

# **Memorandum of Understanding between the Office of Government Property (OGP) in the Cabinet Office, the Local Government Association and the Sheffield City Council**

## **Introduction**

This Memorandum of Understanding (MOU) describes the agreement between Sheffield City Council, the Office of Government Property (OGP) in the Cabinet Office and the Local Government Association (LGA) with regard to the allocation of grants under Section 31 of the Local Government Act 2003.

The funding award and allocation of grants in this MOU covers the Place Pilot programme which is being administered through the One Public Estate (OPE) Programme.

Sheffield City Council, as the lead authority for the Sheffield Place Pilot will receive a grant of £500,000 for all Place Pilot activity. This could support a combination of the following, depending on local needs:

- Data analysis and mapping
- Feasibility Studies
- Masterplanning
- Seed funding to initiate project opportunities
- Programme coordination

The list above is not an exhaustive list. The Place Pilot will develop a plan of proposals and the grant shall not be used for any other purpose without written consent of OPE.

## **Background**

In 2013, OGP entered into a partnership with the LGA to deliver efficiencies across the government estate and release land for housing. These projects were administered under the umbrella name of One Public Estate (OPE).

OGP oversees the strategic direction of public sector land and estate across the Government Property Function. It supports the government and wider public sector to manage their estate more efficiently and effectively. The LGA is the national membership body for local authorities, providing them with a voice with national government.

In line with the Government Property Strategy (August 2022) and OGP's commitment to the Efficiency and Value for Money Committee (July 2022) we are working to identify opportunities to realise efficiencies across the public sector estate.

## Outcomes and Impacts

Place Pilots offers an opportunity to build on the strengths of the One Public Estate programme and pilot a place-based approach to strategic asset management. The programme will deliver not only efficiencies across the public estate, but also unlock opportunities to release land held by central and local Government. The focus on Place aligns with the Government's Growth Plan ambitions and supports wider local and central governmental priorities such as Levelling Up, Net Zero, economic recovery and will address the need for housing.

The outcomes of a Sheffield Place Pilot will be:

- **Joint portfolio planning** in the context of local needs and ambitions by bringing together multiple public estate owners, under joint local and central government leadership
- **A stronger focus on place embedded into strategic asset management planning** by mapping future estate demand alongside key growth and opportunity areas
- **Efficiency, value, and optimised investment** across the public estate and **better public services** from identifying opportunities for co-location, disposals, relocations, land assembly and other multi-portfolio collaboration
- **Developing recommendations that can be replicated and scaled up** to drive future uptake of a place-based approach across departmental and public sector estate strategies and different scale of place, by testing new approaches.

The impact of the Place Pilot will be:

- A smaller, greener and more efficient public estate
- Accessible and joined up public services
- An ongoing commitment to collaborate across the public estate

## Conditions of Funding

Funding award is through grant of Section 31 of Local Government Act 2003.

### 4.1 Project Delivery

Sheffield City Council is the accountable authority for this Place Pilot and will work with OGP and the LGA (through the OPE programme) to a set of agreed project milestones as a result of the launch workshop. These milestones will be reflected in the subsequent project proposals.

## **4.2 Reporting Arrangements**

Governance and financial management will be incorporated into existing One Public Estate mechanisms. For each Place Pilot area:

- a) The accountable local authority will submit proposals to OPE for approval, based on consultation and support from partners involved in the Pilot. High level proposals will be submitted within 3 months of an initial workshop, to ensure work to progress at pace.
- b) The accountable local authority will provide regular reporting on planned and actual spend. The reporting requirements are set out in the Schedule.
- c) The MoU will specify for any unallocated funds at the end of the 18 month pilot period, being 30<sup>th</sup> September 2024, to be returned to the Office of Government Property through the One Public Estate programme.

## **4.3 Shared Learning**

The authority will work with the OGP and the LGA and throughout the life of the Place Pilot, to make the beneficial project outcomes repeatable by other local authority and central government partnerships, to raise awareness and share good practice across local government and other public sector organisations.

This is likely to include the following activities:

- I. Providing OPE with reasonable access and visibility throughout the life of the Place Pilot. This will include access to project documentation, attendance at any working group and/or relevant board meetings.
- II. Provide regular management information to OPE. This will include a progress report showing progress against the project plan and highlighting any risks and issues arising.
- III. Making available to OPE relevant project documentation as/when requested.
- IV. Working with OPE to help share the learning across the sector. This will include participating in seminars and workshops and hosting open days for peers and developing case studies to showcase best practice.

## **Funding Arrangements**

On receipt of this MoU, signed by the appropriate officer(s), arrangements will be made to provide the financial resources identified within this MoU. The accountable body is required to use the grant reference number when invoicing.

Please note that this MoU does not constitute a legally binding agreement, however, the OGP, the LGA and Sheffield City Council are committed to honouring it.

