by disposal of the site to a developer or entering a build contract.</p> <p>Funding</p> <table border="0"> <tr> <td>BLRF2 Grant</td> <td>£204.2K</td> </tr> <tr> <td><u>Historic Housing Loan Fund repayments</u></td> <td><u>£45.8K</u></td> </tr> <tr> <td>Total</td> <td>£250.0K</td> </tr> </table>							BLRF2 Grant	£204.2K	<u>Historic Housing Loan Fund repayments</u>	<u>£45.8K</u>	Total	£250.0K
	BLRF2 Grant	£204.2K											
	<u>Historic Housing Loan Fund repayments</u>	<u>£45.8K</u>											
Total	£250.0K												
Funding Source	See above Funding Section	Amount	£250K	Status	Grant Accepted at Finance Committee 11 th September 2023	Approved	City Futures PG 14.09.23						
Approval Route		Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.											
Variations and reasons for change													
<p>Devonshire Quarter – (Thomas Street Remediation Works)</p> <p>Recommendation To approve the addition of £254.5K to the Capital Programme to prepare the Thomas Street/Hodgson Street site for housing development, funded by Brownfield Land Release Fund Grant.</p> <p>Scheme description</p> <ul style="list-style-type: none"> • Acquire a number of sites and existing leasehold buildings adjacent to SCC land holdings within the Devonshire Quarter. • Promote a more holistic approach to development recognising the wider regeneration of the area. • Prepare development agreements together with detailed planning briefs for the delivery of housing to meet identified needs. 							<p>+254</p> <p>Reprofile: 23/24 -596 24/25 +851</p>						

- Ensuring that currently vacant development sites are brought forward, delivering the development required to kick start the wider regeneration of the area.
- Disposal of development sites ensuring delivery of mixed housing accommodation

What has changed?

Thomas Street/Hodgson Street is one of the sites acquired using the Devonshire Quarter budget. Prior to acquisition, a previous developer aborted works on the site after constructing the foundations for a basement car park. The basement has since filled with water, which obscures the condition of the foundations and presents a significant unknown and abnormal cost to any future developer of the site. This reduces both interest in and the value of the site.

The Brownfield Land Release Fund (BLRF2) is a government funding stream designed to unlock Council-owned land for residential development by covering abnormal costs of preparing sites for development. An award of this funding was made in August 2023 to fund the clearance, remediation, and re-securing of the Thomas Street/Hodgson Street site ready for marketing.

This is also an opportunity to reprofile the existing remaining budget, which is now unlikely to be spent in 2023/24

Variation type: Budget increase/ Reprofile

Budget

Current 23/24 Budget £882.7K - £596.1K = £286.6K

Current 24/25 Budget £0.0K + £850.6K = £850.6K

Total Current Budget £882.7K + **£254.5K** = £1,137.2K

Funding

BLRF2 Grant £254.5K

Existing Budget £32.1K

Total £286.6K

Funding

See Funding Section above

Approval Route

Submission of the Brownfield Land Release Fund bid, and the intended projects was approved at the Transport, Regeneration and Policy Committee in March 2023 in advance of the bid submission deadline.

	Scheme name / summary description of key terms	Recipient(s)	Value £'000
A	Transport Regeneration & Climate Change		
Page 73	<p>Stocksbridge Sports Grant</p> <p>Background</p> <p>The Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act. This enables the Council to use some of the grant funding received from the Department for Levelling Up Housing and Communities (DLUHC) in relation to the Stocksbridge Towns Fund for grants to third party organisations.</p> <p>If approved, the Council will put in place grant agreements with the two organisations who will receive funding to carry out works on their sites. These organisations are Stocksbridge Rugby Union Football Club (proposed grant of £100k) and Stocksbridge Park Steels Football Club (proposed grant of £120k).</p> <p>Legal Implications</p> <p>Key terms of the grant agreement will be:</p> <ul style="list-style-type: none"> • That payment of the grant will only be made subject to the Council receiving the necessary funds from the DLUHC. • That the grant may only be used for the project specified within the grant agreement. • Any funds designated to capital funds will not be applied to revenue costs. • Detailed information around the records that must be kept in relation to the project and for how long. • As well as detailed clauses around the ability to withhold, suspend or require repayment of the grant in specific circumstances, for example if delivery of the project is not commenced within a set period of time or the project is delivered in a negligent manner. • A number of warranties will also be required from the grant recipients. <p>These grant agreements also pass down the requirements of the funding that are placed on the Council by the DLUHC to these organisations. For example, the reporting requirements, the grant determinations, the output and outcomes and the communications and branding guidance.</p>	<p>Stocksbridge Rugby Union Football Club</p> <p>Stocksbridge Park Steels Football Club</p>	<p>100</p> <p>120</p>

	Subsidy control assessments are currently being finalised and will be concluded prior to the grant agreements being issued. The Council must comply with all applicable legislation and regulations including but not limited to UK GDPR, the Data Protection Act 2018 and the Subsidy Control Act 2022.		
B	Communities Parks & Leisure		
	None		
C	Waste and Street Scene		
	None		
Page 74	Adult Health & Social Care		
	None		
	Housing		
	None		
F	Education Children & Families		
	<p>Norfolk Community Primary SEND Integrated Resource: £96.8k: Phillimore Community Primary SEND Integrated Resource: £180.3k: and Wybourn Community Primary SEND Integrated Resource: £242.9k</p> <p>Background The three capital grants to Sheffield South East Trust, which are to be used towards developing Integrated Resource provision at Norfolk Community Primary School, Phillimore Community Primary School and Wybourn Community Primary School, will enable these schools to offer additional places to children with social, communication and interaction needs. This will therefore support the Council in meeting the above duty.</p>	Sheffield South East Trust	520

Page 75	<p>Legal Implications</p> <p>Under Section 13 of the Education Act 1996, the Council has a statutory duty to secure efficient primary education, secondary education and further education to meet the needs of the population in their area, the Council must also under Section 13a of the Education Act ensure fair access to opportunity for education and training.</p> <p>Grant agreements will be put in place with Sheffield South East Trust, there will be three separate grant agreements, one for each school. The main terms of the grant agreements will remain the same for each grant agreement apart from the specifics of the project and grant amounts.</p> <p>The key terms of the grant agreements are:</p> <ul style="list-style-type: none"> • The grant must only be spent on the funded activity, to achieve the purpose outlined in the grant agreement. • The Council are able to terminate the grant agreement giving 4 weeks' notice. • The grant must be spent by the end of the grant period. • All funded activity will comply with statutory regulations and result in the appropriate approvals. • The grant recipient must also ensure that value for money and best value are achieved at all times. • Monitoring obligations must be complied with, this will include but not be limited to monthly monitoring visits, written narratives and updates on the progress of the funded activity. <p>The grants to Sheffield South East Trust are not deemed to be a subsidy. The Council must comply with all applicable legislation and regulations including but not limited to UK GDPR, the Data Protection Act 2018 and the Subsidy Control Act 2022.</p>		
	G	Strategy & Resources	
	None		
H	Economic Development & Skills		
	None		

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	Scheme name / summary description of key terms	Funder	Value £'000
A	Transport Regeneration & Climate Change		
Page 77	<p>Local and Neighbourhood Transport Complementary Programme (LNTCP)</p> <p>Background</p> <p>Historically Sheffield City Council has been in receipt of an annual allocation of funding to deliver smaller scale interventions and improvements to highways and transport infrastructure. This was known as Local Transport Plan Funding and was provided by the Department for Transport and administered by South Yorkshire Passenger Transport Executive and would be for approximately £3m p.a.</p> <p>As part of the City Region Sustainable Transport Settlement South Yorkshire Mayoral Combined Authority (SYMCA) received £570m of funding over 5 years. This allocation incorporated allocations for Local and Neighbourhood Transport Complementary Programme (LNTCP) which is to replace the Local Transport Plan. As there is certainty of funding for 5 years SYMCA have provided a funding agreement for a total of £17,421,927 to cover the period until March 2027.</p> <p>Financial & Commercial Implications</p> <p>Key features of the Grant Agreement and terms and conditions are summarised as follows. The Project Manager will need to read, understand and comply with all of the grant terms and conditions and the Code of Conduct for Grant Recipients and develop an exit strategy to ensure that there are no ongoing unfunded costs when the grant ends:</p> <ul style="list-style-type: none"> • The Grant is a Capital payment of £17,421,927 from South Yorkshire Mayoral Combined Authority (“SYMCA”) and Sheffield City Council (“SCC”). • The Grant is to support delivery of localised investments within communities to open up the network to all users and encourage sustainable access to leisure, facilities and employment (the “Project”). • Grant subject to 5% retention payable on SCC provision of evidence of satisfactory Project completion to SYMCA • Grant inclusive of VAT. • Grant subject to quarterly claims • Grant used to achieve Project Outputs/Outcomes 	South Yorkshire Mayoral Combined Authority	17,422

