



## Cabinet Report

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**Report of:** Executive Director, Communities

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**Report to:** Cabinet

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**Date:** 18<sup>th</sup> March 2015

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**Subject:** Housing Employability, Apprenticeship and Garden Scheme Proposals

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**Author of Report:** Carol Boot 0114 2735391

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**Key Decision:** YES

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**Reason Key Decision:** Expenditure/savings over £500,000  
Affects 2 or more wards

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### Summary:

The Housing Employability Project will help to deliver the vision of the Council Housing Service and contribute towards the Council's Corporate Strategy and Economic Plan.

The proposals aim to benefit Council tenants and have been developed in consultation with service users, staff and from pilots established to test principles and practices.

The aim is to embed Apprentices into Housing and Neighbourhood Service to ensure they are a key part of the service and will greatly assist in succession planning for the future.

The service will deliver work experience and recruit 20 Apprentices annually, the recruitment will reach the local communities, Council tenants and young people who are Not in Education, Employment or Training (NEET), to better reflect the customers we serve and assist in the economical aspect of Council estates. The use of Traineeships and work experience will also enhance the ability directly contribute to the Council's visions and plans.

The Apprentices will be paid the standard rate paid by the Council to its apprentices. There will be discretion for this to be supplemented through a budget for bursary or hardship payments as required.

The report also includes proposals to develop a new gardening service for tenants for which a charge is made including assessment of the feasibility of a single free visit for approximately 2000 vulnerable customers as the service transitions away from the current model. A vacant garden service incorporating apprentices is also to be developed reflecting customer feedback on the vacant service.

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**Reasons for Recommendations:**

The changes and recommendations as described in the report will deliver many of the Council's and Housing and Neighbourhoods Services commitments, visions and strategic objectives.

They also provide continuity and an improvement to services for Council tenants and are based on the views of tenants and staff.

The recommendations will improve the offer to Council tenants in respect of employment and visual look of areas.

The recommendation will create additional employment, particularly for young people in Sheffield.

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**Recommendations:**

Cabinet is asked to:

- (a) Approve the establishment of a Housing Employability and Apprentice Scheme within the Council Housing Service;
- (b) Delegate authority to the Director of Housing and Neighbourhood Services to pay bursaries or hardship support if necessary subject to the agreed criteria;
- (c) Delegate authority to the Director of Housing and Neighbourhood Services in consultation with the Director of Legal & Governance and Director of Finance to carry out work to develop a garden assistance scheme as described in this report.

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**Background Papers:**

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**Category of Report:**      **OPEN**

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: Karen Jones
<b>Legal Implications</b>
YES Cleared by: Andrea Simpson
<b>Equality of Opportunity Implications</b>
YES Cleared by: Phil Reid
<b>Tackling Health Inequalities Implications</b>
NO Cleared by:
<b>Human Rights Implications</b>
NO Cleared by:
<b>Environmental and Sustainability implications</b>
NO Cleared by:
<b>Economic Impact</b>
YES/NO Cleared by:
<b>Community Safety Implications</b>
YES/NO Cleared by:
<b>Human Resources Implications</b>
YES Cleared by: Julie Toner
<b>Property Implications</b>
YES/NO Cleared by:
<b>Area(s) Affected</b>
Citywide
<b>Relevant Cabinet Portfolio Lead</b>
Cllr Harry Harpham
<b>Relevant Scrutiny Committee</b>
Safer and Stronger Communities
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press Release</b>
YES

## **REPORT TO SHEFFIELD CITY COUNCIL CABINET**

### **HOUSING EMPLOYABILITY AND APPRENTICESHIP PROPOSALS**

#### **1.0 SUMMARY**

- 1.1 The Housing Employability Project will help to deliver the vision of the Council Housing Service developed by Members, customers and staff and contributes towards the Council's Corporate Strategy and Economic Plan.
- 1.2 The proposals aim to benefit Council tenants and have been developed with consultation with service users, staff and from pilots established to test principles and practices.
- 1.3 The aim is to embed Apprentices into Housing and Neighbourhood Service to ensure they are a key part of the service and will greatly assist in succession planning for the future.
- 1.4 The service will deliver work experience and recruit 20 Apprentices annually, the recruitment will reach the local communities, Council tenants and young people who are Not in Education, Employment or Training (NEET), to better reflect the customers we serve and assist in the economical aspect of Council estates. The use of Traineeships and work experience will also enhance the ability directly contribute to the Council's visions and plans.
- 1.5 The Apprentices will be paid the standard rate paid by the Council to its apprentices. There will be discretion for this to be supplemented through a budget for bursary or hardship payments as required
- 1.6 The report also includes proposals to develop a new gardening service for tenants for which a charge is made including assessment of the feasibility of a single free visit to approximately 2000 homes as the service transitions away from the current model. A vacant garden service will also be delivered.

#### **2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE**

- 2.1 Council Housing represents a fifth of all Sheffield's Housing, the use of an Apprentice scheme, a gardening scheme and enhanced work to communal areas will bring benefits to the vast majority of its residents.
- 2.2 Creation of new work opportunities and work placements will have a positive effect on the community, especially if the targeted recruitment delivers to expectations. This directly contributes to the Council's corporate vision of a strong and competitive economy with successful young people.
- 2.3 An improvement to gardens brings benefits to all residents and contributes to the Council's vision of a great place to live.

