



## SHEFFIELD CITY COUNCIL Report to Council

---

**Report of:** Interim General Counsel (and Monitoring Officer)

---

**Date:** 5<sup>th</sup> July 2023

---

**Subject:** Changes to the Constitution

---

**Author of Report:** Jason Dietsch, Head of Democratic Services

---

### **Purpose of Report:**

This report seeks approval for changes to be made to various elements of the Council's Constitution, to bring it up to date. The changes proposed fall into three categories:-

(a) to reflect the changes to the structure of the Council's (officer) Senior Leadership Team, under the Future Sheffield Programme, including incorporating the changes of designations from Executive Directors to Strategic Directors and any other changes to officer job titles and responsibilities;

(b) recommendations made by the Council's Monitoring Officer for reasons of clarification/simplification, or otherwise to reflect recent changes; and

(c) other changes or updates, including the annual review of Financial Procedure Rules (Financial Regulations), and changes to the Monitoring Officer Protocol and Procedure For Dealing With Complaints Regarding City, Parish And Town Councillors And Co-Opted Members as recommended by the Audit & Standards Committee on 16<sup>th</sup> February 2023.

The report also provides an update on changes to the Constitution approved at the Council Annual Meeting on 17<sup>th</sup> May 2023 under the items on the Six Month Review of Governance Arrangements and the Establishment of Council Committees.

---

**Recommendations:**

That the Council approves the changes to the various Parts of the Constitution, as outlined in sections 3.2 to 3.6 of the report and as set out in appendices 1 to 20;

That where the agenda of any Committee meeting has already been published but the meeting has not yet taken place any change now approved to the remit of that Committee does not take effect until the conclusion of the meeting.

---

---

**Background Papers:** NONE

---

**Category of Report:** OPEN

## Statutory and Council Policy Checklist

<b>Financial &amp; Commercial Implications</b>
NO Cleared by: Liz Gough
<b>Legal Implications</b>
YES Cleared by: Andrea Simpson
<b>Equality of Opportunity Implications</b>
YES Cleared by: Ed Sexton (as per the report to the Governance Committee)
<b>Climate impact</b>
NO
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
None
<b>Is the item a matter which is reserved for approval by the City Council?</b>
YES
<b>Press release</b>
NO

## **1. Introduction**

1.1 This report seeks approval for changes to be made to various elements of the Council's Constitution, to bring it up to date. The changes proposed fall into three categories:-

(a) to reflect the changes to the structure of the Council's (officer) Senior Leadership Team, under the Future Sheffield Programme, including incorporating the changes of designations from Executive Directors to Strategic Directors and any other changes to officer job titles and responsibilities;

(b) recommendations made by the Council's Monitoring Officer for reasons of clarification/simplification, or otherwise to reflect recent changes; and

(c) other changes or updates, including the annual review of Financial Procedure Rules (Financial Regulations), and changes to the Monitoring Officer Protocol and Procedure For Dealing With Complaints Regarding City, Parish And Town Councillors And Co-Opted Members as recommended by the Audit & Standards Committee on 16<sup>th</sup> February 2023.

The report also provides an update on changes to the Constitution approved at the Council Annual Meeting on 17<sup>th</sup> May 2023 under the items on the Six Month Review of Governance Arrangements and the Establishment of Council Committees.

## **2. Background**

2.1 An updated constitution for the City Council, reflecting the committee system of governance to be operated by the Council from the Municipal Year 2022-23, was approved at the annual meeting of the Council held on 18<sup>th</sup> May 2022. In approving the Constitution, the Council authorised the Director of Legal and Governance to undertake any minor and consequential drafting changes as may be necessary as the new system is embedded.

2.2 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, whilst others are a matter for the Council to choose. The Constitution contains 17 Articles in Part 2, which set out the basic rules governing the Council's business. Part 3 of the Constitution sets out who is responsible for making what decisions, including remits of Committees and arrangements for delegation to officers. More detailed procedures and codes of practice are provided in separate rules and protocols contained within the other parts of the Constitution.

- 2.3 The Council has a legal duty to keep its constitution up to date. In accordance with Article 16 of the Constitution (Review and Revision of the Constitution), changes to the Constitution will only be made with the approval of the Full Council, after consideration of the proposal by a Committee of the Council, the Chief Executive or the Monitoring Officer.
- 2.4 In addition, however, the Director of Legal and Governance (now the General Counsel), in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution.
- 2.5 Updates to the Constitution have subsequently been approved at the Council meetings held on 20<sup>th</sup> July, 14<sup>th</sup> September, 2<sup>nd</sup> November and 14<sup>th</sup> December 2022 and on 20<sup>th</sup> February, 2023, in accordance with this duty to keep the Constitution up to date.

### **3. Proposed Changes and Reasons**

3.1 As mentioned in section 1 of this report, the latest proposed changes broadly fall into three categories. Further details of the changes are set out in sections 3.2 to 3.6 below. In addition, certain changes were approved at the Council's Annual Meeting on 17<sup>th</sup> May 2023 as a consequence of the decisions on the Six Month Review of Governance Arrangements and the Establishment of Council Committees. For completeness these changes are described below and shown highlighted in the appendices, but they do not require further approval.

#### **3.2 Part 1 – Summary and Explanation and Part 2 - Articles of the Constitution**

##### **3.2.1 Part 1 – Summary and Explanation:**

Minor amendment as a consequence of the establishment of the Finance Committee as a full committee, not a sub-committee.

##### **3.2.2 Part 2 Article 15 - Finance, Contracts & Legal Matters:**

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

##### **3.2.3 Part 2 Article 16 - Review & Revision of the Constitution:**

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

##### **3.2.4 Part 2 Article 17 – Suspension, Interpretation and Publication of the Constitution:**

Amendments have been made to the Definitions in Art 17.04. “Strategic Director” replaces “Executive Director”; and for clarification any reference to a job title in the Constitution is deemed to include an Interim appointment to a role with responsibility for the time being for the function concerned.

3.2.5 The proposed changes are set out in Appendices 1, 2, 3 and 4 to this report.

### 3.3 Part 3 - Responsibility For Functions

#### 3.3.1 Part 3.3 – Matters Delegated to Committees:

Amendments have been made throughout to reflect changes to the Council’s management structure and job titles.

Amendments have been made on the recommendation of the Monitoring Officer

- The wording of some of the general reservations to Policy Committees has been simplified;
- Decisions relating to Grants are reserved to Policy Committees rather than Finance Committee for consistency with Contracts decisions;
- The wording of some Policy Committee remits has been changed to make the functions clearer rather than to reflect Officer posts;
- The wording of the Charity Trustee Sub-Committee remit has been expanded to be clearer on what “decisions of Council as charity trustee” encompasses;
- Where Urgent Decisions are taken by an Officer the Officer should, if possible, consult the Deputy Chair and Group Spokesperson as well as the Chair of the appropriate Committee.

Amendments have been made to reflect the Governance Committee’s recommendations and as a consequence of the decision on the Establishment of Council Committees:

- The general reservations to all Policy Committees include the power to set up Task & Finish groups for policy development;
- Terms of Reference of Strategy & Resources Policy Committee have been amended to confirm that substitutes are permitted, reflecting the amendment to Council Procedure Rule 33(d) described below in paragraph 3.4.1;
- The Education, Children and Families Policy Committee Terms of Reference reflect the role of the Chair as the designated Lead Member for Children’s Services;
- The Terms of Reference of the relevant committees ensure that Policy Committees developing regulatory policies must form working groups with members of the relevant regulatory committee to inform the process;
- Finance Committee is established as a full committee;

- Parent Policy Committees, rather than Full Council, may establish specified sub-committees (and no others) - the sub-committees themselves are not changed;

The Governance Committee may further review the remits of Policy Committees over the coming year and make such recommendations to Full Council as it thinks necessary.

The agendas of certain Committee meetings which have not yet taken place may have been published ahead of this meeting. For the avoidance of doubt it is recommended that any change to the remit of such a Committee approved by the Council at this meeting does not take effect until the conclusion of the meeting of the Committee.

---

### 3.3.2 Part 3.4 – Joint Arrangements:

Amendments have been made on the recommendation of the Monitoring Officer

- The name, but not the function, of the Emergency Planning joint committee has changed;
- The Joint Commissioning Committee is removed from the list;
- The South Yorkshire Integrated Care Partnership is added.

The Joint Commissioning Committee was a joint arrangement between the Council and the Sheffield Clinical Commissioning Group (CCG). The CCG no longer exists following the NHS reorganisation under the Health and Care Act 2022 and so the committee is disestablished.

It is a statutory requirement under the Local Government and Public Health Act 2007 (as amended by the Health and Care Act 2022) that an Integrated Care Board (which has replaced the CCG) and each responsible local authority whose area coincides with or falls wholly or partly within the board's area must establish a joint committee for the board's area (an "integrated care partnership"); Full Council must therefore agree to the establishment of the South Yorkshire Integrated Care Partnership.

### 3.3.3 Part 3.5 – Arrangements for the Delegation of Functions to Officers:

Amendments have been made throughout to reflect changes to the Council's management structure and job titles.

Amendments have been made on the recommendation of the Monitoring Officer

- Clarification of functions delegated to the Chief Legal Officer, Chef Finance Officer and Director of HR and Employee Engagement;
- Decisions of Extreme Urgency should be reported to the Deputy Chair and Group Spokesperson as well as the Chair of the appropriate Committee.

3.3.4 The proposed changes are set out in Appendices 5, 6 and 7 to this report.

### 3.4 Part 4 - Rules Of Procedure

#### 3.4.1 Part 4A - Council Procedure Rules:

Amendments have been made throughout to reflect changes to the Council's management structure and job titles.

Amendments have been made on the recommendation of the Monitoring Officer

- In CPR 2 and throughout the defined terms "Body" and "Bodies" are used to replace repetitive lists of Council and Committee meetings,

Amendments have been made to reflect the Governance Committee's recommendations, including recommendations relating to the Full Council Operation Review, and as a consequence of the decision on the Establishment of Council Committees:

- CPRs 5.2 and 25.3 confirm the appointment of sub-committees by committee, not Full Council, as noted above at in paragraph 3.3.1.
- CPRs 10 and 12 are amended to set word limits for motions and amendments to motions;
- CPR 16 is amended to clarify the purpose of Members' Questions, the capacity in which a Committee Chair is expected to respond, and that questions to a Chair from a Member of the same Committee are not permitted at Full Council, but provision is made for questions to the Chair from a Committee Member at a meeting of that committee;
- CPR 18.3 is amended to confirm that voting in parts is permitted;
- CPR 25.2 is amended to reflect the changes to the right of Policy Committees to set up Task & Finish Groups noted above at in paragraph 3.3.1;
- CPR 33(d) is amended to permit substitutes at Strategy and Resources Policy Committee.

In respect of the amendment to CPR 33(d), the full recommendation of the Governance Committee, as approved at the Council's Annual Meeting, was "*Substitutes should be permitted at S&R. Where the committee member is Chair of a Policy Committee the substitute must have sufficient knowledge of their committee's work, and political proportionality must be maintained*". There is no comparable knowledge requirement for substitute members of any other Policy Committee and it places an expectation on that substitute greater than on any other member of the Committee who is not a Policy Committee Chair. The requirement is therefore disproportionate and, having consulted the Members of the Governance Committee, the Monitoring Officer has recommended that it be omitted from the amendment.



#### 3.4.2 Part 4B - Contracts Standing Orders:

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

#### 3.4.3 Part 4C - Access to Information Procedure Rules:

Amendments have been made throughout to reflect changes to the Council's management structure and job titles.

Amendments have been made on the recommendation of the Monitoring Officer

- Additional wording for clarification of Members' rights of access to documents at paragraphs 15.2 and 15.3.

#### 3.4.4 Part 4E - Financial Procedure Rules (Financial Regulations):

Has been completely reviewed and revised, including

- Amendments to reflect changes to the Council's management structure and job titles;
- Roles and responsibilities have been made clearer;
- Minor amendments have been made to ensure that the Regulations are internally consistent, as well as consistent with the rest of the Council's constitution;
- All jargon, acronyms and initialisms are defined in an appropriate level of detail.

#### 3.4.5 Part 4F - Officer Employment Procedure Rules:

Amendments have been made throughout to reflect changes to the Council's management structure and job titles.

#### 3.4.6 Part 4G – Area Committee Procedure Rules:

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

3.4.7 The proposed changes are set out in Appendices 8, 9, 10, 11, 12 and 13 to this report. Appendix 11 does not show individual changes as the Financial Procedure Rules have been completely revised.

### 3.5 Part 5 - Codes & Protocols

#### 3.5.1 Part 5B - Monitoring Officer Protocol:

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

Amendments have been made to the Procedure For Dealing With Complaints Regarding City, Parish And Town Councillors And Co-Opted Members in accordance with the resolution by the Audit & Standards Committee on 16<sup>th</sup> February 2023 *“that the Committee recommends to Full Council the adoption of the revised Procedure and that the Constitution is amended accordingly”*.

3.5.2 Part 5C - Officers' Code of Conduct (including Appendix - Politically Restricted Posts):

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

3.5.3 Part 5D - Protocol for Member/Officer Relations:

Amendments have been made to reflect changes to the Council's management structure and job titles.

Amendments have been made to reflect the Governance Committee's recommendations

- The way Members and Officers should work together on Committee briefings is clarified;
- Development of work programmes and what this involves is clarified;
- Sections 6 and 7 are amended to reflect the changes on Task & Finish Groups in Part 3.3 and the Council Procedure Rules noted above at in paragraphs 3.3.1 and 3.4.1.

3.5.4 Part 5H – Chair Job Share Protocol:

Amendments have been made to reflect the Governance Committee's recommendations

- Clarification on attendance at briefings;
- To reflect that sub-committees may not have co-chairing arrangements.

3.5.5 Part 5I - Protocol for the Use of the Coat of Arms:

Minor amendments have been made to reflect changes to the Council's management structure and job titles.

3.5.6 The proposed changes are set out in Appendices 14, 15, 16, 17 and 18 to this report.

3.6 Part 7 - Statutory/Proper Officers and Management Structure

3.6.1 Part 7A – Statutory and Proper Officers:

Amendments have been made throughout to reflect changes to the Council's management structure and job titles.

3.6.2 Part 7B – Management Structure:

Has been completely revised to reflect changes to the Council's organisational structure and job titles and has been reformatted for clarity.

3.6.3 The proposed changes are set out in Appendices 19 and 20 to this report. Appendix 20 does not show individual changes as the Management Structure has been completely revised.

## **4. Risk Analysis and Implications of the Recommendations**

### **4.1 Legal Implications**

4.1.1 Except where delegated by Council as indicated at paragraphs 2.1 and 2.4, variations to the Constitution may only be made by Full Council.

4.1.2 Under Section 9P of the Local Government Act 2000, the Council must prepare a constitution and keep it up to date. It must be available to the public and, under the Local Government Transparency Code 2015, be published on the Council's website. The proposed changes in this report will bring parts of the Constitution up to date to comply with the legislation.

4.1.3 Other legal implications are stated in the body of the report.

### **4.2 Financial and Commercial Implications**

4.2.1 There are no financial or commercial implications.

### **4.3 Equality of Opportunity Implications**

4.3.1 As a public sector organisation, the Council has a number of statutory duties with regards to equality. The Council must consciously think about its statutory duties, both in the way we behave as an employer and when we develop and review policy and set our budgets.

4.3.2 There are several changes that have been made to the Constitution that result from the six-month review of the operation of the Council's new governance arrangements, which was led by the Governance Committee and which were approved at the Council's Annual Meeting on 17<sup>th</sup> May 2023. Equality, diversity and inclusion was a specific theme in the scope of the review. Section 3.3 of the report on the review on the Annual Meeting agenda outlined the equality of opportunity implications associated with the Committee's recommendations.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The Council could choose not to approve the various changes being recommended, but this would mean that the Constitution would not reflect the revised officer designations and allocation of responsibilities introduced under the Future Sheffield Programme, nor the changes proposed by the Monitoring Officer for reasons of clarification/simplification, or otherwise to reflect recent changes, nor the recommendation made by the Audit & Standards Committee at its meeting in February 2023. This would conflict with the Council's aim to keep its constitution under review and its duty to keep it up to date.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The approval of the updates to the Council's Constitution will enable the Council to meet its duty to keep its Constitution up to date. This is especially relevant and important as the Council's new committee system form of governance develops over the coming months and early years ahead, and especially as some of the proposed updates relate directly to the operation of that system following its review by the Governance Committee.

David Hollis  
Interim General Counsel (and Monitoring Officer)

## Appendix 1

# Summary and Explanation

### **The Council's Constitution**

The Sheffield Metropolitan District Council (known as The Sheffield City Council) has agreed a Constitution that sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, whilst others are a matter for the Council to choose.

The Constitution contains 17 Articles in Part 2, which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols contained within the other parts of this Constitution.

### **What is in the Constitution**

Article 1 of the Constitution commits the Council to be amongst the best performing Councils, providing the best quality services in the Country.

Articles 2 to 17 explain the rights of citizens and how the key parts of the Council operate. These are:

- Members of the Council (Article 2).
- Citizens and the Council (Article 3).
- The Full Council (Article 4).
- Chairing the Council (Article 5).
- The Leader, Deputy Leader and Group Leaders (Article 6).
- Policy Committees (Article 7).
- Regulatory and Other Council Committees (Article 8).
- The Audit and Standards Committee (Article 9).
- Health and Wellbeing Board (Article 10).
- Area Committees (Article 11).
- Joint Arrangements (Article 12).
- Officers (Article 13).
- Decision Making (Article 14).
- Finance, Contracts and Legal Matters (Article 15).
- Review and Revision of the Constitution (Article 16).
- Suspension, Interpretation and Publication of the Constitution (Article 17).

Part 3 of the Constitution sets out who is responsible for making what decisions, including remits of Committees and arrangements for delegation to officers.

---

Part 4 of the Constitution details the framework for the administrative and procedural conduct of the Council and its committees, including Council Procedure Rules for meetings, Contracts Standing Orders, Access to Information Procedure Rules, Budget & Policy Framework Procedure Rules, Financial Regulations, Officer Employment Procedure Rules and Area Committee Procedure Rules.

Part 5 comprises a number of codes and protocols which councillors and employees of the Council should comply with, including Codes of Conduct for Members and Officers, Protocols for Member/Officer Relations and Sharing the Committee Chair role, and some guidance on the Council's practices.

Part 6 is the current Members' Allowances Scheme.

Part 7 is the Council's Statutory and Proper Officers and Management Structure.

### **How the Council Operates**

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. Councillors must agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. The Audit and Standards Committee ensures that Councillors have access to training and advice on the Code of Conduct.

Councillors have no individual powers. Councillors influence and make decisions corporately through Council and committee meetings. All Councillors meet together as the Full Council. Here Councillors decide the Council's overall policies, set the budget each year and set the Council's major plans, policies and strategies. The statutory and other responsibilities reserved to the Council are set out in Part 3, subject to any amendment necessary to comply with legal requirements. Meetings of the Council are normally open to the public.

At the Annual Council Meeting, usually in May, Full Council elects a Lord Mayor and a Deputy Lord Mayor. During his or her period of office, the Lord Mayor is the first citizen of the City and chairs meetings of the Full Council.

At the Annual Meeting Full Council also appoints the Leader and Deputy Leader, the Chairs and Deputy Chairs of Committees (as set out in Part 3) and the Councillors to serve on those Committees. Appointments to all committees, except Area Committees, comply with the requirements of

political proportionality set out in the Local Government and Housing Act 1989.

Full Council also appoints representatives to serve on joint bodies and external organisations.

The Council is responsible for functions as provided by statute and also has a general power of competence. The Council arranges for its functions to be carried out through its committee system and by delegated responsibilities to its senior officers. All committees are subordinate to the Full Council and dependent on it, through this Constitution and the policies and decisions agreed by it, for the delegation of powers and duties.

### **How Decisions Are Made**

The Council has set up procedures to ensure that its functions are carried out effectively and efficiently in accordance with the principles of good administration.

Eight Policy Committees **and the Finance Committee** are responsible for most of the Council's functions. Their full terms of reference are set out in Part 3 of this Constitution. These committees meet on a planned basis in public (except where personal, exempt or confidential matters are being discussed – see Access to Information Procedure Rules in Part 4) to take operational, policy and strategic decisions within their remit, other than those reserved to Full Council or delegated to other committees or senior officers.

Strategy and Resources Policy Committee is made up of the Leader, the Chairs of each of the Council's other Policy Committees, the Chair of the Finance **Sub**-Committee, and such other Members as are necessary for political proportionality. There are procedures so that controversial decisions that would normally be made by another Policy Committee may be referred to Strategy and Resources Policy Committee or Full Council to determine.

Other Committees with decision making powers include the Planning and Highways Committee, the Statutory and Regulatory Licensing Committees, and the other committees whose terms of reference are set out in Part 3 of this Constitution.

The Health and Wellbeing Board is a Committee of the Council whose members include Councillors, officers of the Council and representatives from local health and other organisations. It is a statutory forum required for discussing shared health and wellbeing issues and concerns.

### **Access to Information Requirements**

Meetings of Full Council and its Committees are subject to the Access to Information Procedure Rules in Part 4 of the Constitution. The rights of

citizens to inspect agendas and reports and attend meetings are set out in more detail in these Rules.

Working groups and task and finish groups do not meet in public session and are not subject to these Rules.

### **The Council's Staff**

The Council has people working for it (called 'Officers') to give advice, implement decisions and manage the day-to-day delivery of its services. Some Officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A Protocol in Part 5 of the Constitution governs the relationships between Officers and Members of the Council.

### **Citizens' Rights**

Citizens have a number of rights in their dealings with the Council. These are set out in more detail in Article 3. Some of these are legal rights, whilst others depend on the Council's own processes. The local Citizens' Advice Bureau can advise on individuals' legal rights.

Where members of the public use specific Council services, for example as a parent of a school pupil or as a Council tenant, they have additional rights. These are not covered in this Constitution.

The Council welcomes participation by its citizens in its work. For further information on your rights as a citizen, please contact the First Point Reception at Howden House, Union Street, Sheffield or by e-mailing [firstpoint@sheffield.gov.uk](mailto:firstpoint@sheffield.gov.uk). The Reception service is open during normal working hours.



## Appendix 2

### Article 15 - Finance, Contracts and Legal Matters

#### 15.01 Financial management

The management of the Council's financial affairs will be conducted in accordance with the Financial Procedure Rules (Financial Regulations) set out in Part 4 of this Constitution.

#### 15.02 Contracts

Every contract made by the Council will comply with the Contracts Standing Orders set out in Part 4 of this Constitution.

#### 15.03 Legal proceedings

The ~~Director of Legal and Governance~~ Chief Legal Officer is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the ~~Director of Legal and Governance~~ Chief Legal Officer considers that such action is necessary or appropriate to protect the Council's interests.

#### 15.04 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the ~~Director of Legal and Governance~~ Chief Legal Officer or other person authorised by him/her, unless any enactment otherwise authorises or requires or the Council has given requisite authority to some other person.

All contracts entered into on behalf of the local authority, including contracts placed or confirmed by order, shall be in writing. Contracts with a value of £500,000 or more shall be by deed and under the Common Seal of the Council except with the approval of the ~~Director of Legal and Governance~~ Chief Legal Officer. Contracts with a value of less than £500,000 shall be by deed and under the Common Seal of the Council if the ~~Director of Legal and Governance~~ Chief Legal Officer so recommends.

#### 15.05 The Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the ~~Director of Legal and Governance~~ Chief Legal Officer. A decision of the Council, or of any part of it, including a properly

delegated decision by an officer, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the ~~Director of Legal and Governance~~ Chief Legal Officer should be sealed. The affixing of the Common Seal will be attested by the ~~Director of Legal and Governance~~ Chief Legal Officer, an Assistant Director of Legal Services and Governance, or some other person authorised by the ~~Director of Legal and Governance~~ Chief Legal Officer.

## Appendix 3

### Article 16 - Review and Revision of the Constitution

#### 16.01 Duty to Monitor and Review the Constitution

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

#### 16.02 Protocol for Monitoring and Review of the Constitution by the Monitoring Officer

A key role for the Monitoring Officer is to be aware of the strengths and weaknesses of the Constitution adopted by the Council, and to make recommendations for ways in which it could be amended in order to achieve better the purposes set out in Article 1. In undertaking this task the Monitoring Officer may:

- (a) observe meetings of different parts of the Councillor and Officer structure;
- (b) undertake an audit trail of a sample of decisions;
- (c) record and analyse issues raised with him/her by Councillors, Officers, the public and other relevant stakeholders; and
- (d) compare practices in the Council with those in other comparable authorities, or national examples of best practice.

#### 16.03 Changes to the Constitution

Changes to the Constitution will only be made:

- (a) with the approval of the Full Council after consideration of the proposal by a Committee of the Council, the Chief Executive or the Monitoring Officer; or
- (b) by the ~~Director of Legal and Governance~~ Monitoring Officer, in consultation with the Lord Mayor, in accordance with any powers explicitly delegated by Full Council in relation to minor or consequential amendments.

## Appendix 4

### Article 17 - Suspension, Interpretation and Publication of the Constitution

#### 17.01 Suspension of the Constitution

- (a) **Limit to suspension.** The Articles of this Constitution may not be suspended. The Rules in other Parts of this Constitution may be suspended as set out in and to the extent permitted within those Rules and the law.
- (b) **Procedure to suspend.** A motion to suspend any rules will not be moved without notice unless at least one half of the Councillors entitled to vote are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.

#### 17.02 Interpretation

The ruling of the Lord Mayor as to the construction or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Article 1.

#### 17.03 Publication

- (a) The Monitoring Officer will ensure that copies are available for inspection at Council offices, libraries and other appropriate locations, and on the Council's website.
- (b) The Monitoring Officer will ensure that a summary of the Constitution is made widely available within the area and is updated as necessary.

#### 17.04 Definitions

In this Constitution '~~Executive Strategic Director~~' means an Officer who reports directly to the Chief Executive (other than an officer whose duties are solely secretarial or clerical).

Any reference to an Officer job title is deemed to include an Interim appointment to a post with responsibility for the time being for the function concerned.



## Appendix 5

### 3.3. MATTERS DELEGATED TO COUNCIL COMMITTEES AND SUB-COMMITTEES

The current Council Committees, their terms of reference, and the functions delegated to them are set out in detail below:

- 3.3.1 Policy Committees
- 3.3.2 Arrangements for Urgent Decision Making
- 3.3.3 Area Committees
- 3.3.4 Regulatory Committees
- 3.3.5 Other Committees
- 3.3.6 Sheffield Health and Wellbeing Board

Unless otherwise stated, a Committee may further delegate to a Sub-Committee or Council Officer and a Sub-Committee may further delegate to a Council Officer.

The Full Council will decide the constitution, membership and terms of reference of each Committee (except for those matters relating to Area Committees which are set out in legislation).

The Monitoring Officer shall ensure that all consequential amendments to this part of the Constitution are made promptly.

#### 3.3.1 POLICY COMMITTEES

The Council has established eight Policy Committees aligned with the functions of the Council:

1. Strategy and Resources
2. Communities, Parks and Leisure
3. Education, Children and Families
4. Adult Health and Social Care
5. Housing
6. Waste and Street Scene
7. Economic Development and Skills
8. Transport, Regeneration and Climate

A Finance Committee has also been established to make specific financial decisions on behalf of the Council.

#### Matters Reserved to All Policy Committees

Within the remit of each Policy Committee and subject to decisions being (i) within the approved Budget (including any virement), (ii) not contrary to the

---

Budget and Policy Framework, (iii) in accordance with the priorities set out in the Council's Corporate Plan, and (iv) any Capital Programme expenditure having been approved by the ~~Strategy and Resources Policy Finance~~ Committee, the following matters are reserved to Policy Committees:

#### Strategic Service and Financial Planning and Review

- Agreeing statutory and other strategies;
- Agreeing policy issues;
- Approval of the proposed withdrawal or variation of any service where ~~this is outside the scope of an agreed Service Plan and~~ the likely impact on present or future users of the service is ~~considered~~ significant;
- ~~Any alterations to agreed budgets or Council Service Plans which the Chief Finance Officer considers to be significant (provided these remain within the constraints of the Budget and Policy Framework);~~
- Agreeing fees and charges (other than any set by Full Council as part of the budget process) in line with the medium term financial strategy and any policies in respect of fees and charges;
- Agreeing to policy and performance priorities for the short and medium term, taking into account the needs of the Council as a whole;
- Considering reviews of Service performance ~~against approved plans.~~

In connection with this role a Policy Committee may, subject to sufficient Officer and Member capacity, appoint Task and Finish Groups as appropriate to assist in the completion of their duties. Membership of such a Task and Finish Group is not limited to Members of the appointing Policy Committee and may include in an advisory capacity people who are not elected Members. Where a Policy Committee is developing a regulatory policy, it shall form a working group with Members of the relevant Regulatory Committee to inform the process.

#### Consultation and Petitions

- Agreeing the Council's response to consultation by Government or other external agencies where this relates to proposed policy changes which the Chair of the Committee or of the Strategy and Resources Policy Committee consider to be significant;
- ~~Deal~~Considering with public petitions that have been presented or referred to the Committee ~~in accordance with Council procedure.~~

#### Contracts

Agreeing the commission or purchasing decision (or a variation to an existing commission or purchasing decision) and the budget on any given requirement is reserved to a Policy Committee except where the proposed course of action is a contract or contracts which together:

- ~~• is within available budget (including any proper virement) and does not, in the opinion of either the Chief Finance Officer, significantly affect the Council's overall budget strategy;~~
- is not contrary to any duly approved policy of the Council;
- ~~• is not a significant departure from a relevant Council Service Plan;~~
- has with a service delivery period of 4 years or less; and
- (a) has (or, ~~is expected to have~~) an estimated Contract Vvalue over the lifetime of the contracts which does not exceed £250,000 or (b) is for Commonly Recurring Items.

~~'Commonly Recurring Items' means (a) those consumables that the Council routinely purchases to enable the continuation of its day to day business activities (such as for example office supplies, fuel, utilities, travel tickets, maintenance supplies, tyres and protective clothing); and/or (b) services purchased by the Council for which there is an ongoing need, which facilitate the delivery of its functions rather than being the mechanism for delivery of those functions, e.g. IT support and back office IT systems, and which do not have customer facing interaction~~things which the Council routinely purchases to enable the continuation of its day to day business activities (such as for example office supplies, fuel, utilities, IT support, travel and transport services, maintenance supplies and protective clothing); and (b) services purchased by the Council for which there is a constant need and where a break in provision could lead to the Council incurring a legal liability for breach of duty (such as for example adult social care services); but it does not simply mean any thing or service of a kind which has been purchased by the Council, whether from the same or a different supplier, by way of a previous Contract.

After a Policy Committee has made a reserved commissioning or purchasing decision, procurement and contracting decisions are reserved to Committee only if:

- ~~• It is proposed that the contract is not awarded to the person submitting the most economically advantageous tender decided by reference to pre-determined award criteria, where payment is to be made by the Council, or the highest, where payment is to be received by the Council, unless the decision maker has decided on a single tender procurement strategy for the contract; or~~
- ~~• The contract is not within the approved budget (including any proper virement); or~~
- The contract is inconsistent with the approved commissioning / purchasing strategy; or
- ~~• Award of the contract would contravene a Council policy; or~~
- Award of the contract would represent a significant departure from a relevant Council Service Plan.



- ~~• A variation of an existing contract results in:
  - ~~○ An increase in contract value of more than £250,000;~~
  - ~~○ An increase in service delivery period of more than four years;~~
  - ~~○ A significant effect on Council's overall budget strategy; or~~
  - ~~○ It is not within the available budget, contravenes policy or is a significant departure from a service plan.~~~~
- ~~• There are any additional procurement requirements imposed by an external funder which require consideration by the Committee~~

### Council Supply Agreements

A Council Supply Agreement is a contractually binding agreement under which the Council agrees to provide works, services or supplies to a third party in return for payment, in money or in-kind, otherwise than in fulfilment of a statutory duty, but does not include an agreement under which the Council receives grant aid.

The decision to enter into a proposed Council Supply Agreement or to agree a variation where one of the following criteria applies or to terminate an existing Council Supply Agreement ~~which fulfils any of the following criteria~~ is reserved to the Committee only if:

- ~~• in the opinion of the Chief Finance Officer it would significantly affect the Council's overall budget strategy;~~
- ~~• in the opinion of the either the Chief Finance Officer or the Chief Legal Officer it would involve a significant level of risk to the Council;~~
- it would require the Council to incur gross expenditure in order to discharge its obligations under the agreement which is (a) reasonably anticipated to be in excess of £100,000 or (b) not provided for in a relevant budget;
- it would involve the Council in receiving payment the value of which is reasonably anticipated to be in excess of £250,000;
- it would require the Council to provide works, services or supplies for a period exceeding 3 years; or
- it would contravene a Council policy.

### Grant Aid, Loans and Guarantees

- ~~• Making any decision in relation to grant aid which is not within an agreed strategy;~~
- ~~• Agreeing to establish a fund in excess of £100,000 from which individual grants or loans will be paid and agreeing the eligibility criteria for these grants or loans;~~
- ~~• approving the payment of any grant or loan in excess of £50,000 (including a grant or loan paid wholly or in part by the Council out of external grant aid) except where (a) paying the grant or loan to that specific recipient, or to a recipient for a specific purpose, is required or clearly intended by the terms of the Council's agreement with an~~

- external funder, and (b) a decision has been made to accept the external funding in knowledge of this requirement/intention;
- Approving the withdrawal or reclaiming of grant aid which has been awarded to a third party where the amount of grant aid to be withdrawn or reclaimed is in excess of £25,000;
- Agreeing to the Council becoming the Accountable Body for any award of grant aid from an external funder to the Council or to a third party where:-
  - (i) the grant aid to be received by the Council is anticipated to be in excess of £750,000; or
  - (ii) the grant aid to be received by the third party is anticipated to be in excess of £50,000;
- Agreeing to the Council guaranteeing the liabilities of a third party where the financial exposure of the Council under the guarantee is or may be in excess of £50,000.

#### Community Right to Challenge

- The decision to accept an expression of interest (including a modified expression of interest) submitted pursuant to the Community Right to Challenge contained in Part 5 of the Localism Act 2011.

#### Urgent decisions

- Establishing an Urgency Sub-Committee with a quorum of three members (to include the Chair or Deputy Chair of the Policy Committee) to take Urgent Decisions in accordance with the Arrangements for Urgent Decision Making set out at Part 3 3 2 below; all members of the parent committee and their named substitutes (where applicable) may act as substitute members of an Urgency Sub-Committee.

The Terms of Reference, including any Sub-Committees, for each Policy Committee and the Finance Committee are detailed below.

## **STRATEGY AND RESOURCES POLICY COMMITTEE**

The Leader of the Council is the Chair of the Committee. Membership includes the Chairs of each of the Council's other Policy Committees, the Chair of the Finance ~~Sub~~-Committee, and such other Members as are necessary for political proportionality, and to ensure an odd number of Members. Members of the Committee may not nominate substitute members.

#### Corporate responsibilities

The following Corporate responsibilities are within the remit of the Committee:

- Cross-cutting responsibility for development and submission to Full Council for adoption of the Budget and Policy Framework

- Providing strategic direction to the operation of the Council by developing and recommending the Corporate Plan (including determination of the priorities set out therein) to Full Council and making decisions on cross-cutting policies and practice where such decisions are not reserved to full Council
- Responsibility for decisions on any commitments to funding in future years not covered within the Council's medium term financial plan
- Responsibility for any issue identified as being of significant strategic importance or financial risk to the Council (which is considered to be by its nature cross-cutting)
- Responsibility, including referral to another Policy Committee for consideration if appropriate, for any policy matter not otherwise allocated to a Committee
- Considering reports which an Ombudsman requires to be published by the Council where it is proposed that the Council take the recommended action

#### Council Functions

The following functions are within the remit of Strategy and Resources Policy Committee:

- Finance and Commercial Services
- Legal ~~Services and Governance~~
- Policy and Democratic Engagement
- Human Resources and ~~Employee Engagement~~ ~~Customer Services~~
- Organisational Strategy, Performance and Delivery
- ICT and Digital Innovation ~~Business Change and Information Solutions~~

The Committee will take decisions within its remit on any reserved matter and may take decisions on any matter otherwise reserved to Finance Committee provided that, so far as practicable, Members of the Finance Committee have first been briefed on the matter.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

#### Relationship with the other Policy Committees

The Committee is responsible for:

- Developing an annual work plan (including work programming), with reference to the Corporate Plan, in consultation with the other Policy Committees. The Committee co-ordinates and implements the Corporate Plan and will consider the combined Policy Committee Work Programme every other meeting to ensure corporate objectives are being achieved.

- Determining key cross-cutting policies and key plans that impact on more than one Policy Committee, decisions that have a significant impact on a cross cutting issue, strategy or plan, and determining any matter that has a major impact on a number of Council services or the Council as a whole.
- Determining any matter of dispute or difference between any Policy Committees.
- A co-ordinating role across all other Policy Committees and exercising a corporate view of outcomes, performance, budget monitoring and risk management.
- Considering the overall performance of the Authority and the performance of other Policy Committees, including holding them to account with regard to delivery against the Corporate Plan. Where there is a serious performance concern, the Committee may refer this concern to Full Council for consideration.
- The exercise of any function not otherwise allocated and, if it considers appropriate, the exercise of functions of any Policy Committee or Sub-Committee.
- Monitoring referrals from Area Committees to Policy Committees, including monitoring patterns and lessons to be learned, in consultation with Area Committee chairs. For the avoidance of doubt an Area Committee may only refer a matter to the Committee if it is the appropriate Policy Committee for that referral.

Strategy and Resources Policy Committee may refer any issue falling within its remit to another Policy Committee for decision if it considers appropriate.

Another Policy Committee may refer any matter within its remit to Strategy and Resources Policy Committee if it considers appropriate.

Strategy and Resources Policy Committee may refer any matter (within its own remit or the remit of another Policy Committee) to Full Council only in exceptional circumstances.

#### **Charity Trustee Sub-Committee**

The Strategy and Resources Policy Committee shall establish a politically proportionate Charity Trustee Sub-Committee, whose membership is not limited to members of the Committee, as a standing sub-committee to meet as required.

The Charity Trustee Sub-Committee shall take all decisions of the Council as charitable trustee, including but not limited to

- Disposals of and other dealings with charitable land
- Matters about which the Charity Commission must be contacted
- Matters of which charitable trustees should be aware in accordance with Charity Commission Guidance

- Use of charitable assets by the Council for purposes that do not directly meet the charitable aims
- Any other matter that has a significant impact on the use of a charitable asset for the charitable purposes for reasons of duration, area of the asset impacted, or other restriction
- Matters relating to land that is not itself charitable and other incidental matters which depend on or are directly related to a decision that must be made by the Charity Trustee Sub-Committee

### **FINANCE SUB-COMMITTEE**

The Finance Sub-Committee is established as a sub-committee of the Strategy and Resources Policy Committee. Its membership may include Councillors who are not members of, and it may be chaired by a Member who is not the Chair of, the Committee.

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

- a. Strategic financial overview
- b. Property decisions
- c. Accountable Body decisions
- d. Corporate Revenue and Capital monitoring and capital allocations

#### Finance

- Agreement upon the annual budget for Services within Portfolios including the application of the overall capital programme (within the Budget and Policy Framework); Monitoring Council budget each month;
- Agreement of Council policies in respect of fees and charges;
- Commitments to funding in future years not covered within the Council's medium term financial plan;
- 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 Portfolios-Directorates or between Portfolios-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 are clearly controversial;~~
  - 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 ~~Sub~~-Committee or Strategy and Resources Committee ~~to another purpose~~.

The Finance Committee shall establish an Urgency Sub-Committee with a quorum of three members (to include the Chair or Deputy Chair of the Committee) to take Urgent Decisions in accordance with the Arrangements for Urgent Decision Making set out at Part 3 3 2 below; all members of the Committee and their named substitutes (where applicable) may act as substitute members of the Urgency Sub-Committee.

#### Grant Aid, Loans and Guarantees

~~Provided that no decision that the Council will act as the Accountable Body for external grant aid or provide a guarantee in relation to the liabilities of a third~~

~~party shall be taken unless the Chief Finance Officer has been consulted and~~

~~has approved the arrangement:~~

- ~~• Making any decision in relation to grant aid which the Leader identifies as being of strategic importance;~~
- ~~• Agreeing to establish a fund (not being a fund wholly established with external grant aid for which the Council is the Accountable Body and which is received for this purpose) in excess of £100,000 from which individual grants or loans will be paid and agreeing the eligibility criteria for these grants or loans;~~
- ~~• approving the payment of any grant or loan in excess of £50,000 (including a grant or loan paid wholly or in part by the Council out of external grant aid) subject to the proviso that an officer may make the decision where (a) paying the grant or loan to that specific recipient is required or clearly intended by the terms of the Council's agreement with the external funder, and (b) the committee has made the decision to accept the external funding and act as Accountable Body in knowledge of this requirement/intention;~~
- ~~• Approving the withdrawal or reclaiming of grant aid which has been awarded to a third party where the amount of grant aid to be withdrawn or reclaimed is in excess of £25,000;~~
- ~~• Agreeing to the Council becoming the Accountable Body for any award of grant aid from an external funder to the Council or to a third party where:-~~
  - ~~• (i) the grant aid to be received by the Council is anticipated to be in excess of £750,000; or~~
  - ~~• (ii) the grant aid to be received by the third party is anticipated to be in excess of £50,000;~~
- ~~• Agreeing to the Council guaranteeing the liabilities of a third party where the financial exposure of the Council under the guarantee is or may be in excess of £50,000.~~

#### **~~Charity Trustee Sub-Committee~~**

~~A standing sub-committee of the Strategy and Resources Policy Committee is established to take all decisions of the Council as charitable trustee, including but not limited to disposals of and other dealings with charitable land, and will meet as required.~~

## **COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE**

### Council Functions

The following functions are within the remit of Community, Parks and Leisure Policy Committee:

- Communities
  - Community Development

- Cohesion and Migration
- Community Safety including Anti-Social Behaviour
- Prevention and Early Intervention
- Youth Services
- Parks, Leisure and Libraries
  - Sport, physical activity and leisure facilities
  - Community events
  - ~~—~~
  - Parks and Countryside (including non-highway Trees and Woodlands (including non-highway trees))
  - Allotments
  - Ecology
  - Bereavement Services
  - Libraries
- Voluntary Sector
  - Voluntary Sector Liaison
  - Voluntary Sector ~~Grants including~~ Grant Aid Programme
  - ~~Strategic lead on r~~Relationships and development with the Voluntary, Community and Faith Sector building capacity and sustainability in the sector

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
-



- Equality, diversity and inclusion implications
- Climate and Bio-diversity

#### Matters Reserved to Communities, Parks and Leisure Policy Committee

Decision making in respect of Public Space Protection Orders (PSPOs):

- To approve a draft PSPO, including the proposed restrictions, and to carry out consultation;
- To consider the outcome of the consultation and to approve the making of the PSPO with such amendments as are necessary or to decide not to proceed;
- To approve the making of an expedited PSPO.

The Committee oversees any communities or localism strategy within which Area Committees operate.

The Committee is the Council's Crime and Disorder Committee and exercises the functions under Section 19, Police and Justice Act 2006.

### **EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE**

#### Council Functions

The following functions are within the remit of Education, Children and Families Policy Committee:

- Education and Skills, including
  - Schools (including sufficiency of school places)
  - Mainstream and specialist education (early years, children and young people)
  - Special Educational Needs and Disabilities
  - Learning and Skills policy, programmes and interventions (children and young people)
- Children and Families
  - Children and family support and social work
  - Fostering and adoption
  - Children in care, care leavers and corporate parenting
  - Residential services
  - Youth justice
  - Children's wellbeing
  - Child safeguarding
  - Early childhood services

The Education, Children and Families Policy Committee has political oversight of the statutory functions of the Director of Children's Services under the Children's Act 2004. The Chair of the Committee is the Council's designated Lead Member for Children's Services.

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

Matters Reserved to the Education, Children and Families Policy Committee  
Decision making in respect of the establishment, alteration or discontinuance of schools, other than those that must be referred to the Schools Adjudicator.

## **ADULT HEALTH AND SOCIAL CARE POLICY COMMITTEE**

### Council Functions

The following functions are within the remit of Adult Health and Social Care Policy Committee:

- ~~Adult Health and Social Care~~
  - Adult social work, care and support including specialist social work
  - Adult Future Options
  - Access, Mental Health and Wellbeing
  - Adult Living and Ageing Well
  - Care Governance and Financial Inclusion
-

- Adult Safeguarding

○

○ Carers

○ Occupational therapy, enablement and support for independent living

○ Adult safeguarding

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

### **Health Scrutiny Sub-Committee**

The Adult Health and Social Care Policy Committee is responsible for the review and scrutiny of local health services, including the power of referral to the Secretary of State for Health and Social Care, under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny)

Regulations 2013. It ~~shall exercises this function establish a through the politically proportionate~~ Health Scrutiny Sub-Committee, ~~which is a standing sub-committee established for this purpose and~~ whose membership comprises members of this Committee and Education, Children's and Families Policy Committee, as a standing sub-committee solely for the purpose of exercising the statutory health scrutiny functions described in Article 7 at Part 2 of this Constitution.

## HOUSING POLICY COMMITTEE

### Council Functions

The following functions are within the remit of Housing Policy Committee:

- Functions of the Council as Local Housing Authority, including
  - Public sector
  - Private sector
  - Homelessness
- Supported housing
- Relationships with other social housing providers
- Refugee resettlement programmes
- Gypsy and traveller sites

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

### Matters Reserved to Housing Policy Committee

Delivery of the Housing Revenue Account (HRA) Business Plan

## WASTE AND STREET SCENE POLICY COMMITTEE

### Council Functions

The following functions are within the remit of Waste and Street Scene Policy Committee:

- Highway maintenance and management
- Waste management
- Parking Services (management and enforcement)
- City Centre management
- Markets
- Regulatory licensing policy
- Statutory licensing policy development (to be referred to Strategy and Resources Policy Committee for decision on submission to Full Council as part of Budget and Policy Framework)
- Environmental Regulation



- ~~Street Scene and Regulation~~
  - ~~Parking~~
  - ~~Emergency Planning~~
  - ~~Highway maintenance and management~~
  - ~~City Centre management~~
  - ~~Waste management~~
  - ~~Markets~~
  - ~~Regulatory licensing policy~~
  - ~~Environmental Protection~~

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

---

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

#### Matters Reserved to Waste and Street Scene Policy Committee

The 'Streets Ahead' Project (Highways PFI):

Decisions taken pursuant to the Highways Maintenance PFI Contract dated 31<sup>st</sup> July 2012 between (1) the Council and (2) Amey Hallam Highways Limited ('the Streets Ahead Contract') are reserved to the Committee where they relate to:-

- termination of the Streets Ahead Contract;
- the final approval of the making of High Value Changes (as defined in the Streets Ahead Contract); or
- step-in by the taking of any Required Action (as defined in the Streets Ahead Contract).

~~Functions arising from the Council's roles as the Highways Authority, including transport and parking matters, where these relate to:-~~

- ~~• The Capital Programme;~~
- ~~• policy statements;~~
- ~~• matters that have drawn objections from members of the public;~~
- ~~• schemes with a value in excess of £250,000.~~

### **ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE**

#### Council Functions

The following functions are within the remit of Economic Development and Skills Policy Committee:

- ~~• Economic Development, Skills and Culture~~
  - Business growth and economic strategy
  - Arts development and projects
  - Theatres, Museums, galleries etc
  - City and community ~~Major and Cty Centre~~ events
  - Employment policy and programmes
- ~~• Adult education and Skills~~
  - Enterprise, employment and digital skills
  - Adult skills policy and programmes

Within its remit the Committee:

- Takes decisions on any reserved matter;

- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

## **TRANSPORT, REGENERATION AND CLIMATE POLICY COMMITTEE**

### Council Functions

The following functions are within the remit of Transport, Regeneration and Climate Policy Committee:

- ~~City Centre Regeneration~~ and ~~Central Area Portfolio~~ Development, including
  - Heart of the City 2
  - City Centre and Central Area major developments
  - ~~Development and Regeneration Partnerships~~
  - ~~Housing Growth~~
  - ~~Strategic Development~~
- ~~Investment~~, Climate Change and ~~Sustainable City~~
- ~~Planning Policy~~
- ~~Flood Protection~~
- ~~Building Standards and Public Safety~~
- ~~Strategic Transport, Sustainability and Infrastructure~~
  - ~~Regeneration~~
  - ~~Strategic Development~~
  - ~~Sustainable City~~

- ~~○ Flood Protection~~
- ~~○ Building standards and public safety~~
- ~~○ Planning policy~~
- ~~○ Strategic transport sustainability and infrastructure~~

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Champions heritage;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

#### Matters Reserved to Transport, Regeneration and Climate Policy Committee

Functions arising from the Council's roles as Highways Authority and Road Traffic Authority, including transport and parking matters, where these relate to:-

- The Capital Programme;
- policy and strategy statements;
- matters that have drawn objections from members of the public; or
- strategic issues and schemes with a value in excess of £250,000.