- Grant for Qualifying Expenditure defrayed for the Project
- SCC funding contingent on SYMCA receipt of funding from the Department for Transport.
- Grant subject to clawback if Project does not achieve Outputs/Outcomes
- Commencement/Completion Dates as per Schedule 2
- Closure Date/Funding Cessation Date as set out in Schedule 2
- Subject to acceptable subsidies in the UK Subsidy Act/WTO-ASCM rules.
- Grant only for Eligible Costs, including SCC’s internal admin costs.
- Grant Claims must only be made using the approved claim form
- Grant shall not be used for any other purpose without SYMCA permission.
- Only claim Qualifying Expenditure defrayed from Commencement to Completion Date. Qualifying Expenditure outside these dates is ineligible.
- SCC required to complete annual compliance certificate signed by s151 officer.
- Notify SYMCA in advance of intention to apply for third party funding,
- Grant payment is conditional upon match funding letters provided to SYMCA and match funding will need to be eligible, available to use and evidenced.
- SCC shall neither apply for/ accept duplicate funding re: any part of the Project/related administration costs funded by SYMCA.
- Inform SYMCA if grant claims profile changes.
- SCC is responsible for any match funding shortfalls etc
- No Project changes without SYMCA approval
- SCC to ensure VFM in procurement of goods/services funded by the Grant.
- SCC to procure activity commencement within 30 days of Agreement date, and works must be commenced within three months of the Agreement date.
- Project Outputs/Project Outcomes are achieved by the Completion Date.
- SYMCA may clawback Grant in a number of circumstances
- Grant subject to Subsidy Rules and SCC warrants/represents that Grant is not prohibited by the Subsidy Rules
- SCC shall not breach the Subsidy Rules.
- SCC to comply with sustainable development principles in relation to the Project.
- SCC to inform SYMCA of other public funding used against the Eligible Costs
- Records to be kept for 10 years from April 2022.
- SCC is to comply with the accounting audit, monitoring and reporting requirements specified in the grant agreement.
- SCC must comply with the publicity requirements of the Grant Agreement).

- SCC must comply with the detailed performance management, data protection, project evaluation and key performance indicator requirements specified in the Grant Agreement.
- SCC must comply with the risk management obligations contained in the Grant Agreement and maintain an appropriate risk register.
- Grant maybe subject to External Audit.
- Grant is subject up to 100% total Clawback to the extent that the Project Outputs/Outcomes are not achieved in full by the Completion Date
- On Completion Date SYMCA, may take account of the extent to which the Project Outputs/Outcomes have been achieved.

Commercial Implications

All public sector procurement is governed by and must be compliant with the Grant Agreement and UK National Law. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as ‘Contracts Standing Orders’ (CSOs).

CSO requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase / acquire services, goods or works must go via a competitive process, comply with the Local Government Transparency Code 2015 and the Grant Agreement. The Portfolio / Service Grant Manager will need to contact the Commercial Services Team for detailed guidance on adherence to these rules when spending grant monies

Legal Implications

The Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do, provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act. This enables the Council to become accountable body and accept the funding of up to £17,421,927, from the South Yorkshire Mayoral Combined Authority (SY MCA).

The Transport Act 2000 places a duty on local authorities to develop and implement policies which will promote and encourage safe, integrated, efficient and economic transport that meets the needs of persons living, working, visiting, or travelling through their area. This grant will enable the Council to meet this duty with the safer roads, active travel, network management and air quality, climate and environment projects being delivered.

If a decision is made to become accountable body for the funding, then the grant agreement will be entered into with the funder. Key points to note from the grant agreement with the SY MCA are:

Page 80	<ul style="list-style-type: none"> • Payment of the grant will be quarterly, as reimbursement of Qualifying Expenditure actually defrayed. • A 5% retention is being withheld, which will be paid upon completion of the Project Outputs by the Completion Date, subject to practical completion of the works, an interim Project Learning Review being received, review meetings taking place and audit issues being resolved. • The funding can be reduced, suspended, withheld or require repayment in specific circumstances. This includes for example a change to the projects not being approved or the works not being commenced within 6 months. • The grant is sourced from funding to the SY MCA from the DfT, the funding will be reviewed every year and in the event the funding is discontinued it will be considered a Force Majeure event. • All documents relating to the implementation and financing of this grant must be retained for 10 years from April 2022. <p>The Council must comply with all applicable legislation and regulations including but not limited to UK GDPR, the Data Protection Act 2018, Equality Act 2010 and the Subsidy Control Act 2022. SY MCA have confirmed that the grant to the Council is not considered to be a subsidy.</p>		
	B Communities Parks & Leisure		
	None		
C Waste and Street Scene			
	None		

D	Adult Health & Social Care	
	None	
E	Housing	
	None	
F	Education Children & Families	
	None	
G	Strategy & Resources	
	None	
Page 81	Economic Development & Skills	
	None	

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Report to Policy Committee

Author/Lead Officer of Report:

Jon West
Senior Revenues and Benefits Manager
Tel: 0114 2037762

Report of: Philip Gregory, Director of Finance and Commercial Services
Report to: Finance Committee
Date of Decision: 16/10/2023
Subject: Review of Sheffield's Council Tax Reduction Scheme

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? 2362				
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 type="checkbox" value="n/a"/>
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:

The purpose of this report is to provide the Committee with details of the Council's review of its Council Tax Reduction Scheme and seeks approval that the scheme for 2024/25 should not be amended, apart from statutory changes the Council is required to make. In addition, the report seeks approval to maintain the Council Tax Hardship Scheme in 2024/25.

Recommendations:

The Finance Committee is recommended to:

- i. Note the review of the Council's Council Tax Reduction Scheme, detailed in this report.

- ii. Agree that, in line with the review, the Council's Council Tax Reduction Scheme is not revised, apart from the changes the Council is required to make by statute.
- iii. Approve the amendments to the Council's Council Tax Reduction Scheme to accommodate the changes the Council is required to make by statute.
- iv. Agree that the Council's Council Tax Hardship Scheme continues to operate as detailed in this report.
- v. Agree that officers begin a further detailed review of its Council Tax Reduction Scheme and bring a paper back to the Finance Committee in the new year to consider options for its 2025/26 scheme.

Background Papers:

n/a

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: Matt Ardern
		Legal: Nadine Wynter
		Equalities & Consultation: Ed Sexton
		Climate: n/a
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	Tony Kirkham, Interim Director of Finance and Commercial Services
3	Committee Chair consulted:	Zahira Naz
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: Jon West	Job Title: Senior Revenues and Benefits Manager
	Date: 05/10/2023	

1. PROPOSAL

- 1.1. Legislation requires each Billing Authority to annually consider whether to revise or replace their Council Tax Reduction Scheme (CTRS). The Council's scheme is referred to in this report as the Council Tax Reduction Scheme and the assistance provided under it, Council Tax Support (CTS). For that purpose, we have carried out a review of our CTRS.
- 1.2. The report recommends that the Council maintains the current CTRS in its present form in 2024/25, except for any changes the Council is required to make by statute. The report also provides information on the assistance provided under the Council Tax Hardship Scheme and recommends that the scheme continues in 2024/25.