### 3.0 OUTCOME AND SUSTAINABILITY

3.1 The Housing Employability Project contributes towards many of the outcomes in the Corporate Plan and the Economic and Employment strategy.

#### 3.2 A Strong and Competitive Economy

- The creation of apprenticeships and work experience opportunities help to create more and better employment opportunities.
- The development of skills and gaining of qualifications via the programme will contribute to the enhancement of a highly skilled workforce, if the apprentices are retained in employment within the Council, but also amongst existing staff via the support and delivery of the programme.

##### **Successful Young People**

- The creation of the programme alongside Lifelong Learning and Skills will allow the Housing and Neighbourhoods Services to ensure the quality of learning and skills for all involved.
- Offering apprenticeships to specific audiences, alongside traineeships, will ensure that young people are active in their development and engaged with the programme.
- Apprentices are trained to a recognised, measurable standard.
- The apprentices will be better qualified and trained to either secure employment within SCC, in the wider job market or go on to further learning.
- The apprentices will achieve a recognised qualification.

##### **Tackling Poverty and Increasing Social Justice**

- The overall aim of the programme to develop employability skills helps to tackle unemployment as one of the causes of poverty.
- The paid nature of apprenticeships allows the immediate tackling of poverty by providing means of income to those involved.

##### **A Great Place to Live**

- The continued availability of a garden maintenance scheme for tenants will allow estates to keep looking neat, tidy and attractive to new customers.
- The maintenance of gardens will help to reduce ASB or nuisance calls regarding untidy gardens.

##### **An Environmentally Responsible City**

- Greater control over the delivery of the garden maintenance scheme will allow value for money to be achieved and greater control over the selection of waste management procedures.

3.3 One of the 6 priority areas within the Employment Strategy is:

##### **We will increase work and progression opportunities for young people, by;**

- Increase apprenticeships, training, work experience and job opportunities that are available for young people.
- Maximise the apprenticeship opportunities as a route to employment.
- Ensure that we know and are supporting every young person that is not in Education, Employment and Training so that there are no lost young people.

- 3.4 Sheffield recognises that young people are at the heart of Sheffield's future. To have a thriving economy with a new generation of businesses and skilled workers it is important that young people have the opportunity to find sustainable employment. Failing to provide these opportunities for young people will damage their life chances.
- 3.5 In addition to this the report recognises that opportunities to gain work experience through apprenticeships, placements and work trials are extremely important in helping young people take the first steps into employment, and in preventing a negative cycle of unemployment and loss of confidence and skills.
- 3.6 The Housing Employability Project supports key aspects of Sheffield City Council's Employment Strategy.

#### **4.0 HOUSING APPRENTICESHIPS**

- 4.1 The Housing and Neighbourhoods Services within Sheffield Council has always had a commitment to providing training and delivering employability opportunities. By directly delivering a number of Apprentice schemes and work experience in various different forms over 20 years. The provision of apprenticeships is embraced and encouraged by Councils vision, and Corporate, economic and employment plans.
- 4.2 Approval is sought to launch a new Housing Employability and Apprentice Scheme.
- 4.3 A pilot Housing Apprentice scheme has resulted in 15 Apprentices taken on during Jan 2015. They each have a 2 year fixed term contract and will train in all aspects of Housing. They are based in 8 different sections and cover 3 different roles, qualifications and levels of qualifications. This scheme varies vastly from previous arrangements, where short term placements were created and were narrowly focused on providing training in trades/green work experience. The learning from the pilot will inform the new Housing Employability and Apprentice Scheme.
- 4.4 Housing and Neighbourhoods are committed to providing training and employment opportunities for young people. The Housing Apprentice Scheme aims to provide 20 Apprenticeship places annually. The apprenticeships will be 2 year fixed term contracts, over and above the establishment, with assistance and placement in the talent pool to obtain permanent employment. Housing and Neighbourhood Services after investing time, training, finance and experience do wish to retain, by standard recruitment, as many of the Apprentices as possible. In addition to this the opportunity will be made available for Business Unit Managers to convert vacant posts to apprenticeships, therefore giving the apprentice a permanent job whilst learning valuable skills for the service.
- 4.5 The ultimate aim is to develop a palette of apprentice roles with varying levels of qualification so managers have access to the widest range in order to meet the needs of the service. The Project team are currently working with training suppliers in order to deliver Housing based qualifications. The qualifications will be at both NVQ Level 2 and 3.

#### 4.6 **Traineeships**

Traineeships, which were trialled as part of the pilot, give opportunities to applicants who would not normally be able to compete in straight recruitment. Trainees spend 12 weeks gaining general employability and key skills as well as direct work experience within the Department. Successful trainees will have the opportunity to move onto a full Apprenticeship.

#### 4.7 **Work Experience**

Short term work experience will be delivered in partnership with Lifelong Learning and Skills and the Ambition Sheffield City Region (SCR) scheme, and is expected to deliver 60 placements annually. The Ambition SCR Programme was approved by the Leader of the Council on 4<sup>th</sup> September 2014.

