

Finance Committee

Monday 6 November 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 Lavery
Councillor Toby Mallinson
Councillor Mike Chaplin
Councillor Glynis Chapman
Councillor Marieanne Elliot
Councillor Mary Lea
Councillor Shaffaq Mohammed
Councillor Ibbi 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
6 NOVEMBER 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 16 October 2023.

(Pages 11 - 18)

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 2 November 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 - one supplemental question on each question may be asked by the Member who had submitted the original question).

7. Work Programme

Report of the Director of Policy and Democratic Engagement

(Pages 19 - 30)

Formal Decisions

8. Capital Approvals Month 6 (2023/24)

Report of the Director of Finance and Commercial Services

(Pages 31 - 54)

NOTE: The next meeting of Finance Committee will be held on Monday 18 December 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 16 October 2023

PRESENT: Councillors Zahira Naz (Chair), Mike Levery (Deputy Chair), Toby Mallinson (Group Spokesperson), Mike Chaplin, Glynis Chapman, Marieanne Elliot, Mary Lea, Shaffaq Mohammed and Ibbi Ullah

1. APOLOGIES FOR ABSENCE

1.1 No apologies for absence were received.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 It was noted that Appendix 2 to the report at item 8 on the agenda was no longer exempt from publication, therefore there were no items on the agenda that were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

4.1 The Minutes of the meeting of the Committee held on 11 September 2023 were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 There were no public questions or petitions.

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 In response to Members' questions, officers explained that the Community Buildings Policy and Community Asset Transfer Policy had been removed from the Work Programme as the Policies fell within the remit of the Strategy and Resources Policy Committee. Officers agreed to provide a briefing for Finance Committee Members on the Policies prior to consideration by the Strategy and Resources Policy Committee.

7.3 RESOLVED UNANIMOUSLY: That Finance Committee:-

1. approves the Committee's work programme, as set out in Appendix 1, including any additions and amendments identified in Part 1;
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; and
3. notes any referrals from Council (petition and resolutions) detailed in Section 2 of the report and agrees the proposed responses.

8. CAPITAL APPROVALS MONTH 5 (2023/24)

8.1 The Finance Manager submitted a report that provided details of proposed changes to the existing Capital Programme as brought forward in Month 5 2023/24.

8.2 Officers agreed to provide Members with further information on whether the ten new affordable council housing acquisitions could be purchased by tenants under the Right to Buy scheme.

8.3 RESOLVED UNANIMOUSLY: That Finance Committee:-

1. approves the proposed additions and variations to the Capital Programme listed in Appendix 1 and Appendix 2;
2. approves the award of grant funding as identified in Appendix 3; and
3. approves the acceptance of the grant funding identified in Appendix 4.

8.4 Reasons for Decision

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

8.4.2 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.

8.5 Alternatives Considered and Rejected

8.5.1 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.

9. REVIEW OF SHEFFIELD'S COUNCIL TAX REDUCTION SCHEME

9.1 The Senior Revenues and Benefits Manager submitted a report that provided the Committee with details of the Council's review of its Council Tax Reduction Scheme. Approval was sought for the 2024/25 scheme, which had been amended to include the statutory changes that the Council was required to make, and the Council Tax Hardship Scheme for 2024/25.

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

1. notes the review of the Council's Council Tax Reduction Scheme, detailed in this report;
2. agrees 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;
3. approves the amendments to the Council's Council Tax Reduction Scheme to accommodate the changes the Council is required to make by statute;
4. agrees that the Council's Council Tax Hardship Scheme continues to operate as detailed in this report; and
5. agrees that officers begin a further detailed review of its Council Tax Reduction Scheme and bring a paper back in the new year to consider options for its 2025/26 scheme.

9.3 **Reasons for Decision**

9.3.1 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.

9.3.2 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.

9.3.3 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.

9.3.4 Given the current financial position of the Council, the Council is not able to introduce a more generous scheme in 2024/25.

9.3.5 By maintaining the CTHS, 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.

9.4 **Alternatives Considered and Rejected**

9.4.1 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

9.4.2 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.