1. BACKGROUND

- 2.1. In April 2013, as part of a wide-ranging welfare reform programme, the Government abolished Council Tax Benefit (CTB) and the Council, as required by law, approved and implemented its own local Council Tax Reduction Scheme. The Government provided grant funding to the Council to finance the CTRS in 2013/14. The Council's funding was cut by approximately £5.5m, 10% below the level of subsidy it received to pay CTB in 2012/13. In addition to the cut in funding, the Government also required the Council to protect pensioners by providing them with the same rate of support that they would have received under CTB. This requirement meant that the actual cut in funding for CTS fell on working-age CTS recipients (and a small number of non-protected pensioners), amounting to a 23% cut.
- 2.2. After a consultation exercise, the Council decided that the design of its CTRS should align as closely as possible to the CTB scheme that it replaced but, unlike CTB, to manage the cut in funding, made the difficult decision to limit support offered to working-age customers to 77% of their net Council Tax liability. The same scheme has remained in place since 2013/14, other than changes required by statute.
- 2.3. Unlike CTB, CTS is not a benefit but a discount, and therefore an award of CTS reduces an individual's Council Tax liability. Collectively, the cost to the Council of the CTRS in any year is measured by the amount of Council Tax the Council foregoes, i.e., discounts granted and therefore cannot collect.

Cost

- 2.4. Specific, identifiable funding for CTRS has not been provided by the government since 2014.
- 2.5. Consequently, maintaining or increasing the level of support under the scheme comes at a real cost to the Council.
- 2.6. Therefore, when reviewing the CTRS, the Council needs to ensure it can meet the financial demands of the scheme throughout the year in question and be aware of the financial impacts this may have. For example, a significant

increase in demand for assistance from the scheme, perhaps triggered by a rise in unemployment, would lead to the Council forgoing more Council Tax than it had planned for.

Caseload

- 2.7. Since the introduction of CTRS, caseload has reduced from 60,000 in 2013 to around 42,000 in 2023. Despite this, the cost of CTS has remained between £39 - 40m throughout largely due to the impact of annual increases in Council Tax.
- 2.8. Currently there are over 25,000 working age households receiving CTS and around 16,000 pension age households. The cost of CTS in 2023/24 is estimated to be £40m with over £22m awarded to working age households. The forecast for 2024/25 is around £41.8m if Council Tax were to increase by the maximum 5% and caseload remained static.

Council Tax Collection Rates & Recovery

- 2.9. Table 1 below shows an analysis of Council Tax collection rates since 2013.

Table 1

YEAR	OVERALL COLLECTION RATE	NON-CTS CASES	WORKING AGE CTS CASES
2013/14	93.70%	93.0%	65.0%
2014/15	94.04%	95.18%	67.0%
2015/16	94.33%	95.22%	69.0%
2016/17	94.41%	95.13%	70.7%
2017/18	93.5%	94.22%	77.49%
2018/19	94.07%	94.07%	70.8%
2019/20	93.14%	93.63%	71.92%
2020/21	90.47%	91.13%	73.86%
2021/22	90.42%	92.82%	68.98%
2022/23	92.00%	93.7%	72.4%

- 2.10. Since CTRS was introduced in 2013/14 the collection rate amongst working age CTS recipients has increased suggesting that most taxpayers in receipt of CTS are becoming increasingly familiar with the fact that they now have to pay part of their Council Tax liability - the consistent level of support providing valuable help with household budgeting.

Council Tax Hardship Scheme

- 2.11. Since 2013 the Council has had a locally funded Council Tax Hardship Scheme (CTHS) which provides additional assistance to taxpayers who are in severe financial hardship. The scheme allows the Council to target support to those in

the greatest need and is therefore an effective method of providing support to those most directly affected by the introduction of CTRS.

- 2.12. The funding for the scheme for 2023/24 is £2.3m, of which £100,000 is provided by central Government. For 2024/25, one way of providing further financial assistance to households who are struggling financially would be to increase the funding available under the CTHS. This will allow any additional support to be targeted at the most financially vulnerable households.
- 2.13. It is recommended that the CTHS continues in 2024/25 with the level of funding to be determined in the annual budget setting process with a recommendation to be approved by full Council in March.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 3.1. One of the goals of the Council's Our Sheffield Delivery Plan is Tackling inequalities and supporting people through the cost-of-living crisis. Maintaining the CTRS in its current means-tested format will help to achieve that goal as it will continue to spread the available support equitably across all eligible households and ensure that those with the greatest need continue to receive the greatest level of support. And by continuing the CTHS, the Council will be able to provide extra support for its most financially vulnerable citizens.
- 3.2. The Our Sheffield Delivery Plan also states that there needs to be a focus on ensuring the Council's financial stability and sustainability. By not making the scheme more generous we will limit the amount of Council Tax foregone, thus ensuring that the level of Council Tax collected continues to contribute to the provision of services.

3. HAS THERE BEEN ANY CONSULTATION?

- 4.1. Under the Local Government Finance Act 1992, where a billing authority decides to revise its Council Tax Reduction Scheme, it is required to comply with set preparation requirements, including publishing the draft scheme and consultation. The proposal is, upon review, not to revise the CTRS, apart for revisions referred to in the legal section, which the Council is statutorily required to make. Therefore, under the proposals, the preparation requirements do not apply and as such there is no requirement on the Council to consult.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

Equality Implications

- 5.1. As a Public Authority, the Council have legal requirements under Section 149 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality' with particular regard to persons sharing the relevant protected characteristics-age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We have considered our obligations under this duty, and due to the nature of the proposals consider that they do not raise equality issues under the duty.

As such, it was considered that an Equality Impact Assessment was not necessary.

5.2. The provision of the CTHS in tandem with the CTRS has allowed additional financial support to be targeted at those households in the most need as well as ensuring that on-going support can be prioritised to those taxpayers who are least able to improve their financial situation, such as:

- Persons with a disability,
- Those with caring responsibilities, and;
- Single parents with young children.

5.3. In 2013, the Council's CTRS was the subject of a Judicial Review where the way in which it had addressed the equalities implications of its scheme was challenged. The court, after considering a number of issues, including the Council's proposed CTHS, decided that it had satisfactorily addressed the equalities implications of the CTRS.

Financial and Commercial Implications

5.4. The funding for the CTRS has been subsumed within other elements of the Revenue Support Grant (RSG) formula and is no longer separately identifiable, and as such, it is not possible to quantify how much funding the Council receives for its CTRS.

5.5. However, based on current forecasting the Council will be able to maintain the current CTRS into 2024/25.

Legal Implications

5.6. The Council is required, under the Local Government Finance Act 1992 (the 1992 Act), for each financial year, to consider whether to revise or replace its CTRS. The Council's review, detailed in this report complies with this requirement.

5.7. The 1992 Act provides that a billing authority's Council Tax Reduction Scheme must include prescribed matters set out in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (the Regulations). As a consequence, the Council is required, without any exercise of discretion, to amend the CTRS, to reflect any changes made to the Regulations. The Government by statutory instrument has prescribed amendments to the Regulations in respect of Council Tax Reduction Schemes for 2024/25. This report includes a recommendation that the CTRS be changed to accommodate the amendments to the Regulations required by the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023. The 2023 Regulations amend the prescribed requirements to increase certain of the figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.

5.8. Under the 1992 Act, where a billing authority decides to revise or replace its Council Tax Reduction Scheme, it is required to comply with set preparation

requirements, including publishing the draft scheme and consultation. The proposal is, upon review, not to revise or replace the Council's CTRS apart for revisions referred to above which it is required to make by statute. If the proposals are approved, the preparation requirements will not apply.

Climate Implications

- 5.9. No additional environmental implications are expected as a result of continuing with the current CTRS into 2024/25. Self-service options will continue to be promoted reducing the need for paper forms and the need for claimants to travel to appointments.