4.8 There is very little risk with the Apprentice and work experience schemes as the pilot has provided an opportunity to test out what works and put robust plans in place. The most significant risks are retention, the current service re-organisation and impact on the working environment.

### 5.0 **RECRUITMENT STRATEGY**

5.1 The apprentices will be recruited via normal Council process but will also have local recruitment drives to target applicants from diverse background and particularly target children of Council tenants in order to encourage employment from the customers we serve.

5.2 Traineeships will form part of the recruitment strategy in order to ensure we give opportunities to NEET applicants.

### 6.0 **PAY RATES FOR APPRENTICES**

6.1 Sheffield City Council in response to the fairness commission implemented the Living Wage for all employees, other than apprentices.

6.2 Retention of apprentices has always been an issue in Housing, in an early scheme, out of 5 taken on, all left the scheme before they finished their courses. By taking on an Apprentice and putting them through a qualification, the service is committing significant resources and obviously wishes to retain the investment made. One of the main factors in retention is a low wage.

6.3 An element of the recruitment strategy is to recruit from some of the most under-privileged backgrounds. There is clear evidence that paying the National Minimum Apprentice Wage puts additional stress on the apprentice and their family, as the apprentice cannot contribute towards the finances and covering bus fares and lunches can be a struggle. In some cases family benefits can be affected.

6.4 Consideration has therefore been given to paying apprentices within the Housing Service the Living Wage, in order to address the retention and meet the priority to offer opportunities from young people furthest from the job market and so in greatest financial need. However this may put at risk the Apprentice programme across the Council and elsewhere in the city. The Director Of

Human Resources has been commissioned to undertake a review of Apprentice Rates and this will be the subject of a further report.

- 6.5 Pending the outcome of the review the Housing Apprentice Scheme will pay the standard rates paid by the Council to apprentices. Part of this project, however, is to address concerns about poverty, social justice and retention and HRA funding has been identified that will be available to provide bursaries and / hardship support from the programme. This is consistent with arrangements for other training programmes managed by Lifelong Learning and Skills. The criteria for eligibility for this assistance will be developed in conjunction with Lifelong Learning Skills and it is proposed that the decision to award support is delegated to the Director of Housing and Neighbourhoods Services.

## **7.0 GARDEN ASSISTANCE SCHEME**

- 7.1 Gardens have a significant effect on a community's overall look, as well as impacting tenants' satisfaction, let-ability and the reputation of an estate. Gardens of vacant properties also play a part in this, at times leaving a new tenant with an un-manageable garden. Until recently there has been no provision for any vacant garden maintenance.
- 7.2 Since the mid 1990's there has been a garden assistance scheme for vulnerable tenants. The nature of the scheme has changed over the years but latterly it comprised of a free annual visit to vulnerable tenants who are unable to do their garden. The annual visit is not adequate in maintaining the garden to an acceptable standard.
- 7.3 Consultation has shown that current users of the provision feel more frequent visits are needed and most are willing to pay for this additional service, along with non-users also expressing an interest in a gardening service for which a charge is made
- 7.4 The ability to offer a garden assistance scheme and to maintain un-manageable vacant gardens would assist greatly with the maintenance of the environment and physical aspects of the area and would work well with the Housing+ model of housing management, as an option to be offered. The Housing + model, which is patch based with a more joined up and individually tailored service to tenants, was agreed by Cabinet in March 2014.
- 7.5 The feasibility of a gardening assistance scheme for Council tenants, for which there is a charge, including the charging arrangements and retaining an initial single transitional free element for the vulnerable is to be robustly explored. It is proposed that the assessment of the viability of the scheme is delegated to the Director of Housing and Neighbourhoods Services in consultation with the Director of Legal & Governance and Director of Finance. The outcome of this assessment and resultant proposals for the delivery of the scheme will be the subject of a further executive report.
- 7.6 There is some risk is with the proposed change to the Garden Assistance Scheme by way of:



- a. adverse publicity, by transitioning from a free service to a charged service
  - b. over subscription and cannot meet demand
  - c. under subscription and having to write off the set up costs
  - d. and increase in un-maintained gardens, leading to legal action against the most vulnerable
- 7.7 The risks can be mitigated by exploring the feasibility of a free element, phasing the change, tendering work and robust agreements.

## **8.0 CONSULTATION**

- 8.1 Consultation has taken place by way of surveys to users and non-users of the Garden Assistance Scheme, reports through the Council's established governance channels, the Local Housing Forum, Investment Repairs Planning Group and consultation with ex-Apprentices and staff. The full consultation outcome is attached to this report at Appendix A.
- 8.2 The main outcome of consultation was that 63% of current service users did additional maintenance to their gardens which potentially makes them ineligible for the service. 24% state they already pay for a gardening service and 61% state they would be interested in a garden service. However 37% of the respondents state that if the service was withdrawn no maintenance would be done to their garden. This could lead to The Council taking action against vulnerable tenants for not maintaining their garden.