Review and scrutiny of the exercise by risk management authorities of flood risk management functions under section 9JB of the Local Government Act 2000.



### 3.3.2 ARRANGEMENTS FOR URGENT DECISION MAKING

~~An Urgency Sub-Committee is established for e~~Each Policy Committee ~~and the Finance Committee shall establish an Urgency Sub-Committee~~ with a quorum of three members (to include the Chair or Deputy Chair). All members of the parent committee and their named substitutes (where applicable) may act as substitute members of an Urgency Sub-Committee.

A meeting of an Urgency Sub-Committee may be convened to take any decision reserved to the parent ~~Policy~~ Committee PROVIDED THAT the Monitoring Officer in consultation with the Chair has confirmed that the decision could not have been foreseen and to delay taking the decision until the next scheduled meeting of the ~~Policy~~ Committee would seriously prejudice either the Council's or the public's interests ("Urgent Decision").

Any Urgent Decision may be taken at a scheduled meeting of Strategy & Resources Policy Committee for reasons of efficiency ONLY IF the Urgency Sub-Committee of the relevant ~~Policy~~ Committee has been unable to meet in the necessary timeframe.

An Urgent Decision may be taken by certain Officers in consultation (wherever practicably possible) with the Chair, Deputy Chair and Group Spokesperson of the appropriate ~~Policy~~ Committee, ONLY IF, in the opinion of the Monitoring Officer in consultation (wherever practicably possible) with the Chair, it would not be possible to convene an Urgency Sub-Committee Meeting or take the decision to a scheduled meeting of Strategy and Resources Policy Committee within a timescale that would not seriously prejudice either the Council's or the public's interests. In the Chair's absence the Deputy Chair should be consulted or in their absence the Leader of the Council.

The Officers who may take an Urgent Decision are:

Any matter:

- The Chief Executive

Where the matter falls within his/her ~~portfolio~~ directorate, service or budget area or such other corporate area of responsibility to which s/he may be nominated from time to time:

- ~~Executive-Strategic~~ Director
- Chief Legal Officer
- ~~Director of~~ Chief Finance ~~Officer~~ and ~~Commercial Services~~
- ~~Director of Adult Health and Social Care~~
- ~~Director of Children's Services~~

In cases of Extreme Urgency (where a decision-maker reasonably believes that a failure to deal with a matter immediately would be likely to result in an appreciable risk of significant administrative, financial or other detriment to the Council and/or another individual or organisation) decisions may be taken by certain Officers in accordance with the provisions for Extreme Urgency at paragraph 3.5.7 of the Arrangements for the Delegation of Functions to Officers at Part 3.5 of this Constitution.

All decisions taken in accordance with these Arrangements for Urgent Decision Making must be reported at the next scheduled meeting of the relevant Policy Committee. Use of these Arrangements shall be monitored by the Strategy and Resources Policy Committee and shall be considered by the Governance Committee in reviews of the Constitution and of the effectiveness of the current arrangements for a committee system of governance.

### **3.3.3 AREA COMMITTEES**

#### **Terms of Reference**

- (a) To promote the involvement of local people in the democratic process and to bring decision making closer to local people.
- (b) To agree a Community Plan setting priorities for the area of the committee, monitor delivery of that plan and keep it under review.
- (c) To agree a plan for engaging with local residents and voluntary and community sector organisations in improving the committee area.
- (d) To take decisions about local matters delegated by the Council after engagement with the community or public consultation carried out pursuant to a prior decision.
- (e) To make decisions relating to funding as delegated from time to time by the Council to fit with the priorities set out in the Community Plan and following engagement with the community:
  - (i) Approve grants from budgets allocated to the Area Committee.
  - (ii) Approve the funding of community projects from budgets allocated to the Area Committee.
  - (iii) Approve other expenditure from the Area Committee budgets
- (f) To act as a formal consultation mechanism on Council and partner strategies and policies.

- (g) To engage with local people and oversee an ongoing programme of events to enable local people to influence Council decisions.
- (h) To act as a focal point for the results of consultation and engagement exercises and respond appropriately.
- (i) Where a matter does not fall within the powers delegated to the Area Committee, to make recommendations to the appropriate decision-maker or body.
- (j) Where a matter under consideration impacts on another Area Committee's area, the Area Committee shall not take a decision without first consulting the other Area Committee.
- (k) To meet a minimum of four times in every year.
- (l) To provide a report to Full Council on its Community Plan and progress against objectives no more than once in a municipal year.

~~(l)~~

### **3.3.4 REGULATORY COMMITTEES**

#### **LICENSING COMMITTEE**

The Licensing Committee operates as two distinct Committees (Statutory Licensing Committee and Regulatory Licensing Committee) with identical membership and in accordance with the Terms of Reference set out below.

#### **Terms of Reference**

- (a) **Statutory Licensing Committee**  
The Statutory Licensing Committee shall be the licensing committee for the purposes of Section 6, Licensing Act 2003, and shall exercise the functions of the Council as licensing authority under the Licensing Act 2003 and Gambling Act 2005, when it shall operate in accordance with the provisions of the Licensing Act 2003 and regulations made thereunder.

Where licensing matters (including policy and adoption of legislation) are to be determined by Full Council the Statutory Licensing Committee shall **be consulted by the relevant Policy Committee in considering** the matters and **the Policy Committee shall** make recommendations to Full Council.

(b) **Regulatory Licensing Committee**

Except where by law or this Part of the Constitution they are functions reserved to Full Council, or where by virtue of this Constitution responsibility is delegated elsewhere, the Regulatory Licensing Committee (which may include a Regulatory Licensing Sub-committee) shall exercise all other functions of the Council relating to licensing, registration and ancillary matters, when it shall operate as a Committee of the Council in accordance with the Council Procedure Rules at Part 4 of this Constitution. Such functions include but are not limited to:

- acupuncture, tattooing, ear-piercing, electrolysis;
- animal breeding, boarding, training and exhibiting, zoos, dangerous wild animals etc;
- caravan sites;
- charity collections and street collections;
- hackney carriage and private hire vehicle licences, drivers and operators;
- hypnotism exhibitions, demonstrations or performances;
- market and street trading,
- pavement licences;
- pleasure boats and pleasure vessels;
- scrap metal dealers and motor salvage operators;
- sex establishments including sexual entertainment venues;
- solemnisation of marriages;
- sports ground safety;
- theatres, cinemas and entertainments.

The Regulatory Licensing Committee shall exercise the powers of the Council as Commons Registration Authority to register common land or town and village greens, and to exercise the power to register variation of rights of common, PROVIDED that authority to determine the validity of an application to register land as common land or a town or village green is delegated to the ~~Director of Chief Legal Officer and Governance~~.

## **PLANNING AND HIGHWAYS COMMITTEE**

The Committee exercises the Council's Planning and Highways functions with the following terms of reference.

### **Terms of Reference**

---

- (a) To exercise the functions of the Council as planning and highways authority including
- development control
  - advertisement control
  - building control
  - conservation matters
  - tree preservation orders
  - listed buildings
  - enforcement
  - removal of permitted development rights
  - “hybrid” applications or notifications
  - street naming
  - functions relating to public rights of way under the Highways Act 1980 and other legislation
  - control of scaffolding and hoarding

Including but not limited to considering and determining applications submitted under the Planning Acts and related legislation for planning permission, permission in principle, technical details consent, listed building consent, and reserved matters pursuant to major planning applications.

- (b) To exercise the function under Section 278, Highways Act 1980 (agreements for the execution of works and payment of costs).

### **Matters Reserved**

Matters are reserved to the Planning and Highways Committee where the matter falls within the Committee’s Terms of Reference and:-

- (a) the proposal is a major opportunity for development that represents a significant regeneration opportunity for the City;
- (b) the decision would represent a significant departure from policy;
- (c) the Council’s policy position is unclear or difficult to determine;
- (d) the decision would be in conflict with a substantial number of representations made on planning grounds and where the outcome is not clearly predetermined by approved planning policy;
- (e) the matter relates to a planning application submitted by or on behalf of a Council officer who is involved in the planning application process or a Member of the Planning and Highways Committee where the matter relates to the exercise of a planning function;

- (f) the matter relates to an application submitted by or on behalf of an officer of the Local Highway Authority or by a Member of the Planning and Highways Committee where the matter relates to the exercise of a highway function;
- (g) formal enforcement or legal proceedings in respect of unauthorised development which are subject to the appropriate application of criteria (a) to (e).

For the avoidance of doubt, functions falling within the Planning and Highways Committee’s Terms of Reference but which are not reserved to the Planning and Highways Committee are exercisable by the Planning and Highways Committee but are also exercisable by Council officers in accordance with the Arrangements for Delegation of Functions to Officers at Part 3.5 of this Constitution.

### **3.3.5 OTHER COMMITTEES**

#### **GOVERNANCE COMMITTEE**

##### **Terms of Reference**

- (a) To keep the Council’s constitutional arrangements, including the Constitution and the governance system it describes, under review.
- (b) To consider officers’ proposals for changes to the Constitution, **other than those made by the Monitoring Officer under powers delegated by Full Council**, and recommend such changes as it considers necessary to Full Council for approval.
- ~~(b) —~~
- (c) To keep the thresholds for decisions reserved to Policy Committees under review and recommend any changes as it considers necessary to Full Council.
- (d) To seek direct engagement and participation of the public and stakeholders and partners in the Committee’s ongoing consideration of the health of Sheffield’s democratic environment.
- (e) To be responsible for the Council’s Member Development Strategy and annual Member Development and Induction Plan, including to monitor, review and make recommendations to the Council with regard to the

Learning and Development policy for Councillors, Co-opted members and Representatives.

- (f) To ~~conduct a keep under~~ review of the effectiveness of the arrangements for a committee system of governance, ~~commencing six months after implementation (November 2022) with a view to Full Council implementing any necessary changes at its Annual Meeting in May 2023. This review will:~~
- a. Taking account of any changes to the local and national context;
  - b. Including ~~the previously any~~ agreed 'strategic aims' and 'design principles' in its assessment criteria; and
  - c. Actively seeking and using feedback from residents, stakeholders, councillors, officers and partners to inform its judgements against those criteria.

## AUDIT AND STANDARDS COMMITTEE

### Terms of Reference

#### Accounts

- (1) To approve the Council's Statement of Accounts and the Annual Governance Statement in accordance with the Accounts and Audit Regulations 2015.
- (2) To consider and accept the Annual Letter from the Local Auditor in accordance with the Accounts and Audit Regulations 2015 and to monitor the Council's response to any issues of concern identified.
- (3) To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

#### Audit Activity

- (4) To consider the Internal Audit annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- (5) To consider summaries of specific Internal Audit reports as requested.

- (6) To consider reports dealing with the management and performance of the Internal Audit service, including compliance with Public Sector Internal Audit Standards.
- (7) To consider reports dealing with the implementation of agreed Internal Audit recommendations.
- (8) To consider any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- (9) To consider specific reports as agreed with the local auditor.
- (10) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (11) To liaise with the Public Sector Audit Appointments or any relevant organisation over the appointment of the Council's local auditor and to decide upon the appointment process for the local auditor and to participate in the process, as and when required.

#### Regulatory Framework and Risk Management

- (12) To maintain an overview of the Council's Constitution in respect of contracts standing orders, financial regulations and codes of conduct and behaviour.
- (13) To monitor the effective development and operation of risk management in the Council.
- (14) To monitor Council policies on the anti-fraud and anti-corruption strategy.
- (15) To oversee the production of the Council's Annual Governance Statement and monitor progress on any issues and consider the Council's compliance with its own and other published standards and controls.

#### Standards

- (16) To promote and maintain high standards of conduct by Councillors, Co-opted Members and Representatives on Committees and Sub-Committees.
- (17) To assist Councillors, Co-opted Members and Representatives to observe the Councillor Code of Conduct.



- (18) To advise the Council on the adoption or revision of the Councillor Code of Conduct and Protocols relating to Councillor and Officer behaviour.
- (19) To monitor the operation of the Councillor Code of Conduct.
- (20) To advise, train or arrange to train Councillors, Co-opted Members and Representatives on matters relating to the Councillor Code of Conduct.
- (21) To discharge the functions of dealing with complaints against Councillors and Co-opted Members as set out in Procedure for Dealing with Complaints Regarding City, Parish and Town Councillors and Co-Opted Members.
- (22) To advise the Council on the adoption and revision of its Whistle-blowing Policy and monitoring the operation of that Policy.
- (23) To monitor and review procedures relating to gifts, hospitality and personal interests, for Councillors and officers.
- (24) To monitor the Council's complaints process and the Council's response to complaints to the Ombudsman.

## **ADMISSIONS COMMITTEE**

### **Terms of Reference**

To hear and determine:-

- (a) admission cases and appeals against decisions of the ~~Executive~~ Director of Children's Services, People relating to parental choice of schools; and
- (b) appeals against decisions of the ~~Executive~~ Director of Children's Services, People relating to the issue of home to school travel passes.

## **APPEALS AND COLLECTIVE DISPUTES COMMITTEE**

### **Terms of Reference**

- (a) To hear and determine all matters which require Member decision relating to processes in connection with:-

- (i) the discipline and dismissal of staff (other than senior officers within the terms of reference of the Senior Officer Employment Committee); and
  - (ii) disputes between the Council and its employees.
- (b) To establish such Sub-Committees as appropriate to undertake the hearing or determination of matters relating to the discipline and dismissal of staff (other than Senior Officers within the terms of reference of the Senior Officer Employment Committee) and disputes between the Council and its employees.

## **SENIOR OFFICER EMPLOYMENT COMMITTEE**

### **Terms of Reference**

- (a) To consider, subject to legal requirements relating to the Council's Statutory Officers (within the meaning of section 2 of the Local Government and Housing Act 1989) and to the Officer Employment Procedure Rules in Part 4 of this Constitution, and to make recommendations to the Council on all matters relating to the appointment of the Chief Executive and the dismissal of the Chief Executive, Monitoring Officer and Chief Finance Officer.
- (b) To determine, subject to legal requirements relating to the Council's Statutory Officers and to the Officer Employment Procedure Rules in Part 4 of this Constitution, all matters relating to the appointment of:-
- ~~Executive Strategic~~ Directors and other Officers who report directly to the Chief Executive;
  - The Council's Statutory Chief Officers, other than the Chief Executive.
- (c) To determine, subject to legal requirements relating to the Council's Statutory Officers and to the Officer Employment Procedure Rules in Part 4 of this Constitution, all matters relating to the dismissal of:-
- ~~Executive Strategic~~ Directors and other Officers who report directly to the Chief Executive;
  - The Council's Statutory Officers, other than the Chief Executive, Monitoring Officer and Chief Finance Officer.
- (d) To determine, subject to legal requirements relating to the Council's Statutory Officers and to the Officer Employment Rules in Part 4 of this Constitution, all matters relating to the discipline short of dismissal of:-
- ~~Executive Strategic~~ Directors and other Officers who report directly to the Chief Executive;
  - The Council's Statutory Officers.

- (e) To determine, subject to legal requirements relating to the Council's Statutory Officers and to the Officer Employment Rules in Part 4 of this Constitution, all matters relating to the appointment, discipline and dismissal of:-
  - Officers who report directly to any of the Officers described above (other than the Monitoring Officer) for all or most of their duties (but not any person whose duties are solely secretarial or clerical).
- (f) To establish such Sub-Committees as appropriate to undertake recruitment and to hear individual matters, which may include authority to make appointments and other decisions, and authority to make recommendations direct to the Council.

## **COMPLAINTS REVIEW PANEL**

### **Terms of Reference**

To consider and determine, in accordance with legislative requirements, complaints in relation to the discharge of, or any failure to discharge the Council's social services functions in relation to an individual.

## **INDEPENDENT REMUNERATION PANEL**

### **Terms of Reference**

To make recommendations to the Council on the allowances to be paid to elected Members, as laid down in the Local Authorities (Members' Allowances) (England) Regulations 2003 and Section 7, Superannuation Act 1972, namely:-

- (a) the level of basic allowance for all Members;
- (b) categories of special responsibility for which a special responsibility allowance should be paid and the levels of those allowances;
- (c) the rate of childcare / dependency allowance;
- (d) Travel & Subsistence Allowance;
- (e) any annual uplift;
- (f) which Members of the Council are entitled to join the [Local Government Pension Scheme](#);

- (g) which aspect of Members' Allowance is to be pensionable.

### **3.3.6 SHEFFIELD HEALTH AND WELLBEING BOARD**

#### **Terms of Reference**

#### **1. Role and Function of the Health and Wellbeing Board**

- 1.1 The Sheffield Health and Wellbeing Board (the Board) is established under the Health and Social Care Act 2012 as a statutory committee of Sheffield City Council (the Council) from 1 April 2013. However, it will operate as a multi-agency board of equal partners.
- 1.2 The Board will develop and maintain a vision for a city free from inequalities in health and wellbeing, taking a view of the whole population from pre-birth to end of life.
- 1.3 The Board will be the system leader for health & wellbeing, acting as a strong and effective partnership to:
- Maximise the impact of all institutions in Sheffield on reducing health inequalities in the city; and
  - Improve the planning, commissioning, and delivery of services across the NHS and Council.
- 1.4 In doing this, the Board will take an interest in all the determinants of health and wellbeing in Sheffield and will work across organisational boundaries in pursuit of this.
- 1.5 The Board will be ambitious for Sheffield and hold organisations in Sheffield to account for the delivery of the Board's vision for the city. It will support organisations to work in an integrated way, for the purpose of advancing the health and wellbeing of people in Sheffield.
- 1.6 The Board is statutorily required to carry out the following functions:
- To undertake a Joint Strategic Needs Assessment (JSNA<sup>1</sup>);
  - To undertake a Pharmaceutical Needs Assessment (PNA)<sup>2</sup>;
  - To develop and publish a Joint Health and Wellbeing Strategy (JHWS) for Sheffield<sup>3</sup>;

---

<sup>1</sup> Section 116 Local Government and Public Involvement in Health Act 2007 (the LGPIHA 2007)

<sup>2</sup> Section 128A National Health Service Act 2006 (the NHS Act 2006)

<sup>3</sup> Under Section 116A LGPIHA 2007

---

- To provide an opinion on whether the Council is discharging its duty to have regard to the JSNA, and the JHWS, in the exercise of its functions<sup>4</sup>;
  - To contribute to the NHS South Yorkshire Integrated Care Partnership’s Integrated Care Strategy, setting the direction for the Integrated Care Board;
  - To engage with the Integrated Care Board on their five year forward plan, setting out how the ICB will deliver its core duties including what it will do to implement the JHWS, before the start of each financial year;
  - To produce a statement on the Board’s final opinion on this plan, following consultation with the ICB;
  - To contribute to NHS England’s annual performance assessment of how well the ICB is discharging its duties, including its contribution to delivery of the JHWS;
  - To support joint planning and commissioning and encourage integrated working and pooled budget arrangements<sup>5</sup> in relation to arrangements for providing health, health-related or social care services;
  - To discharge all functions relating to the Better Care Fund that are required or permitted by law to be exercised by the Board; and
  - To receive and approve any other plans or strategies that are required either as a matter of law or policy to be approved by the Board.
- 1.7 In addition to these the Board will also take an interest in how all organisations in Sheffield function together to deliver on the Joint Health & Wellbeing Strategy.
- 1.8 The Board will own and oversee the strategic vision for health and wellbeing in Sheffield, hold all partners and organisations to account for delivering against this by taking an interest in all associated strategies and plans and when appropriate requesting details on how specific policies or strategies help to achieve the aims of the Joint Health & Wellbeing Strategy.
- 1.9 The Board will continue to oversee the strategic direction of the Better Care Fund and the delivery of better integrated care, as part of its statutory duty to encourage integrated working. This will include signing off quarterly and annual Better Care Fund submissions.

## 2. Membership

2.1 The membership of the Board is as follows:

- Chair of Sheffield City Council

---

<sup>4</sup> Under Section 116B LGPIHA 2007

<sup>5</sup> In accordance with Section 195 Health and Social Care Act 2012. This includes encouraging arrangements under Section 75 NHA 2006

---

- Chair of Sheffield City Council Adult Health and Social Care Policy Committee
  - Chair of Sheffield City Council Education, Children and Families Policy Committee
  - Chair of Sheffield City Council Housing Policy Committee
  - Sheffield City Council Chief Executive
  - Sheffield City Council Director of Adult Social Services appointed under section 6 of the Local Authority Social Services Act 1970
  - Sheffield City Council Director of Children’s Services appointed under section 18 of the Children Act 2004
  - Sheffield City Council Executive Director, City Futures as the **Executive Strategic** Director with responsibility for economic development
  - Sheffield City Council Director of Public Health appointed under section 73A National Health Service Act 2006
  - NHS South Yorkshire Executive Director for Sheffield
  - NHS Sheffield Director with responsibility for strategic leadership
  - NHS Sheffield Director with responsibility for clinical leadership
  - Nominated representative of the Health and Care Partnership
  - Nominated representative of NHS Acute Provider Trusts
  - Nominated clinical representative of Primary Care Networks
  - Nominated representative of partners working with or for children and young people
  - Nominated representative of partners working to support mental health and wellbeing
  - Representative from a VCF organisation working citywide
  - Representative from a VCF organisation working within a locality
  - Representative from a VCF organisation working with a specific group
  - Representative of South Yorkshire Police
  - Chair of Healthwatch Sheffield
  - Representative of University of Sheffield
  - Representative of Sheffield Hallam University
- 2.2 Citizens or other representatives from the wider health and wellbeing community in Sheffield may be invited to attend the Board to contribute to discussions. The Board may also co-opt members where it will be beneficial to ongoing conversations and related work.
- 2.3 Broader attendance will be especially encouraged outside of the formal committee meetings, with larger conference events aiming to link Board members as key decision makers in the city with a citizen and service user perspective, and with organisations, individuals and experts in the field who can bring a diverse range of insights into the discussion. Attendance at events should be representative of the city as a whole, as appropriate for the issue at hand, and the Board will ensure that

everyone attending these events speaks on the same terms and with the same expectations of being heard.

2.4 Any changes to personnel will be approved through Full Council on an annual basis.

2.5 Where places are or become vacant and are not related to a specified individual, these will be recruited to through an exercise conducted by the Board's Steering Group.

### 3. Governance

3.1 **Chair:** The Board will be co-chaired by the Chair of the SCC Adult Health and Social Care Policy Committee and the NHS Sheffield Director with responsibility for clinical leadership, with chairing of meetings generally alternating between them.

3.2 These are chosen to ensure chairing of the Board is done with an understanding of the democratic decision-making process, and with clinical primary care experience and expertise in mind. Chairing arrangements will be reviewed whenever the individuals occupying those roles changes in order to maintain this.

3.3 **Attendance at meetings and deputies:** In order to maintain consistency it is assumed that Board members will attend all meetings as far as possible. Each member must name 1 deputy, who should be well briefed on the Board's purpose and activities, fulfil the same or similar function in their primary role (as opposed to being from the same organisation), and attend meetings and vote on behalf of the member when they are absent.

3.4 **Quorum:** The quorum for a meeting of the Board shall be one quarter of the whole number of the membership (including vacancies).

3.5 **Decision-making and voting:** The Board will operate on a consensus basis. Where consensus cannot be achieved the matter will be put to a vote. Decisions will be made by simple majority: the Chair will have the casting vote. All votes shall be taken by a show of hands unless decided otherwise by the Chair.

3.6 **Authority of representatives:** It is accepted that some decisions and/or representations will need to be made in accordance with the governance procedures of the organisations represented on the Board: however, representatives should have sufficient authority to speak for their organisations and make decisions within their own delegations.

3.7 **Accountability and scrutiny:** As a Council committee, the Board will be formally accountable to Full Council.

3.8 **Relationship to other groups:** The Board has formally agreed a protocol with the city’s Safeguarding Boards. The Board will seek to develop close relationships with the city’s Health and Care Partnership, Sheffield City Council’s Policy Committees and any Committee or Sub-Committee with responsibility for the review and scrutiny of local health services, the NHS South Yorkshire Integrated Care System, and the Sheffield Joint Commissioning Committee as part of its work to hold the health and wellbeing system to account. It will also develop relationships with other bodies in the city such as the Sheffield City Partnership Board and Sheffield Community Safety Partnership, especially where the agendas of such bodies overlap with the Board’s.

#### 4. Meetings, agendas and papers

4.1 The Board will normally meet quarterly in public. There will be no fewer than 2 meetings per financial year, with a maximum of 32 weeks between meetings.

4.2 Dates, venues, agendas and papers for public meetings will be published in advance on the Council’s website.

4.3 The Chair will agree the agenda for each meeting, supported by the Board’s Steering Group.

4.4 Agendas and papers will be circulated to all members and be available on the Council’s website 7 days in advance of the meeting.

4.5 Minutes will be circulated to all members and published on the Council’s website as soon as possible after the meeting.

#### 5. Role of a Health and Wellbeing Board member

5.1 All members of the Board, as a statutory committee of the Council, must observe the Council’s code of conduct for members and co-opted members. Other responsibilities include:

- Prioritising their attendance at Board meetings and positively contributing to discussions, reading and digesting any documents and information provided prior to meetings;
- Playing a strong role in promoting the Board conference events, and identifying relevant people to attend and contribute;
- Fully and effectively communicating outcomes and key decisions of the Board to their own organisations, acting as ambassadors for the



work of the Board, and participating where appropriate in communications/marketing and stakeholder engagement activity to support the objectives of the Board, including working with the media;

- Contributing to the development of the JSNA and JHWS;
- Ensuring that planning and commissioning are in line with the requirements of the JHWS and working to deliver improvements in performance against measures within the public health, NHS and adult social care outcomes frameworks;
- Declaring any conflict of interest, particularly in the event of a vote being required and in relation to the providing of services;
- Acting in a respectful, inclusive and open manner with all colleagues to encourage debate and challenge.

5.2 The membership of the Health & Wellbeing Board is constructed to provide a broad range of perspectives on the development of strategy. With this in mind, members are asked to bring the insight, knowledge, perspective and strategic capacity they have as a consequence of their everyday role, and not act simply as a representative of their organisation, but with the interests of the whole city and its residents at heart.

## 6. Engagement with the public

6.1 Healthwatch Sheffield is the Board's statutory partner for involving Sheffield people in discussions and decision-making around health and wellbeing in the city. It is expected that the Healthwatch Sheffield representative(s) will clearly ensure Sheffield people's views are included in all Board discussions, with all other Board members also expected to contribute in this regard.

6.2 Formal public meetings will be held quarterly, with members of the public invited to ask questions. An answer may take the form of:

- An oral answer
- A written answer to the member of the public, circulated to the Board and placed on the Council's website
- Where the desired information is contained in a publication, a reference to that publication

The Board's chairs retain the right to restrict the length of time given to answering public questions at any meetings held.

6.3 The Board will work with Healthwatch Sheffield to engage with the public on the issues affecting health and wellbeing in Sheffield through a range of means, ensuring. This will include conferences, which will:

- Bring in a broader range of voices and more diverse insight into health and wellbeing priorities set out by the Board;
- Provide opportunity for decision makers in the city to come together with people experiencing health inequalities, working towards co-produced solutions; and
- Where possible, provide the opportunity for the Board to get out of its normal meeting settings and into communities.

6.4 The Board will work with Healthwatch and voluntary sector organisations to ensure the output from engagement is linked to the Board’s Forward Plan, and is fed into and reflected in Board discussions. This work will:

- Provide an avenue for members of the public to impact on the Board’s discussions and work;
- Engage the public and/or providers in the development of the Joint Health & Wellbeing Strategy;
- Develop the Board’s understanding of local people’s and providers’ experiences and priorities for health and wellbeing;
- Communicate the work of the Board in shaping health and wellbeing in Sheffield;
- Develop a shared perspective of the ways in which providers can contribute to the Board’s delivery.

## 7. Review

7.1 These Terms of Reference will be reviewed annually.

## Appendix 6

### 3.4 JOINT ARRANGEMENTS

The following functions are discharged by way of the specified joint arrangements.

Function	Joint Arrangement
Archaeology Service	Joint Advisory Committee for the South Yorkshire Archaeology Service
Archives	South Yorkshire Joint Advisory Committee on Archives
Emergency Planning	<del>Sheffield and Rotherham</del> Emergency Planning <u>(Shared Services)</u> Joint Committee <u>(Sheffield and Rotherham)</u>
Health Scrutiny	South Yorkshire, Derbyshire and Nottinghamshire Joint Health Overview and Scrutiny Committee
<del>Health and Social</del> <u>Integrated</u> Care <del>Strategy Commissioning Plans</del>	<del>Joint Commissioning Committee</del> <u>South Yorkshire Integrated Care Partnership</u>

The Council will make appointments to joint committees as appropriate.

## Appendix 7

### 3.5 ARRANGEMENTS FOR THE DELEGATION OF FUNCTIONS TO OFFICERS

#### 3.5.1 General Delegations to Officers

Subject to the provisions set out below, any function, unless reserved to a committee or to Full Council, is deemed delegated to and individually exercisable by:-

- the Chief Executive;
- an ~~Executive Strategic~~ Director where the matter falls within his/her area of ~~portfolio directorate~~, service or budgetary responsibility or such other corporate area of responsibility to which s/he may be nominated from time to time;
- a Director where the matter falls within his/her area of service or budgetary responsibility or such other corporate area of responsibility to which s/he may be nominated from time to time; or
- a Head of Service designated as having specific responsibility for a function by the Chief Executive or ~~Executive Strategic~~ Director.

Responsibilities are set out in the Management Structure at Part 7 of this Constitution. The Chief Executive and ~~Executive Strategic~~ Directors are responsible for ensuring that this Management Structure is kept up to date so that the Officer responsible for the exercise of any function may be identified.

An ~~Executive Strategic~~ Director or Director with delegated authority to exercise a function may authorise an Officer of suitable experience and seniority to exercise that function on behalf of and in the name of the ~~Executive Strategic~~ Director or Director without having delegated authority in his/her own right to do so, subject to any procedural safeguards considered necessary being put in place. The ~~Executive Strategic~~ Director or Director will remain responsible for any decision taken pursuant to such arrangements.

Each Director will maintain a list of the Officers authorised to exercise any function. Each ~~Executive Strategic~~ Director will be responsible for ensuring that such lists are kept up to date and that a central record is held for each ~~portfolio directorate~~.

An ~~Executive Strategic~~ Director or Director with delegated authority to exercise a function or a Head of Service designated in the Management Structure as having specific responsibility for a function may authorise any particular named officer:-

- to carry out inspection and enforcement duties,

- to enter land and premises (whether specifically or in general) and / or
- to require information as to interests in land and premises;

where this is (i) authorised by law and (ii) necessary in the performance of any function or duty of the service and may sign identity cards in connection with the exercise of this authority, PROVIDED that a list shall be maintained of all officers so authorised with a description of the extent of such authorisation and the relevant statutory power.

All existing delegations to officers made by way of an Executive decision prior to the coming into force of this Constitution continue in force and effect, save that a requirement to act in consultation with an Individual Executive Member will be read as a requirement to act in consultation with the appropriate Policy Committee Chair, until revoked by a decision of Full Council or a Policy Committee.

### 3.5.2 Grant Aid

Unless reserved to a committee or to Full Council, the decision to apply for external grant aid is delegated to and exercisable by an Executive Director and must be made in consultation with the Chief Finance Officer.

### 3.5.3 Chief Legal Officer

The Chief Legal Officer is the ~~General Counsel-Director of Legal and Governance~~.

The Chief Legal Officer has general authority to commence, defend or settle any legal proceedings as s/he considers necessary or appropriate to protect the interests of the Council.

The Chief Legal Officer is authorised:

- to exercise the function of carrying out a review of a decision in respect of including land in the authority's list of Assets of Community Value and making any decision regarding compensation in respect of land listed therein
- to determine the validity of an application to register land as common land or a town or village green
- to grant approval for the use of the City Council's Coat of Arms

~~Subject to the ability of any Officer or decision-making body to discharge any Council function relating to anti-social behaviour where~~

~~this is or required by law, the Chief Legal Officer is authorised to discharge any Council function relating to measures to counter anti-social behaviour, including giving any consents or confirmations on behalf of the Council. With the exception of any action taken under the general authority in respect of legal proceedings, this authorisation shall not extend to a Council function relating to anti-social behaviour relating to a particular tenancy.~~

The Chief Legal Officer may arrange for the discharge of any of the functions delegated to him/her to be undertaken by other Officers as s/he considers appropriate including, for example, authorising such Officers to take particular steps.

#### **3.5.4 Chief Finance Officer**

The Chief Finance Officer is the Director of Finance and Commercial Services as being the Proper Officer for the purpose of the proper administration of financial affairs pursuant to Section 151 of the Local Government Act 1972.

~~and The Chief Finance Officer such officers who may be nominated by him such officers as he considers necessary~~ from time to time to exercise those duties on his behalf.

The Chief Finance Officer is responsible for the maintenance and operation of the Council's Financial Procedure Rules (Financial Regulations) and Contracts Standing Orders, both at Part 4 of this Constitution.

The Chief Finance Officer is authorised to agree that the Council will act as Accountable Body for annually recurring grants from government departments, the South Yorkshire Combined Mayoral Authority and other external organisations.

#### **3.5.5 Chief Property Officer**

The Chief Property Officer is the Head of Regeneration and Property Services.

The Chief Property Officer is authorised to make any decision in respect of Property matters not reserved to a committee or Full Council with the exception of the following decisions which shall be made by an ~~Executive Strategic~~ Director:

- a declaration that operational property is surplus to the requirements of a service within the ~~Portfolio Directorate~~

### 3.5.6 Chief Planning Officer

The Chief Planning Officer is the Head of Planning.

The Chief Planning Officer is authorised to make any decision in respect of the following areas of responsibility to the extent that they are not reserved to the Planning and Highways Committee or Full Council:

- Planning applications and permissions
- Development control
- Development management
- Local Plan

### 3.5.7 Human Resources Matters and Appointments to External Bodies

The Director of Human Resources and Employee Engagement is authorised to determine applications for Voluntary Early Retirement and Voluntary Severance in consultation with the Chief Legal Officer and Chief Finance Officer meeting as the Chief Officer Panel in accordance with the Council's Pay Policy.

No Officer at Director grade or above shall be seconded by an Officer to a body outside the Council without prior consultation with the relevant Policy Committee Chair.

Prior to taking steps to restructure a Council service the relevant Executive Strategic Director or Director must seek advice from the Director of Human Resources and Employee Engagement-Customer Services.

Appointments of Officers to serve on external bodies shall be made in accordance with established Council procedures and any guidance issued by the Chief Legal Officer.

### 3.5.8 The 'Streets Ahead' Project (Highways PFI)

The Director of Street Scene and Regulation is authorised to make decisions, other than those reserved to a Committee or Full Council, on behalf of the Council as the 'Authority Representative' under the Highways Maintenance PFI Contract dated 31<sup>st</sup> July 2012 between (1) the Council and (2) Amey Hallam Highways Limited ('the Streets Ahead Contract'), including authorising the making of call-off contracts (as deeds and in the agreed contractual form) for the provision of non-core services pursuant to the Streets Ahead Contract'.

### 3.5.9 Other Highways Related Issues

Other than those matters reserved to a committee or Full Council, any functions in relation to the Council's roles as Highways Authority and Road Traffic Authority, including transport and parking (except any function that relates to highways maintenance and street naming and numbering and section 287, Highways Act 1980 (power to erect barriers in streets in cases of emergency)) may be discharged by the Chief Executive, by the Executive Director, City Futures, by the Director of Investment, Climate Change and Planning and by the Head of Strategic Transport, Sustainability and Infrastructure in each case acting individually.

Other than those matters reserved to a committee or Full Council, any functions in relation to the Council's role as Highways Authority in so far as they relate to highways maintenance and street naming and numbering and section 287, Highways Act 1980 (power to erect barriers in streets in cases of emergency) may be discharged by the Chief Executive, by the Executive Director, ~~Operational Neighbourhood~~ Services, by the Director of Street Scene and Regulation and by the Head of ~~Waste and~~ Highways Maintenance in each case acting individually.

#### 3.5.10 Extreme Urgency

'Extreme Urgency' means a situation where a decision-maker reasonably believes that a failure to deal with a matter immediately would be likely to result in an appreciable risk of significant administrative, financial or other detriment to the Council and/or another individual or organisation.

The following Officers may make a decision in a case of Extreme Urgency, other than a decision which is reserved to Full Council, subject to the conditions set out below.

- In all cases a decision must comply with the Council's Financial Regulations and Contracts Standing Orders, and the statutory and Constitutional requirements for the making, recording and publicising of decisions.
- The action being taken and the reasons for it being taken must be reported as soon as possible to the Chief Executive (except for those decisions taken by the Chief Executive) and the Chair ~~(or in their absence, the~~ Deputy Chair ~~and Group Spokesperson)~~ of the appropriate ~~Policy~~ Committee or of the Strategy and Resources Policy Committee.



- Where the matter requires expenditure which has not been budgeted for, prior consultation must take place with the Chief Finance Officer (except for those decisions taken by the Chief Finance Officer).

Any matter:

- The Chief Executive

Where the matter falls within his/her ~~portfolio~~ directorate, service or budget area or such other corporate area of responsibility to which s/he may be nominated from time to time:

- ~~Executive-Strategic~~ Director
- Chief Legal Officer
- ~~Director of Chief Finance Officer and Commercial Services~~
- ~~Director of Adult Health and Social Care~~
- ~~Director of Children's Services~~

## Appendix 8

### **COUNCIL PROCEDURE RULES**

**These Procedure Rules are Standing Orders made under section 106 and paragraph 42 of Schedule 12 to the Local Government Act 1972.**

#### **1 Interpretation**

- 1.1 The expression "the Lord Mayor" when used in these Procedure Rules as relates to procedure at meetings of the Council shall, where the context so allows, include the Deputy Lord Mayor or the Chair of the meeting for the time being.
- 1.2 The expressions "Body" or "Bodies" when used in these Procedure Rules shall mean the Council, Policy Committees (which, for the purpose of this Council Procedure Rule, includes any Sub-Committee of a Policy Committee), Audit and Standards Committee, Regulatory Committees, Area Committees and other such meetings.

#### **2 Council Procedure Rules to apply to all Bodies**

These Council Procedure Rules shall, ~~where appropriate unless otherwise stated~~, apply to the Council and all other Bodies, Policy Committees, Audit and Standards Committee, Regulatory Committees, Area Committees and other such meetings.

#### **3 Ruling on Council Procedure Rules**

The ruling of the Lord Mayor or Chair of a Body, after consultation with the Chief Executive (or his/her representative) or the Monitoring Officer as to the construction or application of any of these Council Procedure Rules, or as to any proceedings of the Council or other Body, shall not be challenged at any meeting of the Council or other Body.

#### **4 Suspension and Amendment of Council Procedure Rules**

- 4.1 All of these Council Procedure Rules, except Rules 6.1 and 18.5 may be suspended by motion on notice or without notice if a minimum of 42 Members are present, and a majority of those present vote in favour. Suspension can only be for the duration of the meeting.
- 4.2 Except in the case of a recommendation from the Governance Committee or Monitoring Officer, any motion put to the Council to permanently add to, vary or revoke these Council Procedure Rules shall, when moved and seconded, be deferred without discussion to the next ordinary meeting of the Council.

## 5 Meetings of the Council and Other Bodies

5.1 The annual meeting of the Council shall be held in the Town Hall at 11.30 a.m. on the third Wednesday in May or, in particular circumstances, at such other venue as may be determined by the Lord Mayor or the City Council.

5.2 The annual meeting will:

- (a) elect a person to preside if the Chair is not present;
- (b) elect the Lord Mayor (Chair) of Council;
- (c) elect the Deputy Lord Mayor (Deputy Chair) of Council;
- (d) receive any apologies for absence from Members of the Council;
- (e) receive declaration from Members of interests in the matters to be considered at the meeting;
- (f) approve the minutes of the last meeting;
- (g) appoint a Leader and Deputy Leader of the Council;
- (h) receive any announcements from the Chair, Leader and/or Chief Executive;
- (i) appoint such Committees ~~and Sub-Committees~~ as the Council considers appropriate to deal with matters which are not reserved to Full Council (as set out in Part 3 of this Constitution);
- (j) decide the size and terms of reference for those Committees ~~and Sub-Committees~~;
- (k) decide the allocation of seats and any substitutes to Political Groups in accordance with the political balance rules;
- (l) receive nominations of Councillors to serve on each Committee ~~or Sub-Committee~~ and appoint Members of those Committees ~~and Sub-Committees~~;

- (m) receive nominations to the positions of Chair and Deputy Chair for each Committee ~~and Sub-Committee~~ (other than Area Committees and any other Committee which the Council has decided should appoint the Chair itself) and appoint the Chairs and Deputy Chairs of those Committees ~~and Sub-Committees~~;
  - (n) receive nominations to serve on and appoint Members to panels, advisory groups, working parties and miscellaneous other bodies and appoint Members (and/or other individuals) to outside bodies and organisations, except where appointment to those bodies has been delegated by the Council;
  - (p) approve a programme of ordinary meetings of the Council and a schedule of Committee meetings for the year;
  - (q) agree the formula for determining the order in which Notices of Motion will be set out in the Council Summons for ordinary meetings of the Council during the year; and
  - (r) consider any other business set out in the notice convening the meeting.
- 5.3 In the event that any of the tasks outlined in paragraph 5.2 above are unable to be completed at the annual meeting, they will be undertaken at the next, or subsequent, ordinary meeting.
- 5.4 Ordinary meetings of the Council shall normally be held in the Town Hall at 2.00 p.m. on the first Wednesday in months to be determined at the Annual Council Meeting or, in particular circumstances, at such other dates and venues as may be determined by the Lord Mayor or the City Council.
- 5.5 Ordinary meetings will terminate at no later than 5.30 p.m. Any unfinished business will normally be voted on without debate at the end of that time. Any meeting starting other than at 2.00 p.m. shall finish no later than three hours and 30 minutes after the start. Special and Extraordinary meetings of the Council shall also be subject to this rule.
- 5.6 In exceptional circumstances, with the consent of the majority of Members present and voting, the Council meeting may be adjourned in accordance with the provisions of Council Procedure Rules 11(a)(iv) and 17.14(d) and where an adjournment is agreed in the above circumstances, the remaining business of the day shall be considered at a date and time fixed by the Lord Mayor, or if he/she does not fix a date and time, at the next ordinary meeting of the Council.
- 5.7 Ordinary meetings will:
-

- (a) elect a person to preside if the Chair and Deputy Chair are not present;
- (b) consider the extent to which the public and press may be excluded from the meeting;
- (c) receive any apologies for absence from Members of the Council;
- (d) receive declarations by Members of interest in the matters to be considered at the meeting;
- (e) receive any communications or announcements from the Lord Mayor, the Leader or the Chief Executive;
- (f) receive public questions and petitions in accordance with Council Procedure Rules 13 and 15;
- (g) receive questions from Members of the Council in accordance with Council Procedure Rules 16 and 32;
- (h) receive any reports relating to matters reserved to the Council.
- (i) consider motions of which notice has been submitted by Members of the Council in accordance with Council Procedure Rule 10.
- (j) receive any recommendations from the Council’s Committees.
- (k) receive any presentations on matters of significant interest to the City;
- (l) approve as a correct record the minutes of the last meeting; and
- (m) make any changes to the memberships of its Committees and appointments to other bodies.

5.8 The Council will not ordinarily receive any reports requiring decision in respect of matters delegated to a Committee. Exceptionally, it may receive

- a motion notice of which has been submitted by Members of the Council in accordance with Council Procedure Rule 10, or
- a report from Strategy and Resources Policy Committee or from the relevant Policy Committee

in either case recommending that the Council rescinds the authority of a Committee to make a decision on a particular matter within that

Committee's work programme where that decision has not yet been made. If such a recommendation is agreed then the decision will fall to be made by the Council itself on consideration of a report which meets the requirements of Access to Information Procedure Rule 13 in Part 4 of this Constitution.

- 5.9 Any five Members may give notice in writing to the Lord Mayor to call an Extraordinary Meeting of the Council to consider a specified item of business and this will take place at a date and time to be determined by the Lord Mayor in consultation with the Monitoring Officer. If the Lord Mayor refuses, or fails, to call an Extraordinary Meeting within seven days of receipt of such notice, then those five Members may call the meeting. An extraordinary meeting may also be called by the Lord Mayor, the Monitoring Officer or by resolution of the Full Council.
- 5.10 In special circumstances, the Lord Mayor may fix some other hour of commencement of any meeting of the Council.
- 5.11 Meetings of Policy Committees shall be conducted according to the following procedures:- (a) Meetings shall last no longer than 2.5 hours, subject to the proviso that Members may, by agreement, continue beyond such time limit by a period of not more than 30 minutes on up to two occasions in any one meeting; (b) Any unfinished business after the period of 2.5 hours (or up to 3.5 hours by agreement) shall be deferred to the next meeting of the Body, or be voted on without debate. Extraordinary meetings may be called by the Chair of the Committee, in consultation with the Monitoring Officer.
- 5.12 Meetings of all other Bodies, with the exception of Regulatory Committees, shall be conducted according to the following procedures:-
- (a) Meetings shall last no longer than four hours, subject to the proviso that Members may, by agreement, continue beyond such time limit by a period of not more than 30 minutes.
  - (b) Any unfinished business after the period of four hours (or four hours and 30 minutes by agreement) shall be deferred to the next meeting of the Body, or be voted on without debate.

## **6 Signing of Minutes**

- 6.1 Where in relation to any meeting of the Council, the next meeting is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as the next suitable meeting for the purposes

of paragraph 41(1) and (2) of that Schedule relating to the signing of minutes.

- 6.2 In relation to the signing of the minutes of other Bodies, the next suitable meeting of that Body shall be the next ordinary meeting and not a special meeting for the purposes of paragraph 44 of Schedule 12 to the Local Government Act 1972

## **7 Quorum**

- 7.1 The quorum for a meeting of the Council shall be one quarter of the whole number of the Council (including vacancies). During any meeting at the instigation of the Lord Mayor, or at the request of a Member of the Council, the number of Members present shall be ordered to be counted and if there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Lord Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 7.2 Provided that, where more than one third of the Members are disqualified at the same time and until the number of Members in office is increased to not less than two thirds of the whole, the quorum shall be determined by reference to the number of Members remaining qualified.
- 7.3 The quorum for meetings of Policy Committees, Policy Committee Sub-Committees and Regulatory Committees shall be three. The quorum for meetings of Area Committees shall be determined by the Council. Unless statutory regulations or legislation require otherwise, the quorum for meetings of other Bodies shall be two.

## **8 Notice of and Summons to Council Meetings**

The Director of Policy and Democratic Engagement ~~Legal and Governance~~ will give notice to the public of the time and place of any meeting in accordance with Council Procedure Rules 26 and 27 and existing legislation relating to access to information, as amended from time to time. At least five clear working days before a meeting, the Director of Policy and Democratic Engagement ~~Legal and Governance~~ will send a summons signed by him/her to every member of the Council giving the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

## **9 Order of Council Business**

- 9.1 The business of the Council shall be ordered in the Council Summons so as to include items of public engagement and public interest before

other business items, and the business shall be taken in the order in which it appears in the Council Summons. However, the Council may, by a resolution passed on a motion duly moved and seconded, direct the order of precedence to be changed, in circumstances where the subject of a motion proves to generate public interest reflected by a significantly increased attendance by members of the public at a Council meeting and it is therefore deemed appropriate to take the motion in question as an earlier item of business. The motion to change the order of business shall be dealt with in accordance with the process set out in Council Procedure Rule 11(b).