Other Implications

- 5.10. None

5. ALTERNATIVE OPTIONS CONSIDERED

- 6.1. The Pensioner element of CTRS is prescribed by Government so cannot be changed by the Council. Consequently, the following options relate to the discretionary element of the scheme that provides support to Working Age households.

Changing the Cap on Liability

- 6.2. Support offered to working-age customers is capped at 77% of their net Council Tax liability. Perhaps the simplest change we could make to our scheme would be to amend the 77% cap.
- 6.3. However, although a less generous cap would produce some savings for the Council it is highly likely that these would be offset by increased arrears, higher debt recovery administration costs and added pressure to the CTHS.
- 6.4. A more generous cap would come at a significant cost, which would negatively impact the Council's ability to maintain funding of other vital services.

Introduction of an Income Banded Scheme

- 6.5. Under this scheme the level of support provided would be based on household income set between certain bands and could include variations on the level of reduction and the level of income in the income bands.
- 6.6. The advantages of this scheme include:
- It gives stability to those whose wages fluctuate each month.
 - All non-dependents are asked to contribute the same amount. Some applicants may have to pay less.
 - It moves away from the complex means test that currently exists.
 - Once established it will probably be simpler to administer and may therefore make administrative savings.

- It is less complex and easier for applicants to understand.

6.7. The disadvantages of this scheme include:

- It would require a software change that would come at a cost to the Council.
- Depending on the income bands introduced and the maximum income level used, some current CTS recipients may see a reduction in support and depending on the maximum level of income, some may no longer qualify.
- Those customers at the “cliff edge” of the income bands may struggle to cope with the level of support provided as they move from one band to another. However, this could be mitigated by the CTHS.

Introducing a de-minimis income change

6.8. Under this approach any change in income which resulted in a change in the award of CTS by a certain amount would be disregarded therefore would not result in a change to the level of CTS.

6.9. If we were to adopt this scheme, we would need to decide what level of changes in income would be de-minimis.

6.10. The advantages of this scheme include:

- All the other current entitlement rules are still maintained so there is no significant divergence from the way HB claims are processed.
- It gives a degree of stability to those whose wages fluctuate each month.

6.11. The disadvantages of this scheme include:

- Although some people with an increase in their income would not lose support, others with a decrease in their income would not receive extra support.
- We are foregoing more Council Tax than we otherwise would.
- It would require a software change.
- Incorrect awards of CTS are granted if customers become confused about what changes in their income need to be reported.

Having a scheme which sets fixed assessment periods

6.12. This scheme would see an award of CTS fixed for a certain period of time, regardless of any income changes within that period.

6.13. The advantages of this scheme include:

- It would be simple for customers to understand.
- It would mitigate any impact that regular fluctuations in income have on Council Tax billing and collection.

6.14. The disadvantages of the scheme include:

- Claims would still have to be reassessed periodically, and
- Depending on whether changes on reassessment are applied retrospectively or not we could:
 - be making customers worse off.
 - be missing out on Council Tax revenue as we are awarding more CTS than necessary or
 - be impacting Council Tax collection rates as customers may have more Council Tax to pay over a shorter period of time.

Maintaining the current scheme

6.15. Maintaining the current scheme in 2024/5 continues to offer the following advantages:

- a. it is closely aligned to the Housing Benefit scheme and the statutory Pension Age CTRS
- b. It will continue to spread the burden of the reduced funding for CTS equitably across all working- age claimants and, by applying the means test already established by CTB, ensure that those with greatest need continue to receive the greatest level of support.
- c. There will be no requirement to change ICT systems, undertake training, amend documentation, and produce publicity material, all of which increase costs and would be required if the current scheme were to be amended.
- d. It maintains consistency of support to working age CTRS households by not subjecting them to any changes in support that an amended scheme may bring. This provides valuable assurance at a time when the current cost of living crisis is placing an enormous strain on the finances of households in Sheffield.
- e. There is insufficient time to properly develop options for an alternative scheme in 2024/25, and consult and prepare for any system, administrative and staffing changes required.

6.16. Given the above advantages of maintaining the current scheme into 2024/25 the alternatives have been disregarded.

6.17. However, it is recommended that work starts now on developing options for an alternative scheme in 2025/26, to allow sufficient time for consultation and preparation for any required system, administrative and staffing changes should the Council decide to change its scheme.

6. REASONS FOR RECOMMENDATIONS

- 7.1. Legislation requires each Billing Authority to annually consider whether to revise or replace its Council Tax Reduction Scheme. For that purpose, we have carried out a review of the Council's scheme.
- 7.2. Following from this review, it is recommended that the CTRS remains unchanged, as whilst reducing the support offered through the scheme may help with the Council's financial situation, this is countered by the fact that the burden will fall on vulnerable households who are experiencing financial hardship as a result of the cost-of-living crisis. It is also considered that maintaining the scheme in its current form and at the same level of support provides certainty during what are uncertain times.
- 7.3. In reaching this decision, consideration has been given to both increasing and decreasing the level of support provided under the CTRS, and to moving away from a scheme based on the previous CTB scheme. Further detail on these considerations is provided in the main body of the report.
- 7.4. Given the current financial position of the Council, the Council is not able to introduce a more generous scheme in 2024/25.
- 7.5. By maintaining the CTRS, the Council will be able to continue to offer targeted support to those in the most severe financial need including those who are least able to change their financial situation.

PART A - Initial Impact Assessment

Proposal Name: Council Tax Reduction Scheme

EIA ID: 2362

EIA Author: Jon West (Finance)

Proposal Outline: In 2013 the Government abolished the national Council Tax Benefit scheme and required all councils to implement their own Council Tax Reduction Scheme (CTRS). The Council is required to review the CTRS on an annual basis. The CTRS provides support towards Council Tax costs, to some of the most financially vulnerable households in the city, and it is the Council's recommendation that the CTRS remains unchanged in 2024/25, meaning we are able to continue to provide support towards Council Tax costs to these households. The report also recommends that the Council Tax Hardship Scheme (CTHS) is continued in 2024/25, which can provide further assistance to households who are unable to meet their reduced Council Tax costs.

Proposal Type: Non-Budget

Year Of Proposal:

Lead Director for proposal: Philip Gregory (FINANCE)

Service Area: Revenues and Benefits

EIA Start Date: 01/04/2024

Lead Equality Objective: Break the cycle and improve life chances

Decision Type

Committees:

Sub-Committees

Portfolio

Primary Portfolio:

Strategic Support Services

EIA is cross portfolio:

No

EIA is joint with another organisation:

No

Overview of Impact

Overview Summary:

By maintaining the CTRS the Council will continue to be able to provide assistance towards the Council Tax costs for households on a low income. Further, by maintaining CTHS for 2023/24, the Council will be able to provide further assistance to households who are experiencing financial hardship as a result of their reduced Council Tax costs.

Impacted characteristics:

- Age
- Health
- Disability
- Race
- Carers
- Poverty & Financial Inclusion

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact: No

Impact areas:

Initial Sign-Off

Full impact assessment required: Yes

Review Date: 31/03/2025

PART B - Full Impact Assessment

Health

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By maintaining the CTRS and CTHS in their current form, the Council is able to continue providing assistance to the Council Tax costs of vulnerable households, reducing stress, and freeing up money that be used to contribute to the health and wellbeing of the household.

Name of Lead Health Officer:

Comprehensive Assessment Being Completed: No

Public Health Lead signed off health

impact(s):

Age

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

The CTRS for pension age households is set by Government and eligible people in this age group have continued to receive support to their Council Tax costs as they would have under the former Council Tax Benefit regime and can receive support covering up to 100% of their Council Tax costs. Whilst working age households have the amount of support that can be met by CTS limited to 77% of their net Council Tax liability, the Council's recommendation to maintain the CTHS means that those households who are experiencing financial hardship as a result of their Council Tax costs can apply for additional assistance to their Council Tax costs. The CTRS provides additional assistance in the form of additional allowances and premia where a single person has dependent children, and these increase in line with how other benefits are calculated. Council Tax is charged to anyone over the age of 18, and single occupants are able to claim a Single Person's discount irrespective of their age. Where a CTRS recipient is a single person, their award reflects their eligibility to the Single Person's Discount.