9.4.3 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.

9.4.4 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 Branded Scheme

9.4.5 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.

9.4.6 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.

9.4.7 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

9.4.8 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.

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

9.4.10 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.

9.4.11 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

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

9.4.13 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.

9.4.14 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

9.4.15 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

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

9.4.17 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.

10. CORPORATE DEBT POLICY

10.1 The Head of Revenues and Benefits submitted a report to present the Council's Corporate Debt Policy for the Committee's consideration and approval.

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

- 1. approves the Council's Corporate Debt Policy; and
- 2. notes 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.

10.3 Reasons for Decision

10.3.1 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.

10.4 **Alternatives Considered and Rejected**

- 10.4.1 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.

11. **COMMISSION OF DEBT RECOVERY SERVICES**

- 11.1 The Senior Revenues and Benefits Manager submitted a report to inform the Committee of the need for the Council to operate debt recovery activity. The report set out the proposal to commission debt recovery services and sought approval for the provision of the services for a period of four years commencing on 16 March 2024, with an estimated cost to the Council of £300k.

- 11.2 **RESOLVED UNANIMOUSLY:** That Finance Committee approves the commissioning of debt recovery services as described in this report for the four-year period from 16 March 2024 to 15 March 2028, with an estimated cost to the Council of £300k.

11.3 **Reasons for Decision**

- 11.3.1 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 15 March 2024.

11.4 **Alternatives Considered and Rejected**

- 11.4.1 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.
- 11.4.2 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.
- 11.4.3 Doing nothing, which would mean having to rely solely on in-house resources to undertake this activity, has therefore been disregarded.

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Report to Finance Committee

6 November 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	Investing in Renewable Energy Projects
Referred from	Council Motion 4 October 2023
<i>Details</i>	"resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income"
Commentary/ Action Proposed	Finance Committee is not a Policy Committee however there may be actions for Finance Committee. Details to be provided.

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 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) •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> 					
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	<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)
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> 		<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> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

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"> • 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> 					
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"> • 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

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

Report to: *Finance Committee*

Date of Decision: *6th November 2023*

Subject: *Capital Approvals for Month 06 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:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

This report provides details of proposed changes to the existing Capital Programme as brought forward in Month 06 2023/24.

Recommendations:

- (i) That the committee approve the proposed additions and variations to the Capital Programme listed in Appendix 1.
- (ii) That the committee approve the making of grants to 3rd parties as identified in Appendix 2.

Background Papers:

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

Appendix 1, Appendix 2

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>23/06/23</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 01 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:

- 8 additions of specific projects to the capital programme creating a net increase of £1.4m
- 8 variations to specific projects and allocations in the capital programme creating a net increase of £1.1m

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

4.3 Legal Implications

- 4.3.1 Any specific legal implications are identified on a per scheme basis in appendix 1 in relation to schemes to be delivered and Appendix 2 in relation to grants to be issued.

4.4 Climate Implications

- 4.4.1 Any specific Climate implications are identified on a per scheme basis in appendix 1. 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 / Q number / summary description								Value £'000	
Page 35	A Transport Regeneration & Climate Change								
	New additions								
	<p>Psalter Lane / Osborne Road Crossing</p> <p>Recommendations</p> <p>To approve the addition of £95K to the Capital Programme to progress design works for a crossing point on Psalter Lane / Osborne Road</p> <p>Why do we need the project?</p> <p>Through public consultation, there has been an identified need for safer crossing points on the boundaries of the Crookes-Walkley Active Travel Neighbourhood. Temporary crossings have previously been installed to establish whether a more permanent solution is required at the identified locations.</p> <p>This project is to introduce a permanent zebra crossing on Psalter Lane / Osborne Road.</p> <p>How are we going to achieve it?</p> <p>Design works will now be undertaken to fully design a permanent controlled crossing point on Psalter Lane / Osborne Road. The estimated cost of the implementation of the scheme is £95k and will be fully funded from Local Transport Plan.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • improvement in the personal perception of safety • accident reduction • safer environment in which to travel on foot or bicycle • promotes healthier lifestyles <p>When will the project be completed?</p> <p>February 2024</p>								+95
	Funding Source	Local Transport Plan	Amount	£95k	Status	Ringfenced for Transport Projects	Approved		
Approval Route		TRC September 2023							
Heavygate Road Crossing								+198	