- 9.2 The Council shall, where appropriate, consider any item referred from a Committee and shall take such action on the issues as may be deemed appropriate.

## **10 Notices of Motion to Council**

### **10.1 Deadline for receipt of notices of motion**

Except for motions which can be moved without notice, as set out under Council Procedure Rule 11, written notice of every motion to be included in the Council Summons for each ordinary meeting of the Council (except January) must be delivered to the Chief Executive not later than 12.00 noon on the Tuesday in the week prior to the next meeting of the Council or the day earlier where a Bank Holiday falls within the intervening period.

### **10.2 Motions set out in agenda**

- (a) For each Motion delivered to the Chief Executive, the written notice must include a subject title and the names of the Members who propose to move and second the Motion at the meeting. The subject title and names will be included in the Council Summons.
- (b) Unless the Member giving notice states, in writing, that he/she proposes to move it to a later meeting or withdraw it, motions for which notice has been given will be listed on the Council Summons in an order based on a pre-determined formula according to the relative size of the various Party Groups on the Council, with Motions being considered in an order of priority identified by the various recognised Groups. The formula shall be agreed at the start of each municipal year, to take account of any changes in size of the Groups etc. The number of Motions submitted through the recognised groups for each ordinary meeting of the Council will be limited to no more than four. Provision shall also be made for the inclusion of any individual Motions that are not submitted through the recognised Groups.



- (c) In addition, the formula shall include an allocation for having the first Motion listed on the Council Summons, with the frequency being determined according to the relative size of the Party Groups. Any Group not sufficient in size to be entitled to a meeting at which it would have the first Motion listed on the agenda, shall be entitled to have the first Motion listed on the Council Summons once within a period of two Municipal years. In-year variations to the scheduling of a Group's first Motion shall be permitted, in exceptional circumstances, with the prior agreement of each of the Groups.

### 10.3 Scope

The Chief Executive, on the advice of the Monitoring Officer, may reject a Motion if it:-

- (a) is more than 400 words;
- (b) is not a matter for which the Council has a responsibility or which affects the City, or its inhabitants;
- (bc) is defamatory, frivolous or offensive;
- (ed) is substantially the same as a Motion which has been put at a meeting of the Council in the past six months, unless Council Procedure Rule 10.4 has been complied with;
- (de) requires the disclosure of confidential or exempt information;
- (ef) contains information which is factually inaccurate; or
- (fg) seeks to overturn a resolution made by the Council to rescind the authority of a Policy Committee in the circumstances described in Council Procedure Rule 5.8.

### 10.4 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least ten Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

### 10.5 Motions which commit the Authority to new or additional expenditure

- (a) Members moving a motion at Council the net effect of which, if accepted, is to commit the Authority to new or additional

expenditure or cause loss of income shall before moving such motion clearly demonstrate that they have taken appropriate officer advice on all the following issues (1) whether or not the proposal set out in the motion is within current budgets, (2) what the implications of incurring the expenditure or loss of income would be, (3) if not within current budgets how any expenditure or loss of income is to be funded and (4) any change in priorities as a result of the proposal. The relevant information and consequences of the proposal must be clearly set out in the motion together with the fact that, in voting for the motion, Members will also be voting to amend the previously agreed expenditure or income and/or change in priorities for the services or areas affected.

- (b) Failure to comply with the above requirements in total means that the motion cannot be implemented until such time as the requirements are met.

#### 10.6 Motions regarding a matter which is delegated to a Committee

A motion will not be valid if it would have the effect of binding a Committee on a matter which falls within that Committee's delegated authority, to the extent that the decision of that Committee becomes predetermined. The Committee will have regard to the resolution of the Council when it considers the matter at a meeting which meets the requirements set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

### 11 **Motions which may be moved without notice at Council Meetings**

- (a) Subject, where appropriate, to the provisions of Council Procedure Rule 17.13, the following motions may be moved without notice:-
- (i) Appointment of Chair at a meeting from which the Lord Mayor and Deputy Lord Mayor are absent.
  - (ii) Motions and Amendments where it is not reasonably possible to comply with Council Procedure Rules 10.1 and 12.1.
  - (iii) To proceed to the next business, subject to the provisions of Council Procedure Rule 17.14.
  - (iv) That the question be now put, subject to the provisions of Council Procedure Rule 17.14.

- (v) That the meeting or debate be adjourned, subject to the provisions of Council Procedure Rule 17.14.
  - (vi) Suspending all or any particular Council Procedure Rule and Financial Regulations, subject to the provisions of Council Procedure Rule 4.
  - (vii) That a member be no longer heard and/or be excluded from the meeting, subject to the provisions of Council Procedure Rule 19.
  - (viii) To vary the order of business, subject to the provisions of Council Procedure Rule 9.1.
  - (ix) To alter a motion or amendment, subject to the provisions of Council Procedure Rule 17.10.
  - (x) To withdraw a motion or amendment, subject to the provisions of Council Procedure Rule 17.11.
  - (xi) Motions referred to in Council Procedure Rule 13.1 (a) and (b).
  - (xii) To exclude the public and press pursuant to existing legislation relating to access to information, as amended from time to time, subject to the provisions of Council Procedure Rule 28.
  - (xiii) In relation to the accuracy of the minutes.
  - (xiv) To refer something to an appropriate body or individual.
  - (xv) To appoint a Committee or Member arising from an item on the Summons for the meeting.
  - (xvi) To give the consent of the Council where it is required by the Constitution.
- (b) After the mover has spoken to his/her motion for a maximum of 30 seconds, it shall be formally seconded. A maximum of one speaker from each political group officially recognised by the Council, other than that of the mover's Group, shall be allowed to speak to the motion for a maximum of 30 seconds per speaker. The mover shall not have a right of reply. The Lord Mayor will then put the motion to the vote.

## **12 Amendments to Motions**

---

12.1 Subject to the provisions of Council Procedure Rules 11, 13 and 17.13, every amendment shall be submitted in writing to the Chief Executive (except for an amendment to any motion not detailed in the Council Summons), by not later than 12 noon on the day preceding the Council Meeting to which it is proposed to be submitted.

12.2 An amendment to a motion must be relevant to the motion and will either be:-

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration.
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words, as long as the effect of (ii) to (iv) is not to negate the motion such that it departs from the subject of the motion.

12.3 The Chief Executive, on the advice of the Monitoring Officer, may reject an amendment if it:-

- (a) **is more than 250 words;**
- (b) negates the motion such that it departs from the subject of the motion;
- (bc) is not a matter for which the Council has a responsibility or which affects the City or its inhabitants;
- (ed) is defamatory, frivolous or offensive;
- (ee) is substantially the same as a motion or amendment which has been put at a meeting of the Council in the past six months, unless Council Procedure Rule 10.4 has been complied with;
- (ef) requires the disclosure of confidential or exempt information;
- (fg) contains information which is factually inaccurate; or
- (gh) seeks to overturn a resolution made by the Council to rescind the authority of a Policy Committee in the circumstances described in Council Procedure Rule 5.8.

12.4 Each amendment shall be numbered and include the names of the Members who propose to move and second the amendment at the meeting, and a copy shall be placed on each Member's desk in the Council Chamber before the commencement of the Council Meeting.

12.5 The names of the mover and the seconder of any motion or amendment may be changed at any time prior to its being spoken upon.

### **13 Petitions**

13.1 The Council recognises that the presentation of petitions is one way in which citizens can express their concerns and priorities to the Council.

The Council's Petitions Scheme is at Part 5 of this Constitution. Petitions that can be presented to a meeting of the Council, Policy Committee (which, for the purpose of this Council Procedure Rule, includes any Sub-Committee of a Policy Committee), Regulatory Committee or Area Committee fall into three main types:-

(a) Ordinary Petitions

Comprising at least five signatures from members of the public requesting some form of action. As a courtesy, the Head of Democratic Services should be notified of the intention to present a petition at the earliest opportunity and no later than 9.00 a.m. two working days before the day of the meeting. The Council, on a Motion which need not be in writing and which shall be put without discussion, may (i) refer the matter to the appropriate body for consideration or (ii) decide that no further action be taken on the matter. Where the appropriate Policy Committee Chair wishes to respond to the petition at the meeting, his/her speech shall be limited to 5 minutes.

(b) Petitions requiring a Council Debate

A petition containing 5,000 signatures or more will trigger a debate by Full Council. Seven working days' notice submitted to the Head of Democratic Services should be given prior to a Council meeting to ensure Members have adequate preparation time. The Council will endeavour to consider the petition at its next meeting, but due to other Council business it may not be possible to debate every eligible petition at the next Council meeting, and it is unlikely that any more than two eligible petitions will be debated at any one meeting. Therefore, on occasions, an eligible petition may be debated at the next but one Council meeting.

The debate will be conducted and concluded as follows:-

- A 25 minute time limit for the item, with Members able to speak for up to two minutes each, except for the appropriate Policy Committee Chair's initial contribution which shall be for up to five minutes.
- The petition representative will be given 3 minutes to present the petition at the beginning of the debate at the meeting.
- The Lord Mayor will facilitate discussion of the petition by Members, offering the relevant Policy Committee Chair and

then the relevant Group Spokespersons the opportunity to make the first and next contributions. Members' contributions will be summarised within the minutes of the meeting in order for the reasons for any subsequent referral to another body to be captured and communicated along with the petition, or for the reasons for the Council subsequently deciding to take no action on the petition to be recorded.

- At the conclusion of the debate, the Lord Mayor will offer a “right of reply” to the representative of the petitioners so that he/she can respond for up to three minutes to any matters raised in the debate. With the consent of the Lord Mayor, the representative may nominate another representative, who is entitled to speak under the Constitution, to provide that reply.
- The Lord Mayor shall then offer a Right of Reply to the relevant Policy Committee Chair who shall respond for up to two minutes and then propose the course of action to be taken in response to the petition. The courses of action available to the Council will be either to:-
  - note and take no action for the reasons put forward in the debate, or
  - take the action requested by the petitioners (if it is within the Council’s remit to do so), or
  - refer the matter to either a Committee or a ~~an~~ Strategic Executive Director for consideration having regard to the comments made by Members during the course of the debate.
- The Lord Mayor shall seek a seconder for the motion proposed by the relevant Policy Committee Chair, and then enquire whether any Member wishes to propose an alternative course of action. Any motion proposed will need to be seconded.
- If only one motion has been proposed and seconded, the Lord Mayor will call for a vote on that motion, which will either be carried or lost.
- Should multiple motions have been proposed and seconded, the Lord Mayor will outline each motion and then call for a vote on each motion in turn until a motion is carried and an outcome is achieved.

(c) Petitions requesting evidence from an Officer

A petition containing 2,500 signatures may ask that a Senior Officer gives evidence at a public meeting of a Policy Committee about something which falls within that Officer's remit.

- 13.2 Members of the public shall have an opportunity to address the Council or relevant Committee in respect of their petition for which they are the lead petitioner for a maximum of three minutes within the allocated time under Council Procedure Rule 15.1 for Public Question Time and Petitions, with the exception of petitions requiring a debate under Council Procedure Rule 13.1(b) in which a total of 25 minutes will be available for the debate, inclusive of the three minutes for the lead petitioner to present the petition.

## 14 Communications

Each meeting of the Council will include an item of business to receive any communications or announcements that the Lord Mayor, the Leader of the Council or the Chief Executive may wish to place before the Council.

## 15 Public Question Time and Petitions

### 15.1 At Council Meetings

- (a) A period of up to one hour shall be allocated at each ordinary meeting of the Council for the presentation of ordinary petitions and for written or oral questions submitted by members of the public on matters relating to the City of Sheffield or the services provided by the Council. Questions will be answered by the Leader of the Council (on matters relating to the City) or the appropriate Committee Chair including the Leader as Chair of Strategy and Resources Policy Committee. Committee Chairs will answer on behalf of the Committee and not in a personal capacity. Employees of the City Council will not be permitted to ask questions where they relate directly or indirectly to their employment and where there are other more appropriate channels of communication, unless previously authorised by the appropriate ~~Executive Strategic~~ Director in advance of the meeting and a copy of such authorisation has been passed to the Head of Democratic Services ~~Director of Legal and Governance~~ before the meeting in question.
- (b) Questions should be submitted to the Head of Democratic Services no later than 9.00 a.m. two working days before the day of the meeting. Advice will be given on the most appropriate Body

to receive the question but a member of the public has the right to choose the meeting at which the question is submitted. Questions submitted after the deadline will be asked at the meeting subject to the discretion of the Chair.

- (c) Where a submitted question cannot be answered because time does not allow, or where a Committee Chair undertakes to provide a written answer, the written answer will be provided within ten working days of the Council meeting and will be published on the Council website.
- (d) With the consent of the Council, by a simple majority vote, the Lord Mayor may extend the one hour period of public question time, having regard to the number and type of issues to be covered.
- (e) On the advice of the Chief Executive or Monitoring Officer, the Lord Mayor may not accept questions which relate to:-
  - (i) matters not being within the responsibility of the Local Authority or which do not affect the City or its inhabitants;
  - (ii) judicial or quasi-judicial matters;
  - (iii) individual planning/licence/grant applications or appeals
  - (iv) named officers or Members of the Council;
  - (v) confidential matters of the type referred to in Schedule 12A to the Local Government Act, 1972; and
  - (vi) matters of an irrelevant, repetitious, defamatory, frivolous or offensive nature or a general misuse of the opportunity.

#### 15.2 Meetings other than Council

- (a) A period of up to thirty minutes shall be allocated at meetings of Policy Committees and other appropriate Bodies for members of the public to present ordinary petitions or to ask questions of Members and officers present. Employees of the City Council will not be permitted to ask questions where they relate directly or indirectly to their employment and where there are other more appropriate channels of communication, unless previously authorised by the appropriate ~~Executive~~ Strategic Director in advance of the meeting and a copy of such authorisation has been passed to the Head of Democratic Services ~~Director of Legal and Governance~~ before the meeting in question.
- (b) The ability of a member of the public to ask questions or present petitions in the allotted time at relevant meetings shall be subject to the discretion of the Chair and, in normal circumstances, such discretion shall be exercised in favour of the question being asked



or petition being presented. However, the Chair may decide that the individual is asking irrelevant, repetitious, defamatory, frivolous or offensive questions or generally misusing the opportunity, in which event he/she may decline to allow the individual to put questions to the meeting and such person will instead be invited to put the questions in writing. At the discretion of the Chair, a period longer than the stipulated three minutes for the presentation of a petition may be allowed.

## **16 Members' Questions at Ordinary Meetings of the Council**

- 16.1 Provision shall be made in the Council Summons for each ordinary meeting of the Council (except January), for Members of the Council to ask the Leader of the Council, any Policy Committee (or Sub-Committee) or Regulatory Committee Chair, or a Member appointed by the Council to serve on an external body or joint committee, any question on matters within the functions of that Body. The Chairs of Regulatory Committees can only be asked questions relating to policy and practice rather than individual cases. A Chair of a Policy Committee or Sub-Committee is expected to respond only on behalf of the Committee or Sub-Committee, and not in a personal capacity, and therefore questions of the Chair by another Member of the same Committee or Sub-Committee will not be permitted.
- 16.2 Written notice of questions is required to be given to the Head of Democratic Services by not later than 12.00 noon on the Tuesday in the week prior to the next meeting of the Council or the day earlier where a Bank Holiday falls within the intervening period. The Member giving the reply shall have the option to reply by way of:-
- (a) an oral or written answer at the Council Meeting;
  - (b) reference to a previously published document; or
  - (c) a written reply provided, wherever possible, within 10 working days of the Council meeting and circulated to all Council Members and published on the Council website.
- 16.3 Where an oral answer has not been commenced during question time, it shall be answered by written answer, wherever possible, within 10 working days of the Council meeting and circulated to all Council Members and published on the Council website.
- 16.4 No discussion shall be permitted on any such question or answer but, with the permission of the Lord Mayor and at the appropriate time as set out in the Council Summons, one supplemental question on each question may be asked by the Member who had submitted the original question within the time allocated for Members' questions.

16.5 If, in the opinion of the Monitoring Officer, a Member asks questions that are of no discernible value, that Member may be asked to justify the cost of supplying such information.

16.6 Provision shall also be made in the Council Summons (i) for each ordinary meeting of the Council, for Members, with the permission of the Lord Mayor, to ask questions relating to the discharge of the functions of the South Yorkshire Joint Authorities and of the South Yorkshire Mayoral Combined Authority, and (ii) for each meeting of the Council, for Members, with the permission of the Lord Mayor, to ask questions relating to urgent business of which notice in writing has been given to the ~~Chief Executive~~ Head of Democratic Services not later than 12.00 Noon on the day of the meeting.

16.7 A period of up to 30 minutes shall be allocated for Members' questions.

16.8 Provision shall be made on the agenda of each meeting of a Policy Committee or Sub-Committee for Members' questions to the Chair from Members of that Committee on issues which are not already the subject of an item of business on the Committee agenda. The procedures set out in this Council Procedure Rule 16 shall apply to such meetings as they do for Council meetings, save that (a) written notice of questions shall be given no later than five clear working days before the date of the meeting, and (b) a period of up to 10 minutes shall be allocated for Members' supplementary questions.

## 17 Rules of Debate at Council Meetings

The rules of debate set out in Council Procedure Rule 17 shall apply to ~~all meetings of all Bodies~~ the Council and its Committees, Sub-Committees and Area Committees.

### 17.1 Addressing the Lord Mayor

When a Member speaks, he/she must stand (if possible) and address the meeting through the Lord Mayor. If more than one Member stands, the Lord Mayor will ask one to speak and the others to sit down. Other Members must remain seated whilst a Member is speaking unless he/she wishes to make a point of order or a point of personal explanation. Whenever the Lord Mayor addresses the meeting, all other Members shall not attempt to address the meeting. When the Lord Mayor stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

### 17.2 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded, subject to the other provisions of these Council Procedure Rules and particularly Council Procedure Rules 17.13 and 17.14.

17.3 Right to require motion in writing

Unless notice of the motion has already been given, the Lord Mayor may require it to be written down and handed to him/her before it is discussed.

17.4 Secunder's speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate, subject to the other provisions of these Council Procedure Rules and particularly Council Procedure Rules 17.13 and 17.14.

17.5 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. Subject to the provisions of Council Procedure Rules 11, 17.6, 17.13 and 17.14, speeches on motions or amendments shall be subject to a time limit of 3 minutes for the proposer of a motion and 2 minutes for the seconder of the motion, the mover and seconder of amendments, all other speakers on the debate, and for the right of reply for the mover of the motion.

17.6 Time limit for debate

All Motions for which notice has been given in the Council Summons and all items of business relating to matters reserved to the Council, shall be subject to a maximum time limit of 25 minutes debate in total per Motion/item, including any amendments relating thereto. Upon expiry of the time limit, any and all outstanding business relating to that Motion/item, including any amendments relating thereto, will be voted upon without further debate. Presentations to be considered at ordinary meetings of the Council shall not be subject to a maximum time limit.

17.7 Procedure for debate

Debates on items of business relating to matters reserved to the Council, and on motions for which notice has been given in the Council Summons, shall be conducted as follows:-

- (a) The motion shall be moved and seconded;
- (b) Any amendments to the motion shall be moved and seconded in turn;
- (c) The subject matter under consideration shall be debated as a whole;
- (d) The mover of the original motion shall have a right of reply at the end of the debate; and
- (e) Votes shall be taken on each amendment and the substantive or original motion.

#### 17.8 When a member may speak again

A Member who has spoken on an item of business may not speak again whilst it is the subject of debate, except:-

- (a) in exercise of a right of reply;
- (b) on a point of order; and
- (c) by way of personal explanation.

#### 17.9 Amendments to motions

- (a) If an amendment is not carried, any further amendments that have been moved will apply to the original motion. If no further amendments have been moved, the original motion is put to the vote.
- (b) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments will apply. If there are no further amendments, the substantive motion is put to the vote.
- (c) If an amendment submitted under Council Procedure Rule 11(a)(ii) is carried, no further amendment relating to the same matter shall be moved unless the further amendment has been handed in writing to the Lord Mayor prior to the vote being taken on the previous amendment.

#### 17.10 Alteration of motion or amendment

- (a) A member may alter a motion or amendment of which he/she has given notice with the consent of the meeting.
- (b) A member may alter a motion or amendment which he/she has moved without notice with the consent of both the meeting and the seconder.

- (c) The motion to alter a motion or amendment shall be dealt with in accordance with the process set out in Council Procedure Rule 17.13(b).

#### 17.11 Withdrawal of motion or amendment

- (a) A member may withdraw a motion or amendment which he/she has moved, or given notice of, with the consent of both the meeting and the seconder. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.
- (b) The motion to withdraw a motion or amendment shall be dealt with in accordance with the process set out in Council Procedure Rule 17.13(b).

#### 17.12 Right to reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) The mover of an amendment has no right of reply to the debate on his or her amendment.
- (c) Subject to the provisions of Council Procedure Rule 17.14, a Member who has formally seconded a motion or amendment and who has been permitted to reserve his/her speech until a later period in the debate will not be deemed a speaker for the purposes of counting five persons, but will lose his/her right to speak if he/she has not spoken prior to the passing of a motion that the question be now put.

#### 17.13 Motions which may be moved during debate

- (a) When an item of business is under debate, no other motion may be moved except the following procedural motions:-
  - (i) to withdraw a motion or amendment;
  - (ii) to alter a motion or amendment;
  - (iii) to proceed to the next business, subject to the provisions of Council Procedure Rule 17.14;
  - (iv) that the question be now put, subject to the provisions of Council Procedure Rule 17.14;
  - (v) to adjourn a debate or the meeting, subject to the provisions of Council Procedure Rule 17.14;
  - (vi) to suspend a particular Council Procedure Rule, subject to the provisions of Council Procedure Rule 4;

- (vii) to exclude the public and press in accordance with existing legislation relating to access to information, as amended from time to time;
  - (viii) to not hear further a Member or to exclude him/her from the meeting, subject to the provisions of Council Procedure Rule 19.
- (b) After the mover has spoken to his/her motion for a maximum of 30 seconds, it shall be formally seconded. A maximum of one speaker from each political group officially recognised by the Council, other than that of the mover's Group, shall be allowed to speak to the motion for a maximum of 30 seconds per speaker. The mover shall not have a right of reply. The Lord Mayor will then put the procedural motion to the vote.

#### 17.14 Closure motions

- (a) A Member may move the following motions at the end of a speech of another Member:-
- (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is moved, seconded and spoken upon, and not less than five persons have spoken on the item of business under debate, and at least one member of each of the political parties recognised by the Council as constituting an identifiable and separate Party Group, having previously indicated to him/her a wish to contribute to the debate, has been given the opportunity so to do, then the Lord Mayor will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is moved, seconded and spoken upon, and not less than five persons have spoken on the item of business under debate, and at least one member of each of the political parties recognised by the Council as constituting an identifiable and separate Party Group, having previously indicated to him/her a wish to contribute to the debate, has been given the opportunity so to do, then the Lord Mayor will put the procedural motion to the vote. If it is passed, he/she will give the mover of the original motion a right of reply and shall then put any outstanding amendments and the substantive or original motion to the vote.

- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Lord Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, then he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply. If a majority of Members vote in favour of the motion, the remaining business of the day shall stand adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council.

#### 17.15 Point of Order

- (a) A Member may raise a point of order at any time. The Lord Mayor will hear the Member immediately. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The Member must indicate the Rule or law and the way in which he/she considers it has been broken. The ruling of the Lord Mayor on the matter will be final.
- (b) A Member may call upon the Lord Mayor to advise the meeting as to whether an issue has arisen of factual inaccuracy, or defamation or discrimination. The Lord Mayor, advised by the Chief Executive, will advise the meeting as to what action should be taken if such an issue has arisen.

#### 17.16 Personal Explanation

A Member may, at any time, request to address the meeting to provide a personal explanation where he/she has made a mis-statement that is being quoted by a later speaker, or where another Member has misquoted or misunderstood what the Member had said. The Lord Mayor will decide whether or not to permit the request, and the Lord Mayor's ruling shall not be challenged. The Member shall confine his/her personal explanation to correcting the misunderstanding.

### **18 Voting at Meetings of the Council and Other Bodies**

#### 18.1 Majority

Unless otherwise indicated within the Constitution or required by legislation, any matter will be decided by a simple majority of those Members present in the room and voting at the time the question was put.

#### 18.2 Chair's casting vote

If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

### 18.3 Method of Voting

Unless a recorded vote is demanded in accordance with Rule 18.6, the Chair will take the vote by show of hands or electronically by using the available technology, or if there is no dissent, by seeking the affirmation of the meeting. ~~In the interests of aiding clarity and transparency, 'Voting in parts' shall not be permitted other than in exceptional circumstances at the discretion of the Chair, acting in the interests of aiding clarity and transparency.~~

### 18.4 Show of Hands

Where there is not a consensus (and no electronic system is available), the Chair will ask for a show of hands, in turn, for those Members voting for, those voting against, and those abstaining from voting, and will announce the number of Members voting for, against and abstaining and then announce the outcome of the vote.

### 18.5 Electronic voting

Where facilities for electronic voting or the electronic recording of votes are available, this system will be used. The vote will be recorded and published but (unless demanded) such a vote shall not be a recorded vote as described in paragraph 18.6 below and shall not be entered into the minutes as such. At the meeting the Chair will announce the number of Members voting for, against and abstaining and then announce the outcome of the vote.

### 18.6 Recorded Votes

- (a) If not less than ten Members present at a meeting of the Council or, in the case of meetings of other Bodies, one third of the Members present demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. The recording of votes at a meeting of the Council shall be carried out by roll-call or electronically by using the available technology after a period of approximately one minute has elapsed.
- (b) In accordance with the requirements in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), on any vote relating to the calculation of the council tax taken at a budget decision meeting of the Council the names for and against



the motion or amendment or abstaining from voting will be recorded and entered into the minutes.

**18.7 Right to require individual vote to be recorded**

Where any Member requests it immediately after the vote is taken, his/her vote will be so recorded in the minutes to show whether he/she voted for or against the motion or abstained from voting.

**18.8 Voting on appointments**

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. In the event of a tie between the last two persons, the Chair shall have a second or casting vote.

**19 Misconduct, Irrelevance Etc.**

19.1 The Chair of a Body of his/her own volition or at the request of any Member of the Body may call the attention of the Body to irrelevance, tedious repetition, repeated breach of order, unbecoming language, racist, sexist, homophobic or other offensive behaviour or conduct on the part of a Member of a manner which could reasonably be regarded as bringing his/her office or the Authority into disrepute and will issue a warning to such Member. If a Member disregards the warning, the Chair of the Body will, immediately and without debate, put to the vote that the Member be excluded for the remainder of the meeting

19.2 If a majority of the Members of the Body present vote in favour, the Chair shall order the Member to leave the meeting and/or may adjourn the meeting for such period as he/she in his/her discretion shall consider expedient.

19.3 In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair in addition to any other power vested in him/her may, without the question being put, adjourn the meeting for such period as he/she in his/her discretion shall consider expedient.

19.4 Any complaint about alleged misconduct on the part of a Member which may give rise to a breach of the Councillor Code of Conduct must be reported to the Monitoring Officer.

**20 Disturbance by Members of the Public**

If a Member of the public interrupts proceedings of a meeting the Chair shall warn him/her. If he/she continues the interruption or repeatedly interrupts, the Chair shall order his/her removal from the meeting room. In the case of meetings where there is a general disturbance in any part of the meeting room open to the public the Chair shall order that part to be cleared.

## **21 Use of Equipment such as Mobile Phones and Recording Equipment**

21.1 Mobile telephones, pagers and other such equipment must be switched to silent mode during meetings of the Council and other Bodies so as not to disturb the conduct of the meeting. Photography, video and sound recording of the proceedings of meetings whilst open to the public shall be permitted under the direction of the Chair of the meeting and in accordance with any protocols and guidance issued by the Council's Monitoring Officer.

21.2 The Chair has discretion to withdraw or suspend this permission should he or she deem it necessary, for example if the recording is disrupting the conduct of the meeting, or where a member of the public participating in a meeting objects to being recorded. In order to assist the Chair to manage the recording of the meeting, any member of the public wishing to record must inform the Chair and the recording must be clearly visible.

## **22 Budget and Policy Framework**

22.1 In reaching a decision concerning the adoption of any plan, strategy or budget that forms part of the Council's Budget and Policy Framework, the Council may either approve the proposals, amend them or substitute and approve its own proposals.

22.2 The Monitoring Officer and/or the Chief Finance Officer shall determine whether a decision is considered to be contrary to the Policy Framework or contrary to or not wholly in accordance with the approved Budget.

22.3 Further details are contained in the Budget and Policy Framework Procedure Rules in Part 4 of this Constitution.

## **23 Minutes of Meetings**

23.1 Minute books of all meetings shall be open to the inspection of Members of the Council during normal office hours at the offices of Democratic Services and can also be accessed electronically on the Council's website.

23.2 The minutes will be submitted to the next ordinary meeting of the Body for approval and will contain the names of Members and any co-opted Members present, those Members present who are not members of that particular Body and apologies for non-attendance by Members.

## **24 Appointment and Removal of Leader and Deputy Leader**

24.1 The Council shall at its Annual Meeting appoint a Leader and a Deputy Leader for a period of one year. If the Council fails to elect the Leader at the relevant Annual Meeting, the Leader is to be elected at a subsequent meeting.

24.2 The Leader, and/or the Deputy Leader may be removed from office by resolution of the Council.

24.3 Where there is a vacancy in the office of Leader, the Deputy Leader will assume the responsibilities of the Leader until a new Leader is appointed at an ordinary meeting of the Council. Where both the Leader and Deputy Leader cease to hold office at the same time, the Lord Mayor shall call a meeting of the Full Council as soon as possible, to appoint a new Leader and Deputy Leader.

## **25 Appointment and Membership of Council Committees**

25.1 The Council shall at its Annual Meeting appoint and agree, in accordance with political balance rules if applicable, membership and terms of reference for its Committees. It shall also appoint such other Committees ~~and Sub-Committees~~ as it considers appropriate, such as Regulatory Committees, an Audit and Standards Committee, Area Committees and such other Bodies as it is required by law and as it deems necessary to appoint for the ensuing year.

25.2 Those Bodies will be granted delegated powers, as appropriate, by the Council and may appoint ~~any Task and Finish~~ Groups as appropriate to assist in the completion of their duties ~~subject to any constraints on this power set out in the Matters Delegated to Council Committees and Sub-Committees at Part 3.3 of this Constitution~~ ~~save that each Policy Committee may have no more than one appointed Task and Finish Group at any time.~~

25.3 ~~A Policy Committee may not appoint a Sub-Committee but may delegate powers to a Sub-Committee appointed by the Council for that purpose. Other Committees may appoint Sub-Committees if permitted to do so by their Terms of Reference.~~

~~A Policy Committee may only appoint a Sub-Committee to the extent and for the purpose permitted by its Terms of Reference or in~~

accordance with the Arrangements for Urgent Decision Making at Part 3.3.2 of this Constitution. It may delegate powers to a Sub-Committee within the purposes for which it has been appointed. Other Committees may appoint Sub-Committees if permitted to do so by their Terms of Reference.

- 25.4 A Policy Committee may co-opt non-voting members who are not elected Members of the Council to the Committee ~~or a Task and Finish Group~~ to assist in its consideration of an issue.
- 25.5 Subject to any statutory provisions in that behalf, the Council may at any time dissolve a Body or alter its membership.
- 25.6 Every Member of the Council shall be appointed a member of at least one Policy Committee or Regulatory Committee, unless otherwise determined by the Council.

## 26 Urgent Business

An item of business may be considered at a meeting of ~~any Body the Council, a Committee or Sub-Committee~~ as a matter of urgency, where it has not been possible to give five clear working days' notice, on the recommendation of the Chair but the reason for such urgency must be recorded in the minutes. Any non-confidential or non-exempt report relating to such item must be made available for public inspection once it has been issued.

## 27 Public Notice of Meetings and Availability of Documents

- 27.1 At least five clear working days' notice must be given of the date, time and place of a meeting of a Body.
- 27.2 The agenda and reports (except confidential or exempt reports) must be made available for public inspection at all reasonable times. The public may also inspect any non-confidential /exempt background documents used in the preparation of, and listed in, each report. The Council may, on request, supply a copy of any agenda, reports and background documents to a member of the public on payment of a reasonable fee.
- 27.3 A number of copies of the agenda and non-confidential/exempt reports will be made available at meetings for public use free of charge.

## 28 Public Admission to Meetings

Meetings of all Bodies are generally open to the public, but the public may be excluded from a meeting either in accordance with existing legislation relating to access to information as amended from time to

time, or in accordance with Council Procedure Rule 20 relating to disturbance by the public.

## **29 Casual Vacancy on a Body**

A casual vacancy on a Body occasioned by the resignation of a Member from that Body may be filled by a resolution of the Council at the next following or any subsequent meeting. A casual vacancy on a Body occasioned by a Member ceasing to be a Member of the Council shall not be filled by the Council until after the consequential vacancy in the office of Councillor has been filled.

## **30 Meetings of Bodies**

30.1 The Director of ~~Legal and Governance~~ Policy and Democratic Engagement, shall summon a meeting of every Body to be held within 14 days after its appointment. At its first meeting a Body will consider the meeting schedule approved by the annual meeting of the Council at its first meeting and may, within the constraints of the overall schedule, request alterations. Thereafter meetings shall be summoned by the Director of Policy and Democratic Engagement ~~Legal and Governance~~ to be held on such days and at such times as accord with the approved schedule as amended.

30.2 An Extraordinary meeting of any Body shall be called by the Chair, in consultation with the Monitoring Officer, within 7 days of the receipt by the Monitoring Officer of a requisition in that behalf signed by not less than five members of the Body. An Extraordinary meeting may also be called by the Chair, the Monitoring Officer or by resolution of the Body.

## **31 Appointment of Chair**

31.1 Unless appointments to the positions have been made at the annual meeting of the Council, every Body at its first meeting shall commence its proceedings by electing a Chair and a Deputy Chair. In the event that there are more than two people nominated for either position and there is not a clear majority of votes in favour of one person, then the process outlined in Council Procedure Rule 18.8 shall be followed. However, in the event of a tie between the last two persons for the position of Chair, the person from the Group with the highest number of Members on the Council shall become the Chair.

31.2 In the absence of the Chair and Deputy Chair at a meeting, the Body shall elect a Chair for that meeting.

## **32 Questioning of Council Representatives on Companies**

- 32.1 In any case where a Member or Officer of the City Council has been authorised to act as its representative at a general meeting (or at meetings which include a general meeting) of a company which is an authorised company for the purposes of Part V of the Local Government and Housing Act 1989, members shall be entitled, subject to paragraphs 32.2 and 32.3 below, to put to the Member or Officer concerned at meetings of the Council or other Body questions about the activities of the company.
- 32.2 The right to put questions to Members or Officers contained in paragraph 32.1 above shall only be exercisable where:-
- (a) the Member wishing to put the question has given notice to the Head of Democratic Services ~~Director of Legal and Governance~~ of the precise wording of the question and the person(s) to whom it is to be addressed not later than 12.00 noon on the day which precedes by five normal working days ~~of the Authority~~, disregarding the day on which the notice is given and the day of the meeting, the date of the meeting at which the question is to be put;
  - (b) in the case of a question to be put at a meeting of a Body, the Monitoring Officer ~~Director of Legal and Governance~~, or his/her nominee, in consultation with the Chair of the meeting to which the question is to be put, is satisfied that the activities of the company are of relevance to that meeting; and
  - (c) it is reasonable in all the circumstances to expect the Member or Officer to whom the question is to be put to attend the meeting at which the question is to be put.
- 32.3 Nothing in paragraph 32.1 above shall require any Member or Officer to whom a question is addressed to disclose any information about the company which has been communicated to him/her in confidence.

### **33 Appointment of Substitutes on Committees**

Where an Appointed Member of a Committee is unable to attend a meeting of that Committee, he/she may arrange for a Substitute Member to attend, subject to the following conditions:-

- (a) a Committee Member wishing to be substituted will seek a substitute from the approved list for his/her Party Group;
- (b) the Chief Executive or his/her representative must be notified in writing of the substitution at least one full working day before the day of the Committee;

- (c) the substitution shall last for the duration of the meeting, including an adjourned meeting;
- (d) ~~S~~ubstitute Members are ~~not~~ permitted to attend a meeting of Strategy and Resources Policy Committee; and
- (e) ~~T~~he Monitoring Officer in consultation with the relevant Chair, may permit a substitute if the notice under (b) above has not been given, if satisfied there is a good reason why the required notice was not given.

## Appendix 9

### STANDING ORDERS OF THE COUNCIL

#### Summary and explanation

The Council must operate in an **open, fair and transparent** manner in all its procurement and contract management activity.

As such, these Standing Orders have been put together to help staff who need to obtain goods, services or construction work on behalf of the Council, to ensure that the process followed is fair and proportionate.

These Orders are in addition to the Council's decision-making processes under its Constitution.

#### What is in this document?

1. Who do these Standing Orders apply to?
2. Commissioning goods, services and construction
3. Do these Standing Orders apply to the proposal?
4. Contract Value
5. Goods, services or construction?
6. Which process applies?
7. Tenders
8. Awarding the contract
9. Contracts register
10. Contract management
11. Waivers of Standing Orders
12. Trading and charging
13. Transparency
14. Glossary of terms

#### 1. Who do these Standing Orders apply to?

**Everyone** is responsible for ensuring that they refer to these Orders when they are applicable. Senior Responsible Officers (SRO) must ensure that all Contracts let by his or her Service comply with these Orders.

All breaches of these Orders will be presented to the Audit and Standards Committee in the form of a report.



## 2. Commissioning goods, services and construction

Before commencing any procurement exercise, it is important to consider whether the Council can deliver the goods, services or works internally. This is called a **'make or buy'** decision and involves consideration of the associated costs, quality, and social value aspects of delivery. It also involves consideration of the Council's level of capability and capacity to deliver the requirements.

Any 'make or buy' considerations must be documented and involve the relevant service area.

All portfolio-directorate commissions are required to gain approval following their respective decision-making process and the arrangements for the delegation of functions in Part 3 of the Council's Constitution and engage with Finance & Commercial Services and the Capital Programme Group for all capital projects at the beginning of the Commissioning process.

Additionally, there are a range of factors which may affect the most appropriate commissioning route. These will include the matters below plus any specific factors relating to the commission:

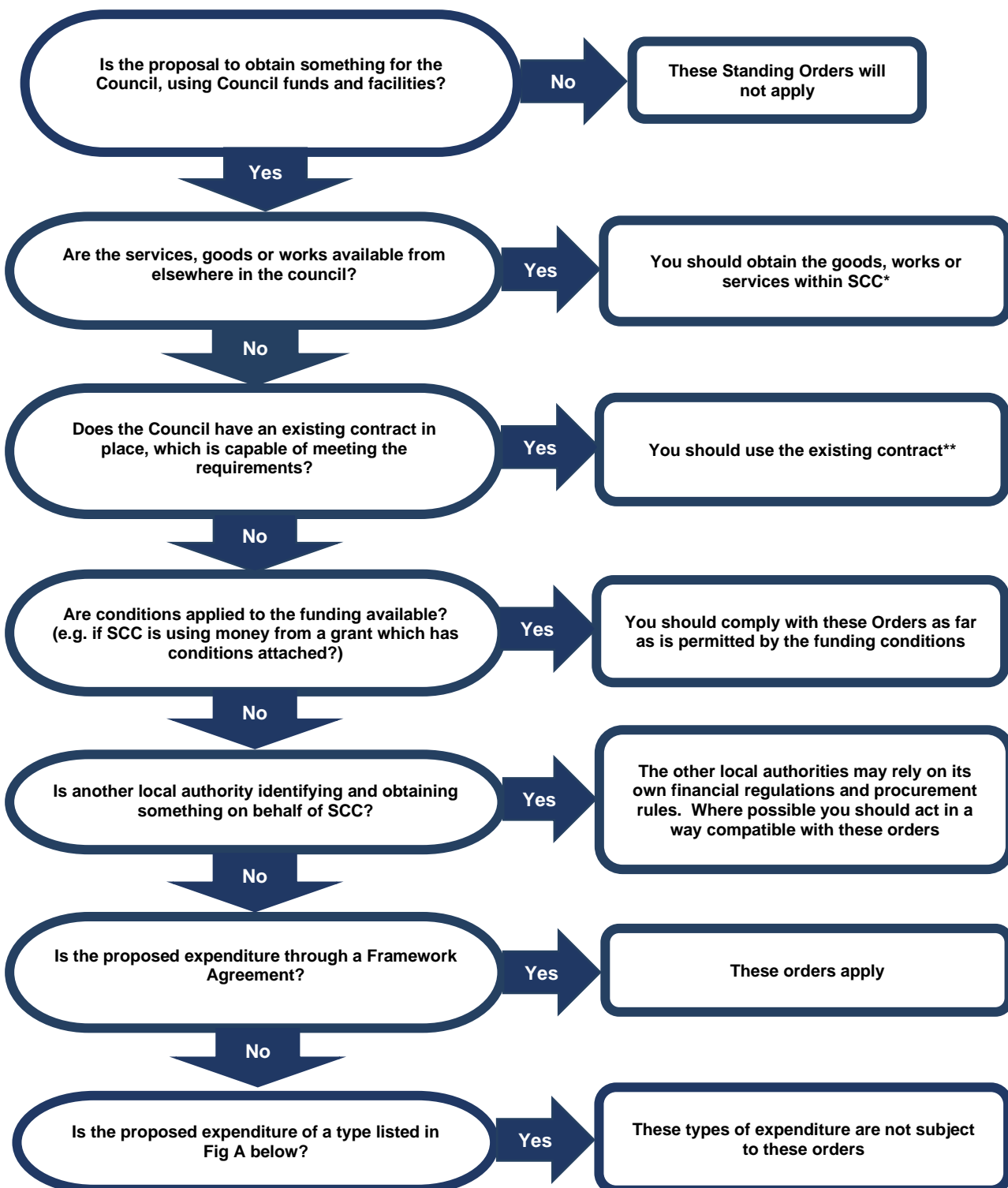
What is the <b>best way to meet the need</b> ? Is it to make? something bespoke, or to buy an existing product or service?
Which of the Council's <b>objectives and priorities</b> does the proposed contract relate to?
Have the relevant <b>stakeholders</b> been consulted?
What <b>approvals</b> are required? (Consider the Council's Arrangements for Delegation)
How much is it likely to <b>cost</b> ? Is it <b>affordable</b> ? Has <b>budget</b> been allocated to this activity?
<b>The requirements:</b> What are your desired quality standards and outcomes?
If an <b>in-house service</b> exists that can fulfil this requirement, it must be used.
Likely <b>length of the need</b> : Is it a one off? Is it a recurring need?
Are there any <b>existing contracts</b> that meet the requirements?
Consider the <b>Council's Ethical Procurement Policy</b> . Does the proposal create any <b>implications</b> in relation to: <ul style="list-style-type: none"><li>• Human resource?</li><li>• Sustainability?</li><li>• Climate impact?</li><li>• Health and Safety?</li></ul>

- Real Living Wage?
- Legal implications & statutory duties e.g. (Equality Act, Best Value duty, Public Services (Social Value) Act duties, public law consultation duties, requirements of Compact with voluntary sector etc.), Subsidy Control and Public Contracts Regulations

The **type of contract:** eg goods/services/works/purchase order/concession

The **length of time** the service will take to procure, or make and mobilise

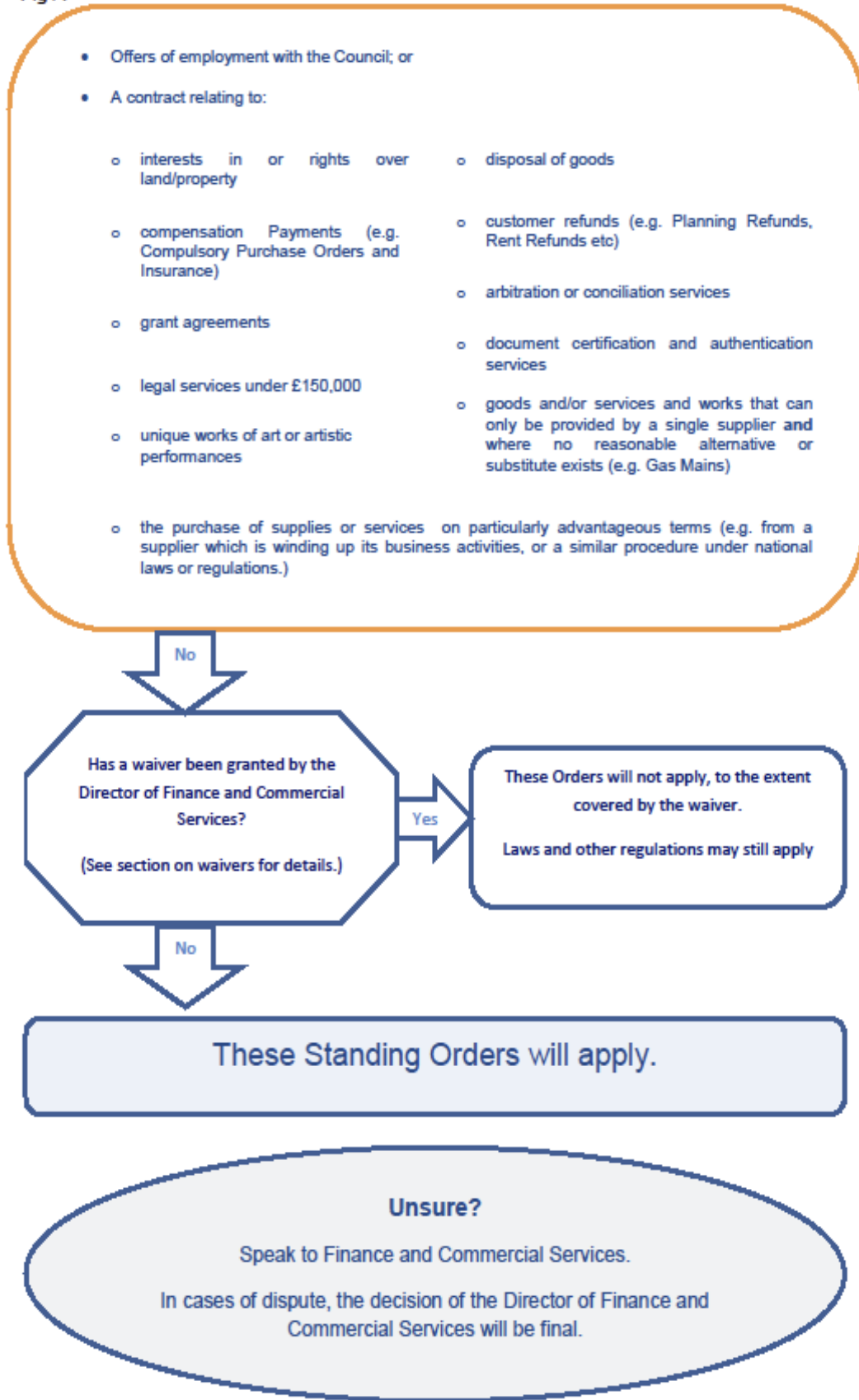
### 3. Do these Standing Orders apply to the proposal?



\* In some circumstances the Director of Finance & Commercial Services will advise on using an external provider. Benchmarking and a competitive process will likely apply

\*\* A list of existing contracts is held by Finance & Commercial Services and published at [YORtender \(eu-supply.com\)](https://www.yortender.com)

Fig A



#### 4. Contract Value

An estimated Contract Value must be established at the start of every procurement process. This will help ensure that you seek the appropriate level of support and approvals are gained for the procurement.

The Contract Value is the estimated total value of the contract over its full duration (not just one year) and must include any extension options and permissible variations.

Where the duration of the Contract cannot be determined, the Contract Value must be the estimated value of the Contract over 48 months.

#### For example...

A contract for goods or services which is £4000 per month:

- £4000 x 48 = £192,000
- The Contract Value is £192,000 and would therefore be subject to the Public Contracts Regulations

The Contract Value must be referenced in any relevant reports required for approval as part of the Council's Arrangements for Delegation.

The Contract Value will also inform the procurement strategy and the appropriate contract award forms.

For **Concession Contracts**, the relevant contract value is the anticipated turnover of the provider. Estimates of the benefit to the Council must be realistic.