## **9.0 FINANCIAL IMPLICATIONS**

- 9.1 The cost of these schemes is to be funded from existing budget provision made in the Housing Revenue Account.
- 9.2 The proposed restructure of the Council Housing Service includes establishment of a permanent resource to oversee the Apprentice Scheme and work experience programme. The costs of running the proposed new garden scheme can be estimated but further work is required to develop proposals for the scheme to operate on a self-financing basis with costs recovered through charging a fee for the service. The HRA will still bear the cost however for the interim garden service and for vacant gardens. The financial implications of the garden scheme will be reported in the future executive report on the feasibility assessment and resultant proposals for the delivery of the scheme.
- 9.3 There is one new Grade 8 post arising from the proposals in this report about the Housing Apprentice and Employability Programme.

In addition, there are potentially new posts associated with the proposed garden service and are dependent on the outcome of the feasibility assessment and development of the scheme.

9.4 Estimated costs of the Apprentice and Employability proposals are as follows:

<b>Category</b>	<b>Estimated Cost 15/16</b>	<b>Future Full Year Cost</b>
<b>Project Resources</b>	<b>£52,000</b>	<b>£46,000</b>
<b>Project Expenses</b>	<b>£5,000</b>	<b>£5,000</b>
<b>Marketing &amp; Publicity</b>	<b>£10,000</b>	<b>£10,000</b>
<b>Apprentices (inc. Bursary Provision)</b>	<b>£516,000</b>	<b>£775,000</b>
<b>Qualifications and Providers</b>	<b>£140,000</b>	<b>£160,000</b>
<b>Employability Total</b>	<b>£723,000</b>	<b>£996,000</b>

9.5 The estimated costs for Employability project in 2015-16 reflect the cost of the Apprentices currently recruited to the scheme and a further intake of 20 later in the year. The full year shows the estimated maximum costs of the scheme when fully operational.

## **10.0 LEGAL IMPLICATIONS**

- 10.1 Section 149 of the Equality Act 2010 sets out the public sector equality duty: that all public bodies are under an obligation to have ‘due regard’ to eliminating unlawful discrimination, advancing equality and fostering good relations between persons who share a relevant protected characteristic and persons who do not share it, i.e. in the contexts of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation. The opportunities provided by the Housing Employability and Apprentice Scheme meet this duty.
- 10.2 The Council may provide housing accommodation under Part II of the Housing Act 1985 (the 1985 Act). The powers include the provision and maintenance of buildings or land. The general power of management of its housing is vested in the Council by section 21 of the 1985 Act and there is wide discretion as to how the Council may exercise that power. The proposals within this report describing housing management, including the garden assistance scheme, are consistent with the powers under Part II of the 1985 Act.
- 10.3 In addition, the proposal to employ apprentices to assist in the management of the Council’s housing is covered by section 112 of the Local Government Act 1972 which permits a local authority to employ such officers (which covers all employees, including apprentices) as thought necessary for the proper discharge of its functions.
- 10.4 Income and expenditure relating to houses and land held for the purposes of Part II of the 1985 Act must be accounted for in the Housing Revenue Account by virtue of Part VI of the Local Government and Housing Act 1989. Schedule 4 of that Act prescribes what income and expenditure may be accounted for within the HRA. Only those things itemised in the Schedule may be credited or debited

to the HRA. The majority of the expenditure that must be debited is expenditure on the repair, maintenance, supervision and management of houses and other property within the account. The proposals in this report comply with the statutory restrictions on the HRA.

- 10.5 Section 93 of the Local Government Act 2003 contains restrictions on the Council's powers to charge for discretionary services which must be taken into account in considering the development of a garden assistance scheme for which a charge is made.

## **11.0 HR IMPLICATIONS**

- 11.1 It is proposed that two new teams will be created, the Housing Employability team and a Garden service team. The Housing Employability team is being dealt with under the current Managing Employee Reduction for Housing and Neighbourhoods. The establishment of the garden service team will be addressed in the work done to develop the scheme.
- 11.2 Recruitment of the Apprentices will be within the City Council's existing recruitment framework.
- 11.3 Consultation with the necessary Trade Unions has also taken place and will continue to do so as and when relevant.

## **12.0 ECONOMIC IMPLICATIONS**

- 12.1 The employment of 20 Apprentices and delivery of 60 work placements annually, with targeted recruitment at NEETS and within Council Housing tenants will greatly assist Sheffield City Council meet its targets as set down in the Corporate and Economic Plan and its commitment to developing successful young people.

## **13.0 EQUALITIES OF OPPORTUNITIES IMPLICATIONS**

- 13.1 Two Equality Impact Assessments (EIAs) have been undertaken, which takes account of all the changes the project is bringing about and one specifically looks at the impact on recruitment on all groups. Copies are attached to this report at Appendix B.
- 13.2 The negative impact of the Gardening Assistance scheme was the potential loss of service for the elderly and vulnerable, but this is mitigated by the exploration of retaining a free service. The negative impact on the Recruitment identifies the need to recruit openly and fairly and to actively target diverse groups, which is dealt within the recruitment strategy.

## **14.0 ALTERNATIVE OPTIONS CONSIDERED**

- 14.1 Alternative options were considered for all elements of the project, including no change, which is not a viable option for any of the elements as it does not meet the needs of the service or the needs of the customers we serve.

- 14.2 The main alternative for the apprenticeship model was to keep with the work experience in the building trade background. This does not prove a viable option as we do not have the skills to develop and contribute to the learners.
- 14.3 Four options were considered for the charged gardening scheme, with the chosen option being the only one that initially maintains and potentially subsequently enhances the service provision without additional cost to the Council Housing Service. This will be addressed more fully as the scheme is developed.