Page 36	<p>Recommendations</p> <p>To approve the addition of £198K to the Capital Programme to progress design works for a crossing point on Heavygate Road</p> <p>Why do we need the project?</p> <p>Through public consultation, there has been an identified need for safer crossing points on the boundaries of the Crookes-Walkley Active Travel Neighbourhood. Temporary crossings have previously been installed to establish whether a more permanent solution is required at the identified locations.</p> <p>This project is to introduce a permanent signal controlled crossing point on Heavygate following the results of the pedestrian survey on the temporary crossing point.</p> <p>How are we going to achieve it?</p> <p>Design works will now be undertaken to fully design a permanent crossing point on Heavygate Road. The estimated cost of the implementation of the scheme is £198k and will be fully funded from Local Transport Plan.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • improvement in the personal perception of safety • accident reduction • safer environment in which to travel on foot or bicycle • promotes healthier lifestyles <p>When will the project be completed?</p> <p>February 2024</p>							
	Funding Source	Local Transport Plan	Amount	198k	Status	Ringfenced for Transport Projects	Approved	
	Approval Route		TRC September 2023					
Variations and reasons for change								
	<p>Manor Lane Crossing</p> <p>Recommendations</p> <p>To approve the addition of £114K to the Capital Programme to progress design works for a crossing point on Manor Lane Road</p> <p>Scheme description</p> <p>The Local Safety schemes programme is a citywide strategy to reduce actual (and the fear of) road traffic collisions, particularly focused on reducing killed and seriously injured (KSIs) casualties by implementing road safety engineering schemes at sites with the highest injury collision rates in the City. The Council has a statutory duty under the Road Traffic Act 1988 to promote road safety.</p>							+114

Page 37	<p>The Council receives numerous requests for road safety measures and with limitations on the capital funding, use an agreed criteria to prioritise locations for action.</p> <p>Feasibility works have previously been approved for a crossing point on Manor Lane.</p> <p>What has changed?</p> <p>Works will now be undertaken to fully design a safe crossing point on a busy road to make access to residential housing, The Rhubarb Shed Café, the public footpath and local businesses easily accessible.</p> <p>The full cost of the scheme is £118k and is fully funded from Local Transport Plan. The project budget has been increased by £114k</p> <p>Variation type: -</p> <ul style="list-style-type: none"> Budget increase 		
	Funding	Local Transport Plan	
	Approval Route	Feasibility works approved in 2022-23	
	<p>Herries Road Crossing</p> <p>Recommendations</p> <p>To approve the addition of £121.4K to the Capital Programme to progress design works for a crossing point on Herries Road.</p> <p>Scheme description</p> <p>The Local Safety schemes programme is a citywide strategy to reduce actual (and the fear of) road traffic collisions, particularly focused on reducing killed and seriously injured (KSIs) casualties by implementing road safety engineering schemes at sites with the highest injury collision rates in the City. The Council has a statutory duty under the Road Traffic Act 1988 to promote road safety.</p> <p>The Council receives numerous requests for road safety measures and with limitations on the capital funding, use an agreed criteria to prioritise locations for action.</p> <p>Feasibility works have previously been approved for a crossing point on Herries Road</p> <p>What has changed?</p> <p>Works will now be undertaken to fully design the scheme for the installation of two new pedestrian refuges on Herries Road. The full cost of the works is £125.4k and is fully funded from Local Transport Plan. The budget has been increased by £121.4k.</p> <p>Variation type: -</p> <ul style="list-style-type: none"> Budget increase 		+121.4