If the procurement relates to a recurring need or service (e.g. stationery supplies), or is for goods, services or works which may also be procured by another part of the Council, it could affect the Contract Value and the requirements for aggregation may apply. Officers should obtain guidance from Finance and Commercial Services before commencing any procurement activity for **related services**.

The value of Contracts must never be deliberately or artificially underestimated or split.

Deliberately or artificially underestimating or disaggregating the Contract value as part of any procurement procedure is a clear breach of Procurement Contract Regulations and these Orders.

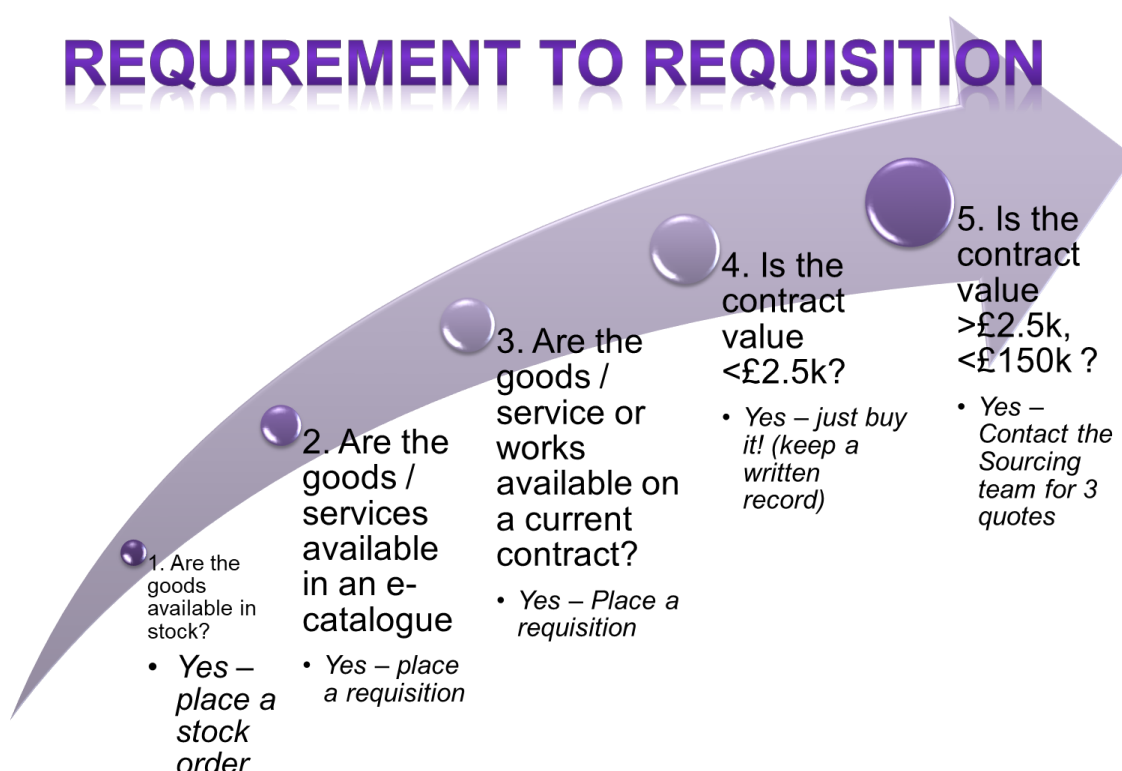
#### 5. Goods, services or works

Different processes apply to contracts for goods, services and works depending on their value. The Procurement Professional is responsible for determining the

most appropriate contracting terms in consultation with Legal Services where required.

## 6. Which process applies?

It is important that the right decision as to how goods and services should be acquired is made. See the Council's acquisition model below for guidance for values below £150,000, if above this value contact Procurement and Supply Chain for assistance.



## 7. Tenders

7.1 The Public Contract Regulations 2015 apply to all requirements (other than concessions for which The Concession Contracts Regulations 2016 apply) and the Construction Design and Management Regulations 2015 apply to all works requirements irrespective of size, duration, complexity and whether the project is notifiable to the Health and Safety Executive.

A Procurement Professional will advise on the most suitable and compliant process in line with these regulations.

## 7.2 Selecting the successful contractor

Contracts must be awarded to the contractor submitting the **most economically advantageous tender**.

The award of the contract will be made in line with the procurement procedure.

The reasons for such a decision shall be formally recorded.

## 8. Awarding the contract

### 8.1 Authority to award contracts

Contracts shall only be entered into in accordance with the Council's Arrangements for Delegation.

### 8.2 Forms of contract

Goods and Service contracts with a value of **>£2,500K** must be evidenced in writing.

### 8.3 Signed or sealed?

A contract may only be signed or sealed when the necessary approvals are in place for the award of the Contract.

The process of signing or sealing a contract will be determined by value and any special circumstances.

Contract value	Signed or sealed?	Exceptions
Up to £2,500	Signed	A good reason not to sign.
Between £2,500 and £500,000	Signed	The Director of Legal and Governance recommends that the contract should be made by way of a deed.  The law requires that the contract has to be made by way of a deed or additional warranties are required.
Over £500,000	Sealed	The Director of Legal and Governance recommends that the contract can be signed.

---

		The contract is part of a framework requiring contracts to be signed or the use of a standard form.
--	--	---

#### 8.4 Who can sign?

The following people are authorised to sign contracts on behalf of the Council using handwritten or electronic signatures:

- The Director of Finance and Commercial Services;
- The Head of Procurement
- The ~~Director of Legal and Governance~~ Chief Legal Officer;
- Any Assistant Director of Legal ~~Services and Governance~~;
- The relevant SRO.

#### 9. Contracts register

The Council is required by the Government to publish all contracts above an estimated value of £5000 on an online Contracts Register.

All contracts with an estimated value above £10,000 (excluding VAT) must also be published on the Government's Contract Finder website.

The e-tendering system automatically updates the Contracts Register for contracts awarded through e-tendering.

Where the e-tendering system has not been used to let the contract, the SRO must ensure that full details are provided to Finance and Commercial Services as soon as possible to update the register.

#### 10. Contract management

It is the responsibility of the SRO to ensure appropriate Contract management arrangements are put in place as defined by Finance & Commercial Services. The Contract management arrangements will relate to the value, scope and risk of the contract.

Contract management arrangements must be defined in the Contract award.

#### 10.1 Payment

The Council's standard payment terms are within 30 calendar days of the invoice date.

Any variation to this standard must be agreed by the Director of Finance &



Commercial Services either as part of the letting of a contract or by ad-hoc exception to the standard terms, or where suppliers participate in the Council's early payment scheme

Approval to vary these terms must be in writing.

## **10.2 Extensions and variations of contracts**

Sometimes it may be necessary or desirable to extend or otherwise change an agreement after it has been confirmed. If you wish to extend or change an agreement, you must engage with Finance & Commercial Services and obtain any necessary approvals prior to making any commitments.

Consent should be sought at an early stage to allow for other procurement methods to be undertaken where appropriate.

All extensions to agreements must demonstrate **value for money** and should not be instigated to avoid or delay the requirement to conduct a competitive procurement.

All variations and extensions to agreements must be evidenced in writing.

## **11. Waiver of Standing Orders**

Where necessary, the Director of Finance and Commercial Services may grant a Waiver to all or part of the requirements of these Orders.

When applying for a Waiver of these Orders, the procurement professional must set out why the competitive processes in these Orders should not apply.

Where a Waiver request relates to a proposed contract value over £50,000, the request must be reviewed and approved by the relevant Executive-Strategic Director.

The Director's decision to waive the requirements must be recorded and must include the reasons for the waiver.

Waiver cannot, as a matter of law, excuse non-compliance with any law pertaining to public procurement.

Guidance on Waivers is available from Finance and Commercial Services and must be adhered to. Applications for a Waiver shall be made in the form of a procurement strategy document.

## **12. Trading and charging**

Advice must be sought from the Director of Finance and Commercial Services

when engaging in commercial trading activity in the following circumstances:

- Where the Council have not delivered the goods, service or works before
- Where professional advice is being delivered
- Where there are health & safety implications

### 13. Transparency

The Council is required to publish any spending over £500 in accordance with the Local Government Transparency Code.

Additionally, the Council is required to publish all tendered contracts that are awarded following a procurement process.

Contracts will be published electronically with commercially confidential information subject to redaction.

### 14. Glossary of terms

In these Contracts Standing Orders the following words shall have the meanings given to them below:

<p><b>“Best Value”</b></p>	<p>The Council’s duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.</p>
<p><b>“Commissioning”</b></p>	<p>A continuous process through which Commissioners identify need, analyse, plan, source, deliver and performance management activity. See “The Commissioning Process” document available from Finance and Commercial Services for more information.</p>
<p><b>“Concession”</b></p>	<p>An agreement where the supplier has an obligation to the Council to deliver services or construction. This obligation is in exchange for a right, granted by the Council, to exploit some or all of those services or construction to make a profit. It may also include a payment to and/or from the Council.</p>
<p><b>“Contract”</b></p>	<p>An agreement between the Council (or by a</p>

	within the meaning of section 68 Local Government and Housing Act 1989) and the supplier for the delivery of goods, construction, or services, in exchange for payment. This can include contracts made on a Concession basis.
<b>"Contractor"</b>	Includes a tenderer or any other person or organisation delivering a Contract.
<b>"Contract Value"</b>	The estimated total of the money payments to be made by the Council and the value of materials or other benefits to be retrieved or enjoyed by the Contractor for the whole period of the Contract, including any potential extensions, exclusive of VAT.
<b>"Framework Agreement"</b>	An agreement between one or more purchasers (including the Council or a party which gives access to the Council) and one or more Contractors, establishing the terms on which goods, construction or services may be purchased during the period of the agreement, in particular with regard to price and, where appropriate, the quantity envisaged. Framework Agreements may allow Contracts to be placed without the need for a further public procurement exercise.
<b>"Orders"</b>	These Standing Orders for Contracts.
<b>"Procurement Professional"</b>	A Council Officer who is either: a qualified procurement professional or a procurement professional by way of their role as a buyer of goods, construction or services.
<b>"Regulations"</b>	The Public Contracts Regulations 2015, the Utilities Contracts Regulations 2016 and the Concession Contracts Regulations 2016.
<b>"Senior Responsible Officer" or "SRO"</b>	<del>In accordance with the Council's Arrangements for Delegation in place at the time</del> <u>The Head of Service or other Officer nominated in writing by the Head of Service to act in their place.</u>

## Appendix 10

### ACCESS TO INFORMATION PROCEDURE RULES

#### 1. SCOPE

These rules apply to all meetings of the Council, its Policy Committees, Area Committees, the Audit and Standards Committee, Regulatory Committees and any other Committees established by the Council (together called meetings).

#### 2. ADDITIONAL RIGHTS TO INFORMATION

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

#### 3. RIGHTS TO ATTEND MEETINGS

- 3.1 Members of the public and the media shall, subject to the exceptions contained in these and other Rules in this Constitution, be entitled to attend all meetings to which these Rules apply.
- 3.2 Attendance at meetings may be limited by the capacity of the room in which the meeting is held. The Chair of the meeting may eject members of the public from a meeting in respect of disturbance or unruly behaviour. At meetings of the Full Council, in addition to Members and officers of the Council, admittance to the floor of the Council Chamber shall be at the discretion of the Lord Mayor.
- 3.3 Photography, video and sound recording at meetings shall be permitted under the direction of the Chair of the meeting in accordance with Council Procedure Rule 21.

#### 4. NOTICE OF MEETING

The Council will give at least five clear working days' notice (excluding the days on which the meeting is called and on which it is held) of any meeting to which these Rules apply by posting details of the meeting at Sheffield Town Hall and/or Howden House and on the Council's website, except that where the meeting is convened at shorter notice in accordance with these Rules, details shall be posted from the time the meeting is convened.

**5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

The Council will make copies of the agenda and reports which are open to the public available for inspection at Sheffield Town Hall and on the Council's website at least five clear working days before the meeting except that:

- (a) where the meeting is convened at shorter notice in accordance with these Rules, copies of the agenda and reports shall be available for inspection from the time the meeting is convened; and
- (b) where an item is added to an agenda in accordance with these Rules, copies of which are open to inspection by the public, copies of the item (and of the revised agenda) and copies of any report for the meeting relating to that item, shall be available for inspection for the time the item was added to the agenda.

Nothing in this section requires copies of any agenda, item or report to be open to inspection by the public until copies are available to members of the Council.

**6. ITEMS OF BUSINESS**

An item of business may not be considered at a meeting unless:

- (a) A copy of the agenda including the item (or a copy of the item) is available for inspection by the public for at least five clear days before the meeting; or,
- (b) Where the meeting is convened at shorter notice in accordance with these Rules, such copies are available for inspection from the time the meeting is convened; or
- (c) There are, in the opinion of the Chair of the meeting, special circumstances for considering the item as a matter of urgency, which shall be specified in the minutes of the meeting.

**7. SUPPLY OF COPIES**

The Council will supply to any person, on payment of a charge for copying, postage and any other costs, copies of:-

- (a) any agenda and reports which are open to public inspection;

- (b) any further statements or particulars necessary to indicate the nature of the items on the agenda; and
- (c) if the Monitoring Officer thinks fit, any other documents supplied to Councillors in connection with an item.

## 8. **ACCESS TO MINUTES AND DOCUMENTS AFTER THE MEETING**

The Council will make available for inspection and, upon payment of a charge for copying, postage and any other costs, copies of the following for six years after a meeting:

- (a) the minutes of the meeting, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- (c) the agenda for the meeting; and
- (d) reports relating to items when the meeting was open to the public.

## 9. **BACKGROUND PAPERS**

### 9.1 **List of background papers**

The officer responsible for a report will set out in it a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) which have been relied on to a material extent in preparing the report

but does not include published works or those which disclose exempt or confidential information (as defined in these Rules).

### 9.2 **Public inspection of background papers**

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of

background papers. These documents will be available on the Council's website and at the Sheffield Town Hall.

## **10. SUMMARY OF THE PUBLIC'S RIGHTS**

- 10.1 A written summary of the public's rights to attend meetings and to inspect and copy documents will be included in each agenda for Council meetings which will be available to the public at the Town Hall, Pinstone Street, Sheffield S1 2HH and on the Council's website.

## **11. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS AND DOCUMENTS**

### **11.1 Confidential information – requirement to exclude public**

The public must be excluded from meetings whenever it is likely that confidential information would be disclosed.

Confidential information means:

(a) information provided to the Council by a Government Department upon terms (however expressed) which forbid the disclosure of the information to the public; and

(b) information the disclosure of which to the public is prohibited by or under any enactment or by order of the Court.

### **11.2 Exempt information – discretion to exclude public**

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information, as described in Schedule 12A to the Local Government Act 1972, would be disclosed.

Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

Exempt information means information falling within one or more of the following categories, subject to the conditions relating to that category.

<b>Category</b>	<b>Condition</b>
1. Information relating to an individual	Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information and provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.
2. Information which is likely to reveal the identity of an individual	Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.
3. Information relating to the financial or business affairs of any particular person (including the authority holding the information)	Information falling within this paragraph is not exempt if it must be registered under various statutes, such as the Companies Acts, Charities Acts, Friendly Societies Acts, Co-operative and Community Benefit Societies Acts or the Building Societies Acts. Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Minister of the Crown and employees of, or office holders under, the Council.	Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.



<p>5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</p>	<p>Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.</p>
<p>6. Information which reveals that the Council proposes</p> <p>a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>b) to make an order or direction under any enactment</p>	<p>Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.</p>
<p>7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>	<p>Information is exempt information if and so long as in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information, provided the information does not relate to proposed development for which the Local Planning Authority may grant itself planning permission under Planning Regulations.</p>

### 11.3 Exclusion of access by the public to reports

If the Monitoring Officer thinks fit the Council may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with this Rule, the meeting is likely not to be open to the public. Where the whole or part of any report for a public meeting is not available for inspection by the public, every copy of the report shall be marked “not for publication” and it shall be stated on the report:

- that it contains confidential or exempt information; and
- Identifies which of the descriptions of confidential or exempt information in this Rule may apply.

## 12. PUBLIC ACCESS TO MEETINGS

- 12.1 A meeting of the Council or a Committee must comply with the public access requirements of these Rules when it meets collectively.

## 13. BASIS OF DECISIONS

- 13.1 A decision may only be taken:
- (a) on the basis of a written report, setting out key legal, financial, service, equal opportunities, human rights, land and property and corporate implications, as well as the reasons for report recommendations and the alternatives considered and rejected; and
  - (b) when the Monitoring Officer or his or her nominee is present.

## 14. DECISIONS MADE BY OFFICERS

- 14.1 As prescribed by the Openness of Local Government Bodies Regulations 2014 certain categories of decisions taken by officers are required to be recorded.

Officers must comply with the above Regulations and general principles of open and transparent decision making. The Monitoring Officer ~~Director of Legal and Governance~~ will provide guidance as to which decisions fall within the regulation.

- 14.2 The written record must be produced as soon as is reasonably practicable after the decision is made and must contain the following information:
- the date the decision was made;
  - a record of the decision taken along with reasons for the decision;
  - details of any alternative options considered and rejected when the decision was made;
  - (if the decision was made under an express specific authorisation) the name of any Member who has declared a conflict of interest in relation to the decision.
- 14.3 The Regulations also require the written record, together with any background papers to be published on the website. To simplify this procedure a short report, including the key legal, financial, service,

equal opportunities, human rights, land and property and corporate implications, should be prepared for the decision maker to base their decision on.

## 15. **ADDITIONAL COUNCILLORS' RIGHTS OF ACCESS TO DOCUMENTS**

### 15.1 **Material relating to previous business**

Subject to the following exception, all Councillors will be entitled to inspect any document (except those in draft form) which:

(a) is in the possession of or under the control of the Council; and

(b) contains material relating to any business which has been transacted at a meeting of the Council or a Committee or Sub-Committee of the Council.

### 15.2 **Exception**

This provision does not require a document to be available if it appears to the Monitoring Officer that it contains confidential or exempt information as defined in these Rules.

Notwithstanding this exception, the document must be open to inspection if it falls within paragraph 3 (except to the extent that the information relates to any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract) or paragraph, (other than paragraphs 3 and 6 of Schedule 12A of the Local Government Act 1972 (as stated at section 11.2 above).

### 15.3 **Rights to be additional**

These rights are additional to any other rights Councillors may have, as described more fully at Section 14 of the Protocol for Member/Officer Relations at Part 5 of this Constitution.

**Sheffield City Council  
Financial Regulations  
2023**

**VERSION: 0.7**

**DATE OF ISSUE: TBC**

**AUTHOR: Tony Kirkham - Director of Finance & Commercial Services (CFO)**

**APPROVED BY: Full Council - 5<sup>th</sup> July 2023**

## Contents

<b>Key Terms and Definitions</b> .....	<b>3</b>
<b>1. Background</b> .....	<b>10</b>
<b>2. Financial Management</b> .....	<b>27</b>
<b>3. Financial Planning</b> .....	<b>30</b>
<b>4. Financial Implications</b> .....	<b>35</b>
<b>5. Capital Programme</b> .....	<b>36</b>
<b>6. External Funding / Grants</b> .....	<b>41</b>
<b>7. Income Management</b> .....	<b>43</b>
<b>8. Purchasing</b> .....	<b>52</b>
<b>9. Internal Charges</b> .....	<b>56</b>
<b>10. Payroll, Expenses and Petty Cash Floats</b> .....	<b>56</b>
<b>11. Bank Accounts and Credit Cards</b> .....	<b>57</b>
<b>12. Taxation</b> .....	<b>58</b>
<b>13. Stores, Stock, Assets and Security</b> .....	<b>59</b>
<b>14. Retention of Records</b> .....	<b>60</b>
<b>15. Financial Systems</b> .....	<b>60</b>
<b>16. Accounting</b> .....	<b>61</b>
<b>17. Internal Audit</b> .....	<b>62</b>
<b>18. Companies, Joint Ventures, Partnerships, Joint Committees etc.</b> .....	<b>62</b>
<b>19. Grant (Gift) Arrangements</b> .....	<b>63</b>
<b>20. Council Supply Agreements</b> .....	<b>63</b>
<b>Appendices:</b> .....	<b>65</b>
<b>A. Financial Records: Recommended Retention Schedule</b> .....	<b>65</b>

**Key Terms and Definitions**

<b>Accountable Body (for external funding)</b>	A body receiving funding who becomes legally responsible for ensuring that requirements of the funder are met. This usually includes, for example, putting in place audit trails, overseeing contract management with suppliers, ensuring the project has sufficient cash flow and generally meeting the liabilities (e.g. clawback) that flow from the conditions of the funding.
<b>Accountability Framework</b>	A written framework to explain accountability within a Directorate for the budgets held by each Director and Head of Service. The Framework is reviewed annually to ensure it is still fit for purpose and refreshed when parties involved change.  It has been developed to protect the Council's overall financial interest and to meet all statutory requirements.
<b>Accounting Team and Finance &amp; Commercial Business Partnering Team</b>	Members of Finance & Commercial Services with specific responsibility for supporting members of the Senior Management Team and their teams through the provision of financial advice and decision support.
<b>Accounting Policies</b>	Accounting policies are the <b>rules</b> used by an organisation to ensure that transactions are lawful, recorded properly and that the financial statements are produced correctly. At SCC, the Chief Finance Officer (CFO) must select the accounting policies and ensure they are properly followed.  The Accounting Policies are included in the Statement of Accounts produced each year.
<b>Acquisition</b>	The process of getting something – this may be bought, leased or donated.
<b>Annual Revenue Budget</b>	This is the Council's total Revenue spending plans for the year including the level of Council Tax for the coming year. It is set by Council following receipt of the Annual Budget Report.
<b>Asset(s)</b>	The CIPFA Code of Practice on Local Authority Accounting in the UK defines an asset as 'a resource controlled by the authority as a result of past events and from which future economic benefits or service potential is expected to flow to the authority'.
<b>Bad and Doubtful Debt</b>	A bad debt is a debt which the Council thinks will never be paid by the customer. A doubtful debt is a debt which is likely to become a bad debt, but there is still a chance that the customer will pay.
<b>Budget</b>	As per the Council's Constitution (Part 2, Article 4), only Full Council can approve and adopt the annual budget. It

	<p>includes the allocation of financial resources to different service and projects, including:</p> <ul style="list-style-type: none"> <li>• Revenue expenditure</li> <li>• Proposed contingency funds including reserves and balances</li> <li>• Setting the Council Tax (and any other local tax which may be within the control of the Council)</li> <li>• Decisions relating to the control of the Council's borrowing requirement</li> <li>• Capital expenditure,</li> <li>• The Treasury Management Strategy, and</li> <li>• The Housing Revenue Account.</li> </ul>
<b>Budget carry forward</b>	A budget carry forward is an underspend of an amount of budget, which is planned for, and then transferred to an earmarked reserve to be spent in a future year(s), for a specified purpose. For the purposes of these Financial Regulations this is treated as a Virement (See below).
<b>Budget Implementation Plan (BIP)</b>	Business planning is an ongoing process which ensures that we understand needs, agree priorities and strategic outcomes, for the medium to long-term, and allocate and develop resources needed to deliver them. The decisions from the process – both quantitative and qualitative - allow the production of the Budget Implementation Plans (BIPs) in the Budget Book.
<b>Business Rates</b>	<p>Also referred to as National Non-Domestic Rates (NNDR) and are a levy on business properties based on a national rate in the pound applied to the 'rateable value' of the property.</p> <p>The Government determines the national rate multiplier and the Valuation Office Agency determine the rateable value of each business property.</p> <p>Business Rates are collected by the Local Authority and paid into their collection fund, this amount is then distributed 49% to the Local Authorities general fund, 1% to the South Yorkshire Fire and Rescue Authority and 50% to Central Government.</p> <p>The Central Government share is then redistributed nationally, partly back to Local Authorities through Revenue Support Grant.</p>
<b>Capital Expenditure</b>	Expenditure that is incurred to acquire, create or add value to a non-current asset.

<b>Capital Programme</b>	<p>The sum of all the Council’s individual capital projects and programmes that the Council is planning to undertake, together with the funding to support the Programme.</p> <p>The Capital Programme is made up of several different projects, ranging from large scale projects, such as Building Schools for the Future, to smaller projects, such as children’s play equipment.</p> <p>The number and size of the projects may change, which means that Capital Programmes may not be comparable in terms of size and scope over time.</p>
<b>Capital Project</b>	<p>A project which spends capital resources to acquire assets, and/or build, improve, increase the market value of, or substantially lengthen the useful life of an asset.</p>
<b>Capital Reporting and Approval Timetable</b>	<p>This sets out the submission deadlines of Capital Approval Forms, dates of review meetings, monitoring and forecasting cycles, reporting dates and finance system schedules.</p>
<b>Chief Finance Officer (CFO)</b>	<p>The Chief Finance Officer (CFO) has a statutory responsibility under section 151 of the Local Government Act 1972 and s114 of the Local Government Finance Act 1988 to ensure that the Council makes arrangements for the proper administration of its financial affairs. These laws govern the way in which the Authority’s financial affairs are managed. The CFO is the Director of Finance &amp; Commercial Services.</p>
<b>Chief Property Officer</b>	<p>Authorised to make any decision in respect of property matters not reserved to a Committee or Full Council, except when a member of the Senior Management Team can make a declaration that operational property is surplus to the requirements of a service within the Directorate.</p> <p>The Chief Property Officer is responsible for Property Asset Management across the Council.</p>
<b>Constitution</b>	<p>It describes the arrangements made by the Council for the discharge of its functions, the appointment of its Committees and the way that it meets other statutory requirements concerning governance arrangements.</p> <p>The ways in which the Council’s functions will be discharged are set out in (Part 3) of the Constitution and include functions to be exercised by a Committee of the Council and functions delegated to officers.</p> <p><b>If any lawfully made provision of the Constitution contradicts any provision of these Financial Regulations, the Constitution shall prevail.</b></p>



<b>Consultative Committee of Accountancy Bodies (CCAB)</b>	<p>A forum of chartered accountancy bodies which individually provide professional accountancy qualifications. The member bodies are:</p> <ul style="list-style-type: none"> <li>• The Institute of Chartered Accountants in England and Wales (ICAEW)</li> <li>• Association of Chartered Certified Accountants (ACCA)</li> <li>• Chartered Institute of Public Finance and Accountancy (CIPFA)</li> <li>• The Institute of Chartered Accountants of Scotland (ICAS)</li> <li>• Chartered Accountants Ireland</li> </ul>
<b>Corporate Plan</b>	<p>Any plan approved in line with the Constitution which sets out the vision for the Council and Sheffield. It includes what the Council will do to deliver the vision.</p>
<b>Council Supply Agreements</b>	<p>A Council Supply Agreement is a contractually binding agreement under which the Council agrees to provide works, services or supplies to a third party in return for payment, in money or in-kind, otherwise than in fulfilment of a statutory duty, but does not include an agreement under which the Council receives grant aid.</p>
<b>Council Tax</b>	<p>A banded property tax that is levied on domestic properties. The banding is based on assessed property values as at 1st April 1991, and ranges from Band A to H.</p>
<b>Debtor Account (Account Receivable)</b>	<p>Records which show who owes the Council money, what they owe the money for and the amount.</p>
<b>Director</b>	<p>An officer who is a direct report of a member of the Senior Management Team (see definition below)</p>
<b>External Funding</b>	<p>External Funding is discretionary money not accounted for within the normal funding from central government or equivalent, distributed by various Funders on a business case and/ or competitive basis requiring an application.</p>
<b>Financial Policies</b>	<p>The Council has a detailed set of financial policies which support these Financial Regulations.</p>
<b>Financial Protocol</b>	<p>The Financial Protocol describes the roles and relationships of the main parties involved in the Council's financial management arrangements. The protocol is reviewed annually to ensure it is still fit for purpose and refreshed when parties involved change.</p>
<b>Forward Capital Programme</b>	<p>This is the term used to describe the projects that are planned to be in the Council's Capital Programme for the following financial year. Information is usually prepared and</p>

	collated in the autumn/ winter for presentation to Council in March.
<b>Internal Control</b>	An internal control is a procedure or policy put in place by the Council to: <ul style="list-style-type: none"> <li>• protect assets and resources,</li> <li>• to deter and detect errors, fraud or theft,</li> <li>• to ensure accurate and complete accounting records,</li> <li>• to produce reliable and timely financial information.</li> </ul>
<b>Irregularity</b>	Something that is irregular, such as improper or dishonest conduct.
<b>Liability</b>	Obligations that the Council may need to fulfil.
<b>Match Funding</b>	Funds that are set to be paid in equal amount to funds available from other sources. Match funding requirements can be met by in-kind contributions of staff time/ resource as well as actual cash/ budget.
<b>Medium Term Financial Strategy (MTFS)</b>	The Council's MTFS presents an overview of the Council's Financial position over the next three to five year period, including revenue and capital spending plans linked to priorities.
<b>Overhead</b>	Overheads are the expenses of a business which cannot be directly linked to the delivery of a service; but are necessary for the running of the organisation, e.g. building rent or light & heating costs.
<b>Overhead Apportionment</b>	The distribution of various overhead items, in proportion, to the department on a logical basis for example, building rents apportioned to services based on the floor space used by departments.
<b>Directorate</b>	A group of sections and services managed by a Strategic Director (member of the Senior Management Team).
<b>Project Manager</b>	The officer who is responsible for the day to day running of the project on behalf of the Project Sponsor / Board. They are also responsible for delivery of the projects to budget, time and specification. Project Managers are also known as Budget Managers.
<b>Property Asset Management</b>	A mechanism to ensure that property assets are managed and used efficiently and effectively to support the main objectives of an organisation.
<b>Provision</b>	Amounts charged to revenue during the year for costs with uncertain timing, though a reliable estimate of the cost involved can be made.
<b>Reconciliation</b>	An accounting process that compares two sets of records to check that figures are correct and in agreement.

<b>Revenue Spending</b>	Any expenditure by the Council that falls outside the definition of Capital Spending. Typically, the day-to-day running costs of the Council, such as, salaries, rent, utility bills and payments to service providers.
<b>Reserves</b>	Money set aside from anticipated expenditure postponed or cancelled, or by capital accounting arrangements.
<b>Risk Management</b>	<p>Risk management refers to the practice of identifying potential risks in advance, analysing them, and taking steps to reduce/ curb the risk. Risks could include financial uncertainty, legal liabilities, strategic management errors, accidents and natural disasters.</p> <p>The Risk Management Framework has been produced by the Corporate Risk Management Group (CRMG).</p> <p>Financial Risk Management is built into the Financial Regulations and the processes that staff are expected to follow daily. Key processes that promote good financial risk management include:</p> <ul style="list-style-type: none"> <li>• monitoring budgets,</li> <li>• complying with processes in the Financial Regulations,</li> <li>• following the decision-making framework,</li> <li>• maintaining and monitoring key financial risk registers.</li> </ul>
<b>Senior Management Team (Strategic Directors)</b>	<p>The senior managers who report directly to the Chief Executive who, at the date of issue of these Regulations, are:</p> <ul style="list-style-type: none"> <li>• Executive Director – City Futures</li> <li>• Executive Director – Neighbourhood Services</li> <li>• Strategic Director - Public Health and Commissioning</li> <li>• Strategic Director - Adults Care and Wellbeing Service</li> <li>• Strategic Director - Children’s Services</li> <li>• Chief Operating Officer</li> </ul>
<b>Sundry Debt</b>	<p>Miscellaneous income that is due to the Council that can be collected by payment up front or raising a sundry debt invoice.</p> <p>Local taxation, housing benefit overpayments and rental income are not included in this definition.</p>
<b>Transfer to a specific reserve</b>	This is funding that is being put to one side (in a reserve) as part of the service’s budget strategy. The funding will be used in future years for reinvestment back into the service area.

	For the purposes of these Financial Regulations this is treated as a Virement (See below).
<b>Treasury Management</b>	The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
<b>Utilities/ Utility Bill</b>	As approved by the CFO, payments for the following services are Utilities (Gas, Electricity, Water, Telecoms, Mail Services and Photocopiers).
<b>Variation/ Change in Scope (Capital)</b>	This is where there are changes in the agreed capital project cost or outputs. This could be an increase in the cost of the project, a change in available funding, or what will be delivered (the outputs). For example, funding to refurbish six schools is reduced to three schools. This would create a financial variation and change of scope, requiring approval in accordance with the Constitution.
<b>Variations (Revenue)</b>	Variations are changes to the total amount of expenditure across either a Service, Directorate or the Council resulting in a change to the Council's overall Budget.
<b>Virement</b>	<p>The transfer of underspending on one budget head to finance additional spending on another budget head. Virements are also used to move budgets where a function is moved from one Directorate or Service to another.</p> <p>Where cash limit is moved to be spent on achieving a different purpose to that approved in the annual budget, this is a policy choice and is classed as a virement.</p>
<b>Write-Off</b>	Removing a debt from the Council's accounts using money that has been set aside as part of the bad and doubtful debt provision. It relates to debts that are correctly due to the Council but are no longer collectable.

[Back to Contents page](#)

## 1. Background

This section explains what the Financial Regulations are, who must follow them and how the Council knows they are being followed.

It also outlines what training is available to help understand the Financial Regulations.

<p><b>The Financial Regulations are rules and instructions to help officers and Members to manage the Council's finances properly</b></p>	<p>These Financial Regulations are part of the Council's Constitution (part 4). The Financial Regulations set out the policies that are in place to help officers and Members of the Committees to manage the Council's finances. They are a key part of the Council's financial governance arrangements.</p> <p>They are very technical in places as they describe accounting practices and standards that have been set by law and/or professional accountancy bodies. They are used by officers who have an accepted level of understanding of the subject matter. As such there is likely to be content that will not be easy for the public to understand.</p> <p>The CFO must make sure that standards, procedures, and processes are in place across the Council to support the implementation of these Financial Regulations.</p> <p>These Financial Regulations are regularly checked to ensure they reflect accounting best practice, legislation and changing needs of services.</p> <p>Officers should initially contact the Accounting Team if they wish to query the content of these Financial Regulations. Any changes to the Financial Regulations must be approved by Full Council.</p> <p>If any part of these Financial Regulations contradicts another part of the Constitution that other part shall take precedence.</p>
<p><b>All officers, including voluntary staff must follow the rules in the Financial Regulations</b></p>	<p>All officers, including those working for the Council on a voluntary basis, must follow the rules set out in these Financial Regulations. It is important that all managers and staff are familiar with these Financial Regulations and the rules they contain. Using the Council's financial system (Integra) properly is also essential to ensure the Financial Regulations are followed.</p> <p>If managers and staff do not follow the rules this may result in the withdrawal of delegated financial authority and/ or the application of disciplinary procedures.</p>
<p><b>Members of the Senior Management Team and Directors must confirm they follow the Financial Regulations as part of their Annual</b></p>	<p>As part of the Annual Governance process, all members of the Senior Management Team and Directors must sign a statement to say that they comply with the governance arrangements of the Council including the Financial Regulations and Risk Management Framework.</p> <p>They also must confirm that they have appropriate internal controls in place in their Directorate to protect the Council's assets.</p> <p>Any occasions where the internal controls have not worked properly must be declared.</p>

<b>Governance statement</b>	<p>The Annual Governance Statement is a statutory document which describes the governance framework and highlights any significant issues which have occurred in a financial year.</p> <p>The Annual Governance Statement is approved by the Audit &amp; Standards Committee and is published with the Annual Accounts.</p>
<p><b>To support understanding, procedures and processes are available</b></p> <p><b>Financial Protocol</b></p> <p><b>E-Learning about the finance System (Integra) and Qtier is also available</b></p>	<p>Guidance is available which supports these Financial Regulations. The guidance sets out in more detail the Council’s procedures and processes related to financial management and administration.</p> <p>The Financial Protocol complements the Financial Regulations and Policies by describing the roles and relationships of the main parties involved in the Council’s financial management arrangements, helping to ensure sound financial management.</p> <p>Training is made available by Finance and Commercial Services to support the Financial Regulations. This includes e-training and guidance for the finance system (Integra) and Qtier reporting tool.</p> <p>All staff should follow the guidance and other documentation to ensure full compliance with the Financial Regulations.</p>

### Who Has Responsibility for Finance?

Many of the Council’s responsibilities for finances are delegated from Council to its Committees. Ensuring expenditure remains within the resources available to it.

The table below summarises the key financial responsibilities:

<b>Full Council</b>	<p>Functions that can only be carried out by Full Council include:</p> <ul style="list-style-type: none"> <li>• Approving or adopting the Policy Framework</li> <li>• Approving or adopting the Budget, including approval of variations.</li> <li>• Agreeing the capital strategy and programme</li> </ul> <p>All the functions carried out by Full Council are set out in Part 2, Article 4 of the Council’s Constitution and/ or prescribed by law.</p>
<b>Strategy &amp; Resources Policy Committee</b>	<p>The Strategy &amp; Resources Policy Committee has a co-ordinating role across all other Policy Committees and exercises a corporate view of outcomes, performance, budget monitoring and risk management.</p> <p>The Strategy &amp; Resources Policy Committee has overarching responsibility for the development and submission to Full Council for adoption of the Budget and Policy Framework.</p> <p>The Strategy &amp; Resources Policy Committee may take any decision otherwise reserved to the Finance Committee and will ensure revenue and capital budget monitoring takes place with sufficient regularity.</p> <p>Either the Strategy &amp; Resources Policy Committee or the Finance Committee will receive:</p> <ul style="list-style-type: none"> <li>• At least a quarterly budget monitoring report outlining the financial position for the whole Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• The out-turn report following the end of the financial year to approve decisions on the carry-forward/ carry-back of resources from one year to the next.</li> <li>• Financial information during the year if support is needed for an in-year decision on the Council's budget (variation).</li> </ul>
<b>Finance Committee</b>	<p>The Finance Committee may take decisions in respect of specific Finance, Capital Programme and Property matters, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Corporate Revenue and Capital monitoring and capital allocations</li> <li>• Agreement upon the annual budget for Services within Directorates including the application of the overall capital programme (within the Budget and Policy Framework).</li> <li>• Agreement of Council policies in respect of fees and charges.</li> <li>• Commitments to funding in future years not covered by the MTFs.</li> <li>• Agreement upon virements of £500,000 and over <b>or</b> 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.</li> <li>• Approval of all new capital schemes, except expenditure relating to feasibility works up to the value of £100,000.</li> <li>• Approval of a variation to an existing capital scheme which increases the value of the scheme by more than £100,000</li> </ul> <p>Any reference in these Financial Regulations to the Finance Committee shall mean the Finance Committee or the Strategy &amp; Resources Policy Committee taking decisions on matters otherwise reserved to the Finance Committee.</p>
<b>Policy Committees</b>	<p>Once a Budget and/or a Policy Framework (or any constituent part of this) is in place, it will be the responsibility of the Policy Committees to implement it to the extent that this involves the discharging of any functions delegated to a Committee in Part 3 of the Constitution.</p> <p>No changes to any policy or strategy which make up the Budget (revenue or capital) and Policy Framework may be made, as they are reserved to the Council; which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint may be made provided they remain within the constraints of the Budget and Policy Framework.</p> <p>Agreeing fees and charges (other than any set by Full Council as part of the budget process) in line with the MTFs and any policies in respect of fees and charges.</p> <p>All Policy Committees will receive at least a quarterly budget monitoring reports for their areas of responsibility, via their Accounting Team contact.</p>

<b>Local Area Committees (LACs)</b>	<p>LACs have powers to approve expenditure of any amounts delegated to them by the Council. LACs cannot spend money other than that allocated by Council.</p> <p>Whenever LACs spend money, they must comply with these Financial Regulations, Contracts Standing Orders, Procurement Guidelines and any other relevant policies or procedures.</p> <p>LACS are constituted and operate in accordance with Part 2, Article 11 of the Constitution, and the Procedure Rules in Part 4.</p>
<b>Audit &amp; Standards Committee</b>	<p>The Audit &amp; Standards Committee is a key part of the governance of the Council. The terms of reference for the Audit &amp; Standards Committee are set out in the Council’s Constitution (Part 3.3).</p>
<b>Finance Design Assurance Group (FDA)</b>	<p>The FDA ensures changes to the Council’s financial systems and processes are effectively managed.</p> <p>It aids compliance with relevant legal, regulatory and policy requirements and ensures changes integrate effectively with existing financial systems and processes.</p> <p>Assessing and reviewing proposals that have a material impact on the Council’s financial systems and processes.</p> <p>Provides assurance to the CFO on relevant project and programme deliverables and outcomes and compliance with the Council’s financial strategies.</p> <p>Either of the co-chairs of the FDA may approve exceptions to the standard payment methods outlined in chapter 7, in line with the Non-Standard Purchase to Pay Policy developed and maintained by the Standards and Policy Group.</p>
<b>Standards and Policy Group</b>	<p>The Group develops, maintains, and communicates the principles and standards applied to all financial activities (policies, procedures, and systems).</p> <p>Developing, maintaining and communicating the standard for documents, setting out the format, the ownership and the review frequency.</p> <p>Ensuring that there is clear line of sight to the Financial Regulations and Contracts Standing Orders.</p> <p>The Group reviews operating policies and procedures from other services, making suitable recommendations on their content and application, which may be presented to the appropriate decision-making body.</p> <p>The Group works in conjunction with the FDA to participate in high-level project design activities to ensure alignment with key financial principles and accounting standards.</p>



## Detailed Officer Roles and Responsibilities

The following tables provide details about the financial management roles and responsibilities of key officers within the Council.

The responsibilities have been broken down into the main areas of financial management and be read alongside these sections of the Financial Regulations.

### The Director of Finance & Commercial Services

<p><b>S151 and deputy s151 officers</b></p>	<p>Fulfilling the statutory role of the Chief Finance Officer (CFO) for the purposes of s151 of the Local Government Act 1972 and s114 of the Local Government Finance Act 1988.</p> <p>A statutory responsibility to ensure that the Council plans for the proper administration of the Council's financial affairs.</p> <p>Ensuring the production and monitoring of these Financial Regulations.</p> <p>Ensuring that the s151 role is fulfilled at a strategic level.</p> <p>On a day-to-day basis, all s151 responsibilities may be discharged by the Head of Accounting and the Head of Finance &amp; Commercial Business Partnering. They will act on behalf of the CFO in ensuring proper discharge of these statutory responsibilities.</p> <p>Nothing in the above paragraph diminishes the ultimate financial responsibilities of the CFO.</p>
<p><b>Financial Management</b></p>	<p>Signing grant Funder offer letters, or documentation, to accept a grant of £1m or more, although this is usually discharged by the Head of Accounting or the Head of Finance &amp; Commercial Business Partnering.</p> <p>Signing statutory returns or other documents that require the authority of the CFO, although this is usually discharged by the Head of Accounting or the Head of Finance &amp; Commercial Business Partnering.</p> <p>Reporting significant risks to the Council's Leadership Boards and to the Policy Committees in quarterly budget monitoring reports.</p> <p>Agreeing borrowing and investment transactions, although this is usually discharged by the Head of Accounting or nominated deputies.</p> <p>Maintaining a record of all financial information and approvals in relation to leases, and other credit arrangements, and work with service to approve all leases, except property related leases.</p> <p>Ensuring that appropriate training is made available to support the Financial Regulations and operational procedures.</p> <p>Writing financial standards, policies, procedures, forms, etc. which support the Financial Regulations.</p> <p>Overall responsibility for the financial elements of Council's Asset Register and for making sure all necessary accounting requirements are followed.</p>

	<p>Arranging the insurances considered necessary to cover risks to which the Council is exposed.</p> <p>Determining the premiums to be charged to Directorates for Insurance as part of the Annual Budget process.</p>
<b>Financial Planning</b>	<p>Producing the MTFs with members of the Senior Management Team.</p> <p>Preparing Directorate spending proposals with the Finance &amp; Commercial Business Partnering Team and members of the Senior Management Team.</p> <p>Advising on any contingency budgets required to cover exceptional in-year costs, such as price increases and commitments which are uncertain in terms of their timing and cost.</p> <p>Approving the in-year flow of money to and from reserves, and/or creating or consolidating reserves.</p> <p>Ensuring the Budget meets relevant statutory requirements.</p> <p>Issuing guidance regarding decisions referred.</p> <p>Signing off all Financial Implications summaries, directly or by an authorised officer on their behalf.</p>
<b>Purchasing</b>	<p>Ensuring Contracts Standing Orders are correct, up to date and fit for purpose and adhered to.</p> <p>Reporting all unauthorised breaches of the Contracts Standing Orders to the Audit &amp; Standards Committee in the form of a report.</p> <p>Consider requests for waivers of the Contracts Standing Orders and allowing them where appropriate.</p> <p>Ensuring procedures are in place for the ordering and procurement of goods and/ or services.</p> <p>Providing advice and guidance on the procurement process.</p> <p>Ensuring training and guidance is available for all officers involved in the Purchasing to Payment (P2P) process.</p> <p>Approving suppliers of goods and/ or services.</p> <p>Setting and revising the values in the Authorisation Matrix for the authorisation of Purchase Orders.</p> <p>On a day-to-day basis these responsibilities are discharged by the Head of Procurement &amp; Supply Chain or authorised officers.</p>
<b>Internal Charges</b>	<p>Making sure that there are proper processes and procedures in place to support the internal charging system.</p>
<b>Internal Audit</b>	<p>Maintaining a continuous internal audit of all the Council's financial systems, records and operations.</p> <p>On a day-to-day basis these responsibilities are carried out by Internal Audit.</p>
<b>Companies, Joint Ventures,</b>	<p>Agreeing the arrangements for robust financial governance and control where the Council is involved as a minority interest in</p>

<b>Partnerships, Joint Committees</b>	partnership arrangements or Joint Committees that use their own finance systems.
<b>Council Supply Agreements</b>	Providing an opinion to relevant members of the Senior Management Team on the financial aspects of Council Supply Agreements.
<b>Grant (Gift) Arrangements</b>	Ensuring there are proper processes and procedures in place for the making of grant aid.

### The Head of Accounting

<b>Financial Management</b>	<p>Undertaking day-to-day s151 responsibilities on behalf of the CFO.</p> <p>Recommending amendments of the Financial Regulations to Council to mirror any changes to recommended best practice or essential service requirements.</p> <p>Fulfilling the role of the Money Laundering Reporting Officer (MLRO). Co-Chair of the FDA and the Standards and Policy Group.</p>
<b>Budget Monitoring</b> <b>Treasury Management</b> <b>Carry forward requests</b> <b>Virements</b>	<p>Annually producing the budget monitoring reporting timetable.</p> <p>Reporting to the Finance Committee on the overall revenue out-turn position including details of reserves, balances and provisions held by Directorates.</p> <p>Producing an annual Borrowing and Treasury Management Strategy for approval by Council.</p> <p>Agreeing any borrowing or investment on behalf of the Council ensuring compliance with the Borrowing Strategy and the Treasury Management Strategy.</p> <p>Producing an annual report to Council on treasury management activities, transactions and decisions.</p> <p>Reviewing requests by Directors to carry forward underspends into the following financial year.</p> <p>Approving virements under £500,000.</p> <p>Reviewing Budget variations and ensuring correct approval as per these Financial Regulations and the Constitution.</p>
<b>Income Management</b>	Reporting on levels of debts, and the changes in the bad debts provision, to the Audit & Standards Committee as part of the annual accounts process.
<b>Purchasing – verbal orders, urgent and non-order payments</b>	<p>Ensuring verbal orders have appropriate supporting documentation.</p> <p>Approving any exceptions to the standard payment methods outlined in chapter 7, in line with the Non-Standard Purchase to Pay Policy developed and maintained by the Standards and Policy Group.</p> <p>Keeping the arrangements under regular review and maintaining a list of these payments and exemptions.</p>

	Authorising urgent payments that do not require a Purchase Order and do not comply with the Authorisation Matrix. Additional assurance is provided by the FDA.
<b>Payroll, Expenses, and Petty Cash Floats</b>	<p>Approving the arrangements made by the Director of HR and Employee Engagement for approving and controlling payments to all current and former employees.</p> <p>Developing and approving procedures related to payments to individuals and the management of petty cash floats.</p> <p>Approving changes to the accounting and taxation elements of the payroll system.</p>
<b>Bank Accounts Banking</b>	<p>Opening or closing bank accounts in the name of Sheffield City Council; this includes associated bank accounts which the Council does not directly control such as joint arrangements.</p> <p>Responsibility for all negotiations of banking terms with the Council's Bankers.</p> <p>Maintaining an authorised signature list for banking transactions.</p> <p>Authorise the execution of Amendment Agreements.</p> <p>Opening, closing and managing all credit cards, charge cards and other payment cards held in the Council's name.</p> <p>Determining monthly credit and individual transaction limits for each card. Reviewing requests for alterations to these limits.</p> <p>Ensuring that reconciliations of bank accounts and credit cards are supported by evidence/ documentation, reviewed and certified.</p> <p>Ensuring that a register of all procurement cards is kept, containing employee details, credit and transaction limits and the date of issue.</p> <p>On a day-to-day basis these responsibilities are discharged by the Treasury Team.</p>
<b>Procurement / Credit Cards</b>	Approving officer applications for procurement/ credit cards.
<b>Retention of Records</b>	Producing and maintaining a schedule on the retention periods of financial records in accordance with current best practice.
<b>Financial Systems</b>	<p>Maintaining the Council's accounting system, which the Council's Accounts are produced from.</p> <p>Controlling access to the Council's systems and information.</p> <p>Ensuring both the accuracy and security of the data held in the Council's accounting system.</p> <p>Ensuring the financial controls of feeder systems to Integra are robust and in line with information governance regulations.</p> <p>On a day-to-day basis these responsibilities are carried out by the Finance Systems / Training Team.</p>
<b>Accounting</b>	Producing the Council's Accounts in line with Accounting Standards, for approval by the Audit & Standards Committee.