Carers

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

CTRS is a sophisticated means tested Council Tax discount and takes account of a number of different factors, and awards additional premia where the applicant or their partner have caring responsibilities and receive an award or have an underlying entitlement to Carer's Allowance. Further to this, there can be a separate Carer's disregard where the person liable for Council Tax has caring responsibilities and

meets certain criteria. Where the taxpayer is eligible for the Carer Disregard, they can receive a reduction in the amount of Council Tax they are due to pay of up to 50%.

Disability

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

The CTRS provides additional assistance to in the form of additional allowances and premia where a CTS recipient receives certain disability benefits. The allowances and premia, which are included in the both the pension age and working age schemes mean that they are able to receive a higher level of income before the amount of CTS that are eligible to receive, is reduced. Further to this, where the applicant or their partner receives an award of Personal Independence Payment, Disability Living Allowance or Attendance Allowance, the income they receive from this benefit is disregarded in the CTS calculation, recognising that this payment is intended to meet additional expenses that they incur due to their disability. Further to the CTRS, which provides assistance to households on a low income who are disabled, there are additional non-means tested Council Tax discounts that can reduce the amount of Council Tax a disabled person has to pay. These are:

- Disabled persons discount – Where a property which is the main home of a disabled person has been adapted to meet the disablement needs of the disabled person the liable person is eligible for a disabled person's discount, which is equivalent to re-banding the property into the next lower Council Tax band. The reduction for Band A properties will be the equivalent of one 9th of Band D.
- Severe Mental Impairment discount or exemption – A person is considered severely mentally impaired for Council Tax purposes if they have a severe impairment of intelligence and social functioning (however caused), which appears to be permanent. If someone lives alone and has a severe mental impairment, they will be exempt from paying Council Tax. Where there are 2 adults in the property, and one of the occupiers is considered to have a mental impairment, they may be eligible for a discount in their Council Tax charge.

Poverty & Financial Inclusion

Staff Impacted:	No
Customers Impacted:	Yes
Description of Impact:	CTRS provides assistance towards Council Tax costs to households on low incomes, and if they receive an award of CTS and are still having difficulty meeting their Council Tax payments, they may be able to receive further assistance from the Council Tax Hardship Scheme. Further to this, CTRS is a sophisticated means tested Council Tax discount and takes account of a number of different factors, and awards additional allowances and premia where the household includes household members with disabilities, and also includes additional allowances for dependent children.

Race

Staff Impacted:	No
Customers Impacted:	Yes
Description of Impact:	Studies have shown disparities in unemployment and income levels in some BAME communities. CTRS provides assistance towards Council Tax costs to households on low incomes, and if they receive an award of CTS and are still having difficulty meeting their Council Tax payments, they may be able to receive further assistance from the Council Tax Hardship Scheme. Further to this, CTRS is a sophisticated means tested Council Tax discount and takes account of a number of different factors, and awards additional allowances and premia where the household includes household members with disabilities, and also includes additional allowances for dependent children.

Action Plan & Supporting Evidence

Outline of action plan:	Page 98 As part of any future marketing campaigns we will ensure that consideration is given to ensuring that
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diverse communities are reached and able to access the service. • We will continue to engage with our software supplier, who also provides our online application from to consider how we can collect equalities data from our applicants, and how we can record this information. • We will engage with our software supplier to ensure that our online application form meets the minimum accessibility standards that are required. • We will review how the service considers the eligibility of awarding a Single Person's Discount when the Council Tax Service is made aware of the death of the taxpayer, or another resident. • We will make contact with colleagues in the Disabled Facilities Grants Team to ensure that they are aware of the scheme, and can signpost their clients to us. • We will make contact with the Mental Health Team to ensure that they are aware of the scheme, and can signpost their clients to us. • Representatives from the Benefits Service will regularly attend the Supporting Vulnerable People group, which is a Council run meeting, but has an open invitation to the Council colleagues, key stakeholders and the voluntary sector in the city, and also attend the Welfare, Poverty and Housing network meeting, which is chaired by Citizens Advice Sheffield to ensure the CTRS is promoted.

Action plan evidence: n/a

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

Review Date

Review Date: 31/03/2025

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Report to Finance Committee

Author/Lead Officer of Report: *Tim Hardie, Head of Revenues & Benefits*

Tel: 0114 2053609

Report of: *Director of Finance & Commercial Services*

Report to: *Finance Committee*

Date of Decision: *16th October 2023*

Subject: *Corporate Debt Policy*

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? 2344				
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"/>

Purpose of Report:

To present for consideration and approval, the Council's Corporate Debt Policy.

Recommendations:

The Finance Committee is recommended to:

- i) Approve the Council's Corporate Debt Policy.
- ii) Note that relevant Council services will conduct a review of their operational policies and practice, to ensure they are in line with the Corporate Debt Policy following adoption.

Background Papers:

None

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: Matthew Ardern
	Legal: Louise Bate
	Equalities & Consultation: Ed Sexton
	Climate: NA
<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: Philip Gregory, Director of Finance & Commercial Services
3	Committee Chair consulted: Cllr Zahira Naz, 29 th August 2023
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: Tim Hardie
	Job Title: Head of Revenues & Benefits
Date: 2nd October 2023	

1. PROPOSAL

- 1.1 A longstanding organisational objective has been the creation of a Corporate Debt Policy, applying to all the income we collect across the Council. Putting in place an underpinning Corporate Debt Policy will help us operate in a more coordinated way, building on existing good practice. This will help ensure our customers are treated in a fair and consistent manner, irrespective of the service they are dealing with.
- 1.2 A number of matters were also raised by a motion at Full Council in December 2022. These broadly related to the ethical collection of debt, and ensuring that our vulnerable customers were protected. It was agreed by the Strategy and Resources Policy Committee that these matters would be included as part of the Finance Committee workplan.
- 1.3 The adoption of the Corporate Debt Policy by the Council would provide a helpful framework to address these concerns. The absence of an overarching corporate policy on debt makes it difficult for the Council to articulate its position when it comes to the most vulnerable. In reality, good operational practice is normally followed but it is accepted we can and should do more in this area. Much of the challenge relates to lack of resource, a need to modernise our systems, review our operational processes and share information more effectively across services. Bearing in mind the size and complexity of the Council, the scale and challenge of these tasks should not be under-estimated. Having a Corporate Debt Policy, which sets out the overall principles and objectives of the Council in this key policy area, would be a useful first step in delivering these wider organisational and strategic goals.
- 1.4 The purpose of the policy, found at Appendix 1 of this report, is to establish:
- The best practice principles for charging our customers and the methods of payment we will use.
 - How the Council will deal with debt, should problems arise in collection.
- 1.5 The proposed policy sets out some basic principles:
- The policy strikes a balance between the Council's role as a Local Authority interested in the wider economic and social needs of the City, especially vulnerable citizens, and the need to provide an efficient organisation looking to reduce overall costs in an increasingly challenging financial environment.
 - The policy also highlights best practice principles for charging and payment methods, including:

- Payments for services will be 'up front' or at the point of service delivery, where possible.
- Invoices should only be raised where up front payment options cannot be used.
- A range of cost-effective 24/7 payment options will be provided for customers to use, with a choice of frequencies.
- Online and automated payment methods, including mobile payment applications and touchtone technology will be promoted.
- We aim to ensure accurate and prompt billing, using electronic communication methods, wherever possible.
- Customers having difficulty paying what they owe should always contact the Council. We will not always know an individual's circumstances and what they may be entitled to in terms of additional support unless we are in contact with them. Wherever possible, the Council will consider putting in place arrangements to help customers make their payments in an affordable and manageable way.
- Where customers fall into debt and have been unable/unwilling to manage their finances effectively we will take appropriate targeted and proportionate recovery action, in particular having regard to the needs of vulnerable customers, identifying a person's ability to pay and separating the 'can't pays' from the 'won't pays'.
- Establishing the order of priority for repayment if a customer has multiple debts.
- Making clear that customer's individual circumstances will be taken into account when debt recovery action is considered, in particular having regard to any vulnerability issues they may have.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The *Our Sheffield Delivery Plan* states that there needs to be a focus on *ensuring SCC's financial stability and sustainability*. The recovery of debt owed to the Council contributes to this. The policy also enables the Council to deliver its strategic goals of *a good Council*, with high quality services for all and *tackling inequalities* by supporting people through the cost-of-living crisis.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Consultation on the draft policy was carried out with the following service areas:

- Council Tax

- Business Rates
- Sundry Debt (e.g. recovery of Parking Fines)
- Housing Benefit Overpayments
- Housing Services
- Social Care Accounts Service for Older People
- Policy
- Legal Services
- Equalities & Engagement
- The Housing, Health & Care Reference Group

Whilst supportive of the objectives of the proposed policy, if it was approved it was acknowledged this will require further work across the Council.