	Funding	Local Transport Plan		
	Approval Route	Sheffield Local Transport Plan Report - TRC Committee 16.03.23		
Page 38	Transforming Cities Fund : Magna / Meadowhall Cycling			+695
	Recommendations			
	To approve the budget increase of £695k and the delivery of works in two packages.			
	Scheme description			
Sheffield City Council has been awarded funding through the Transforming Cities Fund (TCF) to invest in schemes that promote active travel (cycling and walking) to enable people to access jobs, education etc. through greener and healthier forms of travel.				
This project is to improve and create safer cycle and pedestrian routes with segregated lanes to connect Sheffield with Rotherham and main areas of Tinsley and Meadowhall including the interchange.				
What has changed?				
To enable a shorter programme the works has been split into two packages. This approval relates to package one which is for improvements to Sheffield Road pedestrian crossing near Raby Street to include signalised for pedestrians and access for cyclists.				
The full cost of this phase [including all previous works on the project] is £1,596k and is fully funded from Transforming Cities Fund. The budget is to be increased by £695k.				
Variation type: -				
<ul style="list-style-type: none"> Budget increase 				
	Funding	Transforming Cities Fund		
	Approval Route	TRC Committee 15.12.22		
B	Communities Parks & Leisure			
	New additions			
	Bents Green Pavilion & Site Improvements FEASIBILITY			+35
	Recommendations			
	To approve the addition of £35.2K to the Capital Programme to carry out a feasibility at Bents Green Playing fields, funded by S106 and DfE Basic Need funding to fulfil planning obligation to re-provide football pitches lost as a result of development of Mercia School.			

Why do we need the project?

Bents Green Playing fields are a sporting and community asset for the South-West of the city, but they are currently under achieving on their potential. The pavilion that serves the playing fields is no longer fit for purpose for site users; as well as this, there are parking and health & safety concerns regarding access. Development work at this site offers the opportunity to enhance this facility and meet the obligation to deliver alternative provision as required.

How are we going to achieve it?

This feasibility stage will provide:

- Cost/benefit analysis of re-developing the current pavilion vs demolition and a new build including options for re-locating the pavilion
- Assessment and proposals for improvements to Common Lane car park
- Assessment and proposals for improvements to Bents Green main car park
- Cost estimate for path between the common lane car park and main car park
- Health and safety assessment and proposals for site vehicle and pedestrian access
- Undertake survey works where required
- Access projects for planning requirements

What are the benefits?

- Benefit the health & wellbeing of communities surrounding the park
- Welcome multiple sports to the site (cricket and football) sustainably and with facilities that can support demand
- Increase sustainable use by numerous community groups to the site

When will the project be completed?

Feasibility November 2023

Funding

S106	£0.2K
<u>DfE Basic Need</u>	<u>£35.0K</u>
Total	£35.2K

Funding Source	See Section above	Amount	£35.2K	Status	£160K was allocated within the budget for the Mercia School project to fund the re-provision of football pitches at the site. These pitches are to be re-	Approved	Communities, Parks & Leisure PG 16.10.23 To note at People Capital & Growth PG 17.10.23
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						provided on the Bents Green parklands site.			
	Approval Route		Cllrs & LAC briefed 24.08.23 – CPL Committee Briefing 25.09.23						
Page 40	Woodseats Playground, Graves Park								
	Recommendations								
	To approve the addition of £83.1K to the Capital Programme for a playground upgrade at Graves Park, funded by a Veolia Grant, a contribution from the Friends Group, and a Revenue Contribution to Capital (RCC).								
	Why do we need the project?								
	Graves Park is Sheffield's biggest park and a destination park not only for local residents, but for citizens from all over Sheffield. It currently has provision of 2 playgrounds which are extremely well-used but in need of upgrades to bring them in line with the high-quality play provision that Sheffield Council aims to provide across the city.								
	There is an opportunity to address the issue with grant funding and funding available from Friends of Woodseats Playground.								
	How are we going to achieve it?								
	The project will aim to upgrade and improve Woodseats Playground by replacing sections of old, cracked tarmac with new, more inclusive, and accessible areas including a picnic area, young children's nature and sensory area, and community garden.								
	What are the benefits?								
	<ul style="list-style-type: none"> • Improved accessibility for wheelchairs • Focal meeting point for community groups • Will encourage users to spend longer in playground • More visible positive use of playground discouraging anti-social behaviour • Improved play provision for younger children in park currently not available • Improved aesthetic for park • Reduced slips, trips and falls due to removing old tarmac sections • Community growing space improves pride and care of park, provides educational opportunity and positive learning about food chain 								
When will the project be completed?									
Works to start December 2023 and to be completed March 2024 to be in line with the conditions of the grant funding									
Funding									
Veolia Grant £70.2K									
Friends Group £12.5K									
RCC £0.4K									
<hr/> Total £83.1K									
									+83