	<p>Producing a timetable and guidance to produce the Final Accounts.</p> <p>Reviewing the evidence supporting material year-end accruals.</p> <p>On a day-to-day basis these responsibilities are carried out by the Financial Accounting Team.</p>
--	---

### Head of Finance & Commercial Business Partnering

<b>Financial Management</b>	<p>Undertaking day-to-day s151 responsibilities on behalf of the CFO.</p> <p>Act on behalf of the Head of Accounting, as and when required, if the authorisations in these Financial Regulations are not clear.</p> <p>Recommending amendments of the Financial Regulations to Council to mirror any changes to recommended best practice or essential service requirements.</p>
<b>Reserves</b>	<p>Produce an annual Reserves Strategy for approval by Council.</p> <p>Approving the transfer of restricted grants to reserves.</p>
<b>Capital Programme</b>	<p>Propose the Capital Programme for the next financial year and then present this to the Capital Programme Group, Strategy &amp; Resources Policy Committee and then Council.</p> <p>Ensuring that Capital projects have financial approval.</p> <p>Report on the overall Capital outturn position to the Finance Committee.</p> <p>Producing a timetable for reviewing, approving, managing and reporting Capital spending.</p> <p>Approving projects with expenditure of up to £100,000, for feasibility works on potential projects to be carried out, provided that:</p> <ul style="list-style-type: none"> <li>• Evidence confirms that the project is viable. Any recommendations from the feasibility works should be able to be implemented so that the cost of the works is not wasted.</li> <li>• There is sufficient funding in place to cover the entire project, including the feasibility works.</li> <li>• The project is classified as Capital expenditure, in line with the capital accounting rules.</li> </ul> <p>Approving Capital expenditure in line with the emergency approvals procedure together with the members of the Senior Management Team.</p> <p>As budget holder for the Council's Capital Financing costs, approving Financial Implications.</p> <p>On a day-to-day basis these responsibilities are carried out by the Capital Team.</p>
<b>External Funding</b>	<p>Ensuring grant applications are correctly completed and submitted by the required date.</p> <p>Ensuring all grant offers of External Funding made to the Council are appropriately accepted and approved.</p>

	<p>Ensuring all completed grant claims and certifications are approved.</p> <p>Providing advice and guidance on funder requirements regarding match funding sources and approving documentation.</p> <p>Ensuring all statutory financial returns related to external funding are completed and submitted in line with relevant guidelines.</p> <p>Confirming the income due from grant claims is received.</p> <p>Ensuring the required financial records are kept for the reconciliation of grant income to meet External Audit requirements.</p> <p>On a day-to-day basis these responsibilities are carried out by the External Funding Team (EFT).</p>
<b>Taxation</b>	<p>Ensuring compliance with relevant legislation by ensuring appropriate taxation advice is available to members of the Senior Management Team.</p> <p>Seeking appropriate external advice where the tax implications of a project are sufficiently complex.</p> <p>Ensuring the employment status of individuals, limited companies and partnerships are valid, and records are stored in line with HMRC requirements.</p> <p>Complying with the requirements of the Construction Industry Scheme (CIS) in relation to tax deductions on the payment of invoices for construction work, repairs and renovation.</p> <p>Establishing an appropriately skilled team to manage the Council's VAT responsibilities.</p> <p>Preparing and submitting VAT Returns to HMRC which maximise the cash flow benefit to the Council, but no later than the deadlines agreed with HMRC.</p> <p>Ensuring Value Added Tax (VAT) related records (e.g. invoices or credit notes) are stored and in line with HM Revenue and Customs (HMRC) requirements.</p> <p>On a day-to-day basis these responsibilities are carried out by the Tax Team.</p>
<b>Procurement / Credit Cards</b>	<p>If the Head of Accounting is unavailable, approve officer applications for procurement/ credit cards.</p>

#### Head of Revenues & Benefits

<b>Financial Management</b>	<p>Recommending amendments of the Financial Regulations to Council to mirror any changes to recommended best practice or essential service requirements.</p> <p>Co-Chair of the FDA and the Deputy Chair of the Standards and Policy Group.</p>
<b>Income Management</b>	<p>Determining the standard payments methods that may be used to collect income, as outlined in chapter 7.</p>

	<p>Approving any exceptions to the standard payment methods, in line with the Non-Standard Purchase to Pay Policy developed and maintained by the Standards and Policy Group. Keeping the arrangements under regular review and maintaining a list of these payments and exemptions.</p> <p>Providing training and advice on these payment methods and raising of invoices.</p> <p>Approving procedures for the receipting and banking of income.</p> <p>Providing advice on best practice for cash storage and banking.</p> <p>Managing all debt recovery actions except Housing Rents.</p> <p>Approving exceptions to the 60-day debt rule.</p> <p>Agreeing payment arrangements that last longer than 12 months.</p> <p>Having procedures and policies in place for the administration of Direct Debits for the collection of Sundry Debts.</p> <p>Review debts covered by a Land Charge that remain outstanding after 6 years, to determine whether the debt should be written off in the Finance system.</p> <p>Approving proposed write offs.</p> <p>Receiving information about suspected Money Laundering activities within the Council.</p> <p>On a day-to-day basis these responsibilities are carried out by the Income Collection and Management Team (ICAM).</p>
<b>Council Tax</b>	<p>Administration, billing and collection of Council Tax.</p> <p>On a day-to-day basis these responsibilities are carried out by the Revenues &amp; Benefits Team.</p>
<b>Business Rates</b>	<p>Administration, billing and collection of Business Rates.</p> <p>On a day-to-day basis these responsibilities are carried out by the Revenues &amp; Benefits Team.</p>
<b>Benefits</b>	<p>Administration and payment of Housing Benefit, Discretionary Housing Payment &amp; Council Tax Hardship Schemes as well as the recovery of any overpayments.</p> <p>On a day-to-day basis these responsibilities are carried out by the Revenues &amp; Benefits Team.</p>
<b>Accounts Payable</b>	<p>Ensuring arrangements are in place for paying supplier invoices.</p> <p>On a day-to-day basis these responsibilities are carried out by the Accounts Payable Team.</p>

#### Members of the Senior Management Team

<b>Financial Management</b>	Ensuring the proper financial management of their Directorate.
-----------------------------	--

<b>Accountability Framework</b>	<p>Producing and maintaining an up-to-date Accountability Framework for the Directors and Heads of Service in each Directorate.</p> <p>All their Directorate staff comply with the Financial Regulations.</p> <p>Ensuring the training available on the Financial Regulations is accessed by their staff.</p>
<b>Asset management</b>	<p>Ensuring adequate arrangements are in place for maintaining and protecting the Council’s property assets.</p> <p>Ensuring that any acquisition, including leases, or disposal of assets is approved in accordance with the Constitution and the Council’s Disposal Framework policy and that Finance are informed.</p>
<b>Financial risk management and Money Laundering</b>	<p>Ensuring that risk management and business continuity are embedded at all levels within their Directorates in line with the Risk Management Framework.</p> <p>Identifying and controlling risks in their area.</p> <p>Notifying the CFO of any circumstances which could result in the Council incurring a substantial liability.</p> <p>Ensuring adherence to the Anti-Money Laundering Policy.</p> <p>Notifying the CFO where there is any actual or suspected irregularity affecting the Council’s assets.</p>
<b>Insurance</b>	<p>Ensuring that the insurance cover chargeable to their Directorate budgets is accurate and up to date.</p> <p>Providing renewal information annually to the Insurance Team.</p> <p>Notifying the Insurance Team of any loss, liability or damage or any event likely to lead to a claim and taking any action that may be necessary to satisfy any policy conditions.</p> <p>Informing the CFO of any vehicle purchases (or leases) or disposals, premises purchases (or leases) or disposals and of any occupations or vacations of premises.</p>
<b>Financial Planning covers</b> <b>MTFS</b> <b>Annual revenue budget setting and approval</b> <b>Budget Monitoring</b> <b>Virements and variations</b>	<p>Preparing detailed spending proposals for their Directorate in conjunction with Finance &amp; Commercial Business Partnering and the CFO.</p> <p>Informing the CFO of any exceptional expenditure items so that an appropriate level of contingency can be agreed.</p> <p>Ensuring their approved Directorate Revenue Budget is not overspent.</p> <p>Managing their approved Revenue Budgets within the cash allocations and financial targets approved by the Council, unless specific and approved additional resources are provided in year.</p>



<p><b>including approvals</b></p> <p><b>Financial Implications and sign-off</b></p>	<p>Reviewing requests to carry forward underspends. This should be linked to the annual revenue budget and, where possible, identified in the business planning process.</p> <p>Not making commitments to spend in future years without consultation with the CFO and the Finance Committee.</p> <p>Ensuring that all managers in their Directorates adhere to the budget monitoring and reporting timescales set by the CFO.</p> <p>Proposing budget variations – please see the Virements and Variations to the Annual Revenue Budget section below.</p> <p>Ensure all reports supporting decisions that go to the Policy Committees or Council, contain a section, ‘Financial Implications’.</p>
<p><b>Capital Programme</b></p>	<p>Ensuring that managers within their Service Area comply with the procedures and timescales related to capital project management.</p> <p>Approving capital expenditure in line with the emergency approvals procedure, together with the Head of Finance &amp; Commercial Business Partnering.</p> <p>Ensure adherence to SCC’s Project Management Guidelines.</p> <p>Ensuring that the relevant procurement procedures have been followed in relation to Capital projects.</p>
<p><b>External Funding</b></p>	<p>Ensuring all applications for external funding are made in line with the Funder requirements and EFT are consulted.</p> <p>Ensuring all offers of external funding are only accepted in accordance with the Constitution.</p> <p>Ensuring all the terms and conditions attached to a grant are met and evidence to confirm this is collected and retained.</p> <p>Ensuring grant claims are prepared, checked by the Accounting Team and EFT, and submitted as per the Funder’s requirements.</p> <p>Managing all external funding within their area of responsibility using the Council’s systems and processes.</p>
<p><b>Income Management</b></p>	<p>Setting fair fees and charges to cover the cost of the spending in their services.</p> <p>Allowing customers to make payment up front wherever possible and ensuring that their services can safely store and bank cash.</p> <p>Ensuring that cash can be transported securely and that their services have insurance to cover the storage and transport of cash.</p> <p>Immediately informing the Police, Internal Audit and the Insurance Team where any theft of cash (or its equivalent e.g. debit or credit cards) is discovered or suspected.</p> <p>Ensuring that where customers do not pay up front, that account receivable accounts are created, and the customer(s) are informed within the required timescales.</p>

	<p>Ensuring that staff use only approved payment methods to collect payments from customers and that more than one option is offered so that customers have a choice.</p> <p>Determining how their Directorate and, where applicable, their partner organisations, manage each payment option.</p> <p>Ensuring partner organisations only use the standard payment methods which are approved by the Head of Revenues &amp; Benefits.</p> <p>Ensuring that all systems and processes related to customer payments comply with all relevant legal and security requirements e.g. the Payment Card Industry Data Security Standard (PCI DSS).</p> <p>Effectively managing the level of debt within their Directorate, in conjunction with the ICAM Team:</p> <ul style="list-style-type: none"> <li>• Reduce the level of payments which are not automatically linked to a specific debt.</li> <li>• Resolve customer disputes within the required timescales.</li> <li>• Identify debts that will never realistically be paid by the customer and recommend for write off (joint authorisation with the Head of Revenues &amp; Benefits).</li> </ul> <p>Ensuring that all relevant documentation is kept and is accessible in case it is required for debt recovery procedures, up to and including court action.</p> <p>Ensuring that their staff are aware of the possibility of money laundering activities and that they comply with the Council's Anti-Money Laundering Policy.</p>
<b>Purchasing</b>	<p>Ensuring expenditure is not incurred if it represents a departure from Council policy or not in line with the approved budget.</p> <p>Ensuring expenditure incurred in the name of the Council is appropriate and legal.</p> <p>Ensuring suppliers of the Council have the necessary HMRC certification enabling them to be paid through the Council's payments system.</p> <p>Ensuring that P2P arrangements comply with The Council's Constitution and Contracts Standing Orders, HMRC requirements, Health and Safety Regulations, Environmental Policy and Domestic Law.</p> <p>Informing the Head of Accounting, if action must be taken to cancel stolen or lost credit/procurement cards, or those issued to employees who have resigned from the Council.</p>
<b>Internal Charges</b>	<p>Ensuring that their managers and staff follow the procedures for internal charges, including the requirement for an internal order and the use of specified financial codes.</p>
<b>Payroll, Expenses and</b>	<p>Providing correct payroll information, as per the agreed timetables.</p> <p>Ensuring any changes to the payroll, (e.g. post, establishment and contract of employment changes, etc.) are communicated in line with</p>

<b>Petty Cash Floats</b>	<p>the procedures approved by the Director of HR and Employee Engagement.</p> <p>Ensuring all payments to employees are:</p> <ul style="list-style-type: none"> <li>• Made through the payroll.</li> <li>• Made only to official employees.</li> <li>• In accordance with individual contracts of employment.</li> </ul> <p>Ensuring all necessary information is supplied so that deductions such as PAYE and superannuation are correctly applied.</p> <p>Determining petty cash requirements for their Directorate.</p>
<b>Taxation</b>	<p>Ensuring that the VAT element of any transaction is considered with the objective of maximising VAT recovery and minimising the level of irrecoverable VAT being incurred by the Council.</p> <p>Ensuring that VAT is properly accounted for on all transactions entered by the Council.</p> <p>Keeping VAT records within their area of activity.</p> <p>Complying with all VAT legislation and regulations applicable to the delivery of their service.</p> <p>Monitoring and planning for any changes in VAT legislation or regulations which affect their areas of activity.</p> <p>Advising the Head of Finance &amp; Commercial Business Partnering of any capital projects that are under consideration which contain the risk of irrecoverable VAT being incurred by the Council, whether by way of exempt input tax or otherwise.</p> <p>In circumstances where an individual, rather than a company, is engaged to provide a service to the Council; ensuring that all HMRC regulations relating to that engagement are adhered to.</p>
<b>Stores, Stocks, Assets and Security</b>	<p>Controlling access to stores, etc. and making sure that stocks and assets are only used on Council business.</p> <p>Ensuring the control arrangements are robust for additional stock to stores and items issued. Appropriate records must be maintained.</p> <p>Maintaining a record of stock levels for each item which should be physically checked at a frequency agreed by members of the Senior Management Team which reflects factors such as stock values, usage etc.</p> <p>Maintaining an inventory of all assets over £100 in value, together with all attractive and portable items below this figure.</p> <p>Ensuring an annual physical check of assets is undertaken.</p> <p>Reporting obsolete or missing items for write-off. Documenting approval and amending Inventory Records accordingly.</p> <p>Maintaining a register of assets removed from Council premises for use on official Council business.</p>

	Providing the Head of Accounting with a certificate of the stock value held by their Directorates at the end of the financial year.
<b>Retention of Records</b>	<p>Ensuring that all records, are managed in line with the Council's Document and Records Management Policy.</p> <p>Ensuring records are retained for a period that meets the requirements of HMRC, the Council's External Auditors and any other appropriate Body.</p>
<b>Financial Systems</b>	<p>Reconciling Directorate feeder systems to the information reported in the Council's financial system.</p> <p>Ensuring that Directorate systems, e.g. Controcc, promptly produce financial returns in a format required by the Head of Accounting.</p> <p>Controlling the access to Directorate systems and information and ensuring both the accuracy and security of the data.</p> <p>Ensuring that the data on their systems (whether this is hard copy or in electronic format) is held in accordance with domestic data protection legislation.</p> <p>Ensuring that the CFO and the ICT and Digital Innovation Team are consulted prior to the purchase and implementation of new computerised financial systems.</p>
<b>Internal Audit</b>	<p>Engaging with Internal Audit to produce an annual Internal Audit plan for the following financial year.</p> <p>Agreeing and implementing relevant Audit recommendations.</p>
<b>Companies, Joint Ventures, Partnerships, Joint Committees</b>	Reporting at least annually to the appropriate Policy Committee on the financial affairs of any partnership bodies.
<b>Grant (Gift) Arrangements</b>	<p>Ensuring that any funds set aside to make individual grants are properly approved in line with the Constitution.</p> <p>Ensuring that all grant payments to voluntary organisations (or other recipients) are properly approved in line with the Constitution, these Financial Regulations and all other relevant documentation.</p> <p>Where a grant payment is withdrawn or reclaimed, ensuring that this is agreed in line with the Constitution.</p> <p>Ensuring that the external relationship with any recipient of grant aid is managed in line with all guidance provided by the Chief Legal Officer.</p> <p>Ensuring that any Grant/ Gift arrangements within their area of responsibility are made in line with the Constitution.</p>
<b>Council Supply Agreements</b>	<p>Ensuring that Council Supply Agreements within their area of responsibility are approved in accordance with the requirements of the Constitution.</p> <p>This includes seeking the opinion of the CFO.</p>

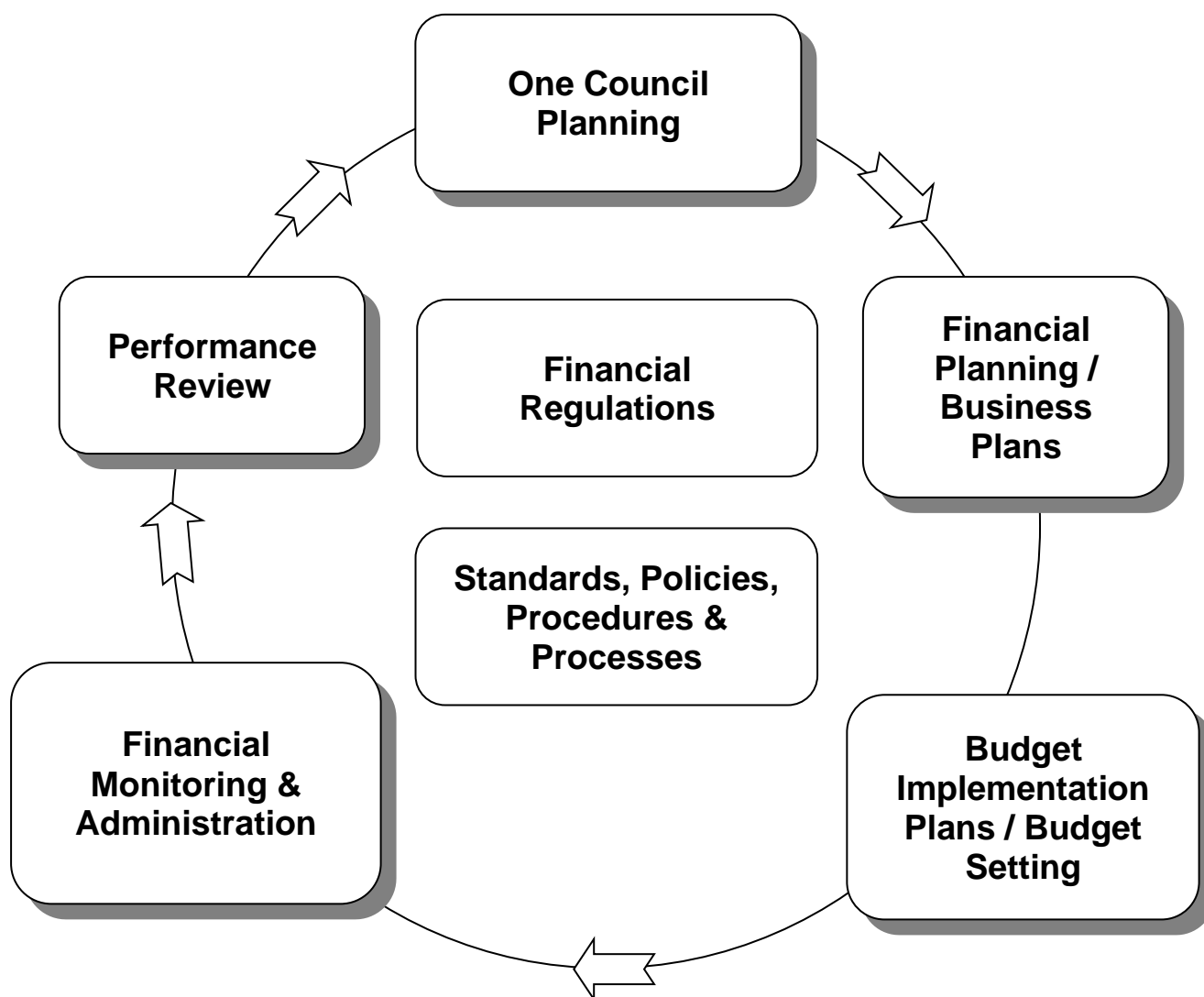
[Back to Contents page](#)

## 2. Financial Management

### The Cycle

The following diagram shows the financial management process starting with Service Planning and ending with the review of performance before the cycle starts again.

These Financial Regulations and the operational financial policies and procedures issued by the CFO support the financial management process.



### Asset Management

This section outlines how the Council will manage, maintain and protects its assets.

<p><b>The Asset Management Strategy</b></p>	<p>The Chief Property Officer is responsible for Property Asset Management across the Council. This includes considering the disposal of surplus capital assets as part of the Sheffield Land and Property Plan.</p> <p>Any acquisition or disposal of assets must be approved in line with the Constitution and the Council’s Disposal Framework policy.</p>
---	---

## Risk Management

This section details the arrangements for risk management, including financial risk management.

<p><b>Risk management is the practice of identifying potential risks in advance, analysing them and taking steps to reduce/curb the risk</b></p>	<p>Specific responsibilities relating to risk management are set out in the Risk Management Framework and Guidance.</p> <p>The Council's Risk Management Strategy is based on good risk management being an integral part of good management and not a separate activity.</p> <p>Risk management and business continuity must be embedded at all levels within Directorates in line with the Risk Management Framework.</p> <p>Directors are responsible for maintaining and monitoring a Service Risks and Assurances log which must include financial risks.</p> <p>Financial risk management is built into these Financial Regulations and many of the core processes that the Council expects managers to follow on a day-to-day basis.</p> <p>Good practices for good financial risk management include:</p> <ul style="list-style-type: none"> <li>• monitoring budgets,</li> <li>• complying with processes in the Financial Regulations,</li> <li>• following the decision-making framework, and</li> <li>• maintaining and monitoring key financial risk registers.</li> </ul>
<p><b>Money Laundering</b></p>	<p>The Anti-Money Laundering Policy was produced by Internal Audit on behalf of the CFO.</p> <p>In line with the Anti-Money Laundering Policy, the Head of Accounting is the Officer nominated to receive information about possible Money Laundering activity within the Council – the MLRO.</p> <p>The roles and responsibilities of the MLRO are set out in Appendix B to the Policy.</p> <p>Where there are significant cash payments, i.e. £1,000 or more in cash, or up to £2,500 in linked transactions, officers should check the identity of the client in line with the Council's Anti-Money Laundering Policy.</p> <p>Payments in cash must not be accepted by employees of the Council or any of its agents where the amount is over the current limit of £2,500. This limit is set by the Council's MLRO.</p>
<p><b>Fraud</b></p>	<p>The Council's "Code of Conduct for Employees" and 'Whistleblowing Policy' requires any Council officer, who becomes aware of potential theft, fraud or corruption, to bring this to the attention of the appropriate manager.</p> <p>Members of the Senior Management Team are responsible for notifying the CFO (or deputy) where there is any actual or suspected irregularity affecting the Council's assets.</p>

	<p>The reporting of concerns to the Council’s Internal Audit Service is considered adequate for discharging this responsibility.</p>
<b>Insurance</b>	<p>Appropriate Insurances will be in place to cover the risks that the Council is exposed to. The cost of insurance cover will be chargeable to Directorates.</p> <p>Insurance arrangements are reviewed regularly in consultation with the members of the Senior Management Team.</p> <p>On a day-to-day basis, Insurance arrangements are managed by the Insurance Team. This team should be notified of any loss, liability or damage or any event likely to lead to a claim.</p> <p>Additionally, the Insurance Team should be promptly notified of any circumstances involving both existing and new risk, which could result in the Council incurring a substantial liability. This will include details about Members, Officers, service users, third parties, property, vehicles, plant/ other assets, trading activities undertaken with organisations external to the Council, and any alterations affecting existing insurances.</p>

[Back to Contents page](#)



### 3. Financial Planning

There are 3 key elements to Financial Planning at Sheffield City Council:

- Medium Term Financial Strategy (MTFS).
- Capital Programme.
- Annual Revenue Budget.

Each element has a specific purpose and is designed to ensure the robustness of the Council's overall financial arrangements.

<p><b>The MTFS is an integrated financial plan</b></p>	<p>The MTFS is a key part of good governance and is a tool to help the Council deliver its priorities.</p> <p>The MTFS links closely to the Corporate Plan. The Corporate Plan in turn, informs the spending priorities included in the MTFS.</p> <p>The CFO will be responsible for producing the MTFS along with members of the Senior Management Team. This will be supported by policy options, savings and efficiencies, and both financial and non-financial information to assist decision-making.</p> <p>The MTFS sets an integrated financial plan, usually for a three to five year period, and will form the basis for the following years Annual Revenue Budget and Capital Programme, with projections for future years.</p> <p>This includes details of the amount of money available or financial targets for members of the Senior Management Team for the forthcoming financial year and guideline allocations / targets for the following years.</p> <p>The MTFS will also include projections of the Council's reserves and balances.</p>
<p><b>Capital Programme lists the projects that involve capital expenditure</b></p>	<p>The Capital Programme is a list of planned capital projects, together with their supporting funds, which are linked to the Council's outcomes and objectives.</p> <p>The Programme is agreed by Council in March each year.</p>
<p><b>The Revenue Budget sets the budget proposals for the Council for a one-year period.</b></p> <p><b>It also sets the City Council element of the Council Tax</b></p>	<p>The Budget is informed by the policy options that form part of the MTFS.</p> <p>Each Directorate will prepare detailed spending proposals. These financial estimates are then finalised with members of the Senior Management Team before inclusion in the Revenue Budget.</p> <p>The CFO will advise on any contingency budgets required to cover exceptional in-year costs such as price increases and commitments which are uncertain in terms of their timing and likely cost.</p> <p>Members of the Senior Management Team must inform the CFO as soon as they become aware of any exceptional items. An appropriate level of contingency can then be provided for.</p> <p>As part of the Revenue Budget, the CFO will ensure that the budget proposed meets relevant statutory requirements.</p>

<p><b>The Revenue Budget approval must be complete by 11<sup>th</sup> March each year</b></p>	<p>The Council is responsible for agreeing the annual budget for services within Directorates, including the overall capital programme, within the Budget and Policy Framework.</p> <p>The Strategy &amp; Resources Policy Committee will recommend the Budget to Council for final approval together with a recommended level of Council Tax to be set for the coming financial year.</p> <p>To meet statutory requirements this must be done by the 11<sup>th</sup> March each year.</p> <p>Once the Revenue Budget has been approved by Council, members of the Senior Management Team may spend up to the amount approved for the period covered by that budget.</p> <p>Individual items of expenditure within the budget must still be approved in line with the Council’s Contracts Standing Orders, Procurement Guidelines and the requirements of the Constitution.</p>
<p><b>Revenue Budget Monitoring is undertaken in line with an agreed timetable</b></p>	<p>An annual timetable for budget monitoring reporting is produced and the following principles will apply:</p> <ul style="list-style-type: none"> <li>• Monitoring reports, prepared on an accrued basis, will be reported to Directorate Management Teams monthly (except month 1).</li> <li>• At least quarterly overall monitoring reports will be reported to the Leadership Boards, Finance Committee and the Policy Committees.</li> </ul> <p>As soon as practical after the end of the financial year, the Head of Accounting will report to the Strategy &amp; Resources Policy Committee on the overall revenue out-turn position including details of reserves, balances and provisions held by Directorates.</p> <p>The report should include recommendations relating to the treatment of any under and overspending by Directorates.</p>

**Virements and Variations to the Annual Revenue Budget**

This section explains what virements and variations are and how they should be approved.

<p><b>A virement is the transfer of monies from one budget head to another</b></p> <p><b>For example, one budget is overspending, or a function has moved from one Directorate or service to another</b></p>	<p>Virements allow the members of the Senior Management Team to manage budgets with some flexibility, provided they remain within the overall Budget and Policy Framework as agreed by Council.</p> <p>Key controls for virements are that:</p> <ul style="list-style-type: none"> <li>• They must be approved in line with these Financial Regulations.</li> <li>• They must not create an increase in expenditure, for example by creating future commitments from one-off additional spending.</li> <li>• Both parties to the virement must agree to it.</li> </ul>
--	--

	Virements will not be allowed from capital financing charges, levies or other areas of spending without the specific approval of the Head of Accounting.
<b>Virements between Services and Directorates must be approved in line with specific limits</b>	Approval of virements must be made in line with the following limits: <ul style="list-style-type: none"> <li>• Less than £500,000: the virement may be approved by the Head of Accounting.</li> <li>• £500,000 and over or represents a <b>major change of policy</b>: the virement may only be approved by the Finance Committee.</li> </ul>
<b>Carry forward requests from Base Budget</b>	<p>A request to carry forward a base budget underspend must be made by Month 8, the December monthly accounting cycle. A form should be completed (available on Finance Point) detailing the reasons for the underspend, impact and approval should be sought from the relevant service Director.</p> <p>A key requirement of submitting requests for carry forward of base budget is that the Committee cannot exceed its approved budget.</p> <p>The request must be forecast at the earliest opportunity, but by no later than the Month 8 forecast in December, on the agreed form.</p> <p>The Head of Accounting will then review the request and if approved, it will be presented to the Finance Committee as part of the quarterly Revenue Budget monitoring process.</p> <p>Approved requests will be included, where feasible, in the Budget Implementation Plan for the relevant Service.</p>
<b>The Annual Reserves Strategy</b>	<p>An annual Reserves Strategy is produced as part of the revenue budget setting process and informs the Council's budget decision. The Head of Finance &amp; Commercial Business Partnering, or authorised officer, will then manage the need for transfers to and from reserves.</p> <p>Where the proposed transfer does not relate to an approved strategy and is not a restricted grant then, subject to the urgency procedure, the decision may only be taken by Full Council.</p>
<b>Transfer to Reserves of Restricted grants and one-off investments</b>	<p>Requests by members of the Senior Management Team to set up earmarked reserves, may only be done following approval by the CFO.</p> <p>Approving the in-year flow of money to and from reserves, and/or creating or consolidating reserves is at the discretion of the CFO.</p> <p>The Head of Finance &amp; Commercial Business Partnering, or authorised officer, can approve the transfer to reserves of a restricted grant or one-off investment budget where some (or all) the expenditure is not expected to occur in the current financial year.</p>

	<p>The anticipated level of underspend should be forecast monthly throughout the year using the anticipated cash limit expense code (which at the time of writing is the Integra expense code 4038-000).</p> <p>Restricted grants &amp; investments must be used for their specific activity/purpose and any restricted grant balances carried forward at year end will be drawdown in full in M1 (April) of the following financial year.</p>
<b>Variations are changes to the total amount of expenditure</b>	<p>Variations are changes to the total amount of expenditure across a Directorate, service or the Council as a whole that results in a change to the Council's overall level of resources as set out in the Revenue Budget Report that is approved by Council.</p>
<b>Any changes to the overall level of resources set out in the budget must be appropriately approved</b>	<p>Changes to the overall level of available resources as per the Budget must be approved in line with the Constitution.</p> <p>Requests for variations may be submitted to Council for approval as detailed below:</p> <ul style="list-style-type: none"> <li>• Under £500,000 <b>and</b> not representing a major change of policy: may be approved by a member of the Senior Management Team or a Director after consulting with the Head of Accounting and informing the Chair of the relevant Policy Committee where appropriate.</li> <li>• £500,000 and over <b>or</b> representing a major change of policy: may only be approved by Finance Committee in line with the Constitution. These will be proposed by the relevant member of the Senior Management Team actioned by the Head of Accounting. It is also good practice to inform the Chair and spokespersons of the relevant Policy Committee.</li> </ul> <p>Variations requiring support will be presented to the Policy Committees initially and included as part of budget monitoring.</p> <p>All approved Virements and Variations must be recorded on the Council's Finance System.</p>
<b>Cash Limit Adjustments</b>	<p>Cash Limit adjustments can be done between services, within a service or between months on the Qtier system.</p> <p>If the adjustment does not meet the definition of a virement and is under £100,000, these can be signed off by the relevant Finance Manager (one for each side of the transaction).</p> <p>Over £100,000 and a Senior Finance Manager for the Directorate will need to authorise the adjustment.</p>

### **Borrowing and Investment (Treasury Management)**

The Council must make sure it has sufficient money to cover payments, such as salaries, supplier payments and interest payments, when they become due.

This section outlines the arrangements for entering and agreeing any borrowing or investments that may be required.

<p><b>Treasury Management involves undertaking investments and borrowing transactions for the Council</b></p>	<p>An annual Treasury Management Strategy is produced for approval by Council as part of its annual budget decision. This covers the borrowing and investment strategies and Capital Programme financing.</p> <p>The Head of Accounting must ensure compliance with the Treasury Management Strategy.</p> <p>Managing borrowing and investments is key to supporting the Council's Strategic Planning process.</p> <p>The capital programme provides a guide to the borrowing needs of the Council; informing longer term cash flow planning to make sure that the Council can meet its capital spending obligations.</p> <p>The Head of Accounting must agree any borrowing or investment on behalf of the Council. In the absence of the Head of Accounting, the CFO may agree borrowing and investment transactions.</p> <p>Twice per year (mid-year and at the end of a financial year) a report is produced for the Strategy &amp; Resources Policy Committee on treasury management activities, transactions and decisions.</p> <p>The reports will focus on the identification, monitoring and control of risk as this is key to the effectiveness of Treasury Management. The mid-year report is presented alongside budget monitoring information.</p>
<p><b>If income over £50,000 is expected, the Treasury Team should be notified</b></p>	<p>Where amounts of £50,000 or over is expected, e.g. completion of property purchases, this must be reported to the Treasury Team.</p> <p>Knowing that a large receipt is due will help the Treasury Team to manage the Council's cash flow which may well reduce the need for short term loans to cover Council expenditure.</p>
<p><b>If services have any special payment requirements over £50,000, the Treasury Team should be notified</b></p>	<p>The Treasury Team should be notified a week in advance of any special payment requirements above £50,000.</p> <p>If this is not possible, to make any special payments, the Treasury Team <u>must</u> be notified by no later than 10am on the day the payment is expected to be made.</p>

[Back to Contents page](#)

#### 4. Financial Implications

This section explains the process for considering the financial implications of decisions.

<p><b>Before any decision is made by Officers, the financial implications of that decision need to be considered</b></p>	<p>The financial implications section of reports must summarise the capital and revenue implications of the proposals, together with details of any potential risks.</p> <p>Officers involved in making decisions (that are not published) must also give proper thought to the financial implications. This includes consulting with their Finance contact where necessary. The implications identified should be documented and retained, in case of future challenge or audit requirement.</p> <p>Whilst it is not compulsory, it is good practice, for reports made to other meetings, such as management team meetings, etc. to also include a Financial Implications section.</p>
<p><b>Arrangements for the sign-off of Financial Implications</b></p>	<p>All Financial Implications summaries must be signed off by the CFO, or an authorised officer on their behalf.</p> <p>Only the Head of Finance &amp; Commercial Business Partnering, as the budget holder for the Council’s Capital Financing costs, (or officers specifically authorised to do this on their behalf) may approve Financial Implications which impacts on cash-flow.</p> <p>Before signing off Financial Implications, the officer who has prepared the report has taken all relevant advice, e.g. specialist financial, commercial or taxation advice.</p> <p>The name of the Officer who has signed-off the Financial Implications must appear on the Financial Implications section of the covering checklist.</p>

[Back to Contents page](#)

## 5. Capital Programme

The following section explains what the capital programme is, factors that are considered when it is planned and the arrangements for approving and amending capital projects.

<p><b>What is the Capital Programme?</b></p>	<p>The Capital Programme is a list of planned projects which involve capital expenditure, together with their supporting funds, which are linked to the Council’s outcomes and objectives. The Programme is agreed by Council in March each year.</p> <p>As the Capital Programme is made up of several different projects, the size and scope of the Programme can vary over time.</p> <p>The International Financial Reporting Standards (IFRS) and the Statement of Recommended Accounting Practice (SORP) provide guidance on accounting for Capital projects.</p> <p>The revenue expenditure implications of the proposed Capital Programme will be considered as part of the approval process, as well as the Revenue Budget and MTFS processes.</p>
<p><b>How is the Capital Programme approved?</b></p>	<p>The proposed Capital Programme for the next financial year is put together by the Head of Finance &amp; Commercial Business Partnering, together with the members of the Senior Management Team.</p> <p>The Programme must be reviewed by the Capital Programme Group before being recommended to the Leadership Boards. It is then taken to the Strategy &amp; Resources Policy Committee, before being presented to Council at the same time as the Revenue Budget.</p> <p>Just because a project is included within the Programme, this does not mean it has automatic approval to take place.</p>
<p><b>What are Capital Approval Forms (CAFs) used for?</b></p>	<p>CAFs are used to obtain financial approval for projects within the Capital Programme. Capital expenditure can only occur if fully funded, unless any funding gaps are approved by the Head of Finance &amp; Commercial Business Partnering.</p> <p>A CAF must be completed for any new projects added to the Programme, or changes to existing approved projects.</p> <p>A CAF must be approved, via email, by the appropriate manager and include all relevant documentation. The CAF is then approved at the Finance Committee.</p> <p>The CAF requires the following signatures (email approval):</p> <ul style="list-style-type: none"> <li>• For new projects and changes to existing projects - the signatures of the Project Manager, sponsoring Director, and Capital Team.</li> <li>• For emergency approvals - the signatures of the Project Manager, sponsoring Director, Capital Team, a member of the Senior Management Team and the Head of Finance &amp; Commercial Business Partnering.</li> </ul>

	<ul style="list-style-type: none"> <li>For cases considered sensitive by the member of the Senior Management Team and/or the Head of Finance &amp; Commercial Business Partnering, the signatures of the Project Manager, sponsoring Director, Capital Team and the relevant Policy Committee Chair.</li> </ul>
<b>Project Stage Approval</b>	<p>Approval for the Design, Procure and Build stages of a project will not be granted without recommendations from the Head of Finance &amp; Commercial Business Partnering in respect of funding implications.</p> <p>As part of this process the Head of Finance &amp; Commercial Business Partnering will need to consider both the Revenue and Capital implications of these approvals. The level of contractual commitments in future years must be considered.</p> <p>The Project Manager must obtain approval for each stage of the project from the Head of Finance &amp; Commercial Business Partnering, the Chief Property Officer (if appropriate) and the Capital Programme Group.</p> <p>Only the Capital Programme Group can recommend to the CFO the award of a contract for Capital works in line with the Council's Contracts Standing Orders.</p> <p>The build stage of a project cannot take place until a thorough review has been completed by the Project Manager. This must be approved by the sponsoring Director, as well as reported to the Capital Programme Group.</p>
<b>What to do if External Funding is used to support a capital project?</b>	<p>If external funding, e.g. a grant is needed to support a Capital project, this must be approved by either the Head of Finance &amp; Commercial Business Partnering or an authorised Finance Officer.</p> <p>If the grant requires the Council to become the Accountable Body for the funding, agreement for this must be obtained BEFORE any offers of funding are accepted.</p> <p>Funding can only be accounted for once all conditions of the grant have been met. Before this point, expenditure must be covered by either the relevant Directorate's budget, or by corporate funding sources by agreement.</p> <p>If any part of a Capital project involves the Council guaranteeing the liabilities of a third party, then this must also be approved in accordance with the requirements of the Constitution.</p> <p>Capital Grant Funding cannot be used to fund day-to-day revenue expenditure.</p>
<b>Arrangements for making variations to Projects in the</b>	<p>Changes to a project's finance are known as 'Variations'. Any variations made to a project require approval and will depend on whether there are the Capital resources available.</p> <p>For existing projects, the approval levels for variations are:</p>



<p><b>Capital Programme</b></p>	<ul style="list-style-type: none"> <li>• Variations of up to £25k can be approved by the responsible Director.</li> <li>• Variations between £25k and £100k require approval from the relevant member of the Senior Management Team.</li> <li>• Variations above £100k require Finance Committee approval. These are raised in the monitoring reports.</li> </ul> <p>For approval purposes, the limits apply to the total of all variations since the last time approval was granted was by Council.</p> <p>Virements between Capital projects are not allowed. Any change to a project budget is treated as a variation.</p>
<p><b>Emergency Approvals</b></p>	<p>Where an emergency approval is required, this must be obtained in line with urgency procedures in the Constitution.</p> <p>Emergency approvals must also be referred to the CFO, the Head of Finance &amp; Commercial Business Partnering, or an officer authorised to act on their behalf.</p> <p>All emergency approvals within a month should be reported to the Finance Committee in the next monitoring report. If, by the time the decision has been reported, and no action has been taken, the emergency approval may be cancelled.</p>
<p><b>Slippage and / or accelerated spend within a project</b></p>	<p>When projects are approved, an annual profile is created which forecasts at which point in the year spending will occur.</p> <p>Accelerated spend occurs when a project has spent more than expected at a set point in time. Slippage occurs when a project has spent less than expected at a set point in time.</p> <p>This should be reflected in monthly forecasts, and Capital Finance should be made aware of the situation.</p> <p>Where spending is forecast to move between financial years, this must be included in the monitoring reports to the Finance Committee requesting approval.</p> <p>Where an overspend is anticipated, despite actions being taken to prevent this, the overspend must be covered from revenue.</p>
<p><b>Capital Receipts</b></p>	<p>Capital Receipts are the proceeds the Council receives from a buyer when it sells a capital asset. This can be used to fund new Capital projects.</p> <p>Any decision on the use of Capital Receipts will be taken as part of the overall approval for the project through recommendation by the Capital Programme Group.</p>
<p><b>Procurement for capital projects</b></p>	<p>Directors and members of the Senior Management Team must ensure relevant procurement procedures are followed for Capital projects.</p> <p>The Head of Capital Delivery Service (CDS) and the CFO must be made aware of any procurement activity.</p>

Where the project is financed, either fully or in part through external funding, then the requirements of the Funder in relation to procurement must also be met.


### Roles and Responsibilities

Several specific groups, teams and managers have additional roles in relation to the capital programme. These are included in the table below:

<b>The Capital Programme Group</b>	<p>Is responsible for:</p> <ul style="list-style-type: none"> <li>• Overseeing Capital Management.</li> <li>• Providing advice and recommendations to the Leadership Boards on new projects. These recommendations will be made to the Finance Committee.</li> <li>• Approving variations to existing projects, as well as the progression of projects to their next stages.</li> <li>• Approving the use of Capital receipts and grants.</li> </ul>
<b>Directors and Project Managers</b>	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that all projects comply with the relevant laws and regulations. Complying with the Constitution.</li> <li>• Complying with the relevant external funding procedures.</li> </ul>
<b>Project/ Budget Managers</b>	<p>All projects must be managed in line with the Council's Project Management Guidelines.</p> <p>Project Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Considering revenue, environmental, property, and opportunity costs related to a project.</li> <li>• Considering the legal, human resources, equalities impact and sustainability implications of the project.</li> <li>• Considering the impact of VAT on Capital projects and property transactions (disposals, purchases and leasing of land/property) and seek the advice of the Head of Finance &amp; Commercial Business Partnering if required. On a day-to-day basis this advice will be provided by the Council's Tax Manager.</li> </ul> <p>Managing the project within budget and preventing overspends.</p> <p>Project Managers must consider the risks of, and the solutions to, any forecast Capital overspends.</p>
<b>The Capital Team</b>	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• Steering a project through the financial approval process, alongside the Project Manager.</li> <li>• Reviewing, quality checking and challenging the monthly actuals and forecast expenditure and income.</li> </ul> <p>Reporting monthly on Capital expenditure and its financing, in line with the Capital Projects Approval Route.</p>

### Capital Projects Approval Route

The diagram below shows the stages a project must go through to be approved for inclusion in the Capital Programme.

<b>Approval for New Projects (inclusions)</b> Regardless of £ value	
<b>Decision making</b> 	<b>Full Council</b> - for approval of the <b>Capital Forward Programme</b> only, at the recommendation of the Strategy & Resources Policy Committee
	<b>Finance Committee and/or Policy Committees</b> – for formal Council decision to approve/reject the new project. Note that the stages below do not constitute a formal decision
	<b>Leadership Boards</b>
	<b>Capital Programme Group (CPG)</b>
	<b>Directorate Leadership Team (DLT)</b>
	<b>Director</b> (Discussions only)

### Financial Management and Reporting for Capital Accounts

This section details how projects within the Capital Programme are monitored and reported on.

<b>Financial Management</b>	<p>The Council's financial management system is used to manage the projects within the Capital Programme.</p> <p>Project Managers are required to carry out monthly monitoring and forecasting for both Revenue and Capital expenditure.</p>
<b>Reporting Process</b>	<p>Monthly Capital reporting is based on CAF, Project Closure Forms (PCF), financial monitoring and approval request reports.</p> <p>At year end, the Head of Finance &amp; Commercial Business Partnering reports on the overall Capital outturn position to the Finance Committee. The Revenue outturn position is also reported at this time.</p>

[Back to Contents page](#)

## 6. External Funding / Grants

External Funding refers to additional resources, above and beyond those normally provided to the Council. This funding can be used to develop and improve the quality of services, better meet the needs of clients or to do something that would not otherwise be affordable.

<p><b>Accountable Body status must be agreed before any external funding is accepted</b></p>	<p>The <b>Accountable Body</b> is legally responsible for making sure that the requirements of the funder are met.</p> <p>The decision to agree to the Council becoming the Accountable Body for external funding must be taken BEFORE any offers of funding are accepted, in line with the Constitution.</p> <p>Grant Funder offer letters, or documentation, requiring signature to accept a grant of £1m or more must be completed by the CFO (or deputy) as per these Financial Regulations.</p> <p>Offer letters or documentation of less than £1m can be signed off by any of the Senior Finance Managers (SFM), except for the SFM's that are responsible for Internal Audit and EFT or who are not a CCAB qualified accountant.</p> <p>Where the Council is guaranteeing the liabilities of a third party this must also be approved in line with the Constitution.</p>
<p><b>The External Funding Team (EFT) have day-to-day responsibility for the management of external funding</b></p>	<p>EFT, on behalf of the Head of Finance &amp; Commercial Business Partnering, is responsible for ensuring grant applications and subsequent offers are appropriately completed and authorised.</p> <p>Grant claims of £100k or more, statutory grant returns or other grant related documents can be signed off by the SFM's, except for the SFM's that are responsible for Internal Audit and EFT or who are not a CCAB qualified accountant.</p> <p>Grant claims of less than £100k can be signed off by the EFT Finance Manager.</p> <p>Grant claims that are submitted via a Funder portal still require sign off as per these Financial Regulations.</p> <p>If a grant requires match funding, EFT will provide guidance on sources of match funding and how this can be evidenced.</p>
<p><b>Audits of External Funding may be required</b></p>	<p>Internal and External audits may be carried out. If required, this will be detailed in the terms and conditions from the grant Funder.</p> <p>Any associated costs will need to be funded from the relevant business unit's budget.</p>
<p><b>Retention of documentation</b></p>	<p>All evidence required by the funding body must be collected and held in line with the terms and conditions of the grant.</p> <p>Documents supporting European projects must be stored for at least 3 years after the UK receives its final payment to the programme or for the period defined by the Funder.</p>

	<p>Where the retention period in the grant agreement is longer than the one prescribed in the Financial Records Retention Schedule (<a href="#">Appendix A</a>), the funder’s requirements will take priority.</p> <p>In all other cases, the Records Retention Schedule should be followed.</p>
--	--

[Back to Contents page](#)

## 7. Income Management

Many of the services which are delivered by the Council are funded by Government grants and local taxation (Council Tax and Business Rates). There are also some services that service users and other customers pay a fee for.