## **15.0 REASONS FOR RECOMMENDATIONS**

- 15.1 The changes described in the report will deliver many of the Council's and Housing services commitments, visions and strategic objectives.
- 15.2 They also provide continuity and an improvement to services for Council tenants and are based on the views of tenants and staff.
- 15.3 The recommendations will improve the offer to Council tenants in respect of employment and the quality of neighbourhoods.
- 15.4 The recommendations will create additional employment, particularly for young people in Sheffield.

## **16.0 RECOMMENDATIONS**

- 16.1 Cabinet is asked to:
- (d) Approve the establishment of a Housing Employability and Apprentice Scheme within the Council Housing Service;
  - (e) Delegate authority to the Director of Housing and Neighbourhood Services to pay bursaries or hardship support if necessary subject to the agreed criteria;
  - (f) Delegate authority to the Director of Housing and Neighbourhood Services in consultation with the Director of Legal & Governance and Director of Finance to carry out work to develop a garden assistance scheme as described in this report.

Author – Carol Boot / Jill Hurst  
Job Title – Unit Manager / HOS  
Date – 17.2.15




**Current Users - Garden Pledge Scheme Consultation Results**

**Q1 – Do you currently receive garden assistance from Sheffield City Council?**

No	<b>0</b>
Yes	<b>676</b>

**Q2 – How satisfied are you with the quality of the gardening service you currently receive?**

1	2	3	4	5	6	7	8	9	10
Very Dissatisfied									Very Satisfied
<b>26</b>	<b>11</b>	<b>14</b>	<b>25</b>	<b>34</b>	<b>26</b>	<b>44</b>	<b>78</b>	<b>72</b>	<b>312</b>

**\*34 No Response**

**Q3 – Does anyone, other than the Council, help you with your gardening?**

I do it myself	<b>51</b>
Yes, a relative/friend	<b>206</b>
Yes, a paid gardener	<b>160</b>
No, just the council	<b>248</b>

**\*11 No Response**

**Q4 – How often does someone else, other than the Council, help you with your gardening?**

Fortnightly	<b>77</b>
Weekly	<b>10</b>
When asked	<b>187</b>
Monthly	<b>97</b>
Every 3 months	<b>27</b>
Every 6 months	<b>25</b>

**\*253 No Response**

**Q5 – If you pay, how much does this cost you per visit?**

Don't pay	<b>240</b>
More than £20	<b>80</b>
Between £10 and £20	<b>93</b>
Between £5 and £10	<b>50</b>
Up to £5	<b>10</b>

**\*203 No Response**

**Q6 – What types of work would you like to see as part of a gardening service?**

Garden waste removal	420
Hedge trimming	533
Grass cutting	493
Tree lopping	184
Applying weedkiller	202
Weeding	309
Laying gravel	34
Laying turf	18
Shrub tidying	298
Planting	38

\*from the comments collected in the “Other” option Fencing was highlighted by 170, Driveways, Alleyways and Paths were highlighted by 31, and levelling was highlighted by 24, out of 399 responses.

**Q7 – Would you be interested in paying for a more regular and improved gardening service by Sheffield City Council?**

Age Range	Yes	No
75+	375	240

**\*61 No Response**

**Q8 – If yes, how often would you expect to receive this service?**

When asked	69
Monthly	143
Fortnightly	29
Every 3 months	116
Every 6 months	50
Weekly	4

**\*265 No Response**

**Q9 – As part of your tenancy conditions, it is your responsibility to keep your garden and hedges well maintained and tidy. If the current garden assistance scheme was removed and no replacement was available, what would happen to your garden?**

I would have to do it myself	145
I would pay someone to do it	237
It wouldn't get done	240


**\*54 No Response**

**Garden Pledge Scheme Consultation – Viewpoint Results**

**Q1 – Do you currently receive garden assistance from Sheffield City Council?**

No	<b>1468</b>
Yes	<b>32</b>

**Q2 – How satisfied are you with the quality of the gardening service you currently receive?**

1	2	3	4	5	6	7	8	9	10
Very Dissatisfied									Very Satisfied
<b>1</b>		<b>2</b>		<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>

**Q3 – Does anyone, other than the Council, help you with your gardening?**

I do it myself	<b>1160</b>
Yes, a relative/friend	<b>215</b>
Yes, a paid gardener	<b>91</b>
No, just the council	<b>15</b>

**Q4 – How often does someone else, other than the Council, help you with your gardening?**

Fortnightly	<b>338</b>
Weekly	<b>329</b>
When asked	<b>295</b>
Monthly	<b>247</b>
Every 3 months	<b>36</b>
Every 6 months	<b>24</b>

**Q5 – If you pay, how much does this cost you per visit?**

Don't pay	<b>1307</b>
More than £20	<b>59</b>
Between £10 and £20	<b>32</b>
Between £5 and £10	<b>18</b>
Up to £5	<b>4</b>



**Q6 – What types of work would you like to see as part of a gardening service?**

Garden waste removal	<b>895</b>
Hedge trimming	<b>779</b>
Grass cutting	<b>762</b>
Tree lopping	<b>632</b>
Applying weedkiller	<b>518</b>
Weeding	<b>505</b>
Laying gravel	<b>443</b>
Laying turf	<b>436</b>
Shrub tidying	<b>405</b>
Planting	<b>250</b>

\*from the comments collected in the “Other” option Fencing was highlighted by 170, Driveways, Alleyways and Paths were highlighted by 31, and levelling was highlighted by 24, out of 399 responses.