	Funding Source	See Section above	Amount	£83.1K	Status	Grant awarded 06.09.23 Friends Group confirmed 07.07.23 RCC already held	Approved	Communities, Parks & Leisure PG 16.10.23		
	Approval Route		CPL Committee Chair briefed 07.08.23							
Variations and reasons for change										
Page 41	<p>Ecclesfield Park Improvements (and Hollinsend Park Tennis Courts)</p> <p>Recommendation To approve an uplift in budget of £46.7K to deliver improvements to the Public Right of Way (PROW) in Ecclesfield Park, funded by PROW Local Transport Plan Grant.</p> <p>Scheme description Refurbishment of the tennis courts, refurbishment of the playground, and landscaping works to:</p> <ul style="list-style-type: none"> • enhance the space and provide natural play experiences and improved visual amenity • improve the path network between the tennis courts and the playground • breakout the tarmac area around the bandstand and dismantle and breakout the old MUGA <p>What has changed? Ecclesfield Park has two existing Public Footpaths, which are both in poor condition and require improvement to get them back into a usable standard. Given the level of deterioration upgrading these existing paths will be a positive improvement for the park making the site more accessible for all users and restoring key entry routes into the site, which will serve users wishing to access the site from St Marys Lane and Linden Road.</p> <p>One of the paths is cobbles and replacing them with tarmac will reduce seasonal complaints of slips and trips.</p> <p>The other path currently ends on a step down to street level. It had been explored to remove the step to deliver an accessible entrance but due to the proximity to existing trees (on housing land, in a conservation area) that was not feasible. The PROW Team have agreed to the move of the entrance slightly to the right, formalising the desire line (which is level to street level) and has been established by users over many years as the wall crumbled. There is a Highways fee associated with the diversion of the path, which the PROW Team have also agreed to fund.</p> <p>Upgrading both paths reduces the maintenance liabilities for Parks & Countryside.</p> <p>Variation type: Budget increase</p>								+47	

	<p>Budget Previous Yrs Actuals £131.3K £131.3K Current 23/24 Budget £342.6K + £46.7K = £389.3K Total Project Budget £473.9K + £46.7K = £520.6K</p>	
	<p>Funding Local Transport Plan SYMCA funding via the PROW Team</p>	
	<p>Approval Route Full scheme approved at Finance Sub-Committee November 2022</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 42</p>	<p>Parkwood Springs Active Park Work Package 1 & 2</p> <p>Recommendation To approve an uplift in budget of £120K to deliver more of the original scope in Work Package 1 and 2, funded by additional grant awarded by Sport England.</p> <p>Scheme description Work Package 1: extend the Parkwood Mountain Bike trail network with new and improved MTB trails across a greater area of the Parkwood Springs Park site Work Package 2: install Kiosk and Toilets on the entrance to Parkwood Springs</p> <p>What has changed? Additional grant has been awarded by Sport England, which can deliver capital works within the scope of the original Places to Ride application and the approved Masterplan (Planning permissions being in place for all works proposed) that couldn't be funded previously. There is a long-term aspiration to deliver all aspects of the 2022 – 2024 Masterplan, in line with the wider long-term delivery of the Parkwood springs Masterplan.</p> <p>On the ground over the last 12 months, a new high-quality network of MTB trails and multiuser links have been designed and built on site. The contract remains open, and there is scope for an additional 15% - £64K within this contract.</p> <p>Also confirmed is scope within the established contracts for Work Package 2 for an additional 10% - £11K on the site contract and 15% - £23K on the surfacing contract.</p> <p>With the capacity in the existing contracts and early outline conversations with those contractors, 3 outputs can be delivered swiftly:</p> <p>1: Learn to ride bike/ scoot track for non-riders (WP1) 2: Supply & install of container for storage of bikes as part of cycle development plan (WP2) 3: Refurbishment of dual racing head to head track (WP2)</p>	<p>+120</p>