## **Confidentiality**

Any information supplied through the OPE team that is of a confidential or commercially sensitive nature will not be reproduced without prior consent unless required by Freedom of Information (FOI) or Environmental Information Regulation (EIR) legislation.

## **Data Protection**

As a condition of funding, a data sharing agreement in respect of non-personal data must be signed by the accountable authority and attached to this document as an appendix.

## **Responsibilities**

### **8.1 OGP and LGA**

In managing the Place Pilot through the OPE programme, OGP and LGA will:

- i. Contribute to governance, including Place Pilot opportunity workshops.
- ii. Monitor progress and outcomes. Report through the OPE Programme Executive Group, senior officials and Ministers, as appropriate.
- iii. Manage funding allocations and monitor how funds support delivery locally.
- iv. Provide practical advice, challenge and support to the local and central government partners.
- v. Facilitate dialogue between key public estate holders in the locality and assist partnerships in securing engagement of Government Departments in delivering the programme.
- vi. Promote the programme's achievements and learning to ensure maximum impact on the sector.

### **8.2 Accountable Authority**

Sheffield City Council is the Accountable Authority for the Sheffield Place Pilot. In managing the Place Pilot, the Accountable Authority will ensure that partners:

- a) Develop a programme of agreed proposals via the template action plan found in Appendix A within three months of the launch workshop;
- b) Provide details of current surplus land, and land which is expected to become surplus or redeveloped as a result of the Place Pilot;
- c) Provide information and data on potential future pipeline of public sector land release for housing from partner members within Sheffield;
- d) Return any unspent funding to OGP before the end date (MOU, Section 4.2 c), if applicable;
- e) Provide regular reports to OGP and the LGA through the OPE programme in line with agreed reporting processes;

- f) Identify a nominated contact and deputy representing the accountable partner, who will ensure that delivery is managed, in accordance with the agreed proposals;
- g) Work with OGP and LGA to determine support requirements including any assistance to identify and procure specialist resources;
- h) Actively encourage appropriate officers and councillors from public bodies across their partnership area to participate in the Place Pilot;
- i) Proactively work and share information about the Sheffield Place Pilot with the OGP, LGA, other local authorities and other central government stakeholders;
- j) Undertake to provide OPE with all relevant information to assist their understanding of forecast and actual outputs and outcomes across your projects;
- k) Publicity and written material relating to work supported by the OGP grant should acknowledge the support of OGP when producing any form of report, promotional, or publicity material in relation to their funded project, including press releases, leaflets, posters, brochures, reports and online material including social media;
- l) You should note that no part of the grant should be used to fund paid for marketing and advertising.
- m) Develop an Implementation Plan and any other agreed strategic framework which has been agreed, including identification of a series of projects which can be delivered in the short term.

## **Monitoring**

- i. Sheffield City Council will work with the OPE team to forecast and track delivery of outputs and outcomes;
- ii. To do this the accountable body will submit regular progress reports to show grant expenditure and progress against agreed milestones and outputs as agreed. Such reporting will also:
  - a. highlight risks and issues and the necessary steps to mitigate risks
  - b. provide a clear timetable of quantifiable outputs expected to be delivered as a result of the Place Pilots (In accordance with outcomes and impacts identified in Section 3),
  - c. Capture wider benefits where possible, such as service integration/transformation and co-locations
  - d. Any changes to plans and project outputs must be agreed by Sheffield City Council and its partners, with OPE.

## **10. Governance**

The Lead Authority will be responsible for ensuring that appropriate governance is in place; this will either be achieved by utilising an existing governance forum (such as an OPE Partnership Board), or by establishing a

new governance forum. The Accountable Body will ensure that relevant central government partners are appropriately represented with these arrangements, along with OPE Regional Programme Managers.

This forum will be responsible for:

- Agreeing how to use funding, prior to submission for approval
- Agreeing relevant plans, such as a Strategic Public Asset Framework, Place Pilot Implementation Plan
- Planning and delivery of a series of workshops of central and local government departments
- Developing a pipeline of projects
- Complying with quarterly financial and performance monitoring requests
- Undertaking a post-pilot evaluation

### Contact Arrangements

You are asked to nominate a named representative from Sheffield City Council and designated deputy who will be the point of contact with OPE/OGP. The points of contact will be:

Name: Email: Tel: Job title:
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The named deputy officer will be:

Name: Email: Tel: Job title:
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Your OGP point of contact is:

Name: Helen Lazarus Email: <a href="mailto:helen.lazarus@cabinetoffice.gov.uk">helen.lazarus@cabinetoffice.gov.uk</a> Tel: 07562 431071 Job title: Regional Programme Manager
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Your OPE point of contact is:

Name: Paul Britton Email: <a href="mailto:paul.britton@local.gov.uk">paul.britton@local.gov.uk</a> Tel: 07768 670543 Job Title: Regional Programme Manager
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## 11. Signatures

Please complete the following table. The MoU must be signed by a Chief Officer from Sheffield City Council, with appropriate delegated authority.