**Q7 – Would you be interested in paying for a more regular and improved gardening service by Sheffield City Council?**

Age Range	Yes	No	Total
16-18	<b>2</b>		<b>2</b>
19-24	<b>50</b>	<b>27</b>	<b>77</b>
25-39	<b>339</b>	<b>233</b>	<b>572</b>
40-54	<b>384</b>	<b>329</b>	<b>713</b>
55+	<b>56</b>	<b>80</b>	<b>136</b>
Grand Total	<b>831</b>	<b>669</b>	<b>1500</b>

**Q8 – If yes, how often would you expect to receive this service?**

When asked	<b>308</b>
Monthly	<b>289</b>
Fortnightly	<b>110</b>
Every 3 months	<b>56</b>
Every 6 months	<b>20</b>
Weekly	<b>12</b>

**Q9 – If yes, how much would you consider paying per visit?**

Between £5 and £10	<b>227</b>
Between £10 and £20	<b>214</b>
Don't know	<b>163</b>
Up to £5	<b>81</b>
More than £20	<b>51</b>
Nothing	<b>24</b>

# EQUALITY IMPACT ASSESSMENT

<b>Name of EIA</b>	Housing Employability Project
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**See also separate EIA on Apprenticeship Scheme, updated February 2015**

Completed By	Craig Watts – 30/06/2014 Updated by Carol Boot, Liz Tooke & Craig Watts – 12/02/2015
Date of Completion	30/06/2014 – Updated 12/02/2015

Please see link to all customer demographics – this will assist with your research into the impacts of this project/function/event.

[Demographics Information](#)

## Section One:

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### 1) *What are you trying to achieve?*

The Housing Employability Project is intended to:  
Develop a Housing Employability and Apprentice Programme within the Council Housing Service. See also separate EIA on Apprenticeship Scheme, updated February 2015. Review and implement new arrangements for a garden maintenance scheme for tenants.

Provide temporary Arrangements for Improving Local Neighbourhoods, Green work and Painting.

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### 2) *Who will be affected?*

All tenants, some Leaseholders  
All residents on Council estates  
Staff  
Potential Apprentices  
People not in education or employment  
Current garden scheme users (those aged 75+ or have a disability that prevents them from gardening, and have no-one else under the age of 75 at home, or have any friends, relatives or neighbours who are able to do the work)

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### 3. *How will they be affected?*

Potential gap in service delivery.  
Potential financial charges for replacement service delivery (Leaseholders for any communal work, Garden Maintenance charge may apply)  
Changes to management of service delivery.  
Changes to processes.  
Some areas of work potentially removed from our direct responsibility e.g. Target Hardening, Garden Maintenance delivery)

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#### 4. What measures if any are in place to address this?

Temporary teams to deliver a Garden Maintenance scheme from April to implementation of a new charged gardening service.

Temporary Estate to support green work delivery on estates until the transfer of the green element to Parks and Countryside's as part of the Green Open Space review.

Use of recently introduced Kier-based Community Handy Person scheme to deliver some miscellaneous work.

Temp painting arrangements until the outcome of the estates service review and The in-sourcing of the repairs project concludes.

Communications plan to keep staff and affected tenants informed of changes, including clear publicity plan over replacement schemes.

Continuation of the Apprentice pilot and subsequent annual intake of 20 Apprentices per year.

**Section 2**

5) Please complete the following impact table and give reasons for each impact.

Profile group	Impact N°	Positive impact	Negative impact	Reason
Black and Minority Ethnic People	001	Yes	No	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>As the profile of older people in Sheffield is predominantly White British as compared to the profile of younger people, opening up the scheme more widely would potentially enable more BME people to access it.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background – see separate EIA.</p>

<p>Disabled people</p>	<p>002</p>	<p><b>Yes</b></p>	<p><b>Yes</b></p>	<p>The current garden scheme is only available to specific client groups.- Current garden scheme users are those aged 75+ or have a disability that prevents them from gardening, and have no-one else under the age of 75 at home, or have any friends, relatives or neighbours who are able to do the work. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>If the new garden maintenance scheme cannot provide a free element, or the criteria eliminates new categories, people who are disabled may be impacted by no longer receiving or being eligible for the service previously provided.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background - - see separate EIA.</p>
<p>Women</p>	<p>003</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
<p>Men</p>	<p>004</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>

<p>Lesbian, Gay men, bisexuals</p>	<p>005</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
<p>Gender Re-assignment</p>	<p>006</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
<p>Marriage &amp; Civil Partnership</p>	<p>007</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
<p>Pregnancy &amp; Maternity</p>	<p>008</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>