E	Housing	
	New additions	
	None	
	Variations and reasons for change	
Page 44	<p>Council Housing Single Staircase Tower Blocks</p> <p>Recommendations</p> <ul style="list-style-type: none"> To approve an additional £500K of HRA funding to meet liabilities due to the contractor To approve slippage of £127.2K due to the project delays resulting in the final completion and retention release dates being moved into 24/25 <p>Scheme description</p> <p>Four tower blocks in the city have single staircases. Whilst these buildings are currently compliant with existing legislation, improvements were identified due to changing legislation post-Grenfell and the City Council’s obligations to customers to provide safe, good quality homes.</p> <p>The primary objective of the project is Fire Risk Assessment works, but the opportunity has also been taken improve the internal and external environments of these buildings.</p> <p>What has changed?</p> <p>A request for additional funding of £900K was submitted and approved in May23, this represented the likely overspend based on all known factors at this stage. A delay to the request for additional funding would have seen liabilities due to the contractor, with insufficient funds to meet them. Since then, a variety of factors have put further significant pressures on the budget.</p> <p>Monthly reports since July 2023 have been detailing a further expected overspend on the project, which has increased in size as the works have progressed. This has been discussed in Steering Group meetings and a decision was made that the works would progress, with a report and request for additional funding submitted to Homes Programme Group when the additional funding was required. The contractor has submitted an assessment of their final account position for assessment, SCC have reconciled this in line with what is contractually due, alongside any further anticipated changes. This has resulted in a requirement for £500K in additional funding to be allocated to the project.</p> <p>Variation type: Budget increase</p> <p>Costs</p> <p>Works required to satisfy South Yorkshire Fire and Rescue Service above original scope at Hanover £175K Works changed following feedback from TARA at Hanover £40K</p>	+500

	Approval Route	Allocation is part of the Housing Investment Programme in the HRA Business Plan Approved at Full Council 20.02.23					
F	Education Children & Families						
	New additions						
Page 46	<p>Limpsfield Junior Windows & External Walls</p> <p>Recommendations</p> <ul style="list-style-type: none"> To allocate a further £570.9k of DfE Condition Allocation funding for window replacement at Limpsfield School site, following initial feasibility. <p>Why do we need the project?</p> <p>Stock condition surveys have identified 320 square metres of steel windows are at risk of failure which, if not addressed will lead to damage to the fabric of the building will continue leading to unusable spaces.</p> <p>How are we going to achieve it?</p> <ul style="list-style-type: none"> Identify any works which have deteriorated significantly since the last survey and are now a critical priority item Specify and design recommendations to understand estimated costs of works Complete design package and tender works Delivery of site works to successful completion <p>What are the benefits?</p> <ul style="list-style-type: none"> New replacement windows (320m2) Address maintenance issues Improve internal environment Improved energy performance Reduce maintenance costs <p>When will the project be completed?</p> <p>24/05/2024</p>					+570.9	
	Funding Source	DfE Condition Allocation	Amount	£24.1k feasibility +£570.9k works £595k Total Cost	Status		Approved