This section explains how fees and charges are set, how income is collected and what the Council will do to recover debts.

Separate detailed rules apply to Housing Rent, Council Tax, Business Rates and Benefit Overpayment debt, so the regulations below do not apply to these.

Refer to [section 20](#) for Council Supply Agreements.

### Roles and Responsibilities

Committees and Officers involved in the sundry debt process have the following specific roles and responsibilities in relation to income management:

<b>Policy Committees</b>	<p>Policy Committees are responsible for agreeing fees and charges in relation to their service areas, other than any set by Full Council as part of the budget process.</p> <p>The fees and charges must be in line with the MTFs and any policies in respect of fees and charges</p>
<b>All Officers involved in the sundry debt process</b>	<p>Officers who are responsible for raising invoices, credit notes, refunds, debt recovery and write-offs must not carry out these activities where they relate to debts owed by themselves or family members, or where they have a vested interest.</p>
<b>Officers with Authority to collect cash</b>	<p>Only officers with specific authorisation from their manager may collect cash on behalf of the Council. These officers will be issued with a “Style 1” photo identification card, which clearly states that they are authorised to collect cash.</p> <p>Before any new Style 1 photo identification card is issued, the request must be approved by the Head of Revenues &amp; Benefits, or authorised officer, in line with the procedure for the issue of photo identification cards.</p> <p>Managers should keep a register containing details of the style of card held by each member of staff and ensure that the card held is appropriate to the officer’s current duties.</p>

### Separation of Duties

The system in place for the collection and banking of income must include separation of duties between the different functions as a key form of internal control. This means that a single person should not be responsible for all the activities related to the collection and banking of income. The activities should be carried out by different people. This is to help prevent fraud.

To comply with this principle, Managers must ensure that an officer does not carry out functions from both Table 1 and Table 2 (below) in any given period. This ensures that, for example, an officer does not check that the amount of money they themselves have collected equals the money that they have banked.

**Table 1**

<b>Function</b>	<b>Examples</b>
Identifying charges or taking a booking	Telling a customer the cost of a particular service, e.g. removing a wasp's nest. Booking an appointment for removal of a wasp nest.
Billing	Sending an invoice (if appropriate to do so).
Collection and receipt of income	Collecting the payment, irrespective of the method of payment (i.e. cash/ credit card) for removing the nest and giving the customer a receipt for the payment. Receipts might be a 'till receipt' or handwritten one from a pre-printed receipt book.

**Table 2**

<b>Function</b>	<b>Examples</b>
Reconciling receipts to income	Adding up the payments received, and all the receipts issued and then making sure they come to the same amount.
Banking income	Doing the Cash Management lodgement journals so the income appears on the finance system as being in the bank. This also puts it into the correct Business Unit. Arranging for cash to be physically put into the Council's Bank Account. This may be done via the cash collection service – currently provided by LOOMIS.
Monitoring income received, banked and outstanding	Checking money that has been banked equals the amount that is on the receipts. Monthly monitoring of outstanding debts.

When money needs to be transferred between members of staff, this must be evidenced by the recorded signature of the officer receiving the money.

### **Paying Fees and Charges**

All systems and processes related to customer payments must comply with all relevant legal and security requirements, e.g. the Payment Card Industry Data Security Standard (PCI DSS), which is a set of guidelines designed to help keep customer's payment card data secure.

<b>Non-invoiced income</b>	Wherever possible, customers should be asked to pay for services up-front or at the time they receive the service they are paying for. Allowing customers to pay on credit, e.g. by issuing an invoice, should be avoided as often as possible. This reduces both the potential for invoices not being paid by customers and the administration costs to the Council. The Council is legally required to provide a tax invoice, if a customer asks for one.
----------------------------	---

	Any requests received should be referred to the Tax Team within Finance & Commercial Services.
<b>Invoiced Income</b>	<p>The minimum value for a sundry debt invoice is £25. If a Council service area wishes to raise an invoice for lower than this amount, they will need to obtain the approval of the Head of Revenues &amp; Benefits, or authorised officer.</p> <p>All sundry debt accounts must be raised on the Accounts Receivable section of the finance system unless exceptions have been agreed with the Head of Revenues &amp; Benefits, or authorised officer.</p> <p>Invoices should be issued within 10 working days of the:</p> <ul style="list-style-type: none"> <li>• goods or services being supplied, or</li> <li>• month end if there is an on-going service provision.</li> </ul> <p>In line with standard accounting practice, income will be credited to the relevant Business Unit at the point the invoice is raised on the finance system - not when the money is received.</p> <p>To comply with all relevant HMRC regulations, the date of the invoice must be within 60 days of the actual date that the goods or services were supplied. If you cannot meet this timescale, you must contact the Council's Tax Manager for advice.</p> <p>The information on the Sundry Debt invoice must be correct, complete and supported by all necessary and relevant evidence to show that the Council is actually owed the income. If debt recovery action needs to be taken, including Court proceedings, this evidence will be required.</p> <p>Officers raising invoices are also responsible for ensuring that the correct amount of VAT is applied. If an officer is not sure what the correct VAT treatment is, they should contact the Tax Team.</p> <p>To ensure that invoices are raised correctly, they must only be raised by officers who have had appropriate training.</p>

### Standard Payment Methods

Only the payment methods outlined in the tables below can be used by all Services and partner organisations. These are the payment methods which have been approved by the Head of Revenues & Benefits.

Not all methods are relevant to every Council service area or customer group, but they are all the options the Council will support.

<b>Debit/Credit cards (including the payment of transaction fees)</b>	<p>The Council will accept all major debit and credit cards, except American Express, Diners Club, JCB and Solo.</p> <p>Credit cards may be used for both non-commercial debts (such as Business Rates and rent arrears) and commercial debts (such as hire of sporting facilities and pest control).</p> <p>Card transaction fees will be funded centrally from within Finance &amp; Commercial Services, subject to annual reviews of costs. They may also be recharged to the Housing Revenue Account.</p>
---	---



<b>Direct Debits</b>	<p>Direct debits must only be used to collect payment:</p> <ul style="list-style-type: none"> <li>• For invoices that are raised on a regular basis (e.g. monthly rental agreements).</li> <li>• Where an arrangement to pay an invoice in instalments has been agreed by the Head of Revenues &amp; Benefits, or authorised officer.</li> </ul> <p>Direct debits should not be used where the annual value to be collected is less than £100. This amount may be changed at any time by the Head of Revenues &amp; Benefits.</p> <p>If a customer's Direct Debit fails twice in a 12-month period then the option to pay by Direct Debit must be withdrawn from that customer and may only be reinstated with the agreement of the Head of Revenues &amp; Benefits, or authorised officer.</p> <p>Under the Direct Debit Guarantee scheme, the Council must give customers at least 10 working days' notice if the amount that is due to be collected will change.</p> <p>If the amount changes on a regular basis, such as Home Support, an invoice must be issued. This is for information purposes only and the customer does not need to pay the invoice separately to their Direct Debit.</p>
<b>Cash</b>	<p>The option of cash payments is considered on a case-by-case basis.</p> <p>Cash can be used to pay bills at Post Offices and PayPoint outlets subject to maximum values of £1000 and £200 respectively.</p> <p>Where there are significant cash payments, i.e. £1,000 or more in cash, or up to £2,500 in linked transactions, officers should check the identity of the client as per the Council's Anti-Money Laundering Policy.</p> <p>Payments in cash must not be accepted by employees of the Council or any of its agents where the amount is over the current limit of £2,500. This limit is set by the Council's MLRO.</p>
<b>Administration Costs</b>	<p>If there are any administrative costs associated with implementing a particular payment method, this will be funded by the Service requesting the method.</p>
<b>Expected income over £50,000</b>	<p>Where amounts of £50,000 or over is expected, e.g. completion of property purchases, this must be reported to the Treasury Team.</p> <p>Knowing that a large receipt is due will help the Treasury Team to manage the Council's cash flow, which may well reduce the need for short term loans to cover Council expenditure.</p>

## Payment Channels

The following tables outline the payment methods and payment channels for both invoiced and non-invoiced income:

Invoice/ Not Invoiced	Payment Method	Payment Channel
Invoice/ Not Invoiced	Credit or debit card online via the Council website.	On-line - Customer self-service
Invoiced	Credit or debit card using an automated telephone service.	Telephone - Customer self-service
Invoice/ Not Invoiced	Credit or debit card over the phone where a member of staff transfers the customer to Call Secure so they can enter the payment details using touch-tone functionality.	Telephone - Customer assisted service
Invoice/ Not Invoiced	Credit or debit card using chip-and-pin machine (either mobile or at a Council/ partner office).	Face to face - Customer assisted service
Invoiced	Cash at a Post Office; or PayPoint up to a certain value.	Face to face - Customer assisted service
Invoiced	Cheques and debit card at a Post Office up to a certain value.	Face to face - Customer assisted service
Invoiced	Direct Debit – within the parameters set by the Head of Revenues & Benefits.	Face to face - Customer assisted service
Invoiced	BACS/ CHAPS – within the parameters set by the Head of Revenues & Benefits.	Face to face - Customer assisted service

## Credit Notes and Refunds

The following section outlines the use of credit notes and refunds on invoiced income.

<p><b>Credit notes are used to correct an invoice that has been raised incorrectly</b></p>	<p>Credit notes are issued to customers to correct an invoice that has been incorrectly raised. However, credit notes represent a control risk and as such must be appropriately authorised.</p> <p>Credit notes must be authorised by the manager responsible for the corresponding budget.</p> <p>Customers can use credit notes to pay future invoices, but they can also request a refund if they have already paid an incorrect invoice, or paid money into a Council bank account in error.</p> <p>Refunds may only be actioned by the Head of Revenues &amp; Benefits, or authorised officer.</p> <p>Where a refund is for a significant amount, i.e. £1,000 or more, officers should check the identity of the client in line with the Council's Anti-Money Laundering Policy, fees and interest charges.</p>
--	---

### Banking of Collected Income

The following section outlines arrangement for receipting, storing and banking collected income.

<p><b>All income must be receipted and banked promptly</b></p>	<p>All income received by the Council must be receipted and paid into the appropriate bank account as soon as possible following the procedures approved by the Head of Accounting for the banking of income.</p> <p>Income must be paid into the bank account in full. Third party and personal cheques must not be cashed from monies held on behalf of the Council.</p>
<p><b>Collected income must be stored safely and adequately insured</b></p>	<p>Members of the Senior Management Team are responsible for ensuring that all income collected prior to banking is kept in a safe location and that adequate insurance cover has been arranged.</p> <p>The amount of cash which a Service can keep in a safe overnight will depend on the insurance arrangements. If the amount needed to be stored is higher than the agreed limit, then arrangements must be made to bank the income as soon as possible.</p>
<p><b>Reconciliation of receipts to banked income should be performed at least monthly</b></p>	<p>Reconciliation of receipts to banked income should be performed at least monthly. The higher the value and quantity of the receipts, the more often reconciliations should be performed.</p> <p>Staff responsible for reconciliation should not be involved in day-to-day banking or receipting procedures. There needs to be a clear separation of duties.</p>

### Debt Recovery

The Council will do everything in its power to recover money owed to it. The following sections outline the recovery process and debt management arrangements.

<p><b>Recovery Process</b></p>	<p>The Council's standard payment terms and conditions state sundry debts should be paid immediately and in full, unless there is a contract in place to agree alternative payment terms, or unless the debt is payable by instalments.</p> <p>The Council will do everything within its power, up to and including Court action, to recover money owed to it. The costs of recovering sundry debts, including court fees, will be funded by the relevant Business Unit which is owed the debt.</p>
<p><b>Arrangements to Pay</b></p>	<p>If a customer is unable to pay the full amount of a sundry debt invoice immediately, arrangements can be negotiated to clear the debt in the shortest possible amount of time.</p> <p>These arrangements can be negotiated by the ICAM Team on behalf of the Business Unit Manager, or directly by the Manager.</p> <p>If the Business Unit Manager chooses to negotiate arrangements themselves, they must tell the ICAM Team so that the arrangement can be documented and monitored.</p>

	<p>The Head of Revenues &amp; Benefits, or authorised officer, must agree payment arrangements that last longer than 12 months.</p> <p>If the customer does not follow the arrangement to pay, then debt recovery action will be commenced or continued.</p>
<b>Interest on late payment of debt</b>	Interest on late payment of debt by commercial customers will be applicable where agreed by the Head of Revenues & Benefits.
<b>Disputed Debts</b>	<p>A 'dispute' is an issue that must be resolved before a customer pays an outstanding sundry debt.</p> <p>When a debt is put into dispute, debt recovery action is suspended to allow time for the issue to be resolved.</p> <p>The relevant Business Unit Manager is responsible for resolving the dispute and they must do so within 28 days.</p> <p>Where the Business Unit Managers thinks that a longer timescale is required to resolve the dispute, they must contact the ICAM Team to request an extension.</p> <p>The request must be supported by details about the customer, what the dispute is about, and the extra time required.</p> <p>If a request to extend a dispute beyond 28 days has not been received, the appropriate debt recovery action will be re-instated, or where appropriate the debt will be written off.</p>
<b>Legal action</b>	<p>Legal action will only be used as the last resort in the recovery process, and the final decision to act will be made by the ICAM Team Finance Manager.</p> <p>Legal action will only be taken if:</p> <ul style="list-style-type: none"> <li>• The full end to end legal enforcement process can be used (e.g. County Court bailiffs, High Court Enforcement action, etc.).</li> <li>• The total balance of the debt is greater than £500. The ICAM Team Finance Manager can agree to lower this balance.</li> <li>• The debt is less than 12 months old, meaning the invoice date is less than 12 months ago. This deadline may be extended in exceptional circumstances by the ICAM Team Finance Manager.</li> </ul>

### Bad and Doubtful Debt Provisions

When an invoice is raised, the Business Unit is immediately credited with the income, but if the debt is not paid within 60 days, the Business Unit Manager should not rely on that income to cover expenditure.

<b>Bad and doubtful debt provision</b>	<p>Unless agreed otherwise by the CFO, if a debt is not paid by day 60 after the invoice date, the Business Unit will be debited to make full provision for the debt not being paid.</p> <p>This means that money is set aside in the Council's accounts to cover the possibility of the debt not being paid.</p>
--	---

	<p>Exceptions to this can only be approved by the Head of Revenues &amp; Benefits. A list of the agreed exceptions is kept by the ICAM Team.</p> <p>At the year-end, a bad debt provision will be estimated based on historic trends in debts not being recovered.</p> <p>Creating a provision for bad or doubtful debt does not mean that recovery action will stop. The Council will continue to take recovery action after the provision is made.</p>
<b>Payments received after 60 days</b>	<p>Unless agreed otherwise by the CFO, if an outstanding debt is paid after day 60 and before day 91 the Business Unit will be credited with 50% of the income. The remaining 50% will be diverted to help balance the Council's overall budget.</p> <p>If the debt is paid after day 90, 100% of the income will be diverted to help balance the Council's overall budget and the Business Unit will not receive any income.</p>

### Bad Debt Write-offs

If recovery action is unsuccessful, the Council may write-off debts or register the debt as a local land charge. The following section explains these processes.

<b>Write-off of bad debts</b>	<p>Bad debt write-offs will usually be done after 12 months have passed since the invoice date and all debt recovery procedures have been attempted, unless:</p> <ul style="list-style-type: none"> <li>• The debt is covered by an on-going payment arrangement.</li> <li>• There is on-going action, up to and including Court action, to recover the debt.</li> <li>• The debt has been recorded on the Local Land Charges Register.</li> </ul> <p>Write-offs must be proposed by the member of the Senior Management Team responsible the Directorate which holds the debt. A list of proposed write offs will be passed to the Head of Revenues &amp; Benefits to approve.</p> <p>The ICAM Team, on behalf of the Head of Revenues &amp; Benefits, will then update Integra to complete the write off.</p> <p>If a debt is to be written off a full provision must have been created.</p> <p>The Head of Accounting will report debts, and changes in the bad debt provision, to the Audit &amp; Standards Committee as part of the annual accounts process.</p>
<b>Local Land Charges</b>	<p>One option for recovering a debt is to register the debt as a local land charge.</p> <p>By law, the Council must keep and regularly update a register of all the local land charges they have created, e.g. road and other financial charges, home improvement grants, tree preservation orders, notices of restriction, etc., that will either secure the payment of a sum of money or limit the use of the said property.</p> <p>This is known as the Local Land Charges Register.</p>

Anybody who is thinking of purchasing a piece of land or property can then search the register and establish if there are any charges.

When Services secure a Sundry Debt account in the Local Land Charge Register, the following will apply:

- Sundry Debt accounts recorded in the Land Charge Register will be managed using the Council’s standard debt recovery process and taking a bad debt provision.
- The Business Unit Manager who is responsible for any debt that is listed in the Land Register must ensure that the debt is still valid and collectible on an annual basis.
- Debts covered by a Land Charge that remain outstanding after 6 years will be reviewed by the Head of Revenues & Benefits to determine whether the debt should be written off.

The above requirements relate specifically to sundry debt invoices, and do not apply to any debts in the Local Land Registry manually raised outside of the Finance System.

[Back to Contents page](#)

## 8. Purchasing

### Roles and Responsibilities

Budget managers and all officers involved in the P2P process have the following specific roles and responsibilities:

<b>Budget Managers</b>	<p>Ensuring that the Council is obtaining value for money, and that all expenditure complies with the Council’s Contracts Standing Orders.</p> <p>Using in–house and existing contracted providers wherever possible. If not possible, advice must be sought from Finance &amp; Commercial Services on choosing an alternative supplier.</p> <p>Complying with the relevant procurement processes, with all steps documented and evidenced.</p> <p>Declaring any relationships with existing or potential Council contractors prior to obtaining quotations or awarding of contracts.</p>
<b>All Officers involved in P2P process</b>	<p>Referring to the Council’s Contracts Standing Orders for details of procurement procedures, with special attention to the need to use in–house and existing contracted providers.</p> <p>Formally declaring any relationships with existing or potential Council contractors, prior to obtaining quotations, or the awarding of contracts. (Failure to do so may be punishable as a criminal offence)</p> <p>Withdrawing from any P2P process when either they themselves, a member of their family or one of their close associates are involved directly or indirectly with the transaction.</p>

### Ordering and Authorisation of Expenditure

This section covers the principles of procurement in the Council. These are standard across the Council and must be complied with unless written exception has been approved by the Director of Finance & Commercial Services.

<b>General Procurement Principles</b>	<p>All orders for goods or services are to be placed on the Council’s Finance system. The controls, approval routes and processes detailed in these Financial Regulations will apply.</p> <p>All procurement must comply with Contracts Standing Orders and the Constitution. Any breaches are immediately reported to the Director of Finance &amp; Commercial Services.</p> <p>Suppliers of the Council must have the necessary HMRC certification enabling them to be paid through the Council’s payments system.</p> <p>Contractors who do not comply with these conditions, or those who do not provide the necessary evidence, should be set up as temporary employees and paid through payroll.</p>
<b>Ordering of Goods and Services</b>	<p>A Purchase Order is required for all purchases and must be fully approved before requesting the supply of goods and services.</p> <p>Exceptions to this would be for the payment of those deemed as ‘employed’ by the HMRC Employment Status Enquiry Tool.</p>

	<p>Payment of these has to be made via Payroll in order to account for the correct taxation, recurring payments, 'multiple' and 'one-off' payments.</p> <p>Verbal orders should take place only in exceptional circumstances and should be followed immediately by a fully authorised order. Officers making verbal orders will be asked to support their decision by the Head of Accounting.</p> <p>Orders must fully detail the goods and services to be supplied and the budget from which the expenditure is to be met. Final costs or an estimate of the costs (net of VAT) should also be provided in the order.</p> <p>Orders can only be raised for goods and services provided to the Council or for official Council business. Individuals must not raise official orders for their own private use.</p> <p>Variations to an order can only be made if properly authorised, issued orders cannot be verbally amended.</p>
<p><b>Procurement Cards</b></p>	<p>A small number of credit and procurement cards are available. The use of credit/ procurement cards is intended to complement, rather than replace, the Purchase Order procedure, and should only be used when the use of a Purchase Order is not possible.</p> <p>Members of the Senior Management Team must promptly inform the Head of Accounting, if action must be taken to cancel stolen or lost cards, or those issued to employees who have resigned from the Council.</p>
<p><b>Authorisation of Expenditure</b></p>	<p>Before authorising an order, approvers must ensure that the decision to spend the money has been taken in line with the Constitution.</p> <p>These Officers must also ensure that the Council's procurement rules and Contracts Standing Orders have been complied with before approving.</p> <p>Approvers should be satisfied that:</p> <ul style="list-style-type: none"> <li>• The Order represents a legitimate cost to the Council.</li> <li>• The required checks have been evidenced and necessary documentation attached.</li> <li>• Sufficient budgetary provision exists to cover the payment.</li> <li>• Expenditure will be paid through the correct business unit.</li> </ul>
<p><b>An Authorisation Matrix will be held in the Finance System</b></p>	<p>A list will be held in the finance system containing the officers authorised to approve Purchase Orders, Recurring Payments, Foreign Payments and Individuals paid via payroll.</p> <p>Non-order payments, e.g. multiple, one-off, BACS, CHAPS payments, direct creditors payments or Interfaces must only be used in exceptional circumstances and must only be approved by the Head of Accounting, in consultation with the FDA.</p>



	<p>This matrix will apply to all orders including those connected to the spending of grant funding, payments made by the Treasury Team, contract payments and partnership arrangements.</p> <p>A report approving a grant payment or awarding a contract will not over-ride this authorisation hierarchy.</p> <p>This hierarchy, in conjunction with approval from the Head of Accounting and assurance from the FDA, will apply to the authorisation of payments that do not require a Purchase Order.</p>
--	---

### **Authorisation Matrix**

All Purchase Orders must be approved in line with the Council’s authorisation hierarchy levels, as set by the CFO and shown below:

<b>Approver Level</b>	<b>From Order Amount</b>	<b>To Order Amount</b>	<b>Typical approver role</b>
N/A	£0.01	£499.99	No further financial approval required
Level 1	£500.00	£2,499.99	Business Unit Manager
Level 2	£2,500.00	£24,999.99	Head of Service / Assistant Director
Level 3	£25,000.00 and above		Director / Member of Senior Management Team / Chief Executive

### **Delivery of Goods and Services**

The following section details arrangements for checking and receipting goods and services.

<b>Goods receipting</b>	<p>When goods/services are delivered, they should be checked against the following to ensure the delivery is correct:</p> <ul style="list-style-type: none"> <li>• Cost.</li> <li>• Quantity.</li> <li>• Quality.</li> <li>• Fitness for purpose.</li> </ul> <p>Delivery notes must be retained in accordance with the Financial Documents Retention Schedule (appended to these Financial Regulations). Where possible, the reference from these documents should also be recorded in the Finance system.</p> <p>Officers are required to enter a receipt (Goods Received Note) on the Council’s finance system to confirm delivery of the goods or services.</p>
-------------------------	--

## Payments to Suppliers

The table below details the arrangements for paying supplier invoices together with the standard payment terms of the Council.

<p><b>Supplier invoices</b></p>	<p>Suppliers will be expected to provide an electronic invoice. These should be sent directly to the accounts payable processing facility, as detailed on the Council's Purchase Order.</p> <p>Where paper invoices are unavoidable these should be sent directly to this same address for prompt processing. On no account should they be sent to the service requesting the supply.</p> <p>Failure to adhere to this rule may result in delays to the payment process. Paper invoices will be scanned and attached to the invoice records.</p>
<p><b>Payments</b></p>	<p>No payment will be made unless it is supported by an authorised Purchase Order and Goods Received Note, to acknowledge the receipt of goods and services.</p> <p>Exceptions to this are Recurring, Multiple, One-Off, Individuals paid via Payroll, Foreign Payments and purchases made using a Credit or a Procurement Card.</p> <p>Where the details on the supplier invoice, the Goods Received Note and the Purchase Order are the same, the matching process will clear the invoice for payment. This is referred to as a 3-way matching process.</p> <p>Where the details are not the same, the order raiser should liaise with the supplier to resolve the mismatch.</p>
<p><b>Standard payment terms</b></p>	<p>The Council's standard payment terms are to make payment within 30 calendar days of the invoice date.</p> <p>Agreed exceptions are made in the case of non-trade suppliers, trade suppliers participating in the early payment discount scheme and small local providers (based in Sheffield), who are all paid immediately.</p> <p>Any other variation to the standard payment terms must be agreed by the Head of Procurement &amp; Supply Chain, either as part of the letting of a contract or by ad-hoc exception to the standard terms.</p> <p>Where a supplier makes a request for payment in advance, advice must be sought from the Head of Procurement &amp; Supply Chain.</p>

[Back to Contents page](#)

## 9. Internal Charges

This section explains what internal charges are, and when they will be used.

<p><b>Internal charges are used to recharge costs between services/ Directorates</b></p>	<p>The Council’s internal charging system covers:</p> <ul style="list-style-type: none"> <li>• Specific ordering and the recharges for these.</li> <li>• Agreed Annual Service Level Agreements and the recharges for these.</li> <li>• Overhead apportionment.</li> </ul>
<p><b>All parties must be clear that the charging system exists</b></p>	<p>A key requirement of the internal charging system is that both customers and suppliers are clear that the system is in operation and that they adhere to the relevant procedural guidance.</p> <p>This includes the need for an internal order and the use of specified financial codes.</p>

[Back to Contents page](#)

## 10. Payroll, Expenses and Petty Cash Floats

This section details arrangements for payments to all employees and the use of petty cash.

<p><b>Payroll</b></p>	<p>Payments to all employees and former employees of the Council must only be made under arrangements approved and controlled by the Director of HR and Employee Engagement and approved by the Head of Accounting. This includes, salaries, wages, pensions, expenses, and any other payments.</p> <p>Amendments to the payroll, e.g. for absences and variations to pay, is limited to those Officers authorised to do so.</p> <p>Payment of fees to individuals who are not Council employees must be made through the P2P system, in accordance with HMRC requirements and relevant procedures laid down by the CFO</p> <p>All Payment and personnel records must be held securely.</p>
<p><b>Expenses</b></p>	<p>Members and officers are only entitled to incidental, subsistence and travel expenses if these are incurred legitimately in performing Council duties.</p> <p>Claims must be made in line with relevant Council policies including the requirement to upload receipts to the iTrent (Payroll/HR) system. All such payments will be made through the payroll system and are paid in line with the agreed policy and rates.</p> <p>Payments of expenses to individuals who are not Council employees must be made through the P2P system, following the procedures set out by the CFO.</p> <p>Any Expense incurred by agency staff is included in the Agency charge and paid through the P2P system.</p>

<p><b>Petty Cash – payments from a float and reimbursements</b></p>	<p>The use of money from petty cash floats must be limited to non-payroll related expenditure up to a maximum of £25, which does not justify an order being raised through the P2P system.</p> <p>Petty cash should not be used for the payment of regular suppliers other than in exceptional circumstances, with prior approval from Heads of Service.</p> <p>Wherever possible purchases should be made in advance and, if applicable, VAT receipts provided before the petty cash is issued.</p> <p>At the manager’s discretion, a maximum of £5 employee-related expenses may be paid from a petty cash float where an employee has been asked to travel to meet a service need and has no way of funding this.</p> <p>The following rules apply to the use of petty cash floats:</p> <ul style="list-style-type: none"> <li>• Personal or third-party cheques must not be cashed.</li> <li>• Money cannot be borrowed from petty cash floats.</li> <li>• Private monies must not be used to supplement the floats.</li> </ul> <p>Cash income from other sources must not be used to reimburse petty cash unless specific arrangements are in place.</p> <p>Officers who have been assigned responsibility for a float must follow the administration procedures of petty cash floats as laid down by the Head of Accounting.</p>
---	--

[Back to Contents page](#)

## 11. Bank Accounts and Credit Cards

The following sections details arrangements for opening and closing bank accounts, banking transactions, credit cards and reconciliations. On a day-to-day basis these responsibilities are carried out by the Treasury Team.

<p><b>Bank Accounts</b></p>	<p>Bank accounts can only be opened or closed in the name of Sheffield City Council with the authority of the Head of Accounting. This includes associated bank accounts which the Council does not directly control, such as joint arrangements.</p> <p>The Head of Accounting is responsible for all negotiations of banking terms with the Council’s Bankers and is approved to authorise the execution of Amendment Agreements when required.</p> <p>All stand-alone systems which create payments and do not link with the financial ledgers must have a separate bank account and subsequent local reconciliation responsibilities.</p> <p>The Payroll interfaces and systems which create BACS files or print cheques are currently the stand-alone systems which have these additional requirements.</p>
<p><b>Banking transactions</b></p>	<p>The authorised signatories list for banking transactions is developed and approved by the Head of Accounting.</p>

	Authorised signatories will normally be senior Finance officers, as per the Financial Protocol.
<b>Credit/ Procurement cards</b>	Credit cards, charge cards and other payment cards held in the Council's name are opened, closed and managed by the Head of Accounting.
<b>Reconciliations</b>	<p>Bank reconciliations and reconciliations of credit cards, etc. are completed on at least a monthly basis by an officer who is not responsible for the processing of transactions through the bank accounts.</p> <p>The Head of Accounting, or authorised officer, is responsible for ensuring that reconciliations, together with supporting documentation, are reviewed and appropriately certified.</p>

[Back to Contents page](#)

## 12. Taxation

The following section outlines the arrangements for managing the impact of VAT.

<b>Overall aim to maximise VAT recovery and minimise unrecoverable VAT incurred</b>	<p>The overall aim of SCC in relation to taxation is to maximise VAT recovery where this is consistent with effective delivery of the service, while minimising the level of irrecoverable VAT being incurred.</p> <p>In practice this means:</p> <ul style="list-style-type: none"> <li>• Ensuring that VAT is properly accounted for on all transactions entered by the Council.</li> <li>• Keeping VAT records with a proper allocation of costs to exempt and other activities.</li> <li>• Complying with all VAT legislation and regulations.</li> <li>• Monitoring and planning for any changes in VAT legislation or regulations.</li> </ul>
<b>The Tax Team</b>	<p>An appropriately skilled team has been established to manage the Council's VAT responsibilities. This Team will receive all training necessary to provide appropriate service delivery and challenge.</p> <p>The Tax Team prepare and submit VAT Returns to HMRC. Such returns are submitted at times to maximise the cash flow benefit to the Council, but no later than the deadlines agreed with HMRC.</p> <p>Where required appropriate external advice is sought where the tax implications of a project are sufficiently complex.</p>
<b>Tax avoidance</b>	SCC will not knowingly and actively co-operate with third-party schemes designed purely for tax avoidance purposes.
<b>Penalties and charges</b>	Directorate budgets will bear the financial impact of any penalties or other charges imposed by HMRC for transactions entered into by that Directorate.

[Back to Contents page](#)

### 13. Stores, Stock, Assets and Security

This section details the controls required to effectively manage stores, stock and assets.

<p><b>Stores and Stock</b></p>	<p>Access to stores is controlled and measures are in place to ensure that stocks and assets are only used on Council business.</p> <p>Appropriate records must be maintained for adding new stock to stores and for controlling the issue of items.</p> <p>The record of stock levels for each item is physically checked at a frequency agreed by members of the Senior Management Team, which reflects factors such as stock values, usage, etc.</p> <p>At the end of each financial year a certificate of the stock value held by each Directorate, as well as information required for the accounting, costing and financial records.</p> <p>This should be provided to the Head of Accounting.</p>
<p><b>Assets and Security</b></p>	<p>An inventory of all assets over £100 in value, together with all attractive and portable items below this figure is maintained within each Directorate. The inventory will include the make, model, serial number and purchase value of each item.</p> <p>Items should be recorded promptly in the inventory, at the point of purchase.</p> <p>A physical check of assets is undertaken on an annual basis. This should be completed by an officer not involved in control of the inventory.</p> <p>The Head of Service will be informed of obsolete or missing items for approval to write-off. Following formal, documented approval, the inventory records should be amended accordingly.</p> <p>A register of assets removed from Council premises for use on official Council business is maintained by each Directorate. This includes assets such as laptops, mobile phones and RAS cards issued to officers.</p> <p>Assets should not be used other than for official Council purposes or in line with arrangements sanctioned by Council, a member of the Senior Management Team or Director.</p> <p>All information assets such as non-public paper records, IT equipment used to access information and the computer network, must be identified, recorded and have an appointed asset owner.</p> <p>All information assets must always be appropriately protected. Further details can be found in the Council’s Information Governance and Security Policy.</p>

[Back to Contents page](#)

#### 14. Retention of Records

The following section details requirements for retaining records.

<b>Record retention</b>	<p>All records must be managed in line with the Council's Document and Records Management Policy.</p> <p>Records must be retained for a period that meets the requirements of HMRC, the Council's External Auditors and any other appropriate Body or Funder.</p> <p>The Financial Records Retention Schedule, provides guidance on appropriate retention schedules (<a href="#">Appendix A</a>).</p>
-------------------------	---

[Back to Contents page](#)

#### 15. Financial Systems

The following section outlines the key function of the finance system and how it is controlled.

<b>Integra</b>	<p>The Council's finance system (Integra) is the source of accounting and financial information to produce the Annual Financial Accounts.</p> <p>Any Directorate systems that feed into Integra must have robust financial controls in place for ensuring both the accuracy and security of the data.</p> <p>Access to all Council's systems must be controlled.</p> <p>Data on these systems, whether held as hard copy or in electronic format, must be retained in accordance with domestic data protection legislation. The Organisational Strategy, Performance and Delivery Team should be consulted for advice and guidance on data protection and information management issues.</p> <p>Prior to the purchase and implementation of any new computerised financial systems, including any income collection systems, the CFO and the ICT and Digital Innovation Team must be consulted.</p>
----------------	---

[Back to Contents page](#)

**16. Accounting**

The following section details arrangements for producing the Council's Accounts as well as accounting requirements throughout the year and at year-end.

<b>Statement of Accounts</b>	<p>The Council's Accounts are produced annually for approval by the Audit &amp; Standards Committee.</p> <p>The Accounts must present a true and fair view of the financial position and transactions for that financial year and must be prepared in accordance with statutory requirements and all applicable professional Codes of Practice.</p> <p>The Accounts will be prepared on an accruals basis.</p> <p>The Accounts will be prepared on a prudent basis with income only included if it is likely to be received. Proper allowance should be made for known liabilities and losses.</p>
<b>Accounting during the Financial Year</b>	<p>All Accounts and Accounting Systems must be properly maintained throughout the year to provide timely and accurate information.</p> <p>All financial transactions must be adequately supported and referenced back to original documents and working papers, which started the transaction.</p> <p>Control Accounts, Holding and Suspense Accounts must be reconciled at least monthly. Reconciliations must be produced and authorised by Officers not directly responsible for the transactions in the accounts.</p>
<b>Year-end requirements</b>	<p>Each financial year end the Head of Accounting will produce a timetable and guidance to produce the Final Accounts.</p> <p>All balances on Control Accounts, e.g. Account Receivables Control, must be explained. Balances may only be carried forward into the next year if there is a reasonable prospect that they will be cleared.</p> <p>The Accounts for the year should be "closed" at the end of business on 31<sup>st</sup> March and all income received and payments made to that date must be accounted for. The Officers responsible must certify sums held, i.e. not banked, at the close of business on 31<sup>st</sup> March.</p> <p>Accruals must be supported by evidence and the Head of Accounting will require evidence for material accruals. The process and amounts will be included in the year-end guidance issued on behalf of the Head of Accounting.</p> <p>The Officers responsible for cash floats and other cash accounts must balance and certify the amount of cash held at the close of business on 31<sup>st</sup> March. Officers responsible for stocktaking must certify the value of stock/ stores at close of business on 31<sup>st</sup> March.</p> <p>Expenditure and income due for the year, but not paid or received by 31<sup>st</sup> March must be accounted for. The Officers responsible must certify the transactions concerned.</p> <p>Appropriate working papers, records and prime documentation must be maintained in support of the above requirements.</p>



	These will be used to support the Accounts and provide a clear Audit trail for the external auditors.
--	---

[Back to Contents page](#)

## 17. Internal Audit

This section outlines the role and remit of Internal Audit.

<b>Internal Audit</b>	<p>A continuous internal audit of all the Council’s financial records and operations must be maintained.</p> <p>Internal Audit has the authority to access any Council officer and information necessary to carry out their duties on behalf of the CFO.</p> <p>An annual audit plan is prepared by the Senior Finance Manager (Internal Audit) and agreed by the Audit &amp; Standards Committee and the CFO.</p> <p>The strategy for Internal Audit work is to focus on areas of high-risk activity to provide assurance that risk and internal control systems are being properly managed by Directors in service areas.</p> <p>As part of the audit planning process, members of the Senior Management Team are responsible for managing risk and for informing Internal Audit of the risks in their area. They are also responsible for agreeing and implementing relevant Audit recommendations.</p> <p>Internal Audit reports on the output of its activity to the Council’s Audit &amp; Standards Committee. The Senior Finance Manager will provide an annual audit opinion to assess the adequacy of the risk management, governance and internal control framework.</p> <p>This opinion supports the Annual Governance Statement.</p>
-----------------------	--

[Back to Contents page](#)

## 18. Companies, Joint Ventures, Partnerships, Joint Committees etc.

This section details the arrangements where the Council has a controlling or minority interest in a Company, Joint Venture, Partnership or Joint Committee.

<b>Companies, Joint Ventures, Partnerships and Joint Committees</b>	<p>Where the Council has a controlling interest in Companies, Joint Ventures, Partnerships, Joint Committees, or is the Lead Authority, then these organisations will be required to use the Council’s finance system and to follow these Financial Regulations.</p> <p>Where the Council is involved as a minority interest in partnership arrangements or Joint Committees that use their own finance systems, the CFO must agree the arrangements for robust financial governance control.</p>
---	---

	<p>The controls in these Financial Regulations will be used as a starting point for that agreement.</p> <p>No agreement shall be entered into with a Partnership which commits the Council to additional expenditure or other financial risk without approval as set out in the Constitution.</p> <p>The relevant member of the Senior Management Team, in conjunction with the CFO will report at least annually to the appropriate Policy Committee on the financial affairs of the partnership body.</p>
--	---

[Back to Contents page](#)

## 19. Grant (Gift) Arrangements

The following sections outlines the control and approvals required for grant (gift) arrangements.

<b>Grant (Gift) Arrangements</b>	<p>Any funds set aside from which to make individual grants must be properly approved in line with the Constitution.</p> <p>All grant payments to voluntary organisations (or other recipients) must be approved in line with the Constitution, these Financial Regulations and all other relevant documentation.</p> <p>Where a grant payment is withdrawn or reclaimed, members of the Senior Management Team are responsible for ensuring that this is agreed in line with the Constitution.</p> <p>The external relationship with any recipient of grant aid must be managed in line with all guidance provided by the Chief Legal Officer.</p> <p>Any Grant/ Gift arrangements must be made in line with the Procurement Guidelines, and all other relevant processes and procedures.</p>
----------------------------------	--

[Back to Contents page](#)

## 20. Council Supply Agreements

This section details arrangements for the Council delivering non-statutory services, works or supplies to individuals or other organisations and receiving payment for this.

<b>What is a Council Supply Agreement?</b>	<p>A Council Supply Agreement is a contractually binding agreement where the Council agrees to provide works, services or supplies to a third party in return for payment, either in money or in-kind.</p> <p>This does not apply to the delivery of statutory services, or instances where the Council receives a grant to fund an activity.</p> <p>Members of the Senior Management Team are responsible for ensuring that Council Supply Agreements within their area of</p>
--	---

	responsibility are approved in accordance with the requirements of the Constitution. This includes seeking the opinion of the CFO.
--	--

[Back to Contents page](#)

**Appendices:**

**A. Financial Records: Recommended Retention Schedule**

(Note that all figures used relate to years, e.g. Current + 6 is Current Year's records plus the previous 6 years documents).

**A.1. Accountancy/Financial**

<b>General example of type of Record</b>	<b>Recommended Retention</b>	<b>Action after retention</b>
Abstract of accounts	Current + 6	Destroy as confidential records
Annual Budget	Current + 6	Destroy as confidential records
Annual statements	Current + 6	Destroy as confidential records
Budgetary control records	Current + 6	Destroy as confidential records
Costing records	Current + 6	Destroy as confidential records
Estimate working papers	Current + 2	Destroy as confidential records
Financial ledgers	Current + 6	Destroy as confidential records
Grant claim records	Current + 6	Destroy as confidential records
Investment records	Current + 2	Destroy as confidential records
Journals	Current + 6	Destroy as confidential records
Leasing Records	Current + 2	Destroy as confidential records
Record re closing ledgers	Current + 6	Destroy as confidential records
School Fund records	Current + 6	Destroy as confidential records
Telephone call records	Current + 2	Destroy as confidential records
VAT claims	Current + 6	Destroy as confidential records
VAT records	Current + 3	Destroy as confidential records
Voluntary fund accounts	Current + 6	Destroy as confidential records

**A.2. Bank related records**

<b>Type of Record</b>	<b>Recommended Retention</b>	<b>Action after retention</b>
Bank pay-in books/slips	Current + 6	Destroy as confidential records
Bank reconciliation	Current + 6	Destroy as confidential records
Bank statements	Current + 6	Destroy as confidential records
Cancelled cheques	Current + 2	Destroy as confidential records
Cheque books and counterfoils	Current + 6	Destroy as confidential records

Cheque lists (creditors/ payrolls)	Current + 2	Destroy as confidential records
Loan records and correspondence	Current + 2	Destroy as confidential records
Paid cheques	Current + 4	Destroy as confidential records
Returned cheque records	Current + 2	Destroy as confidential records

### A.3. Contracts

Type of Record	Recommended Retention	Action after retention
<b>Pre Contract Advice</b>		
The process of calling for expressions of interest	2 years after contract let or not proceeded with	Destroy as confidential records
<b>Specification and Contract Development</b>		
The process involved in the development and specification of a contract	Ordinary Contract: 6 years after the terms of contract have expired.  Contracts Under Seal: 12 years after the terms of the contract have expired.	Destroy as confidential records  Destroy as confidential records
<b>Tender Issuing and Return</b>		
The process involved in the issuing and return of a tender (Opening Notice)	1 year after start of contract	Destroy as confidential records
<b>Evaluation of Tender</b>		
Successful tender document	Ordinary Contract: 6 years after the terms of contract have expired.  Contracts Under Seal: 12 years after the terms of the contract have expired.	Destroy as confidential records  Destroy as confidential records

Unsuccessful tender document	1 year after start of contract	Destroy as confidential records
<b>Post Tender Negotiation</b>		
The process in negotiation of a contract after a preferred tender is selected	1 year after the terms of contract have expired	Destroy as confidential records
<b>Awarding of Contract</b>		
The process of awarding contract	Ordinary Contract: 6 years after the terms of contract have expired.  Contracts Under Seal: 12 years after the terms of the contract have expired.	Destroy as confidential records  Destroy as confidential records
<b>Contract Management</b>		
Contract operation and monitoring	2 years after terms of the contract have expired.	Destroy as confidential records
Management and amendment of contract	Ordinary Contract: 6 years after the terms of contract have expired.  Contracts Under Seal: 12 years after the terms of the contract have expired.	Destroy as confidential records  Destroy as confidential records

**A.4. Creditor records**

Type of Record	Recommended Retention	Action after retention
Copy orders	Current + 2	Destroy as confidential records
Credit notes	Current + 6	Destroy as confidential records
Creditor invoices	Current + 6	Destroy as confidential records
Delivery notes	Current + 2	Destroy as confidential records

Imprest documentation (petty cash)	Current + 2	Destroy as confidential records
Period payment records	Current + 6	Destroy as confidential records

**A.5. Income records**

Type of Record	Recommended Retention	Action after retention
Cash books	Current + 6	Destroy as confidential records
Correspondence (income)	Current + 2	Destroy as confidential records
Debtor accounts (records non-current)	Current + 2	Destroy as confidential records
Dinner/milk registers	Current + 6	Destroy as confidential records
Income posting slips and tabulations	Current + 2	Destroy as confidential records
Periodic income records	Current + 2	Destroy as confidential records
Receipt books	Current + 2	Destroy as confidential records
Record of receipt books issued	Current + 2	Destroy as confidential records
Registrar's quarterly returns	Current + 2	Destroy as confidential records
Sales records	Current + 2	Destroy as confidential records

**A.6. Insurance records**

Type of Record	Recommended Retention	Action after retention
Expired insurance contracts	Current & Permanent preservation	Destroy as confidential records
Insurance claims	Current + 7 from date of closure or year in which claimant reaches 21 (paper) Up to 60 years (electronic)	Destroy as confidential records

Insurance policy documentation	Current & permanent	Destroy as confidential records
Insurance register	Current & permanent	Destroy as confidential records

**A.7. Miscellaneous records**

Type of Record	Recommended Retention	Action after retention
Capital works tabulations	Current + 2	Destroy as confidential records
Car leasing and mileage records	Current + 6	Destroy as confidential records
Car Loans	Current + 6	Destroy as confidential records
Computer system documentation	Current + 2	Destroy as confidential records
Inland Revenue docs	Current + 6	Destroy as confidential records
Internal requisitions	Current + 1	Destroy as confidential records
Inventory records	Current + 6	Destroy as confidential records
Land searches	Current + 6	Destroy as confidential records
Member allowance (statutory registers)	Current + 2	Destroy as confidential records
Minutes	Current + 2	Destroy as confidential records
Postal remittance registers	Current + 2	Destroy as confidential records
Road fund licence records	Current + 2	Destroy as confidential records
School meal records	Current + 2	Destroy as confidential records
Small holdings records	Current + 2	Destroy as confidential records
Stock lists	Current + 2	Destroy as confidential records
Travel claims	Current + 6	Destroy as confidential records
Vehicle logs	Current + 2	Destroy as confidential records

**A.8. Payroll Records**

Type of Record	Recommended Retention	Action after retention
BACS amendments and output	Current + 3	Destroy as confidential records



Copy payslips	Current + 6	Destroy as confidential records
Correspondence	Current + 6	Destroy as confidential records
Payroll adjustment documentation	Current + 6	Destroy as confidential records
Part – time employees' claim forms	Current + 6	Destroy as confidential records
SSP records	Current + 4	Destroy as confidential records
SSP variations	Current + 3	Destroy as confidential records
Staff transfer records	Current + 6	Destroy as confidential records
Starters forms	Current + 2	Destroy as confidential records
Tax and NI records	Current + 6	Destroy as confidential records
Tax code notifications	Current + 2	Destroy as confidential records
Timesheets and Pay Returns	Current + 6	Destroy as confidential records
Union documentation	Current + 2	Destroy as confidential records
Personnel files	Current + 2	Destroy as confidential records
Staff contracts	Current + 6	Destroy as confidential records
Unsuccessful applications	Current + 1	Destroy as confidential records

[Back to Contents page](#)

## Appendix 12

### OFFICER EMPLOYMENT PROCEDURE RULES

#### 1. Officers

- a) For the purposes of Section 4 of the Local Government and Housing Act 1989 the Head of Paid Service shall be the Chief Executive.
- b) For the purposes of Section 5 of the Local Government and Housing Act 1989 the Monitoring Officer shall be the ~~Director of Legal and Governance~~ General Counsel.
- c) For the purposes of Section 151 of the Local Government Act 1972 the Officer with responsibility for the administration of the financial affairs of the Council, the ‘Chief Finance Officer’, shall be the Director of Finance and Commercial Services.
- d) Chief Officer for the purpose of these Officer Employment Procedure Rules means the Head of Paid Service, Chief Finance Officer, any ~~Executive Strategic~~ Director, any Officer who reports **directly** to the Chief Executive, or any Statutory Chief Officer as defined in section 2 (6) (a), (c) or (d) of the Local Government and Housing Act 1989:
  - Director of Children’s Services appointed under section 18 of the Children Act 2004, who shall be the Strategic Director of Children’s Services
  - Director of Adult Social Services appointed under section 6 of the Local Authority Social Services Act 1970, who shall be the Director of Adults ~~Health and Social Care~~ and Wellbeing
  - Director of Public Health appointed under section 73A National Health Service Act 2006 (local authorities and NHS), who shall be the Strategic Director of Public Health and Commissioningand any Officer who reports **directly** to any of the Officers listed above for all or most of their duties, but not any person whose duties are solely secretarial or clerical.