Older people (60+)	009	Yes	Yes	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>If the new garden maintenance scheme cannot provide a free element, or the criteria eliminates new categories, people who are over 60 may be impacted by no longer receiving or being eligible for the service previously provided.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
Older age groups	010	Yes	No	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
Religion/Belief	011	Yes	No	<p>The current garden scheme is only available to specific client groups. A redesigned scheme will aim to broaden and change the eligibility to allow most client groups to access the service.</p> <p>The interim arrangements detailed previously are in place to ensure smooth transition into longer-term work arrangements.</p> <p>Creation of a Housing Employability Programme will provide learning and placement opportunities for everyone regardless of their background.</p>
Impact on Community Cohesion				<p>The project aims to deliver fair access to provision of any replacement measures established.</p>



Impact on Social Inclusion				<p>The project aims to deliver fair access to provision of any replacement measures established. There may be financial implications from the possibility of a charged Garden Maintenance scheme. The Apprentice program will also seek to ensure that those not in education or employment are made aware that they can apply and access the opportunities it provides.</p>
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**Notes:** Religions/belief covers a wide range of groupings the most common of which are Muslim, Buddhist, Jew, Christian, Sikh and Hindu. Consider Religion/Belief categories individually and collectively when considering positive and negative impacts.

*6. What actions will be taken if there are negative impacts?*

It is highly unlikely that there will be any negative impacts, however if there are any the following will be available to reduce the impact:

**Garden Assistance:**

We already have a list of local suppliers and agencies that customers can be referred to as alternatives.

Potential to look at reducing any charges applied in certain circumstances, but the cost of assessing may be prohibitive.

**Housing Employability Programme:**

The project has established strong links with SCC's Lifelong Learning and Skills department which has already been able to provide assistance and a way forward for some of the Learners from the City Stewardship scheme.

Promotion of the scheme will take place in schools and other education facilities around the city and Council estates to promote the scheme to the areas we deliver services to.

Work experience opportunities for those not in education or employment will also be made available as a tie-in to the scheme to ensure the maximum number of opportunities are created and provided.

*7. What communication / consultation process will be used to deal with the negative impacts identified?*

The project is supported by a detailed Communications Plan covering all stakeholders.

Consultation has taken place in the form of a questionnaire targeted at those who already receive garden assistance and a sample of customers who do not currently receive the service but live in a property with a garden. Consultation has shown that current users of the provision feel more frequent visits are needed and most are willing to pay for this additional service, along with non-users also expressing an interest in a charged gardening scheme.

Consultation on the Housing Employability will primarily involve Council Housing Service and Line Managers in order to establish the scheme alongside Lifelong Learning and Skills. Work with qualification providers will also ensure that the scheme meets the desired outcome for what can be provided to the target audience.

Promotion of the scheme will take place in schools and other education facilities around the city and Council estates to promote the scheme to the areas we deliver services to.

## Equality Impact Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Impact N°	Action required	Lead Officer	Timescale Resource	Comments
001-011	If a charged garden scheme is the preferred long-term option investigation of financial assistance for the economically disadvantaged.	Carol Boot	June 2015	
001-011	Clear marketing, promotion, and detail of opportunities to be provided to people around Council estates to promote the scheme in the areas we have a greater function within.	Carol Boot	June 2015	
002&009	Current users of free service are due to be reviewed by April 2015. This will allow us to obtain and analyse current customer information in order to greater understand how we can assist current users with service changes.	Carol Boot	June 2015	
002&009	Current users of free service would be supported with transition to a charged scheme if the free service was ended. The review scheduled to complete by April 2015 will allow us to better understand the customers affected and specify clearer action points.	Carol Boot	June 2015	
001-011	The implementation of a charged service will likely take the form of a mini-project for the service. A separate EIA for this project and service will be carried out as part of any mini-project.	Carol Boot	June 2015	

<b>Completed By</b>	
Completed By	Craig Watts – 30/06/2014 Updated by Carol Boot, Liz Tooke & Craig Watts – 12/02/2015
<b>Date of Completion</b>	
Date of Completion	30/06/2014 Updated – 12/02/2015

<b>Signed off Authorised</b>	
Carol Boot	12/02/2015
<b>Project Manager</b>	

<b>Signed off Authorised</b>	
Phil Reid	12/02/2015
<b>Development Manager (Equality &amp; Diversity)</b>	

# EQUALITY IMPACT ASSESSMENT

<b>Name of EIA</b>	Employability Project (Recruitment)
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Completed By	Louise Nunn / Craig Watts
Date of Completion	01/08/2014 – updated 12/02/15

Please see link to all customer demographics – this will assist with your research into the impacts of this project/function/event.

**Section  
One:**

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*1) What are you trying to achieve?*

A programme that gives the opportunity for Sheffield people to gain employment through an apprenticeship scheme.  
To support the development of underrepresented people who otherwise would have difficulty in gaining employment/training.

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*2) Who will be affected?*

This will involve members of the public - more so the younger generation as the programme is based on younger trainees.

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*3. How will they be affected?*

People will be expected to apply for the apprenticeships and then fulfil a training programme to gain qualifications.

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*4. What measures if any are in place to address this?*

There will be no affect from this scheme.

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**Section 2**

5) Please complete the following impact table and give reasons for each impact.