- 3.2 One of the recommendations of this report is that relevant Council services conduct a review of their operational policies and practice, to ensure they are in line with the Corporate Debt Policy. Wider consultation on any resulting changes to operational practice at a service level may be necessary, depending on what is being proposed.
- 3.3 The Council facilitates wider networks and conversations which bring together the public, voluntary, community, faith and business sectors on financial wellbeing, poverty, welfare and related issues. This includes both strategic and tactical partnership groups addressing the current Cost of Living crisis, along with other regular meetings, for example, the Welfare, Poverty and Housing Network (co-chaired with Citizens Advice Sheffield), and the Supporting Vulnerable People group. Issues such as debt to the Council and how citizens interact with our services (including the barriers they face) are regularly addressed at these meetings. The recommendations set out in this paper, along with future work on operational practices, are therefore part of these wider conversations and work. They also provide a forum for further feedback and development of potential changes to operational practice and procedure.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 The Corporate Debt Policy captures best practice already carried out at a service level. As such, subsequent changes are anticipated to be incremental over time, rather than immediate, as service practice is reviewed on a continuing basis in accordance with the principles in the Corporate Debt Policy. The policy clearly states that the Council will operate in accordance with all relevant legal, financial and regulatory requirements, including the Public Sector Equality Duty.
- 4.1.2 A key focus of the policy is making clear we must appropriately treat potentially vulnerable groups, where vulnerability may arise due to age, disability, health issues or those experiencing poverty or financial hardship. It also identifies best practice principles for charging our

customers and the methods of payment we will use. Such approaches help avoid customers falling into debt in the first place, and fits in with the Council's ongoing wider agenda to provide good quality, modern public services. Clarity over how to manage customers with multiple Council debts will help minimise the impact of being in debt. Overall, approval of the Corporate Debt Policy should therefore have a positive impact, both generally as well as for those specific groups identified under the accompanying EIA found at Appendix 2.

- 4.1.3 It is proposed that the Corporate Debt Policy is reviewed again in 2025, once further feedback is available following the completion of the various operational service reviews.

4.2 Financial and Commercial Implications

- 4.2.1 Effective billing, payment methods, income management and debt collection are essential for carrying out the business of the Council. In 2023/24 we anticipate billing for/collecting the following amounts:

Council Tax	£327m
Business Rates	£197m
Council House Rents	£183m
Fees & Charges (e.g. care contributions, charges for various services, parking fines etc.)	£250m

- 4.2.2 It follows that even a small reduction in our collection rates of, say, 1% would have a significant impact on the Council's overall financial position. This could have cashflow implications for the organisation, even if the money is ultimately collected, as well as increasing the risk of bad debt.
- 4.2.3 It is therefore crucial the Corporate Debt Policy helps to strike the right balance between the Council's role as a Local Authority interested in the wider economic and social needs of the City, especially vulnerable citizens, and the need to provide an efficient organisation looking to reduce overall costs in an increasingly challenging financial environment.

4.3 Legal Implications

- 4.3.1 Local authorities are required to collect monies from both residents and business for a variety of reasons such as Council Tax (Local Government Finance Act 1992) and Business Rates (Local Government Finance Act 1988). Local authorities also have various legal powers to pursue other types of debts. These depend on the nature of the debt involved and are specific to certain services such as off-street parking charges (Road Traffic Regulation Act 1984) and care and support needs (Care Act 2014). Where no specific power exists, the Council could rely on Section 1 of the Localism Act 2011. This provides local authorities

with a “general power of competence” and allows them to “do anything that individuals generally may do”.

4.3.2 Where legal proceedings are used to recover a debt the Council must have regard to the requirements of the Pre-Action Protocol for Possession Claims by Social Landlords, the Pre-Action Protocol for Debt Claims, or the Practice Direction – Pre-Action Conduct and Protocols – Civil Procedure Rules as appropriate.

4.3.3 On priority of debt, this area of the policy was approached by looking at how the courts would consider this issue. The priority of debt is therefore based on welfare and protecting human rights. Broadly, paying off debts in the suggested order to minimise the impact on the individual.

4.4 Climate Implications

4.4.1 Not applicable.

4.5 Other Implications

4.5.1 None.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council could continue as it does currently, dealing with the issues covered in the proposed policy at an individual service level. Every service is different and complete consistency of operational practice will not always be necessary or possible, reflecting those different requirements. However, a corporate policy provides a clearer benchmark for overall strategic objectives and emerging good practice. As explained in this report, the main downside of a service level approach is it makes it more difficult for the Council to state its overall position on such issues as an organisation.

6. REASONS FOR RECOMMENDATIONS

6.1 The adoption of the Corporate Debt Policy clarifies the Council’s position on its approach to debt management, protecting the most vulnerable and modernising its systems and processes accordingly, in line with good practice. Putting in place an underpinning Corporate Debt Policy will help us operate in a more coordinated way, building on existing good practice. This will help ensure our customers are treated in a fair and consistent manner, irrespective of the service they are dealing with.

Appendix 1

Sheffield City Council: Corporate Debt Policy, 16th October 2023

Strategic Objective	To maximise income collection and minimise levels of debt in the most fair, efficient and cost-effective way, whilst providing support for our most vulnerable customers.
Purpose of the Policy	To outline: <ul style="list-style-type: none">• The best practice principles for charging our customers and the methods of payment we will use.• How the Council will deal with debt, should problems arise in collection.
General Approach to Debt Management	<p>The Policy strikes a balance between the Council's role as a Local Authority interested in the wider economic and social needs of the City, especially vulnerable citizens, and the need to provide an efficient organisation looking to reduce overall costs in an increasingly challenging financial environment.</p> <p>The overall approach is to minimise the number of debts raised, in favour of prepayment for services. This approach will minimise citizens' overall indebtedness, whilst reducing costs associated with the collection of debt and the risk of non-recovery of outstanding debt.</p> <p>The Policy outlines ways of ensuring payments can be made across multiple channels and moving customers towards the most cost-effective means of recovery.</p>
Best Practice Principles	<p>The Council will have regard to the following best practice principles:</p> <ul style="list-style-type: none">• Our charging policies will be reviewed regularly.• Payments for services will be 'up front' or at the point of service delivery, where possible.• Invoices should only be raised where up front payment options cannot be used.• A range of cost-effective 24/7 payment options will be provided for customers to use, with a choice of frequencies.• Online and automated payment methods, including mobile payment applications and touchtone technology will be promoted.• For routine recurring billing, payment by direct debit is the Council's preferred/default payment option where invoices or bills have to be issued to customers. Direct debits will not generally be used for ad hoc invoices or bills.• We will operate in compliance with Payment Card Industry Data Security Standard (PCI DSS) requirements.• We will at all times handle and process customers' data in accordance with the General Data Protection Regulation (GDPR).• We will at all times operate this Policy in accordance with all relevant legal, financial and regulatory requirements, including the Public Sector Equality Duty.