## **2. Recruitment and Appointment**

### **2.1** Where the Council recruits officers, the Council will:

- (a) Draw up a job description, person and health specification which includes:
  - (i) The duties of the officer concerned;
  - (ii) Any skills, knowledge and attainments to be sought in the person to be appointed; and
  - (iii) The identification of any job duties which have a potential to cause harm to the employee's health.
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- (c) Make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request; and
- (d) Where no qualified person has applied, the Council shall review (a) and (b) above and where required shall make further arrangements for advertisement.

### **2.2** Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Chief Officer or an officer nominated by him/her.

### **2.3** Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information. No Councillor will seek support for any person for any appointment with the Council; and
- (b) Councillors may provide a reference for a candidate if they are not directly involved in the recruitment process. However, any attempt by a Councillor to influence the process in the favour of the applicant will result in the applicant's disqualification.

**2.4** Where a post has been advertised, the Council shall:

- (a) Interview all qualified applicants for the post, or
- (b) Select a shortlist of such qualified applicants and interview those included on the shortlist.

**2.5** Where the Council is seeking to reduce the number of employees, the Council may seek to mitigate redundancy through internal recruitment processes.

### **3. Recruitment of Head of Paid Service and Chief Officers**

**3.1** Where the Council proposes to appoint a Chief Officer, and it is not proposed that the appointment be made exclusively from among the Council's existing officers, the Council will follow Procedure Rule 2 above.

### **4. Appointment of Head of Paid Service**

**4.1** The Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Council's Senior Officer Employment Committee or a sub-committee thereof ("the Committee"). Full Council will approve the appointment before an offer of appointment is made to that person.

### **5. Appointment of Chief Officers**

- (a) The Committee will appoint Chief Officers.

- (b) After the offer of appointment has been accepted, the appointment will be reported to the next available meeting of the Council for information.
- (c) Full Council must approve any salary package for any post (not including schools) that is in excess of £100,000 and not within the approved Pay Policy Statement before an offer of appointment is made.

## **6. Appointment of Director of Public Health**

The Council is to act jointly with the Secretary of State for Health and Social Care when appointing a Director of Public Health. The Council is to follow its established Officer Employment Procedure Rules, as set out here, and is also to:

- (a) Involve the UK Health Security Agency on behalf of the Secretary of State for Health and Social Care in all stages of the recruitment and appointment process and follow the guidance issued by the Secretary of State on appointing Directors of Public Health;
- (b) Engage with the Faculty of Public Health on the draft job description, person specification and advert to ensure it covers the statutory responsibilities of this role and necessary areas of professional and technical competence;
- (c) Ensure all candidates meet the statutory requirements for appropriate regulation and registration; and
- (d) Organise the Appointment Committee to include:
  - Members of the Committee at Procedure Rule 5 above
  - Chief Executive or his/her nominated deputy
  - UK Health Security Agency Regional Director or another senior professionally qualified member of Public Health Committee acting on his/her behalf
  - External professional assessor appointed after consultation with the Faculty of Public Health
  - Senior NHS representation.

## **7. Other Appointments**

### **7.1 Officers below Chief Officer**

Appointments of officers below Chief Officer (other than Assistants to Political Groups) are the responsibility of the Head of Paid Service, or his/her nominee, and may not be made by Councillors.

### **7.2 Appointment of Consultants in Public Health**

The Council is to be supported by the UK Health Security Agency and follow the statutory guidance on appointing Consultants in Public Health and is to:

- (a) Incorporate Faculty of Public Health role template into the job description and person specification;
- (b) Ensure all candidates are appropriately qualified and formally regulated; and
- (c) Consider who is to be involved in the appointment process, having regard to the list provided in the statutory guidance.

### **7.3 Assistants to Political Groups**

- (a) The Council can create up to three assistants for political groups, subject to certain qualifying criteria as defined in Section 9 of the Local Government and Housing Act 1989.
- (b) The Council can only allocate one Political Assistant post to each of the qualifying groups.
- (c) The Council shall only make an appointment to any Political Assistant post once it has allocated a Political Assistant to each of the qualifying groups.
- (d) Appointment of Political Assistants shall be an Officer Responsibility. The selection process may include members of the relevant Political Group.
- (e) The Chair of the recruitment process shall be an Officer and the final recruitment decision shall be an Officer Responsibility, i.e. it

is a matter for the Council as employer, under Section 112 of the Local Government Act 1972, to decide the terms on which the Political Assistant is employed.

- (f) The Political Assistant Post is a fixed term contract which must end at the first Annual Council meeting after the person has been in post for 3 years, as set out in the HR Protocol for Political Assistants held by the Director of Human Resources and Employee Engagement~~Customer Services~~.

**8. Disciplinary Action and Dismissal of Certain Officers:  
Head of Paid Service, Monitoring Officer and Chief Finance Officer**

**8.1** Throughout this process the Committee will seek advice from the Director of Human Resources and Employee Engagement ~~Customer Services~~ regarding guidance and procedures issued by the Joint Negotiating Committee (JNC) for Local Authority Chief Executives.

**8.2 Suspension** – The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended by the Committee whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months without review.

**8.3 Investigation** - The Committee will:

- Consider whether the alleged misconduct requires investigation and, if so, commission an Independent Investigator to carry out such an investigation;
- Hear the evidence from the relevant Officer;
- Consider the report and conclusions of the investigation;
- Decide on appropriate action.

**8.4 Outcome** – The Committee may:

- Take no further action
- Recommend informal resolution or other appropriate procedure
- Refer back to the Independent Investigator for further investigation and report
- Take disciplinary action short of dismissal
- Propose dismissal and refer to the Panel for review

**8.5 The Panel** will be established as set out in Appendix A of these procedure rules and will be responsible for advising the Council on dismissal. If the Panel considers dismissal to be the appropriate action they will:

- Formulate advice, views or recommendations;
- Present a report to Council, incorporating:
  - any advice, views or recommendations of the Panel;
  - the conclusions of any investigation into the proposed dismissal;
  - any representations from the relevant officer.

**8.6** The Council will make the final decision on the dismissal, considering the above. The Panel’s recommendations are **not binding** on the Council.

**8.7** If the Panel does not consider dismissal to be appropriate it will set out a clear rationale for this opinion in its report and refer the matter back to the Committee for a decision on any other disciplinary action.

## **9. Disciplinary Action and Dismissal of other Chief Officers**

**9.1** Throughout this process the Committee will seek advice from the Director of Human Resources and Employee Engagement Customer Services regarding guidance and procedures issued by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities.

**9.2 Suspension** – Chief Officers may be suspended whilst an investigation takes place.

**9.3 Investigation** – The Committee will consider whether the alleged misconduct requires investigation and, if so, convene a Disciplinary Hearing to investigate the matter. If the Committee considers it appropriate it may commission an Independent Investigator to investigate the alleged misconduct and report back to the Committee.

**9.4 Outcome** – The Committee will take into account the conclusions of the investigation and may:

- Take no further action



- Recommend informal resolution or other appropriate procedure
- Refer back to the Independent Investigator for further investigation and report
- Take disciplinary action short of dismissal
- Make the decision to dismiss the Officer

**9.5 Appeals against dismissal** of these Officers will be heard by the members of the Senior Officer Employment Committee who were not involved in the original decision.

**9.6** No decision to dismiss the Director of Public Health will be taken unless the Secretary of State for Health and Social Care (or the UK Health Security Agency on his behalf) has been consulted;

## **10. Disciplinary Action and Dismissal of other Officers**

- (a) Councillors will not** be involved in the disciplinary action against any officer below Chief Officers, except where such involvement is necessary for any investigation or inquiry into alleged misconduct though the Council's disciplinary, capability and related procedures, as adopted from time to time, may allow a right of appeal to members in respect of disciplinary action.
- (b) Appeal against Dismissal** for disciplinary, capability or other substantial reasons shall be to the Appeals and Collective Disputes Committee, which shall comprise of three Members who have attended appropriate training sessions.
- (c) Appeals against dismissal by reason of redundancy** shall be to a panel of authorised Chief Officers.

## Appendix A: The Panel

- 1.0 A statutory officer (Head of Paid Service, Monitoring Officer or Chief Finance Officer) cannot be dismissed unless these provisions relating to the Panel are complied with.
- 2.0 The Panel is appointed (under section 102(4) of the Local Government Act 1972) as an advisory committee of the Council for the purposes of advising the Council on matters relating to the dismissal of certain officers of the Council.
- 3.0 The Council must invite independent persons (who have been appointed by this or another authority under section 28(7) of the Localism Act 2011) to be considered for appointment to the Panel.
- 4.0 The Council must appoint to the Panel at least two independent persons who have accepted an invitation, in the following priority order:
  - an independent person who has been appointed by this authority and who is a local government elector;
  - any other independent person who has been appointed by this authority;
  - an independent person who has been appointed by another authority or authorities.
- 5.0 The remuneration, allowances or fees paid to an independent person appointed to the Panel must be no more than the level of the remuneration, allowances or fees payable to them for their role as an Independent Person for the Standards regime.
- 6.0 The Panel must be appointed at least 20 working days before a meeting of the authority to consider whether or not to approve a proposal to dismiss a statutory officer.
- 7.0 A decision to dismiss **must** be taken by Full Council. In making the decision Council **must** take into account the factors as specified:
  - a) any advice, views or recommendations of the Panel;
  - b) the conclusions of any investigation into the proposed dismissal;  
and
  - c) any representations from the relevant officer.

The Panel's recommendations are **not binding** on the Council

## Appendix 13

### AREA COMMITTEE PROCEDURE RULES

#### 1. ARRANGEMENTS FOR AREA COMMITTEES

##### 1.1 Composition

There shall be seven Area Committees as set out in the table below. They shall be constituted and operate in accordance with Article 10 of this Constitution and these Procedure Rules.

Name of Area Committee	Comprising these Wards
Central	Broomhill and Sharrow Vale City Hillsborough Walkley
East	Darnall Manor Castle Park and Arbourthorne Richmond
North	East Ecclesfield Stannington Stocksbridge and Upper Don West Ecclesfield
North East	Burngreave Firth Park Shiregreen and Brightside Southey
South	Beauchief and Greenhill Gleadless Valley Graves Park Nether Edge and Sharrow
South East	Birley Beighton Mosborough Woodhouse
South West	Crookes and Crosspool Dore and Totley Ecclesall Fulwood

## **1.2 Delegation of functions**

The Area Committees shall operate according to the Terms of Reference set out in Part 3 of this Constitution. They shall carry out such functions as are delegated by the Full Council.

## **1.3 Sub-delegation of Functions**

- (a) Where functions have been delegated to an Area Committee, they may be delegated further to an officer of the Council.
- (b) The further delegation of a function does not prevent it from being discharged by the Area Committee.

## **1.4 Conflicts of Interest**

- (a) Where the Chair or any Member of an Area Committee has a conflict of interest this will be dealt with as set out in the Councillor Code of Conduct in Part 5 of this Constitution.
- (b) If the exercise of a function has been delegated to an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Councillor Code of Conduct in Part 5 of this Constitution.

## **2 THE OPERATION OF AREA COMMITTEES**

### **2.1 Frequency and location of meetings**

Each Area Committee will meet at least 4 times each year at a publicly accessible location agreed by its Chair. Meetings shall be convened more regularly if the Chair decides it is necessary.

### **2.2 Public access to meetings and papers**

Meetings, agenda and minutes of Area Committees will be open to the public and press, except as provided under legislation and the Access to Information Rules in Part 4 of this Constitution.

### **2.3 Quorum**

The quorum for a meeting of an Area Committee shall be half of its membership.

### **2.4 Meetings of and decisions taken by an Area Committee**

Meetings of Area Committees will be convened and conducted in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

## **2.5 The Chair of Meetings**

Each Area Committee shall appoint a Chair and Deputy Chair for the year from its membership comprising the Ward Councillors of that Area Committee. Meetings will be chaired by the Chair if present and, in his or her absence, the Deputy Chair will chair. In the absence of both the Chair and the Deputy Chair, the Members present shall elect one of their number to chair.

## **2.6 The Business to be Conducted**

At each meeting of an Area Committee, the following business will be conducted:

- (i) exclusion of the public and press;
- (ii) consideration of the minutes of the last meeting;
- (iii) declarations of interest, if any;
- (iv) public questions and petitions;
- (v) any matters referred to the Area Committee for consideration by the Full Council or a Council Committee;
- (vi) matters set out in the agenda for the meeting.

## **2.7 Placing items on the Area Committee agenda**

- (a) A Chief Officer may, in consultation with the Chair and subject to compliance with the Access to Information Rules in Part 4 of this Constitution, put on the agenda of an Area Committee meeting, any matter which he or she considers necessary or appropriate,
- (b) A matter referred to an Area Committee by Full Council or a Council Committee shall be placed on the agenda for the next Area Committee meeting, subject to compliance with the Access to Information Rules. The Leader of the Council, or the Chair or other Member of a referring Council Committee may address the Area Committee on a matter referred to it but shall not be entitled to participate in debate or to vote on the item unless he or she is a Member of the Area Committee
- (c) The Chief Executive, the Monitoring Officer and the Chief Finance Officer may, subject to compliance with the Access to Information Procedure Rules in Part 4 of this Constitution, put any matter they consider necessary or appropriate on the agenda of any Area Committee meeting. Any of those

officers may, where they consider it necessary to do so, require a meeting of an Area Committee to be called to consider a particular matter.

## **2.8 Attendance by others**

- (a) Area Committees may, through the Chair, invite representatives of other public, private or voluntary/community organisations with an interest in the issue and/or members of the general public to meetings to contribute to their discussions.
- (b) External experts and other persons identified as possible contributors may be invited to attend meetings to give evidence and advice and answer questions put to them by an Area Committee, but cannot be required to do so and therefore their participation will be on a voluntary basis.

## **2.9 Placing items on a Council Committee agenda**

- (a) An Area Committee can request that an item discussed at one of its meetings is placed on the agenda of the next meeting of the relevant Committee of the Council;
- (b) The request will be forwarded in writing by the Chair to the Chair of the relevant Committee who will take one of the following actions:
  - (i) refer the matter to an Executive Strategic Director
  - (ii) refer the matter to another relevant officer
  - (iii) refer the matter to the Committee by way of a report;

## Appendix 14

### MONITORING OFFICER PROTOCOL

#### 1. STATUTORY RESPONSIBILITIES

- 1.1 The Monitoring Officer is a statutory appointment pursuant to Section 5 of the Local Government and Housing Act 1989 This Protocol sets out the Monitoring Officer's role in relating to the statutory duty to promote and maintain high standards of conduct under the Localism Act 2011.
- 1.2 The role of the Monitoring Officer rests with the ~~Director of Legal and Governance~~ General Counsel. The Monitoring Officer may nominate a member of staff to act as Deputy Monitoring Officer while absent or ill and has appointed the Assistant Directors of Legal Services and Governance as Deputy Monitoring Officers. The Deputies will act only in the absence of the Monitoring Officer.
- 1.3 This Protocol should be read in conjunction with Articles 13 and 16 of the Constitution which set out all Monitoring Officer functions. It should also be read in conjunction with the procedure for investigating standards complaints. A list of the functions of the Monitoring Officer appears in the attached Schedule.

#### 2. WORKING ARRANGEMENTS

- 2.1 It is vital that Members and Officers work with the Monitoring Officer and his or her staff, to effectively discharge the Council business, statutory responsibilities and promote the corporate health of the Council.
- 2.2 The Monitoring Officer's duties will be discharged in accordance with the Council's Constitution, legislative requirements and relevant Government guidance. The Monitoring Officer's ability to discharge these duties and responsibilities will depend, to a large extent, on Members and Officers:-
  - (a) complying with the law (including any relevant Codes of Conduct);
  - (b) complying with any general guidance, codes or protocols issued from time to time by the Monitoring Officer;
  - (c) making lawful and proportionate decisions;
  - (d) generally, not taking action that would bring the Council, their offices or professions into disrepute;
  - (e) seeking early advice on issues relating to constitutional or ethical matters;

- (f) raising alerts to issues that may become of concern to the Authority about legal powers to do something or not, ethical standards, probity, propriety, procedural or other constitutional issues that are likely to (or do) arise; and
- (g) Reporting to the Monitoring Officer at the earliest opportunity convictions of criminal offences which might amount to a breach of the Members Code of Conduct.

2.3 The Monitoring Officer will:

- 2.3.1 Have advance notice and access to information (including agendas, minutes, reports and related papers) of all relevant meetings of the Authority, (including meetings at which Officer delegated decisions are taken) at which a binding decision may be made (including meetings where there may be a failure to take a decision which should be taken);
- 2.3.2 Have the right to attend (and be heard) any meeting of the Authority (including meetings at which Officer delegated decisions are taken) before any binding decision is taken (including a meeting where there may be failure to take a decision where one should be taken).
- 2.3.3 Meet regularly with the Head of Paid Service and the Chief Finance Officer to consider and recommend action in connection with corporate Governance issues, matters of concern regarding legal, ethical standards probity, procedural, constitutional issues that are likely and do arise;
- 2.3.4 In undertaking or arranging investigations will have unqualified access to any information held by the Council and to any Officer who can assist in the discharge of the functions.
- 2.3.5 Report to Council as necessary on resources.

**3. RELATIONSHIPS**

- 3.1 The Monitoring Officer will develop effective working liaison and relationship to ensuring effective and efficient discharge of Council business with:
  - (a) The Lord Mayor, Chairs of Policy, Regulatory, Audit and Standards and other Committees of the Council; and
  - (b) The Local Auditor and the Local Government Ombudsman or their successors;
- 3.2 Refer any breaches to, or give and receive any relevant information, whether confidential or otherwise, (through appropriate protocols, if necessary), to the bodies in 3.1 (b).



**4. PROCEDURE FOR DEALING WITH COMPLAINTS REGARDING CITY, PARISH AND TOWN COUNCILLORS AND CO-OPTED MEMBERS**

4.1 The procedure for dealing with complaints that a member of the City Council, Parish and Town Councils or a Co-opted Member has failed to comply with the Councillor Code of Conduct is set out in Appendix A.

4.2 The Monitoring Officer reserves the right to deal under the procedure with any issues arising in the course of business that concerns the conduct or alleged conduct of a Member, in the absence of a complaint, if the Monitoring Officer deems it reasonable and appropriate to do so. If doing so the Monitoring Officer shall set out the issue in writing as a complaint.

## SCHEDULE

A list of the functions of the Monitoring Officer

1. Report on contraventions or likely contraventions of any enactment or rule of law	Section 5 Local Government and Housing Act 1989
2. Report on any maladministration or injustice where Ombudsman has carried out an investigation	Section 5 Local Government and Housing Act 1989
3. Appointment of Deputy	Section 5 Local Government and Housing Act 1989
4. Report on resources	Section 5 Local Government and Housing Act 1989
5. Maintain register of Members Interests and gifts and hospitality	Localism Act 2011
6. To be responsible for the operation and maintenance of the whistleblowing policy	Whistleblowing Policy and Procedure (in the Officers' Code of Conduct)
7. Proper Officer – Local Government Access to Information Regulations	Part 2 of the Constitution Article 13.03
8. Advise on vires, maladministration, impropriety, probity	Part 2 of the Constitution Article 13.03

## Appendix A

### SHEFFIELD CITY COUNCIL

#### PROCEDURE FOR DEALING WITH COMPLAINTS REGARDING CITY, PARISH AND TOWN COUNCILLORS AND CO-OPTED MEMBERS

##### 1. Introduction

1.1 Under the Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct for its elected and co-opted members and have arrangements in place to deal with complaints.

1.2 This Procedure sets out how the Council will deal with a complaint alleging a breach of the Councillor Code of Conduct by:-

- Sheffield City Councillors
- Voting and non-voting co-opted members of the Council
- Bradfield Parish Councillors
- Ecclesfield Parish Councillors
- Stocksbridge Town Councillors

(In this Procedure the term 'Member' is used to describe a Councillor or Co-opted Member)

1.3 In dealing with complaints we will be fair to both the complainant and Member and progress matters in accordance with the timescales set out in the Procedure. Complaints will be handled in the strictest confidence at all times.

1.4 The Council has a duty to ensure no conflict of interest with officers when undertaking standards investigations. If a conflict of interest is identified, it will be determined in consultation with the Independent Person whether the matter should be dealt with by an alternative Monitoring Officer.

1.5 The Council has a clear and straightforward public interest test, which is used by the Monitoring Officer when considering complaints.

##### 2. Monitoring Officer

2.1 David Hollis, ~~Director of Legal and Governance~~ General Counsel, is the Council's Monitoring Officer. This is a statutory role, responsible for ensuring that the Council, its Members and officers carry out their functions in a lawful and ethical manner. The role includes supporting the Audit and Standards Committee and the Independent Persons in

dealing with complaints alleging a breach of the Councillor Code of Conduct.

### **3. Independent Persons**

3.1 The Council appoints Independent Persons from outside the Council to assist the Monitoring Officer and the Audit and Standards Committee in considering complaints. This is statutory requirement under the Localism Act 2011. Sheffield has appointed two Independent Persons - David Waxman and Karen Widdowson.

3.2 The Independent Person must be consulted at various stages in the complaints process:

1. The Independent Person should be consulted on an allegation and should be given the option to review and comment on allegations which the Monitoring Officer is minded to dismiss as being malicious, without merit, vexatious or trivial.
2. As to whether to undertake a formal investigation.
3. Before the Hearing Sub-Committee.

3.3 An elected member who is the subject of a Standards Complaint is entitled to process / procedural advice from an Independent Person, and any request shall be made via the Monitoring Officer.

If the elected member requires any other form of support, a request can be made through Democratic Services. Advice on this is available on the members SharePoint site.

### **4. Making a Complaint/Withdrawing a Complaint**

4.1 Complaints alleging a breach of the Councillor Code of Conduct should be made in writing using the complaint form and sent to David Hollis, Monitoring Officer, Sheffield City Council, Town Hall, Sheffield S1 2HH or email [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk). The complaint form is available from:-

- Website - <http://www.sheffield.gov.uk/home/your-city-council/council-meetings>
- Email - [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk)
- Phone - Democratic Services on 0114 273 4015

4.2 If you need advice or assistance in submitting a complaint concerning an elected member please contact Sarah Hyde in Democratic Services (email [sarah.hyde@sheffield.gov.uk](mailto:sarah.hyde@sheffield.gov.uk) or phone 0114 273 4015).

- 4.3 Details of the complaint, including the name of the complainant, will be shared with the Member. The complainant can request at section 2 of the complaint form for their identity to be kept confidential. Requests for confidentiality will be considered by the Monitoring Officer, in consultation with the Independent Person, and the complainant will be informed in writing of the outcome. In the interest of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We are unlikely to withhold your identity unless there are exceptional circumstances; for example, that you can demonstrate that you will suffer significant harm or distress as a result of disclosure. In exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.
- 4.4 Anonymous complaints will not be considered.
- 4.5 The complainant can withdraw their complaint at any time by informing the Monitoring Officer in writing. The Monitoring Officer will confirm this in writing with the complainant within 5 working days and also inform the Member that the complaint has been withdrawn.
- 4.6 Where a complaint has been withdrawn, the Monitoring Officer reserves the right to pursue the issues in the complaint.
- 5.0 Acknowledging the Complaint/Rejecting a Complaint/Informing the Member**
- 5.1 The Monitoring Officer will acknowledge receipt of the complaint in writing within 5 working days, with details of how the complaint will be dealt with and providing a copy of this Procedure and the Code of Conduct.
- 5.2 If necessary, the Monitoring Officer will clarify any matters with the complainant as soon as possible before the Member is informed.
- 5.3 The Monitoring Officer also reserves the right to reject a complaint if it is considered to be trivial, vexatious, repetitious, not a standards matter or a general misuse of the opportunity. The complainant will be informed of the reasons why a complaint has been rejected.
- 5.4 The Member will be informed in writing ~~within 5 working days~~ that a complaint has been made about them within 5 working days of receipt of the complaint or clarification under, ~~subject~~ to paragraph 5.2. This will include the name of the complainant (unless the Monitoring Officer has agreed to the complainant's request that their name is kept confidential)

and details of the complaint. They will also receive a copy of this Procedure and the Code of Conduct. To assist the Monitoring Officer in assessing the complaint, the Member will be invited to submit within 10 working days a written statement of fact in response to the complaint.

Members will not be notified of complaints that are rejected under paragraph 5.3.

5.5 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip and Chair of the Audit and Standards Committee that an accepted complaint has been received and provide a summary of the complaint. If he considers it appropriate the Monitoring Officer may also inform the Chief Executive.

5.6 Where a complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council of the name of the Member and details of the complaint. The Clerk will also be kept informed of the progress and the outcome of the complaint.

## **6. Assessment by the Monitoring Officer**

6.1 Before assessment of the complaint, it may be necessary for the Monitoring Officer to request further information or clarification from the complainant and/or Member and, where necessary, obtain other available information, such as the minutes of a meeting.

6.2 The Monitoring Officer, in consultation with the Independent Person, will consider (a) the complaint, any remedy sought by the complainant, any written statement of fact submitted by the Member and any other information obtained; (b) whether the member was acting in their official capacity and that the Code of Conduct does apply; (c) if the allegation constitutes a potential breach of the Code of Conduct; and (d) would consideration of the complaint be in the public interest; and then take one of the following courses of action:-

1. Take no action or
2. Take other action through informal resolution or
3. Refer the matter for investigation
4. Refer the matter to the Consideration Sub-Committee

6.3 The complainant and the Member will be informed in writing within 10 working days of the outcome and the reasons for the decision.

6.4 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip, ~~and~~ Chair of the Audit and Standards Committee and, where the Monitoring Officer considers it appropriate, the Chief Executive of the assessment decision. Where a complaint

relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council.

6.5 Where a complaint is not referred for investigation, the Monitoring Officer will seek to deal with the matter within 8 weeks.

6.6 Take No Action

6.6.1 It is likely that no action will be taken where:-

- A significant amount of time has elapsed since the events which are the subject of the complaint.
- The allegation relates to a cultural or recurring issue relating to standards within the Council.
- The matter should be dealt with by some other method.
- Complaints have been made about the Member relating to similar issues that have previously been dealt with through this Procedure.
- The complaint appears to be trivial, vexatious, repetitious or a general misuse of the opportunity.
- The conduct occurred during political debate or could be regarded as a political expression of views or opinion.

6.7 Take Other Action Through Informal Resolution

6.7.1 Informal resolution may be the simplest and most cost effective way of resolving the complaint and without determining if an actual breach of the Code has taken place. It may be appropriate where:

- The Monitoring Officer considers that this is the most effective way of resolving the matter to the complainant's satisfaction;
- The Member appears to have a poor understanding of the Code of Conduct and/or related Council procedures;
- The conduct complained of appears to be a symptom of wider underlying conflicts which, if unresolved, are likely to lead to further misconduct or allegations of misconduct;
- The conduct complained of appears to the Monitoring Officer not to require a formal sanction;

- The complaint appears to reveal a lack of guidance, protocols and procedures within the District or Parish/Town Council;
- The complaint consists of allegations and retaliatory allegations between councillors;
- The complaint consists of allegations about how formal meetings are conducted; and
- The conduct complained of may be due to misleading, unclear or misunderstood advice from officers.

6.7.2 The Monitoring Officer, in consultation with the Independent Person, may take any of the following actions:-

- Take such steps as they think appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
- Ask the Whips to address the issue raised within their political parties or with an individual Member.
- Mediate between the parties involved to resolve the issues.
- Seek an apology from the Member.
- Any other action capable of resolving the complaint.

6.7.3 If a member of the public making a complaint is not satisfied with the action to be taken through informal resolution they can make a request in writing to the Monitoring Officer for reconsideration. If appropriate, the Monitoring Officer may then recommend additional mediation, reconsider the original action proposed, or refer the complaint to Consideration Sub-Committee.

## 6.8 Refer the Matter for Investigation

6.8.1 It is expected that the Monitoring Officer will refer only the most serious breaches for investigation or where the Member fundamentally disputes or does not accept the allegations in the complaint.

6.8.2 If a complaint has been referred for investigation, the Monitoring Officer, in consultation with the Independent Person, will appoint a person to undertake the investigation and this may be either a Council Officer or an outside agent, depending on the complexity and subject of the complaint.



- 6.8.3 The Investigating Officer will inform the complainant and Member of the process and proposed timescale of the investigation. The investigation may involve interviewing both parties and possibly other witnesses, together with reviewing any relevant documentation or paperwork.
- 6.8.4 The Investigating Officer will prepare a draft report on the outcome of the investigation and provide the complainant and Member with a copy for review and comment.
- 6.8.5 The Investigating Officer will submit a final version of the report to the Monitoring Officer that will make a finding that either (a) there has been a breach of the Code of Conduct or (b) there has not been a breach of the Code of Conduct. The final report will also be sent to the complainant and Member.
- 6.8.6 The Monitoring Officer will submit the Investigating Officer's report to the Consideration Sub-Committee.
- 6.8.7 An investigation will be completed within 12 weeks of a referral by the Monitoring Officer. The Consideration Sub-Committee will meet within two months of the final report being submitted to the Monitoring Officer.

6.9 Refer the matter to the Consideration Sub-Committee

- 6.9.1 The Monitoring Officer can refer a complaint direct to the Sub-Committee if it is considered that there is a breach of the Code but there is no dispute over the events in relation to the complaint and an investigation is not considered necessary.
- 6.9.2 If a member of the public making a complaint is not satisfied with the action to be taken through informal resolution they can make a request in writing to the Monitoring Officer for reconsideration. If appropriate, the Monitoring Officer may then recommend additional mediation, reconsider the original action proposed, or refer the complaint to Consideration Sub-Committee.

**7 Consideration Sub-Committee**

- 7.1 The Consideration Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.
- 7.2 The complainant and Member are not required to attend the meeting of the Sub-Committee.
- 7.3 The Monitoring Officer will submit a report on the outcome of an investigation or a matter referred to the Sub-Committee. The Investigating Officer will attend the meeting.

- 7.4 The Sub-Committee will consider the Monitoring Officer's report and, after taking the views of the Independent Person into account, can:-
- (a) take no action; or
  - (b) take other action including any of the following actions:-
    - Take such steps as the Sub-Committee considers appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
    - Ask the Whips to address the issue raised within their political parties or with an individual Member.
    - Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.
    - Seek an apology from the Member.
    - Any other action capable of resolving the complaint.
  - (c) refer the matter to a Hearing Sub-Committee.
- 7.5 Where the Consideration Sub-Committee is considering a report on the referral of a complaint where a member of the public is not satisfied with the action to be taken through informal resolution, the only option available to the Sub-Committee is to ratify the original informal resolution, or to take other action including any of the following actions:-
- Take such steps as the Consideration Sub-Committee considers appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
  - Ask the Whips to address the issue raised within their political parties or with an individual Member.
  - Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.
  - Seek an apology from the Member.
  - Any other action capable of resolving the complaint.

7.6 The Monitoring Officer will inform the complainant and Member in writing within 10 working days of the outcome and the reasons for the Sub-Committee's decision.

## **8. Hearing Sub-Committee**

8.1 The Hearing Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.

8.2 The Sub-Committee will meet within two months of a referral by the Consideration Sub-Committee to consider the allegation.

8.3 The Sub-Committee will meet in public unless it decides that all or part of the meeting should be held in private in accordance with the Access to Information Procedure Rules in the Council's Constitution.

8.4 In advance of the Hearing, there will be a pre-hearing process to allow matters at the Hearing to be dealt with more fairly and economically.

8.5 The complainant and member will be given the opportunity to attend the Hearing and present witnesses. The Monitoring Officer, any Investigating Officer and Independent Person will also attend. The procedure at the Hearing will include:-

- Making findings of fact
- Deciding if there has been a breach of the Code of Conduct
- Consider the remedies/sanctions available if there is a finding that the Member has breached of the Code of Conduct

8.6 Full details of the pre-hearing and hearing process are set out in the Procedure at Hearings. The Member and complainant will be provided with a copy of the Procedure.

### **A Finding of No Breach of the Code of Conduct**

8.7.1 If the Sub-Committee finds that the Member did not breach the Code of Conduct no further action will be taken in respect of the complaint. However, the Sub-Committee can make a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general (e.g. proposed changes to internal procedures or training for Members).

### **A Finding of a Breach of the Code of Conduct**

8.8.1 If the Sub-Committee finds that a breach of the Code of Conduct has occurred they may make any of the following recommendations and may specify to whom they wish them to be directed:-

- Recommending to the Member's Group Leader and/or Group Whip (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council.
- Instructing the Monitoring Officer to arrange training for the member.
- That policies/procedures are amended.
- That a briefing/information note be issued.
- That an apology be given.
- That the Member is censured in writing and a copy of the letter is published on the Council's website.
- Take no action where it is not considered appropriate in the circumstances to impose a sanction.

8.8.2 The Monitoring Officer will inform the complainant and the Member of the outcome from the Sub-Committee hearing in writing within 10 working days.

8.8.3 The findings and decision of the Sub-Committee will be also be available on the Council's website and copies will be supplied to the Chief Executive, Leaders of all the political Groups and the Group Whips.

8.8.4 Where the matter relates to a Parish or Town Councillor, the Clerk of that Council will be informed of the outcome of a Hearing.

## **9. Appeals**

9.1 There is no right of appeal for the complainant or Member against a decision of the Monitoring Officer, Consideration Sub-Committee or Hearing Sub-Committee.

9.2 If the complainant feels that the Council has failed to deal with their complaint properly, they can make a complaint to the Local Government and Social Care Ombudsman (<http://www.lgo.org.uk/make-a-complaint/how-to-complain> or phone 0300 061 0614).

## **10. Reports**

10.1 An annual report and half yearly interim report will be submitted to the Audit and Standards Committee with a summary of all Standards Complaints received and their outcome.

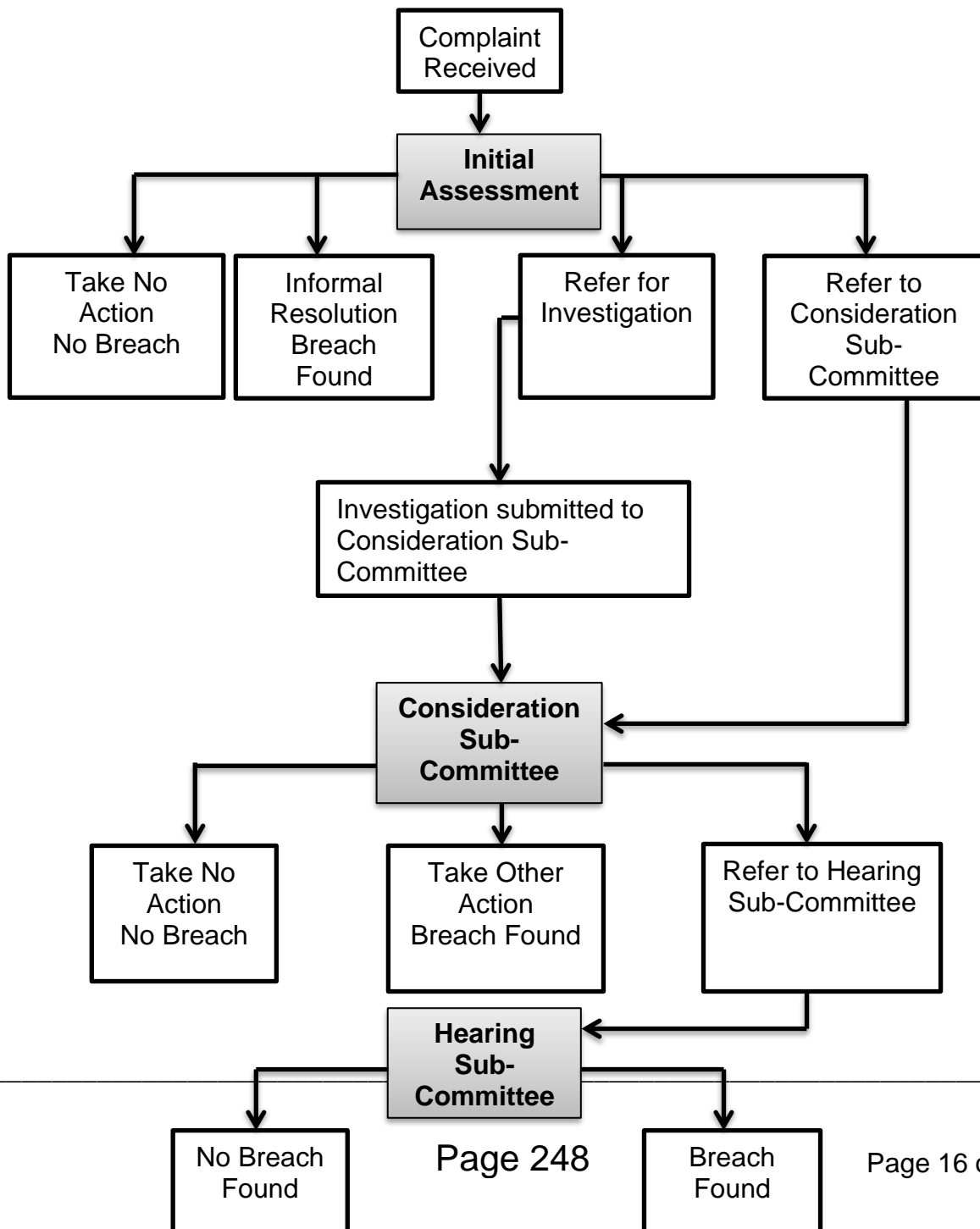
**11. Data Protection**

11.1 Complaints will be handled in the strictest confidence at all times. We will ensure that any information received as part of the handling of the complaint is disclosed only to those who can demonstrate a valid need to know it. However, when a complaint is considered at a Standards Committee Hearing then any information will be dealt with in accordance with the Access to Information Procedure Rules in the Council's Constitution.

11.2 Complaints records will be stored safely and securely. Records of the number of complaints received, the outcomes and the subject Members, will be kept for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide. Personal information about the complainant and details of the complaint itself will be deleted after 7 years unless we elect to retain it for a longer period in order to comply with our legal and regulatory obligations.

**12. Review and Changes to the Procedure**

12.1 The Monitoring Officer will review the Procedure annually, in consultation with the Independent Persons, and submit a report on any proposed changes to the Audit and Standards Committee for consideration. In accordance with the Constitution, any changes will require final approval at Full Council.



## Appendix 15

# Sheffield City Council

## Officers’ Code of Conduct

**Publication Date: September 2019**

**(Minor amendment: February 2023)**

**Author: HR Service**



## Officers’ Code of Conduct

**This Code of Conduct applies to all non-school based employees. The Code of Conduct adopted by the relevant Governing Body will apply to employees within schools.**

<b>Section</b>	<b>Contents</b>	<b>Page No</b>
1	Introduction	3
2	Public Duty, Private Interest, Fraud and Theft (i) General (ii) Financial Inducements, Gifts and Hospitality (iii) Employee Declaration of Financial and Other Interests.	4
3	Contractors	7
4	Relationships with prospective or current Contractors	7
5	Information Governance, Security and Social Networking	7
6	Use of Council Systems, Property and Facilities	8
7	Other Employment	9
8	Disclosure of Information, Confidentiality and References	9
9	Communications with the Media	10
10	Political Neutrality	10
11	The Local Community and Service Users	11
12	Recruitment and other Employment Matters	12
13	Equalities	12
14	Dress and Personal Appearance	13
15	Health and Safety	13
16	Criminal Convictions/Barring	13
17	Alcohol, Drugs and Substances	15
18	General Conduct	15
19	Date of Implementation	16
20	List of Policies referred to in this Code of Conduct	16
	Glossary	17
	Appendix : Politically Restricted Posts (PoRPs)	18



## 1.0 INTRODUCTION

### About this Code of Conduct

**1.1 In the Code of Conduct, when we use the word “you” we mean a Council employee, casual worker, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.**

**When we use the words “we” or “us”, we mean the Council.**

- 1.2 This Code of Conduct for Employees is based on key principles. These principles are developed from the work of the Nolan Committee for standards in public life.
- 1.3 In the Code of Conduct you will find the minimum standards that all Council employees must keep to. These standards also apply to casual workers, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.
- 1.4 If you are an employee, this Code of Conduct is part of your terms and conditions of employment. Some parts of the Council may have their own Codes in addition to this one.
- 1.5 If your service area has its own Code, you should keep to that Code as well as this Code. You also need to follow any security policies or Codes of Practice that the council has.
- 1.6 We believe that you are responsible for your own actions. That means it is your responsibility to read the Code of Conduct and the Policies referred to in it and listed at Section 20 of this Code of Conduct, and any other Code which may apply to your job.
- 1.7 If there are any parts of this Code, or other Code, that you are unsure of or do not understand, you must ask your manager or someone in HR, to help you. This will ensure you are able to follow the Code.
- 1.8 You can find explanations for some of the words and phrases in this Code in the Glossary on page 17 of this document.
- 1.9 This Code is not a full list of what you are expected to do or not to do. There may be other things that the Council will look at as misconduct, or gross misconduct. If there is anything that you are unsure about, please ask your manager or HR Adviser.
- 1.10 People who live in Sheffield expect you to have high standards of behaviour. If someone has suspicions that you could be influenced unfairly, this could damage confidence in the Council. You must not put yourself in a situation where anyone might think that you are dishonest.
- 1.11 The Council has the right to monitor employees. This includes surveillance. If the Council monitors employees in this way, it will keep within the laws that deal with monitoring.

1.12 You may have disciplinary action taken against you if you:

- Do not keep to this Code of Conduct.
- Commit a criminal offence.
- Do something we would classify as misconduct.
- Do something that may bring the Council into disrepute, whether during working hours or outside of them.
- Do not properly perform your duties as an employee.

Disciplinary action includes the possibility of being dismissed without notice being given.

1.13 This Code is in accordance with the rules in the Human Rights Act 1998.

## **2.0 PUBLIC DUTY, PRIVATE INTEREST, FRAUD AND THEFT**

### ***(i) General***

2.1 Your duty as an employee and any interests outside your job must not conflict. If there is anything you are involved in outside of work which might affect your job, you must declare this to your manager. Read Declaration of Interests Policy.

2.2 You must always do your job safely. To make sure you do not put the public, other employees or yourself at risk, you must follow Corporate and Directorate Health and Safety policies. You must also follow safe systems of work and any Codes of Practice that apply to your job.

2.3 If you are a member of an organisation that:

- Is not open to the public
- Requires formal membership and an oath of allegiance
- Has any secrecy about its rules, the process of becoming a member, or conduct of members

you must declare this in writing to your Head of Service or Director. See Declaration of Interests Policy.

2.4 The Council has responsibility for the administration of public money. We emphasise to the public and to employees that we think honesty and that having proper control of finances is very important.

2.5 The Council is committed to the fight against fraud, whether an employee, a contractor, or a member of the public has committed the fraud.

2.6 You must not use the fact that you are a Council employee to obtain, gain directly or indirectly - for yourself, any business associates, your friends or your family. This is covered in the Council’s Anti-Bribery Policy.

- 2.7 As the Council is committed to the prevention and detection of fraud, we have an Anti-Fraud and Corruption Policy Statement and Framework.
- 2.8 We also have a Gifts and Hospitality Policy and Procedure.
- 2.9 In addition to these two policies, we have a Whistleblowing Policy and Procedure, so that you can report any fraud or corruption more easily.
- 2.10 If you are using public funds, you must use them responsibly, and you must keep within the law. You must make sure that we use our resources sensibly and legally, and that the community gets value for money.
- 2.11 You must keep to the rules within the Council’s Standing Orders and Financial Framework. The Standing Orders and Financial Regulations are part of the Council’s Constitution, available on the Intranet or Council’s website.
- 2.12 If you:
- Commit fraud against the Council, or any person or organisation, or try to
  - Steal from the Council, or any person or organisation, or try to
- this will be considered misconduct and may be considered gross misconduct. This includes deliberately putting false information on time sheets, subsistence claims or mileage claims.
- 2.13 If you have concerns that someone is stealing, committing fraud or behaving in a way that might be unethical, you must report this to your manager, or someone named in the Whistleblowing Policy and Procedure.
- 2.14 We know that it is not always easy to report on the behaviour of other people. We will give you full support if you raise concerns. If you wish to remain anonymous, we will make every effort to respect this.
- 2.15 We know there are two sides to a story, and we will ensure hearings are fair.
- 2.16 Sometimes allegations will turn out to be wrong. If you deliberately make false or malicious allegations, this will be treated as misconduct.
- (ii) Financial Inducements, Gifts and Hospitality**
- 2.17 You must never accept a financial payment, bribes or inducement from any individual, body, or organisation. For example: payments or inducements from contractors, developers, or consultants. This is covered in the Council’s Anti-Bribery Policy.
- 2.18 To take financial payments or inducements is against the law. It is an offence under Section 117 of the Local Government Act 1972.

- 2.19 You must refuse any gift or hospitality offered to you or your family that others may think could influence you.
- 2.20 You may accept gifts of small value such as pens, diaries and calendars.
- 2.21 For further guidance on gifts, hospitality and inducements, you can read the Gifts and Hospitality Policy and Procedure.
- 2.22 Any gifts or hospitality you have been offered, whether you have turned them down or accepted them, must be recorded. If you are unsure of the process of recording goods and hospitality in your service area, seek advice from your manager.

**(iii) Employee Declarations of Financial and other interests**

- 2.23 You have a legal duty to declare any financial or other interest in an existing or proposed contract. See Declaration of Interests Policy.
- 2.24 If the Council gives support in the community, through financial help or other help, you must make sure that any advice you give is fair and balanced. You must make sure that there is no conflict of interest.
- 2.25 You are free to use all Council services. If you do so, you will not be treated more or less fairly because you work for the Council.
- 2.26 Members of the public expect you to be fair and treat people equally, no matter who you are delivering services to.
- 2.27 You must make sure you don’t do anything in your job that might make people think you are being unfair or biased.
- 2.28 You must not try and obtain services in a different way to the public because you work for the Council. This includes putting pressure on colleagues to get services.
- 2.29 If you think there might be a conflict of interest, you must look at the Declarations of Interest Policy. If you are not sure, you should ask your manager to help you.
- 2.30 The Monitoring Officer will review any declarations that have been made every year. If the Monitoring Officer needs to make declarations, the Chief Executive will review them every year.
- 2.31 The Director of Human Resources and Employee Engagement Customer Services is responsible for making sure all the Employment Policies, Practices and Procedures that the Council has are kept to.
- 2.32 Every Head of Service, Director and Executive Strategic Director is responsible for monitoring their employees’ activities, making sure they have kept to this Code and any

other Codes and made declarations when they need to. Any monitoring will comply with all relevant laws.

### **3.0 CONTRACTORS**

- 3.1 As part of your job, you may be required to supervise or engage contractors or have an official relationship with them. If you have any work relationship with contractors, or potential contractors, you must tell your Head of Service or Director in writing if you have ever had a private or domestic relationship with the contractors.
- 3.2 The orders we place and contracts we give should be given fairly. This means that we must award orders and contracts based on merit and fair competition against other tenders. You must not show favouritism in doing this. For example, if your friends, partners or relatives run a business, you could not award them a contract unfairly because of this. You must not discriminate against anyone unfairly if you deal with tenders, evaluation or awarding contracts.