Profile group	Impact N°	Positive impact	Negative impact	Reason
Black and Minority Ethnic People	1	Y	N	<p>Positive Impact – this is a terrific opportunity for all people of Sheffield to have a go at applying for this 2 year programme and the chance to gain qualifications. This will bring employment to the City and also support people in social housing to join the scheme.</p> <p>19% of the total population of Sheffield are BME. 14.4% of Council Housing tenants are BME, however 26.3% of Council tenants aged between 16 to 29 years are BME. It is expected that there will be more applications to the scheme from people within this more traditional age bracket for apprenticeship. 20% of the recruits on the pilot scheme are BME, this is in-line with the 19% overall profile of Sheffield.</p> <p>However, as BME people are under-represented in the SCC staff profile we will continue to consider what Positive Action can be put in place to work towards recruitment reflecting the profile of Sheffield as a whole.</p>

Disabled people				See impact number 1.  0% disabled individuals who have joined us as part of the Pilot. 32.6% of Council Housing tenants are disabled, however 12% of Council tenants aged between 16 to 29 years are disabled. It is expected that there will be more applications to the scheme from people within this more traditional age bracket for apprenticeship., 8.4% of staff in the Council are disabled and we are working towards a target of 10% of our staff being disabled.  Mitigating action will be put in place to address this as appropriate – See Action Plan below.
Women				See impact number 1.
Men				See impact number 1.
Age 402 Lesbian, Gay men, bisexuals				See impact number 1.  7% of the recruits on the pilot scheme are LGB, this is in-line with official estimates of the LGB population.  No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.
Gender Re-assignment				See impact number 1. No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.
Marriage & Civil Partnership				We will ensure that recruitment is inclusive for all groups and good HR practice is followed.  See impact number 1. No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed..
Pregnancy & Maternity				See impact number 1. No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.
Older people (60+)				See impact number 1. No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.



Other age groups				See impact number 1 – although it is expected that there will be more applications to the scheme from people within this more traditional age bracket for apprenticeships, 16 to 29 years, there are no age restrictions on applying for the scheme.
Religion/Belief				See impact number 1 No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.
Impact on Community Cohesion.				See impact number 1 No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.
Impact on Social Inclusion				See impact number 1 No differential impact is anticipated for this group. We will ensure that recruitment is inclusive for all groups and good HR practice is followed.

**Notes:** Religions/belief covers a wide range of groupings the most common of which are Muslim, Buddhist, Jew, Christian, Sikh and Hindu. Consider Religion/Belief categories individually and collectively when considering positive and negative impacts.


6. *What actions will be taken if there are negative impacts?*

No negative impacts identified

7. *What communication / consultation process will be used to deal with the negative impacts identified?*

## Equality Impact Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Impact N°	Action required	Lead Officer	Timescale Resource	Comments
All	Ensure a full communication plan is in place and that advertising the opportunity is effective and reaches the people of Sheffield.	Craig Watts	On-going	Update as and when.
Page 405	Update the information that is available in the work place to ensure that staff are fully aware of what the programme is and how it may have an impact on them regarding training and mentoring.	Craig Watts	On-going	Update as and when
All	Maximise links with Lifelong Learning and Skills to engage with groups and organisations they already support. See document for full details of groups.  List of organisations (Lifelong).docx	Craig Watts	On-going	
All	Engage with groups and organisations identified by Staff Equality and Inclusion Network. List to be provided by Louise Nunn and Josie Billings.	Craig Watts	On-going	
All	Engage with Page Hall Neighbourhood Management Delivery to raise awareness of scheme amongst unemployed young people as part of the work being done by the Page Hall Tasking Group.	Craig Watts	On-going	

Page 406	<p>Carry out profile analysis on pilot applicants and successful candidates to better understand any under-represented sections of the community throughout recruitment.</p>	<p>Craig Watts</p> <p>April 2015</p>	<p>Initial profiling of successful candidates indicates that there are 20% BME, 7% LGBT and 0% disabled individuals who have joined us as part of the Pilot.</p> <p>20% of the recruits are BME, this is in-line with the 19% overall profile of Sheffield. We will however continue to ensure that marketing is targeted at BME communities, as this group is under-represented in the staff profile of the Council as a whole.</p> <p>There is no official figure on the number of LGB people in Sheffield, nor is there a national figure. The range of national estimates vary considerably, but the Government use a figure of between 5% and 7%, which is the closest thing to an official estimate. 7% of the recruits are LGBT this is in-line with official estimates.</p> <p>Further work will be carried out to understand the seemingly under-representation of disabled people. This information will be analysed in comparison with all applicants for the posts to highlight improvements to strategies.</p>
All	<p>Use findings of profiling to highlight under-represented sections of the community throughout recruitment and improve marketing accordingly.</p>	<p>Craig Watts</p> <p>April 2015</p>	
All	<p>Ensure Positive Action is utilised throughout all aspects of recruitment when appropriate.</p>	<p>Craig Watts</p> <p>On-going</p>	



Completed By	Louise Nunn – 01/08/2014 Updated by Craig Watts and Liz Tooke – 12/02/2015
Date of Completion	01/08/2014 Updated – 12/02/2015

<b>Signed off Authorised</b>	
Carol Boot	12/02/2015
<b>Project Manager</b>	

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Phil Reid	12/02/2015
<b>Development Manager (Equality &amp; Diversity)</b>	

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