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- We will operate in accordance with all applicable legal requirements to reduce the risk of money laundering.
 - We aim to ensure accurate and prompt billing, using electronic communication methods, wherever possible.
 - Customers should be kept regularly informed of the amount of debt owed and encouraged to manage their account online, where possible.
 - Appropriate and proportionate recovery action (in particular, having regard to the needs of vulnerable customers) will be taken to ensure debts are paid in full whenever possible, including where necessary using formal legal proceedings.
 - The Council will remain proactive in tracing customers who leave the area with an outstanding debt.
 - Debts are only written off in exceptional circumstances or where all options of economic recovery have been exhausted.
 - The Council should act proactively and work in a coordinated way across its relevant services to appropriately support those who cannot pay their debts.
 - Letters and bills should include appropriate signposting to information and/or advisors who can provide financial advice and support.

Charging Principles

In order to manage collection costs, a minimum charging level of £25 is set, below which an invoice will not be raised and payment in advance will be required (unless agreed otherwise by Finance & Commercial Services).

Invoices will be issued no later than 10 days of the order/goods/service.

Refund of Customer Accounts with Credit Balances

Where a credit balance is identified within any area of the Council, checks should be made to see if the customer has other outstanding debts owed before any refund process is initiated. If other debts are identified, the credit should be transferred to pay those outstanding debts (to the extent allowed by law).

Where a further debt is identified, the credit should be transferred by the service holding the credit. Adequate notes will be placed on the customer's account.

Where no debt remains outstanding a refund should be arranged.

Debt Recovery

Timely and consistent collection of debt owed to the Council is imperative to ensure we can support residents of the city by providing essential services.

Whilst the majority of recovery is carried out by the Council, we also use external partners to ensure a robust process of collection is in place.

We have an Enforcement Framework to provide approved Enforcement Agents and Debt Collectors, depending on the type of debt, who support our in-house Enforcement Agents. This framework also covers Insolvency services. All Enforcement Agents must hold the relevant mandatory qualifications and be authorised and certified by the courts following the relevant checks, including an enhanced DBS check. External providers must comply with applicable national policies and legislation, as well as meeting the Council's requirements to deal appropriately with all customers, including those who are vulnerable. Any queries

regarding this should be referred to the Payments, Accounts, Collection & Enforcement (PACE) Team Manager.

Where customers fall into debt and have been unable/unwilling to manage their finances effectively we will take appropriate and proportionate recovery action. The Council will aim for targeted recovery action, in particular having regard to the needs of vulnerable customers, identifying a person's ability to pay and separating the 'can't pay' from the 'won't pay'. We will check what other debts a customer owes the Council and to other creditors and take this into account when deciding upon what enforcement action to take.

Customers having difficulty paying what they owe should contact the Council. Wherever possible, the Council will consider putting in place arrangements to help customers make their payments in an affordable and manageable way.

Where a customer owes multiple debts to the Council, these will be paid off in the following order of priority

If a customer contacts the Council with multiple debts, we would make arrangements to repay these in the following order. This ensures debts attracting the most serious sanctions/consequences for the customer are repaid first. Arrangements should be made to pay off multiple debts at the same time if the customer has the financial means to do so.

1. Rent and other housing related costs, such as mortgages
2. Council Tax
3. Charges for water, electricity and gas for the customer's home (where not included in their rent)
4. Citywide Care Alarms
5. Business Rates (sole traders)
6. All other debts

Separate consideration to the order in which debts are paid may be given to customers who owe money for care fees (either residential or home care).

When a payment arrangement has been made the customer will be provided with a clear explanation of how each of the payments will be applied to the various debts owed.

Where the customer owes both Council and non-Council debt the Council will provide the customer with details of local agencies who may be able to provide advice and assistance with managing their finances.

Vulnerability

This section deals with how we will identify and deal with our vulnerable customers.

It is important a customer's individual circumstances are taken into account when debt recovery action is considered, in particular any vulnerability issues they may have. Examples of potentially vulnerable customer groups may include the following (but not restricted to):

- The elderly
- People with a disability
- People who are very seriously ill
- People with learning difficulties, or mental health problems
- The recently bereaved

-
- Customers in receipt of a Community Care related service
 - Financial vulnerability
 - People who have English as their second language
 - People who are digitally excluded

Whilst not all customers in these groups will be vulnerable, their individual circumstances must be considered where a potential vulnerability is identified. For the avoidance of doubt, the full range of debt recovery action may be taken against customers within a vulnerable group.

In dealing with vulnerable customers the Council will have full regard to its legal obligations.

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PART A - Initial Impact Assessment

Proposal Name: Corporate Debt Policy

EIA ID: 2344

EIA Author: Tim Hardie (CEX)

Proposal Outline: Consideration and approval of the Council's Corporate Debt Policy.

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Philip Gregory (FINANCE)

Service Area: Finance & Commercial Services

EIA Start Date: 13/09/2023

Lead Equality Objective: Break the cycle and improve life chances

Equality Lead Officer: Ed Sexton

Decision Type

Committees: Other (Please Specify)

Finance Committee

Portfolio

Primary Portfolio: Strategic Support Services

EIA is cross portfolio: Yes

EIA is joint with another organisation: No

Overview of Impact

Overview Summary:

The Corporate Debt Policy captures best practice already carried out at a service level. As such, subsequent changes are anticipated to be incremental over time, rather than immediate, as service practice is reviewed on a continuing basis in accordance with the principles in the Corporate Debt Policy. A key focus of the policy is making clear we must appropriately treat potentially vulnerable groups, where vulnerability may arise due to age, disability, health issues or those experiencing poverty or financial hardship. It also identifies best practice principles for charging our customers and the methods of payment we will use. Such approaches help avoid customers falling into debt in the first place, and fits in with the Council's ongoing wider agenda to provide good quality, modern public services. Clarity over how to manage customers with multiple Council debts will help minimise the impact of being in debt. Overall, approval of the Corporate Debt Policy should therefore have a positive impact, both generally as well as for those specific groups identified under this EIA. It is proposed that the Corporate Debt Policy is reviewed again in 2025, once further feedback is available following the completion of the various operational service reviews.

Impacted characteristics:

- Age
- Disability
- Health
- Poverty & Financial Inclusion

Cumulative Impact

Does the proposal have a cumulative impact: No

Impact areas: Year on Year

Initial Sign-Off

Full impact assessment required: No

Review Date: 13/09/2023

Action Plan & Supporting Evidence

Outline of action plan:

Action plan evidence:

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures:

Outline of impact and risks:

Review Date:

13/09/2023



Report to Finance Committee

Author/Lead Officer of Report: *Jon West, Senior Revenues & Benefits Manager*

Tel: 0114 2037762

Report of: *Director of Finance & Commercial Services*

Report to: *Finance Committee*

Date of Decision: *16th October 2023*

Subject: *Commission of debt recovery services*

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? 2370				
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"/>

Purpose of Report:

To inform the committee of the need for the Council to operate debt recovery activity, to set out the proposal to commission those services, and to seek the approval of the committee to do so. This provision will be for a period of 4 years commencing on 16th March 2024, with an estimated cost to the Council of £300k.

Recommendations:

The Finance Committee is recommended to:

Approve the commissioning of debt recovery services as described in this in this report for the four-year period from 16th March 2024 to 15th March 2028, with an estimated cost to the Council of £300k.