<p><b>SIGNED</b> by authorised signatory for and on behalf of Sheffield City Council (Chief Executive or S151 Officer)</p>	<p>} } } }</p>	<p>Signature:</p> <p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Date:</p>
<p><b>SIGNED</b> by authorised signatory for and on behalf of Local Government Association</p>	<p>} } }</p>	<p>Signature:</p> <p>Name: Ellen Vernon</p> <p>Job Title: Director, One Public Estate</p> <p>Date:</p>
<p><b>SIGNED</b> by authorised signatory for and on behalf of Office of Government Property</p>	<p>} } }</p>	<p>Signature:</p> <p>Name: Angela Harrowing</p> <p>Job Title: Deputy Director, Property Programmes, Office of Government Property, Cabinet Office</p> <p>Date:</p>

### SCHEDULE

<b>Name of Place Pilot</b>	Sheffield City Council
<b>Power under which Grant is to be paid:</b>	Section 31 of Local Government Act 2003
<b>Grant Recipient's principal contact</b>	
<b>Funding Period:</b>	Commencing 01 April 2023 and ending 30 September 2024
<b>Amount of Grant:</b>	£500,000
<b>Payment arrangements:</b>	Payment will be made in one instalment by 11.59pm on or before 31 March 2023
<b>Reporting requirements:</b>	Refer to the reporting requirements and guidance as laid out in Appendix A.
<b>Special conditions:</b>	



## Appendix A – Place Pilots Guidance

### Introduction

This guidance provides details on the types of activities that can be supported through the Place Pilots grant.

Place Pilot activity should:

- Meet the need of the place, addressing the shared place pilot vision for the area, as identified through the place pilots workshops
- Meet the objectives of the place pilot programme as detailed in the MoU

If you have any queries, please contact the One Public Estate Team:

[onepublicestate@local.gov.uk](mailto:onepublicestate@local.gov.uk)

### Types of activities that can be supported through the place pilots grant.

We expect the lead council to collaboratively draw up plans for their grant spend. This should take into account outcomes, discussions and information disseminated through the place pilot workshops and workstreams to ensure it reflects the needs of the place, but also the government departments and other public sector organisations who have assets in your area.

The lead local authority will need to agree the proposals to be funded under their place pilot grant allocation with the Office of Government Property (OGP). Local Authorities should use the template action plan provided at the end of this appendix to do this. It should be submitted to OGP, through the OPE Programme team within 3 months of your Place Pilot area launch workshop.

The action plan may contain completely new activities or amend, build on, generate added value to, or develop new approaches to activities set out in existing strategies or frameworks.

The funding can support one or more activities from the following areas of scope depending on the needs and requirements for your Place Pilot area.

#### **1. Data analysis and mapping**

Activities such as area data mapping and analysis for the purpose of supporting the development of place pilot activities or to support masterplanning. Development of an evidence base to support place pilot proposed activities.

#### **2. Master planning/Feasibility Studies**

This could include activities such as a masterplan for a specific geography or area within a place or a plan for a specific type of public sector asset such as customer facing. Feasibility studies could be for things such as testing a cross sector collaboration approach into one building, an approach for redeveloping land or assets, remodelled or streamlined collaborative service delivery. Eligible costs may also include professional service costs, if appropriate.

### **3. Seed funding to initiate project opportunities**

This could be for activities such as revenue based project development/initiation costs, partnerships development and collaboration opportunities, specific site or thematic project opportunity development

### **4. Programme coordination**

Activities such as officer resource to lead, manage and coordinate the place pilot programme for an area, costs associated with coordinating the place pilot programme and its partners

### **Activities out of scope**

- Capital expenditure - Place pilots grant funding is for revenue activities only
- Inception phase - Costs associated with the establishment of the Place Pilot will be excluded unless prior approval has been given.

## Template Action Plan

Please use this action plan template to submit your Place Pilot proposed spend activities within 3 months of your launch workshop, as detailed above.

Place Pilot Area: .....

Name of Lead Officer: .....

Date submitted: .....

1. Area of scope (no 1,2,3,4)	2. Briefly set out how this supports the vision and objectives of the place pilots programme	3. Using bullet points briefly set out the specific activities you will undertake	4. Indicative milestone/s and dates for delivery <i>Please submit a separate project plan to illustrate the indicative milestones and timeline in detail</i>	5. Total indicative budget £ (per item gross)	6. Outputs & Outcomes (These should be SMART e.g feasibility study will result in understanding x opportunities for Site A)
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