	Approval Route		Scheme originally approved at Finance Committee September 2022 but was paused following reprioritisation of school estates work				
Page 47	Mossbrook SS Windows & External Walls						+337.9
	<p>Recommendations</p> <ul style="list-style-type: none"> To allocate a further £337.9k of DfE Condition Allocation funding for window and emergency door replacement at Mossbrook Special School site, following initial feasibility. <p>Why do we need the project?</p> <p>Stock condition surveys have identified 70 square metres of windows that have potential health & safety issues and 10 emergency exit doors which require upgrading to ensure full compliance with legislation. If not addressed, the leaking windows will continue to contribute to heat loss and potential damage to the fabric of the building from water ingress, thereby creating health & safety risks to the occupants.</p> <p>How are we going to achieve it?</p> <ul style="list-style-type: none"> Identify any works which have deteriorated significantly since the last survey and are now a critical priority item Specify and design recommendations to understand estimated costs of works Complete design package and tender works Delivery of site works to successful completion. <p>What are the benefits?</p> <ul style="list-style-type: none"> New windows (70m²) and emergency exit doors (10) installed. Address maintenance issues Improve internal environment Improved energy performance Reduce maintenance costs. <p>When will the project be completed?</p> <p>30/08/2024</p>						
Funding Source	DfE Condition Allocation	Amount	£17.1k feasibility +£337.9k works £355k Total Cost	Status		Approved	
Approval Route		Scheme originally approved at Finance Committee September 2022 but was paused following reprioritisation of school estates work					

<p>Hallam Primary Special Educational Needs Integrated Resource</p> <p>Recommendations</p> <ul style="list-style-type: none"> To allocate £85.6k of DfE High Needs Capital Allocation funding to Tapton School Academy Trust to deliver capital works enabling an IR (Integrated Resources) provision to be delivered at Hallam Primary School. <p>Why do we need the project?</p> <p>There is a growing demand for SEND (Special Educational Needs & Disabilities) placements across the city. To address this, the Local Authority's (LA's) approach is to increase the number of places by developing more integrated resource provision. Hallam IR will contribute to reducing the pressure on the SEND system and provide localised provision which will reduce travelling time, cost of SEND travel placed on LA. The IR will provide placements which will enable children with SEND to access mainstream provision whilst receiving specialist support.</p> <p>How are we going to achieve it?</p> <p>Tapton School Academy Trust will provide an Integrated Resource provision for pupils aged 4-11 years old (foundation stage, key stage 1 and key stage 2) at Hallam Primary through alterations to existing toilets (change from adult to children) and fencing off an area outside to create outdoor learning space for the new IR which will deliver a 16-placement provision. The works will be procured and delivered by the trust with funding provided in the form of a grant agreement.</p> <p>What are the benefits?</p> <p>The development of the Integrated Resource will support the SEND strategy across the city. It will provide localised provision for those children requiring SEND support within a mainstream setting which will reduce travelling time for children to access support and reduce SEND transportation costs for the LA. As well as contributing towards minimising the growing demand on primary special schools.</p> <p>When will the project be completed?</p> <p>30/09/2024</p>								+85.6
Funding Source	DfE High Needs Capital	Amount	£85.6k	Status		Approved		
Approval Route		Part of SEND Strategy to meet statutory duty						
Variations and reasons for change								
<p>90691 Primary Maintenance Emergency Works</p> <p>Recommendations</p>							+40.5	