Background Papers:

None

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: Tim Hardie
		Legal: Kieran McGaughey
		Equalities & Consultation: Ed Sexton
		Climate: n/a
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	Philip Gregory, Director of Finance & Commercial Services
3	Committee Chair consulted:	Zahira Naz
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: Jon West	Job Title: Senior Revenues & Benefits Manager
	Date: 05 th October 2023	

1. PROPOSAL

- 1.1 To approve the commissioning of debt recovery services on behalf of the Council. Such provision will be for a period of 4 years, commencing on 16th March 2024 when the current arrangement will have come to an end. The estimated cost to the Council over this period will be £300k.
- 1.2 Finance Committee will make a separate decision in respect of the Council's new Corporate Debt Policy (which will be considered by Committee on 16th October 2023). The Council will adhere to that decision (and the policy where approved) when commissioning the provision set out in this report.
- 1.3 That policy states that timely and consistent collection of debt owed to the Council is imperative to ensure the Council can support residents of the city by providing essential services.
- 1.4 To this end, the policy points out that whilst the majority of recovery is carried out in-house, the Council also uses external partners to ensure a robust process of collection is in place. These will generally be employed where the Council's own recovery processes have been exhausted, where resilience is required at times of peak demand or where recovery activity is outside the city. Those external partners include the services of debt collection agencies, high court enforcement officers, enforcement agents and tracing agents.
- 1.5 These services are currently delivered under a framework agreement with 10 providers who carry out the following recovery activity:
- Enforcement agents - recovery of penalty charge notices (parking fines) and Council tax and Business rates arrears by issuing reminder letters, making phone calls, carrying out home visits and, in some cases, taking control of goods, for example, clamping, removal and sale of cars.
 - Debt collection agencies – recovery of sundry (miscellaneous) debt, Former tenants' arrears and housing benefit overpayments by issuing reminder letters, making phone calls or carrying out home visits.
 - Tracing agents - conducting tracing checks, for example, to provide the location of a person who has changed address.
 - High Court enforcement officers – pursuit of unpaid commercial debt and some sundry debt.
- 1.6 This current framework is due to expire on 15th March 2024. To prepare for the end of this arrangement, the Council requires a commissioning strategy decision around future delivery of these functions.
- 1.7 The commission of services over a 4-year period will offer stability to the Council and providers, present an opportunity to providers to enter into

longer term and less burdensome repayment arrangements with debtors and allow providers to offer more favourable commercial terms to the Council.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The *Our Sheffield Delivery Plan* states that there needs to be a focus on *ensuring SCC's financial stability and sustainability*. The recovery of debt owed to the Council contributes to this. The commissioning of this provision will ensure that the Council has the resources available to do this.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 This decision does not propose any changes to the nature or application of debt recovery activity carried out under the current framework. Any external providers commissioned in future must continue to operate within a legal framework. They will be engaged in accordance with the Council's Corporate Debt Policy (where approved by Committee). Likewise any future contractual arrangements will take account of the relevant elements of that policy where approved.

- 3.2 Consultation on the Corporate Debt Policy has been carried out with the following service areas:

- Council Tax
- Business Rates
- Sundry Debt
- Parking
- Housing Benefit Overpayments
- Housing Services
- Social Care Accounts Service for Older People
- Policy
- Legal Services
- Equalities & Engagement
- The Housing, Health & Care Reference Group

- 3.3 As such, wider consultation for this particular commissioning provision is not considered necessary. The position in relation to consultation in respect of service improvements and/or the customer experience will be considered at the relevant time, including as part of any future procurement process.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 To prepare for the end of the current arrangement, the Council requires a commissioning strategy decision around future delivery of these functions which will include a requirement for services to be delivered in accordance with the Council's Corporate Debt Policy (where approved) as well as a requirement to operate in accordance with all relevant legal, financial and regulatory requirements, including the Public Sector Equality Duty.

- 4.1.2 Crucially, a key focus of the Corporate Debt Policy is making clear we must appropriately treat potentially vulnerable groups, where vulnerability may arise due to age, disability, health issues or those experiencing poverty or financial hardship. Additionally, clarity over how to manage customers with multiple Council debts will help minimise the impact of being in debt.
- 4.1.3 An initial Equality Impact Assessment has been carried out and will be reviewed and updated to inform and reflect future monitoring of the arrangements.

4.2 Financial and Commercial Implications

- 4.2.1 Effective billing, payment methods, income management and debt collection are essential for carrying out the business of the Council. In 2023/24 we anticipate billing for/collecting the following amounts:

Council Tax	£327m
Business Rates	£197m
Council House Rents	£183m
Fees & Charges (e.g., care contributions, charges for various services, parking fines etc.)	£250m

- 4.2.2 It follows that even a small reduction in our collection rates of, say, 1% would have a significant impact on the Council’s overall financial position. This could have cashflow implications for the organisation, even if the money is ultimately collected, as well as increasing the risk of bad debt.
- 4.2.3 It is therefore incumbent on the Council to make the best use of the recovery options at its disposal including those provided by the debt recovery services detailed in this report.
- 4.2.4 The current annual cost to the Council of the current framework is around £70k. It is anticipated the cost in 2024 would be broadly similar and, allowing for inflationary pressures, a commissioning budget of £300k over a 4-year period is a reasonable estimate for the cost of provision over this period.

4.3 Legal Implications

- 4.3.1 Local authorities have various legal powers to pursue debts. These depend on the nature of the debt involved and include the Council Tax (Administration and Enforcement) Regulations 1992, Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 (as amended), and the Care Act 2014. Where no specific power exists, the Council could rely on Section 1 of the Localism Act 2011. This provides local authorities

with a “general power of competence” and allows them to “do anything that individuals generally may do”.

- 4.3.2 As set out above, the Council will also adhere to the new Corporate Debt Policy (where approved) when commissioning the provision set out in this report.

4.4 Climate Implications

- 4.4.1 None.

4.4 Other Implications

- 4.4.1 None.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Although the Council does undertake debt recovery activity, it does not have the resource to carry out the full scope of activity being commissioned via this report. For example, an external provider can use its national infrastructure to trace and collect debt from debtors who have moved away from Sheffield.
- 5.2 Additionally, external partners provide valuable resilience to the Council’s own in-house enforcement team to deal with peaks in workload and cover for staff absence.
- 5.3 Doing nothing, which would mean having to rely solely on in-house resources to undertake this activity, has therefore been disregarded.

6. REASONS FOR RECOMMENDATIONS

- 6.1 This commissioning decision will enable the Council to continue to have a debt recovery service in place from March 2024 (when the current debt recovery framework expires) for a further four years, to ensure there is no break in debt recovery activity at the point the current framework expires on 15th March 2024.

PART A - Initial Impact Assessment

Proposal Name: Commission of debt recovery services

EIA ID: 2370

EIA Author: Jon West (Finance)

Proposal Outline: To approve the commissioning decision to arrange debt recovery services on behalf of the Council. This is in accordance with the Council's Corporate Debt Policy (see EIA 2344).

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Philip Gregory (FINANCE)

Service Area: Finance & Commercial Services

EIA Start Date: 29/09/2023

Lead Equality Objective: Break the cycle and improve life chances

Equality Lead Officer: Ed Sexton

Decision Type

Committees: Other (Please Specify)

Portfolio

Primary Portfolio: Strategic Support Services

EIA is cross portfolio: Yes

EIA is joint with another organisation: No

Overview of Impact

Overview Summery:

The Council requires a commissioning strategy decision around future delivery of debt recovery services in respect of a range of debt including Local Taxation, Parking Fines, Former Tenants Arrears, Housing Benefit Overpayments and Sundry Debts which will include a requirement for services to be delivered in accordance with the Council's Corporate Debt Policy as well as a requirement to operate in accordance with all relevant legal, financial and regulatory requirements, including the Public Sector Equality Duty. Crucially, a key focus of the Corporate Debt Policy to which these services must adhere is ensuring the appropriate treatment of potentially vulnerable groups, where vulnerability may arise due to age, disability, health issues or those experiencing poverty or financial hardship. Additionally, clarity over how to manage customers with multiple Council debts will help minimise the impact of being in debt. In the procurement of these services, potential providers will be required to commit to meeting SCC's debt policy standards and demonstrate how they will achieve them including the provision of relevant performance and monitoring information. This EIA will be subject to future reviews and updating as required.

Impacted characteristics:

- Age
- Health
- Disability
- Poverty & Financial Inclusion

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact: No

Impact areas:

Initial Sign-Off

Full impact assessment required: No

Review Date: 29/09/2023

Action Plan & Supporting Evidence

Outline of action plan:

Action plan evidence:

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures:

Outline of impact and risks:

Review Date

Review Date:

29/09/2023