Page 49	<ul style="list-style-type: none"> To allocate a £40.5k of Historic Devolved Formula Capital (DFC) funding to cover the specific costs of an urgent flooring issue at King Edward VII School. <p>Scheme description</p> <p>This is a generic budget for unpredicted (emergency) works, which already has an annual budget of £100k in 2023-24 funded from DfE Condition Allocation funds.</p> <p>What has changed?</p> <ul style="list-style-type: none"> This annual budget allocation now needs increasing to accommodate a particularly significant cost occurring at King Edward VII school related to a damp issue which has resulted in damage to timber flooring. <p>Variation type: -</p> <ul style="list-style-type: none"> Budget increase: The addition of +£40.5k of Historic DFC funding, on top of the £100k already allocated from DfE Condition Allocation, to cover the costs of a particularly urgent flooring issue resulting in capital works already being carried out at King Edward VII School in the 2023 summer holidays. 		
	Funding	+£40.5k to be funded from Historic DFC (Devolved Formula Capital)	
	Approval Route	Emergency works	
Strategy & Resources			
New additions			
	<p>Town Hall Lighting Replacement - FEASIBILITY</p> <p>Recommendations</p> <ul style="list-style-type: none"> To allocate £27.9k of Salix Revenue funds to cover the feasibility stage of this scheme to replace lighting at the Town Hall. <p>Why do we need the project?</p> <p>To improve energy efficiency at the Town Hall and reduce GHG (Greenhouse Gases) emissions in line with our Climate Emergency Declaration of being net zero by 2030 due to, ongoing and likely to be increased usage and occupation of the Town Hall due to vacating Moorfoot. These works were initially to be funded as part of Public Sector Decarbonisation Scheme (PSDS) funded project however, insufficient funding at the time meant this element had to be postponed. SCC have access to Salix funding from central government which allows for the provision of energy efficiency measures with funding to be repaid over 10 years from the savings that accrue.</p> <p>How are we going to achieve it?</p> <p>These feasibility works will identify the accurate costs and most effective way to:</p> <ul style="list-style-type: none"> Remove old, inefficient fluorescent lighting and bulbs and dispose of safely. 		+27.9

Page 50	<ul style="list-style-type: none"> ○ Install new energy efficient LED light fittings, bulbs and presence controls (where necessary) retaining the dual wiring system. All works must be completed and invoiced by 31st March 2025. ○ Utilise as much of the existing wiring and switchgear as possible to meet Salix criteria. The funding does not cover general re-wiring, only enabling works. Budget is limited to what is in Salix Recycling Fund. ○ Total project estimated costs: £380k to £400k. <p>What are the benefits?</p> <p>Feasibility will inform the best way forward to deliver lighting replacement at the Town Hall.</p> <ul style="list-style-type: none"> ○ Supports the heat decarbonisation works started through previous PSDS funding. ○ Contributes to SCC Climate Emergency Declaration of Net Zero by 2030 and our 10-point plan. ○ This lighting replacement will see a 69% or 173,148 kWhr reduction in energy usage for lighting the building. ○ This equates to over £50,000.00 of energy revenue savings, based on electricity unit cost of 29.437 pence per kWhr (day rate) and 21.446 pence per kWhr (night rate) ○ 12.23 tonnes of CO2 equivalent (for total combined gas emissions) per annum saving will also be achieved. <p>When will the project be completed?</p> <p>31/03/2025</p>							
	Funding Source	Salix Recycling fund	Amount	£27.94k	Status		Approved	
	Approval Route		Works were within original scope of Public Sector Decarbonisation Scheme programme					
Variations and reasons for change								
None								
H	Economic Development & Skills							
New additions								
None								
Variations and reasons for change								
None								

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	Scheme name / business unit / summary description of key terms	Recipient	Value £'000
A	Transport Regeneration & Climate Change		
	None		
B	Communities Parks & Leisure		
	None		
C	Waste and Street Scene		
	None		
Page 53	Adult Health & Social Care		
	None		
	Housing		
	None		
F	Education Children & Families		
	<p>91042 Hallam Primary Special Educational Needs Integrated Resource</p> <p>Background Tapton School Academy Trust will provide an Integrated Resource provision for pupils aged 4-11 years old (foundation stage, key stage 1 and key stage 2) at Hallam Primary through alterations to existing toilets (change from adult to children) and fencing off an area outside to create outdoor learning space for the new IR which will deliver a 16-placement provision. The works will be procured and delivered by the trust with funding provided in the form of a grant agreement.</p> <p>Legal Implications</p>	Tapton School Academy Trust	85.6

Page 54	<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>A grant agreement will be put in place with Tapton School Academy Trust. The key terms of the grant agreement 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 grant to Tapton School Academy Trust is not deemed to be a subsidy.</p> <p>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		