### **4.0 RELATIONSHIPS WITH PROSPECTIVE AND CURRENT CONTRACTORS**

- 4.1 If you are involved in the process of tendering and dealing with contractors you should understand that being a client and being a contractor are two separate roles. If you have a client or contractor responsibility, you need to be open and accountable for your actions.
- 4.2 If you work in a contractor or client unit you must be fair and impartial when you deal with customers, suppliers and any other contractors or subcontractors.
- 4.3 If you have access to any information about contracts or costs for contracts that is not public, you must not disclose that information to anyone unauthorised.
- 4.4 You must make sure that you don’t show special favour to anyone who works for us or used to work for us when you award contracts. You must make sure you do not show special favour to anyone who is a partner, associate or relative of an employee when you award contracts.
- 4.5 If you are thinking about a ‘management buyout’, you must inform the Chief Executive as soon as you definitely intend to do it. You must also inform your [Executive Strategic Director](#) and Head of Service or Director. You must withdraw from doing any work for us that includes preparation, tendering, evaluation, and awarding contracts or orders.
- 4.6 If Competitive tendering is being carried out, and you are involved in the process, you must let your Head of Service or Director know when you are a member of an organisation that is interested in tendering. You must also let your Head of Service or Director know if you have affiliation to an organisation that is interested in tendering.

### **5.0 INFORMATION GOVERNANCE, SECURITY AND SOCIAL NETWORKING**

- 5.1 You are responsible for the information you handle for or on behalf of the Council and must ensure it is safe from unauthorised access, use, alteration, disclosure or deletion.
- 5.2 You must comply with the Council’s information policies and take the time to read and understand the Information Governance and Security Policy, ICT Acceptable Usage Policy and Data Protection Policy. If you are unsure about these policies, you should speak to your manager in one to one discussions /supervision. The Council also has Information Management Officers who can help.
- 5.3 You are personally responsible for content that you publish on-line and must follow the Social Networking Policy.
- 5.4 You must take time to read the Social Networking Policy and understand your responsibilities and behaviours expected, when using social networking in a personal or work capacity. Ask you manager if you are unsure about the Social Networking Policy and Guidance.
- 5.5 The City Council records the use of some electronic communication use in accordance with the law.
- 5.6 Failure to comply with Council policy and / or the misuse any City Council information or resources could result in disciplinary action.

## **6.0 USE OF COUNCIL SYSTEMS, PROPERTY AND FACILITIES**

6.1 Anything that belongs to the Council, including:

- Telephones - including mobile phones, handsets, BlackBerry, smartphones
- Computers - including laptops, tablets, i-pads
- IT equipment – including monitors, cameras, memory sticks, hard drives
- Stationery
- Offices
- Car parks
- Vehicles
- Facilities

can only be used for Council business unless permission is given by management.

- 6.2 If, with your managers’ permission, you use a Council telephone or mobile telephone to make private calls or text messages, or send private faxes using a Council fax machine, you must pay for this through the approved systems in place. If you are unsure about how to pay for calls, speak to your manager.
- 6.3 The Council has systems in place that log telephone, email and Internet usage. These systems may be used to identify any usage for private purposes. We may monitor any communications using Council systems. If we monitor your use of Council resources, we will do it within the law and Council policy.

6.4 You must keep to any Council system security measures.

## **7.0 OTHER EMPLOYMENT**

7.1 If you do have any other employment whilst you are working for the Council, the work you do must not conflict with the interests of the Council or bring it into disrepute. You must only do other work outside of your working hours with the Council. You need formal prior permission of your manager to do any work outside your role with the Council. See Declaration of Interests Policy.

7.2 If you do any work that is damaging to the interests or reputation of the Council, we may take disciplinary action against you, even if you have declared this work to your manager.

7.3 If you are a:

- School Governor
- Councillor for another Local Authority
- Member of a Voluntary Reserve Forces - Reservists and Adult Instructor of Cadets
- Justice of the Peace
- Member of an Employment Tribunal

these roles do not count as other employment. You should still make your manager aware of these duties and ask for any time off you need in a reasonable and timely manner. Unpaid voluntary work in the Community is not classed as other employment, but you still need to declare it to your manager, as there may be a conflict of interest with your Council job.

7.4 You can find further guidance on receiving payment or fees for other work in the document “Other Employment Related Activities – Fees”.

## **8.0 DISCLOSURE OF INFORMATION, CONFIDENTIALITY AND REFERENCES**

8.1 You should be fair and open when you deal with others. You should make sure that elected members and members of the public have access to information they need unless there is a good reason not to allow this, according to the Freedom of Information Act 2000.

8.2 You must act in accordance with the law when handling personal and other information. You must take special care when handling personal and confidential information, and never use it inappropriately. You may be prosecuted personally under the Data Protection Act 2018, so it is important you know what your responsibilities are. Please read the Council’s Data Protection Policy. If you are unsure about this, consult your manager. The Council also has Information Management Officers who can help.

8.3 You must not disclose any confidential, personal or financial information about an employee to an unauthorised person. You must not disclose any personal or financial information about an employee to any external agency without their approval. If you are

not sure who is an authorised person, you should consult the Director of Human Resources and [Employee Engagement-Customer Services](#).

- 8.4 If you are asked for personal information for a reference, for example for a job or mortgage application, you may provide information only after you confirm the identity of the enquirer. To do this, you can reply in writing to the enquirer, or call them back to make sure they are who they say they are.
- 8.5 If the request is for a reference for a colleague or ex-employee, only the employee’s line manager can provide an employment reference. Any employee may give a reference in a personal capacity. If you misrepresent the Council, this will be treated as misconduct.
- 8.6 You must not disclose confidential information to a third party. This includes information relating to:
- Competitive tendering or tendering for work.
  - Exempt items under Schedule 12A of the Local Government Act 1972
  - An employee, elected member or service user.
- 8.7 You must not use any information that you get in the course of your employment for personal gain, or give it to anyone else who may use it in this way.
- 8.8 If in the course of your job, you deal with someone you’re related to, or have a close relationship with, declare it to your manager. You must be fair and act in a professional way.
- 8.9 Inappropriate disclosure of confidential information can be considered misconduct, and may be considered gross misconduct which can lead to dismissal.

## **9.0 COMMUNICATIONS WITH THE MEDIA**

- 9.1 All contact with the media that is about Council activities is handled by the Communications Service, together with Heads of Service, Directors and [Executive Strategic](#) Directors. If you have an idea for a positive story about something the Council is doing, or if a journalist approaches you, you must contact the Communications Service to get approval before you give any information. This includes giving information verbally, through e-mail or in writing.
- 9.2 If you are writing something that will be published, and it doesn’t talk about the Council but does relate to your job, you should tell your Head of Service or Director before it is published. An example of this might be an article in a professional journal.

## **10.0 POLITICAL NEUTRALITY**

- 10.1 You must not allow your personal or political opinions to interfere with your work. Some posts are “politically restricted”. If this applies to you, you should already have been told about the restrictions separately.



- 10.2 More information on this is available in the Politically Restricted Posts (PoRP) Policy at the Appendix to this Code of Conduct. If you need any more advice or information, ask your manager or HR Adviser.
- 10.3 You work to all elected members and must ensure their rights are respected. You must not be biased in dealing with members of one political group rather than another.
- 10.4 If your job requires you to advise political groups, you must make sure you take a neutral stance and point of view.
- 10.5 If you have contact with an elected member, whether work related or of a personal nature, you must keep to the Protocol for Member/Officer Relations in Part 5 of the Council’s Constitution.
- 10.6 If you are on Council business, you must not wear anything that shows you are in favour of or against a political party or a pressure group. You may not display any items showing political affiliation or opposition on your vehicle, or items like tools or other equipment.

## **11.0 THE LOCAL COMMUNITY AND SERVICE USERS**

- 11.1 You must remember that you have a responsibility to people in Sheffield. You must make sure that you deliver services politely, efficiently and fairly to everyone in the community.
- 11.2 You should be as open as possible about what you do, and the work of the Council.
- 11.3 You must not do anything that might affect confidence in the Council.
- 11.4 You should make sure that you keep to the law and any other guidance.
- 11.5 We will not accept it if any employee physically or emotionally abuses a service user, member of the public or other employee. This includes any harassment, discrimination, victimisation or bullying.
- 11.6 We have an Equality, Diversity and Inclusion Policy. You must keep to this policy at all times. If you do not it may be decided that is misconduct or gross misconduct, which can result in disciplinary action including dismissal.
- 11.7 When you work with young people or vulnerable adults you are in a position of trust. If you abuse that trust, it will be regarded as potential gross misconduct.
- 11.8 Any sexual misconduct or assault will be regarded as potential gross misconduct.
- 11.9 If you do not follow any policies or procedures meant to keep vulnerable service users or others safe, this will be regarded as potential gross misconduct.
- 11.10 Any act of gross misconduct may lead to disciplinary action and the possibility of dismissal without notice.

- 11.11 If you work with young people or vulnerable adults, you must read any relevant Codes of practice as well as this Code, and keep to them. You must keep to any relevant laws, such as the Children Act 1989 and the Child Protection and Adult Abuse Protection Procedures.
- 11.12 If you see any abusive behaviour, you must report it to your line manager, or use the Whistleblowing Policy to report it.

## **12.0 RECRUITMENT AND OTHER EMPLOYMENT MATTERS**

- 12.1 If you are involved in recruitment, you must take care not to discriminate against anyone, or in favour of anyone. You must keep to the Recruitment and Selection Code of Practice in full.
- 12.2 To make sure you are not acting unfairly, you must not be involved in any selection and appointment (for example, interviewing someone) when you are related to an applicant. You must not be involved in selection or appointment where you have a close relationship with an applicant- personal or business.
- 12.3 If you think there might be a conflict of interest, you must inform your manager or HR Adviser.
- 12.4 Decisions that you make at work should be fair and unbiased. You must not be involved with decisions to do with discipline, promotion, or pay for anyone who is related to you, or someone you have a close relationship with. This includes personal relationships and business relationships.
- 12.5 If there are any reasons why 12.1-12.4 should not be followed, or you need help and advice with what to do next, you should contact the Director of Human Resources and [Employee Engagement](#)~~Customer Services~~.

## **13.0 EQUALITIES**

- 13.1 You must at all times make sure you keep to the Council’s policies on equality, diversity and inclusion including behaving and working in a way which eliminates discrimination, harassment and victimisation, advances equality of opportunity and fosters good relations. See Dignity and Respect at Work Policy.
- 13.2 All employees, customers, elected members, partners, trade union representatives, and members of the public must be treated in a way that creates mutual respect. You should promote equality, diversity and inclusion by providing an environment and services free from harassment, discrimination, victimisation and bullying and by treating people with respect, regardless of their age, disability, race, religion/ belief, sex, sexual orientation or marriage/civil partnership.

- 13.3 At all times you must create an environment that, promotes fairness, equality, diversity and inclusion, promotes dignity and respect for all, recognises and values individual differences and the contributions of all and actively prevents and opposes intimidation, discrimination, harassment, bullying or victimisation.
- 13.4 The Equality Act 2010 provides the legal framework for the Council in relation to equality, diversity and inclusion.
- 13.5 Breaching equality policies and the law may be treated as misconduct, up to and including gross misconduct, which carries the possible penalty of dismissal without notice.

#### **14.0 DRESS AND PERSONAL APPEARANCE**

- 14.1 When you work for the Council, you are a representative of your service, and of the Council. You must dress in a way that is appropriate, or required, for your workplace and the work you are doing. You must be clean and tidy and make sure you have good personal hygiene.
- 14.2 If you are provided with clothing for uniform or health and safety reasons, you must wear it. This includes your name badge and other identity badges where provided.

#### **15.0 HEALTH AND SAFETY**

- 15.1 You have a responsibility to work safely and make sure your working environment is healthy and safe. You are required to keep to Corporate Health and Safety Policies. You are also required to follow any policy, regulations or Codes of Practice on Health and Safety that apply to your [Portfolio Directorate](#) or area of work.
- 15.2 You must keep to any relevant Health and Safety laws.

#### **16.0 CRIMINAL CONVICTIONS/ BARRING**

- 16.1 Before you started working for us, you must have told us about any unspent criminal and unspent convictions and cautions. If you have more than one conviction or caution the rules of declaration apply to each individually, rather than all having to be automatically disclosed

If you applied for a role which involves working with children and vulnerable adults and your job is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the 2013 and 2020 Amendment Orders you must have told us about all convictions, formal cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the 2013 and 2020 Amendment Orders before you started working for us.

For information on which convictions are protected visit [www.gov.uk/dbs](http://www.gov.uk/dbs) and <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>.

If you do not have internet access or do not understand what this means to you please discuss this with your line manager.

You must tell us about :

- All unspent convictions
- Cautions relating to [specified offences](#) as listed by Government
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Similar offences committed overseas and in other legal jurisdictions

16.2 If you are required, under the Act, to provide us with your Disclosure and Barring Service (DBS) Certificate, we will ask you to:-

- Complete a DBS Application Form
- Or give written permission for us to check your status on-line
- Or give permission for us to view your personal file of a previous/other role within the Council to check the outcome from a recent Enhanced DBS check.

You must bring in your DBS Certificate to show and discuss with us, when required

16.3 If you have been barred from working with children and/or vulnerable adults and you seek employment to do so, this is a criminal activity and against the law and you will be dismissed without notice and immediately reported to the Police Authority.

16.4 If your work involves driving, you must tell your manager about any driving offences, or pending driving offences.

16.5 If you use your own vehicle for Council Business and carry passengers, you must also tell your manager about any driving offences or pending driving offences.

16.6 When employed by us, you must tell your manager, if you have any criminal proceedings pending against you, if you are bound over, receive a conviction, formal caution, reprimand or warning.

16.7 Once employed by us, you must tell your manager immediately, if you know that you are on, or will appear on, one or both of the DBS barred lists.

16.8 If you do not tell us about these convictions, formal cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations, this may be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice.

- 16.9 If you work with young people or vulnerable adults and you believe that you are or might be thought of as a risk to these groups it is extremely important that you seek advice from your manager. If you do not disclose this, this may be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice.
- 16.10 If you work in a childcare role, as part of early or later years childcare provisions, or are directly involved in the line management of such provision, you must not be disqualified from working in such provision. Certain cautions, convictions, care orders may mean that you are automatically disqualified from such work.
- 16.11 You must complete a childcare disqualification declaration in relation to yourself and discuss with us when required.
- 16.12 You must tell your manager immediately, if you receive any convictions, cautions or other orders that may lead to your disqualification under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

## **17.0 ALCOHOL, DRUGS AND SUBSTANCES**

- 17.1 While you are at work, you must be in a condition to do your job safely.
- 17.2 The effects of drinking alcohol cause you to perform your work less well. It is a health and safety risk. Because of this, you must not drink alcohol:
- Before you start work
  - During your working hours
  - During a lunch break from work
  - On any other break during your working day
  - At functions such as conferences within working hours.
- 17.3 If you drink alcoholic drinks at these times, this may be regarded as misconduct or gross misconduct, which could lead to dismissal.
- 17.4 If you use substances, illegal drugs, or prescription drugs that have not been prescribed for you, or are not taken in accordance with your physician’s directions, this will not be accepted. This may result in the Council contacting the police to report it. Use of illegal drugs or prescription drugs that have not been prescribed for you or are not taken in accordance with your physician’s directions before or during work, on breaks or at functions may be considered misconduct or gross misconduct, which could lead to dismissal.
- 17.5 If you are concerned that you may have a dependence on alcohol, drugs or any other substances, you are encouraged to seek help and advice from your General Practitioner

and speak to your manager in confidence, who will discuss actions, that you could take to address the problem. See Alcohol, Drug and Substance Misuse Policy.

## **18.0 GENERAL CONDUCT**

- 18.1 You must follow instructions, providing they are lawful. You must make sure you do not do anything that might affect the Council’s legal position. You should show respect for service users, colleagues and elected members.
- 18.2 We expect you to use good judgement, and take account of other people’s views. We expect you to take responsibility and decide your own view on any issue that comes up while you work for the Council.
- 18.3 If you need further information or advice about what to do in a situation, you should contact your manager, an HR Adviser or the Chief Internal Auditor.
- 18.4 You should read this Code together with the policies referred to within it, and any other Codes of Practice or policies that are about conduct or security.

## **19.0 DATE OF IMPLEMENTATION**

Revised 4 September 2019 (minor amendment February 2023)

## **20.0 POLICIES REFERRED TO IN THIS CODE OF CONDUCT**

The most recent versions of these Policies may be accessed from the HR pages of the Intranet.

- A. Declaration of Interests Policy
- B. Anti-Fraud and Corruption Policy Statement and Framework (including the Anti-Bribery Policy and Procedures)
- C. Gifts and Hospitality Corporate Policy and Procedure
- D. Whistleblowing Policy and Procedure
- E. Information Governance and Security Policy
- F. ICT Acceptable Use Policy
- G. Data Protection Policy
- H. Social Networking Policy
- I. Other employment related activities – fees
- J. Dignity and Respect at Work Policy and Procedure
- K. Alcohol, Drug and Substance Misuse Policy

## **GLOSSARY TO CODE OF CONDUCT**

**Contractor-** An individual, partnership, company or other service that has a contract with us to do or provide something. For example, to design, develop, manufacture, maintain or provide services.

**Conflict of Interest-** A conflict between private interests and your duties with the Council. This can exist whether or not money is involved, and whether the conflict is actual or just perceived.

**Competitive Tender-** Where several potential contractors are invited to prepare proposals to provide a project or service, on the basis of quality and price.

**Disciplinary-** Disciplinary action is action taken by an employer for violating policy or procedure (including the Code of Conduct). For more details on this, see the Council’s Disciplinary Policy.

**Disrepute-** To bring something into disrepute is to lower its reputation, damage its image.

**Misconduct-** Breaking the Code of Conduct, another Code or terms and conditions may be considered misconduct. There are different types of misconduct depending on the exact circumstances and consequences. The most serious type is **gross misconduct**. For more information on this, see the Council’s **Disciplinary Policy**.

**Inducement-** something that encourages you towards an action- an incentive. This could be money, food, gifts, or anything else that might benefit you. If you are offered or take something that people may think is an inducement, you could be accused of making decisions unfairly based on what you received.

**Whistleblowing (also ‘whistle blowing’)** - Revealing wrongdoing to someone in authority. For more information on this, see the Whistleblowing Policy.

## **RELEVANT LAW**

**This section points to relevant law on some topics from the Code of Conduct. It should not be considered an exhaustive list as legislation frequently changes. If you are unsure about whether an action would be lawful, please investigate further.**

### **Monitoring and Surveillance:**

The Regulation of Investigatory Powers Act 2000, the Data Protection Act 2018, and the Human Rights Act 1998.

### **Use of IT Equipment:**

The Data Protection Act 2018, The Obscene Publications Act 1959, The Computer Misuse Act 1980, The Theft Act 1968.

### **Equalities:**

Equality Act 2010

## APPENDIX

### **Politically Restricted Posts (PoRPs)** (Revised May 2012/Minor Amendments February 2013 and April 2015, updated February 2023)

#### **Legal Background**

The Local Government and Housing Act 1989 introduced the principle of Politically Restricted Posts (PoRPs) in local authorities. This Act had the effect of restricting the political activities of certain local authority employees.

#### **Restricted Posts**

Posts may be politically restricted because

- they are specified as PoRPs in accordance with the legislation; or
- it has been determined that they fall within the sensitive duties related criteria of the legislation

#### **Specified Posts within Sheffield City Council**

**These post holders are politically restricted without the right of appeal**

Head of the Paid Service (Chief Executive)

Monitoring Officer (~~General Counsel~~~~Director of Legal and Governance~~)

#### **Statutory Chief Officers**

Director of Children’s Services under Children’s Act 2004 (~~Strategic~~ Director of Children’s Services-)

Director of Adult Services under LASSA 1970 (~~Strategic~~ Director of Adults ~~Health and Social Care~~ and Wellbeing)

Chief Finance Officer under Section 151 of LGA 1972 (Director of Finance and Commercial Services)

Director of Public Health under section 73A of the NHS Act 2006 (~~Strategic~~ Director of Public Health and Commissioning)

#### **Non Statutory Chief Officers**

Officers reporting directly to the Head of the Paid Service excluding secretarial/clerical support.

#### **Deputy Chief Officers**

An officer reporting directly or is directly accountable to one or more of the statutory or non-statutory Chief Officers.

#### **Officers Exercising Delegated Powers**

Officers whose posts are specified by the authority in a list maintained in accordance with section 100G(2) of the Local Government Act 1972.



## **Assistants for Political Groups**

### **Sensitive Duties Posts within Sheffield City Council**

The duties of a post under a local authority fall within this subsection if they consist of or involve one or both of the following sensitive duties i.e.

- giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented
- speaking on behalf of the authority on a regular basis to journalists or broadcasters

These post holders can appeal against political restriction on the grounds that the criteria have been wrongly applied.

Teachers and Head Teachers are exempt from political restriction, whatever their role.

A list of all Politically Restricted Posts within Sheffield City Council is held by the relevant Proper Officer (Chief Executive). Any modifications to this list must be reported and recorded accordingly.

### **Restrictions on Post Holders**

Employees in PoRPs are debarred from standing for or holding elected office as

- Local councillors
- MPs
- Members of the Welsh Assembly
- Members of the Scottish Parliament

They are also restricted from:

- Canvassing on behalf of a political party or a person who is or seeks to be a candidate
- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party

### **Appeals against inclusion on the list of politically restricted posts**

Post holders who are politically restricted because they hold specified posts have no right of appeal.

- Appeals are made to the Head of Paid Service
- Post holders of sensitive posts that are politically restricted may appeal on the grounds that the authority has wrongly applied the duties-related criteria
- Appeals may be made by the current post holder or by an individual who has been offered employment in a politically restricted post
- There is no timescale during which a post holder must make an appeal
- To appeal, employees should send a letter formally seeking exemption and a job description to the Monitoring Officer (Director of Legal and Governance), Town Hall, Pinstone Street, Sheffield, S1 2HH
- If the appeal is successful, the Monitoring Officer will notify HR, so that it may be noted on the records for the individual and for the post

Please Note: This document is a summary, if you require further details or are unsure about any of the content please contact the Director of Human Resources and [Employee Engagement-Customer Services](#), Town Hall, Pinstone Street, Sheffield S1 2HH.

## Appendix 16

### PROTOCOL FOR MEMBER / OFFICER RELATIONS

#### Summary

The Protocol seeks to encourage a greater understanding and best practice of the various relationships between Members and Officers of all levels of the Council.

This Protocol supplements but does not supplant other codes, procedures and protocols agreed by the Council that regulate the conduct of Members and Officers and should be read in light of the duties and expectations, for example those responsibilities set out in the Councillor and Officer Codes of Conduct.

Mutual respect between Members and Officers is essential to good local government. Close personal familiarity between individual Members and Officers can damage the working relationship. The nature and complexity of the relationships means that this protocol cannot be exhaustive. If any Member or Officer is unclear about a particular aspect of this Protocol they should contact the Monitoring Officer.

It applies whenever Elected Members and Officers are undertaking the Council's business in public and private meetings.

This Protocol also applies to voting non-elected members of committees. The Council expects Parish Members and Officers to adopt and adhere to the principles of the Protocol.

The Audit and Standards Committee and the Monitoring Officer are to oversee review of this Protocol and make recommendations for changes as appropriate.

## 1. DEFINING THE MEMBER AND OFFICER ROLES

Mutual trust and respect are essential in setting the right tone for effective working relationships between Members and Officers.

### Both Officers and Members

- Adhere to respective Codes of Conduct and uphold ethics and values of the Council
- Are accountable for decisions and actions
- Maintain confidentiality as appropriate
- Act as an Ambassador for the Council
- Continually develop knowledge and skills – keep up to date on Council policy and performance
- Represent the Council on external bodies and provide feedback

### A Quick Guide to the Distinct Roles

<b>Members</b>	<b>Officers</b>
Account to the electorate	Accountable to the Council
Community Leader/representative role for a Ward	Serve the whole Council (with the exception of the Political Advisers appointed under statute).
Add a political dimension	Be politically impartial
Set high level policy strategy and make high level decisions	Provide guidance on policy. Ensure operational delivery
Do not influence recommendations of reports but may at formal meetings, accept or reject recommendations	Produce reports and make recommendations
Are involved in senior appointments/dismissals	Day to day staff management
Regulate certain activities	Implement decisions

## Key Officer Roles

**Statutory Posts** Certain Senior Officers hold posts with mandatory statutory responsibilities including the Chief Executive, the Monitoring Officer (~~General Counsel~~~~Director of Legal and Governance~~), appointed under Section 5 of the Local Government and Housing Act 1989 and the Chief Finance Officer (Director of Finance and Commercial Services) appointed under Section 151 Local Government Act 1972. Members must respect these responsibilities and accept that these Officers may be required to give advice or make decisions which Members may not agree with or support.

**The Monitoring Officer** role includes responsibility for reporting to the Council any case where s/he is of the opinion that a proposal or decision of the authority has given rise to or is likely to or would give rise to any illegality, maladministration or breach of statutory code and for investigating any such reportable incident including allegations of breach of Members standards of conduct.

**The Chief Finance Officer (~~Section 151 Officer~~)** role includes responsibility for the strategic arrangements for the administration of the Council's financial affairs, delivery by the whole authority of good financial management to safeguarding public money and ensuring it is used appropriately, effectively, efficiently and economically.

**The ~~Executive~~Strategic Directors** are individually responsible for their ~~portfolio~~ directorates of services and collectively responsible for management of staff their work and delivery of Council functions and priorities.

**Directors** manage the service for which they have responsibility, ensure that the statutory responsibilities are properly discharged on a day to day basis, account for the efficiency and effectiveness and professional practice of their service.

**Officers and Members** have day to day responsibilities for adhering to the rules of procedure and the financial regulations in the Constitution which are there to protect the whole Council.

To further understand roles, Members and Officers refer to the Constitution and easy to read role profiles, job descriptions and induction materials

In reality, there are grey areas, where Members and Officers need to work together and for this reason, it is important to set out ways of working, expectations, relationships and communications.

## **2. THE PROFESSIONAL RELATIONSHIP**

### **A Guide to Expectations**

In forging an effective working relationship, Members and Officers will have certain basic expectations of each other. Much of this is about ensuring high standards of behaviour and acting within a clear framework of ethical governance.

### **Members and Officers Expectations**

#### **Courtesy**

It is important that Members and Officers are courteous to each other at all times, even if they disagree strongly with each other's views

#### **Bullying**

Members and Officers must not bully any person. Bullying may be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour. Such behaviour may happen once, or be part of a pattern of behaviour. Members may from time to time become frustrated by what they regard as unacceptable or incompetent Officer behaviour. It is self-evident that sometimes these feelings may be entirely justified although sometimes there may be a legitimate reason why Member expectations cannot be met – for example, due to Council Policy or a legal requirement.

In these circumstances, Members are to take up their concerns through the Directors or the Chief Executive as set out in the dispute procedure described in this document, rather than through public criticism. They must bear in mind that Officers are instructed not to 'answer back' in public.

### **Member and Officer Development**

Members and Officers should participate in the Council's development programme, which is core to their role and to undertake individual learning and development discussions.

Members should participate in the Core Development Programme for induction, all learning identified as mandatory from time to time, safeguarding, and Committees including Policy Committees, Area Committees, and Regulatory Committees such as Planning and Licensing.

### What Members can expect from Officers

Officers Do	Officers Don't
Pursue lawful policies and comply with the Officers' Code of Conduct	Deviate from the Constitution, legal or contractual obligations
Promote equality, serve all Members equally with dignity, respect and courtesy, regardless of political group or position	
Comply with legal duty to provide professional advice, impartiality and implement Council policy	Allow their personal or political opinions to interfere with their work or professional judgement and advice
Avoid close personal familiarity with Members and follow guidelines on Personal Relationships	Form friendships, close relations with Members
Follow Council procedures for dealing with Member enquires effectively efficiently and within set timescales – as listed in 10.3	
Act with integrity and appropriate [ <i>not absolute</i> ] confidentiality	<ul style="list-style-type: none"> <li>• Seek to improperly influence Members;</li> <li>• Improperly disclose information received from one Member to another; or</li> <li>• Raise their personal circumstances or those of another directly with Members. Personal issues that might be raised with a Ward Member should be raised in a private capacity outside of work time.</li> </ul>
Respect each other's free (i.e. non-Council) time	
Be prepared to justify and give reasons for decisions made under delegated powers;	
Report the least suspicion of fraud, corruption or impropriety	Conceal any information which it is proper for them to disclose (particularly where they have a duty to reveal it);

**What Officers can expect from Members**

<b>Members Do</b>	<b>Members Don't</b>
Comply with the Councillor Code of Conduct – ensuring the highest standards of behaviour	
<p>Promote equality and treat all Officers with dignity and respect.</p> <p>Members are to comply with the equality laws prohibiting discrimination, harassment and victimisation</p> <p>Chairs of meetings are expected to apply the rules of debate/procedures to prevent abusive or disorderly conduct</p>	<p>Subject individuals to unreasonable or excessive personal attack</p> <p>Undermine respect for Officers in public meetings, the media or at any other time when dealing with Council business;</p>
<p>Only ask Officers to provide professional advice on matters that clearly arise from being an elected Councillor;</p> <p>Respect impartiality and integrity of Officers and do not compromise it</p> <p>Respect Officers' free (i.e. non-Council) time.</p>	<p>Ask Council Officers to improperly spend Council time or resources for political purposes.</p> <p>Insist an Officer changes his/her professional advice</p>
Provide political leadership and direction, making timely decisions	<p>Get involved in day to day management</p> <p>Ask Officers to breach Council procedures or policy when acting on behalf of constituents</p> <p>Put pressure on an Officer on matters which have been delegated for Officer decision. A Member who behaves in this way may lead Officers to make decisions that are not objective and that cannot be accounted for</p>



<b>Members Do</b>	<b>Members Don't</b>
	Seek special or adverse treatment for themselves or any individual by using his/her position as a Member, nor improperly seek to gain an advantage or disadvantage for his/herself or any other person when dealing with Council Officers
Apply appropriate confidentiality to information	
Report the least suspicion of fraud, corruption or impropriety	Instruct Officers to take actions which are unlawful, financially improper or likely to amount to maladministration. Members have an obligation under their Code of Conduct to have regard, when reaching decisions, to any advice provided by the Monitoring Officer or the Chief Finance Officer.
Where relevant to casework or a decision, declare any special relationships/personal interests with constituents to relevant Officers and/or constituents. Where the relationship causes a conflict of interests, Members will ask another Ward Member to assist.	

### **3 THE EMPLOYMENT RELATIONSHIP**

- 3.1 Members should recognise and have regard for their role as employer as part of “the Council”. The policies that govern equalities and employment relations apply equally to Members and Officers for example ‘*Dignity and Respect at Work*’.
- 3.2 Issues relating to appointment, management and dismissal of most Officers are reserved by law to the Chief Executive or his/her nominated representative. Members may be involved in the appointment of Chief Officers or Deputy Chief Officers or in employment appeals.

### When Acting in this Capacity Members

Do	Don't
Observe the law, standing orders, policies and procedures in relation to all appointments, discipline and dismissal of Officers.	
Declare any interest they have and ensure that they act to protect the public interest	Take part in any process where friends, relatives or Members of their household are involved directly or indirectly
Maintain appropriate confidentiality	
Attend relevant learning and development	
Make decisions based on merit and with access to all the facts	Seek improperly to influence decisions
Promote equality	Canvass support for any candidate for a job
Take continuing responsibility for their appointment decisions once the post holder is in place.	

#### 4. PERSONAL RELATIONSHIPS

- 4.1 Personal familiarity between Members and Officers can undermine public confidence in the Council.
- 4.2 It is important that close relationships between Members and Officers are openly declared.
- 4.3 Close working relationships should never be allowed to become so close, or appear to become so close, as to bring into question the Officer's ability to deal impartially with another Member or other party groups, nor to undermine public trust and confidence in the Council.
- 4.4 Where possible Members and Officers who have close personal relationships should try to avoid coming into contact on projects and in the day-to-day business of the Council.

- 4.5 Member and Officers must declare to the Chief Executive any relationships, which might be seen as influencing their work. This includes any family, business or sexual relationships.
- 4.6 The Chief Executive will advise both the Member and the Officer of the need to avoid creating any appearance of improper conduct on their part.

## **5. THE POLITICAL RELATIONSHIP/ OFFICER ADVICE TO PARTY GROUPS**

- 5.1 Council Officers must be politically neutral in their work for the Council and depending on their role some may be restricted in law from political activity.
- 5.1.1 In their dealings with party groups, Officers must treat each group in a fair and even-handed manner.
- 5.1.2 Officers will only attend political group meetings on request made to the Chief Executive or ~~Executive~~ Strategic Director and when the business of the meeting is related to the City Council's functions. Normally only Senior Officers should attend group meetings.
- 5.1.3 Officers have the right to refuse such requests if they do not relate to the functions of the City Council and will normally not attend a meeting of a party group where some of those attending are not Members of the City Council.
- 5.1.4 Such meetings shall be held at reasonable times and locations and should last no longer than a working day or three hours if held in the evening.
- 5.1.5 Officers who provide information or briefing papers to a political group meeting must make the same information available to all political groups. Officers should avoid including any confidential or personal information in such briefings. Normally cross-party meetings shall be arranged so that the information is presented to and discussed with all the parties simultaneously.
- 5.1.6 Officer support will not extend beyond providing factual information or professional advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business, and therefore should not be expected to be present at meetings or parts of meetings when such matters are to be discussed.
- 5.1.7 Where Officers provide factual information and advice to a party group in relation to a matter of Council business this is not a substitute for providing all the necessary information and advice when
-

the matter in question is formally considered by the relevant part of the Council.

- 5.1.8 It will not be assumed that an Officer is supportive of a particular policy or view considered at a party group meeting simply because he/she has attended or provided information to the meeting.
- 5.1.9 Party group meetings are not empowered to make decisions on behalf of the Council. The presence of an Officer confers no formal status on such meetings in terms of Council business and must not be interpreted as doing so. Conclusions reached at these meetings do not rank as Council decisions.
- 5.1.10 At party group meetings where some of those present are not Members of the City Council, care must be taken not to divulge confidential information relating to Council business. Persons who are not Members are not bound by the Councillor Code of Conduct, in particular the declarations of interest and confidentiality provisions. They do not have the same rights to Council information as Members.
- 5.1.11 Discussions between Officers and Members on policy issues are quite proper and Officers may wish to seek political guidance in framing policy proposals. However, when Officers write Committee reports for Member decision, they have a duty to give their best professional advice and set out their options available.
- 5.1.12 Party political groups have no right to instruct Officers to amend or change reports or their content. Decisions by Members on Officer reports should be made in the correct decision-making forum based on clear factual and legal advice. Officers are fully responsible for the content of any report submitted in their name.
- 5.1.13 Officers in certain posts are statutorily prohibited from having any involvement in political activities. A list of these positions is maintained by the Director of Human Resources and [Employee Engagement-Customer Services](#). All Officers are required to ensure that Council resources are not used for party political purposes.
- 5.1.14 Should a Senior Officer attend a group meeting they will respect the confidentiality of any party group discussions at which they are present and, unless requested to do so by that party group, will not relay the content of such discussions to another party group or to any other Members. This shall not prevent an Officer providing feedback to other Senior Officers on a need-to-know basis.

- 5.1.15 No Member will refer in public or at meetings of the Council to confidential advice or information that may prejudice the Council's position given by Officers to a party group meeting.
- 5.1.16 Any particular cases of difficulty or uncertainty in relation to this part of the protocol should be raised with the Chief Executive and the relevant party group leader.

## 6. OFFICER/CHAIR RELATIONSHIPS

- 6.1 ~~Executive-Strategic~~ Directors and other Senior Officers are expected to work closely with Committee Chairs, Deputy Chairs and Group Spokespersons and to meet regularly with them. Officers and Members must avoid the working relationship becoming so close that it could call into question the Officer's ability to deal impartially with other Members and political groups.
- 6.2 Senior Officers, the Leader and Chairs, Deputy Chairs and Group Spokespersons shall agree mutually convenient methods of regular contact.

## 7. COMMITTEES

- 7.1 Committee decisions cannot by law be made by the Chair alone but by the committee collectively. The Chair should not seek to influence Officers to reduce the options or withhold information which s/he should properly report to a committee.
- 7.2 The Senior Responsible Officers will offer to arrange regular informal meetings with the Chair and Deputy Chair and Group Spokespersons of committees and sub-committees. This will include the development of work programmes that address corporate, service plan and Member priorities, resulting in a balanced programme of decision making, policy development, and scrutiny and evaluation.
- 7.3 Senior Officers (including the Monitoring Officer and the Chief Finance Officer) have the right to attend meetings and to present reports and give advice to committees and sub-committees.
- 7.4 Members of a committee or sub-committee shall take decisions within the remit of that committee or sub-committee and will not otherwise instruct Officers to act.
- 7.5 Chairs, Deputy Chairs, Group Spokespersons and, where appropriate, Members of the relevant committee (including substitutes) should accept briefings from the Senior Responsible Officer to inform decision making for complex or technical cases/items or where there is new national legislation or guidance. Where it has been agreed that Officers do not have to brief all

**Members of the committee Chairs, Deputy Chairs and Group Spokespersons should ensure that information is shared with the other Members.**

**7.6 Committees may set up Task and Finish Groups, with Officer support, to further their policy development work. Such Officer support shall be subject to there being sufficient Officer capacity. Members shall respect the views of the Senior Responsible Officer in this regard.**

**7.7** At some committee or sub-committee meetings, a resolution may be passed which authorises a named Officer to take action between meetings in consultation with the Chair (or other Members). In these circumstances it is the Officer, not the Chair, who takes the action and is responsible for it. A Chair has no legal power to take decisions on behalf of a committee or sub-committee, neither should he/she seek inappropriately to influence the Officer. Whilst the Officer is required to consult the Chair, and the Chair may express a view, it is the Officer who takes the final decision. **Though not part of the formal decision-making process under the authorisation the Officer may also choose to consult Group Spokespersons.**

## **8. PUBLIC MEETINGS**

- 8.1 If an Officer calls a public meeting, consultation exercise or launch event organised by the Council concerning a local issue, then the Officer will invite all Members for the Ward or Wards in question.
- 8.2 If any of the Local Members of Parliament are involved in the local issue, the Officer at his or her discretion may invite the MP to the meeting in addition to the Ward Members but if it is considered inappropriate for any reason he or she may meet the MP separately.
- 8.3 If a Ward Councillor calls or requests a meeting on a local issue at which an Officer(s) is/are requested to be in attendance the Officer(s) will be required to attend only if all the Councillors for the Ward have been invited to attend, or are agreeable to the meeting taking place, and if the subject matter of the meeting is not politically controversial.
- 8.4 Similarly if an MP calls or requests a meeting upon a local issue which an Officer or Officers is/are requested to be in attendance the same criteria govern the Officers attendance.
- 8.5 Meetings with Ward Councillors and/or MPs and others are generally private except where such meetings are arranged and set up by or under the auspices of Area Committees. Accordingly, Officers may confirm the events which occurred at such private meetings and the outcome of it with Members who attended but will not reveal these matters to other Members or to other Political Groups except with the specific authority of the Members who
-

attended or called the meeting.

- 8.6 Information regarding activities in a particular Ward, should when appropriate, be copied to the Ward Councillors for information.
- 8.7 Officers presenting at public meetings are to fully prepare for these meetings by taking advice from the Senior Responsible Officer. Officers need to know what is specifically required, time slots available and key questions that have already been raised by Members/the public on this topic.

## **9. SUPPORT SERVICES TO MEMBERS AND POLITICAL GROUPS**

- 9.1 The only basis upon which the City Council can lawfully provide support services such as secretarial support, stationery, typing, printing, photocopying, transport, etc., to Members is in order to assist them discharging their role as Members of the Council.
- 9.2 Such support services must therefore only be used on Council business and must not be used in connection with any party political or campaigning activity or for private purposes.

## **10. COMMUNICATIONS**

### **10.1 Correspondence**

- 10.1.1 Correspondence between an individual Member and an Officer should not normally be copied by the Officer to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member this should be made clear to the original Member. In other words a system of “blind” or “silent copies” should not be employed.
- 10.1.2 Official letters written on behalf of the Council dealing with Council business should normally be in the name of the relevant Officer. It may be appropriate in some circumstances (e.g. representations to a Government Minister) for letters to appear in the name of the Leader or the Chair of a Policy Committee or an Area Committee or other Committee of the Council.
- 10.1.3 Letters which create legally enforceable obligations or which give instructions on behalf of the Council should never be sent in the name of a Member. Only certain Officers have delegated powers to create legal relations and all Officers must follow Standing Orders if entering into contractual arrangements.

10.1.4 It is appropriate for Members to pass correspondence to Officers and ask them to respond on behalf of the Council. Officers may only correspond for and on behalf of the Council in matters of Council business and not on behalf of the individual Member. Officers can provide Members with technical, Council information, which is used by Members as part of their correspondence.

10.1.5 Members should correspond in their own name. When writing in an individual capacity, Members must make clear that fact.

## 10.2 Email Communications

10.2.1 Members and Officers are to follow the Council's Electronic Communications Policy and are not to use electronic communications (emails, online communications, including social media, or texts) to store/send materials or requests, which are offensive, bullying or causes offence to others.

10.2.2 Where Members and Officers receive any electronic communications, which may breach the Council's Codes of Conduct or other Council policies and /or the law, they must follow the advice in section 16 on what to do when things go wrong.

10.2.3 When considering sending emails and online communications to third parties, such as community groups, Members and Officers must be make a clear distinction between what is:-

- Public information which can be shared with third parties
- Internal Council Business which is confidential.

## 10.3 Casework/Service Complaints

10.3.1 The Council has a dedicated team which provides support for Members' casework and enquiries. Members may also direct queries and service complaints to the relevant Director. Officers should acknowledge the enquiry and if possible provide a response within 3 working days. If the enquiry requires some investigation and further work, Members should be informed about this and then the response is to be available within 10 working days.

10.3.2 Members can escalate any service issue to the Chief Executive or the Director of ~~Legal and Governance~~ Policy and Democratic



Engagement if they remain dissatisfied with the matter after referral to the Director.

## **11. PUBLICITY AND DEALING WITH THE MEDIA**

- 11.1 Officers will not publish or assist in publishing material designed to affect public support for any political party this is to ensure compliance with the Local Government Act 1986, which prohibits such activities.
- 11.2 All formal publicity material produced by the Authority will state the Council's position and not an individual's view or personal position. Publicity should not be liable to misrepresentation as being party political.
- 11.3 All formal relations with the media must be conducted in accordance with the Council's agreed procedures and the Code of Recommended Practice on Local Authority Publicity.
- 11.4 The Council's contact with the media is led by the Communications Service. Officers or Members who have been contacted by the media or who wish to issue a press release or statement should seek advice from the Communications Service.

## **12. PRE ELECTION RULES ON PUBLICITY**

- 12.1 If a Member is fighting an election the Code of Recommended Practice on Local Authority Publicity should be followed.
  - 12.2 The general rule is that a local authority must not at any time publish any material that in whole or in part appears to be designed to create support for a political party.
  - 12.3 Pre-Election this is even more sensitive and particular care needs to be taken to ensure that publicity could not be perceived as seeking to influence or to promote the public image of a particular candidate or group of candidates. During the PERP period Officers rather than Members should be quoted on news releases about Council initiatives, facilities and services.
  - 12.4 Individual Councillors can generate their own publicity during this period subject to their own party's protocols but public funds must not be used to campaign to promote a particular point of view that could be associated with a political initiative. The Council restrictions only apply to official Council organised publicity including press releases or events.
  - 12.5 Council events that cannot be re-scheduled for operational reasons must be arranged to ensure that there is no likelihood of criticism arising that the real purpose of the event is to publicise one particular party.
-

- 12.6 Council functions such as Committee meetings may continue during the period.
- 12.7 Council staff must always be careful not to give the impression of supporting a political party, set of policies or candidate. Council resources may not be used at any time to support party political activity. Officers must not engage in political activity during working hours or with Council facilities. Some staff hold politically restricted posts which limit the political activity they can be involved in outside work.

### **13. MEMBERSHIP OF ORGANISATIONS**

- 13.1 Members and Officers are both required to declare in writing to the Monitoring Officer their membership of any organisation not open to the public that requires formal membership and oaths of allegiance and which has secrecy about rules, membership or conduct.
- 13.2 The expectation of the City Council is that Members will declare publicly any such involvement. However, such interests will not be included on the Register of Members Interests.

### **14. MEMBERS ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

- 14.1 Members are entitled to approach any Council Service to provide them with such information, explanation and advice with regard to that Service's functions as they may reasonably require in order to assist them in discharging their role as Elected Members. This can range from a request for general information about some aspects of a Service's activities to requests for specific information on behalf of a constituent. Such approaches should normally in the first instance be directed to the Head of the Service or the [Executive appropriate Strategic Director for the Portfolio](#).
- 14.2 A Member's legal rights to inspect Council Documents are partly covered by statutes including Data Protection Act 2018 and Freedom of Information Act 2000, Local Government Act 1972 and Environmental Information Regulations 2004 and partly by decided case law.
- 14.3 Briefly, Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted at a Council or Committee Meeting or Statutory Committee. Such a right applies irrespective of whether the Member is a Member of the Body concerned and extends not only to reports which are to be submitted to the meeting but also to any relevant background documentation. Such a right does not however

apply to documents relating to items which are confidential. Such matters are those which contain confidential information relating to employees, occupiers of Council property, applicants for grants and other services, the care of children and vulnerable adults, contracts, industrial relations negotiations, legal advice including counsel's opinion and criminal or conduct investigations.

- 14.4 Decided case law gives Members a somewhat broader right to documentation based on the principle that any Member has a prima-facie right to inspect Council documents "so far as his/her access to documents is reasonably necessary to enable the Member properly to perform his or her duties as a Member of the Council". Members will recognise this as the "need to know" principle.
- 14.5 The exercise of such right depends upon a Member's ability to demonstrate that he/she has got a need to know. This does not entitle a Member to make speculative enquiries sometimes referred to as "a fishing expedition" i.e. mere curiosity is not sufficient. The crucial issue is the determination of whether that Member has a need to know.
- 14.6 In certain instances, such as an Elected Member wishing to inspect documents relating to the functions of the Body on which they serve, then there is a presumption that such Member already has a need to know. However, in other instances, for example a Member wishing to inspect documents that contain personal information about third parties, then that individual Member would be required to justify the request in specific terms.
- 14.7 Whilst the expression "Council Document" is very broad and includes for example any document produced from Council resources a Member of one party group will not have a "need to know" and therefore a right to inspect a document which forms part of the internal workings of another party group.
- 14.8 Where Officers consider access should be refused and Members disagree, or vice versa, the decision should be made by the relevant Head of Service or ~~Executive-Strategic~~ Director. This decision should be informed by best practice guidance to local authorities provided by the Information Commissioner's Office.
- 14.9 Officers and Members must follow the Council's Information Security Policy which controls how Council information is managed. Members and Officers should be aware of the significant consequences of losing or wrongly disclosing information.
- 14.10 Finally, and very importantly **any Council information provided to a Member must only be used by the Member for the purpose which it was**
-

**provided**, i.e. in connection with the proper performance of a Member's official duties.

The Councillor Code of Conduct says that a Member must not disclose information given to them in confidence or information that they believe to be confidential, without consent of a person authorised to give consent, unless very specific requirements are met such as they are required to do so by law.

Members are to take advice from the Monitoring Officer before releasing any confidential information or refusing access to information that a person is entitled to by law.

14.11 Further and more detailed advice regarding Members' right to inspect Council documents may be obtained from the ~~Director of Legal and Governance~~ Monitoring Officer.

## 15. WHAT TO DO WHEN THINGS GO WRONG

### Officers Concerns about Members

If an Officer feels that they have been asked/told to do things that appear to be outside the Councillor Code of Conduct or this Protocol:-

- Officers are to raise the issue with appropriate senior manager; Officer, Manager and Member to have informal discussion; a record to be retained of salient points and actions.
- If the conduct continues or is disputed, Officer may refer the complaint to the Monitoring Officer who will arrange for the ~~Executive-Strategic~~ Director to investigate and report recommendations back in writing to Officer, Member and Monitoring Officer within a reasonable period of time.
- If informal procedures do not reach a satisfactory conclusion Officer may consider using the Whistleblowing Procedure set out in the Officers' Code of Conduct or, where an Officer feels a Member has breached the Councillor Code of Conduct, in particularly serious cases and with the advice of the Monitoring Officer referral of the matter to the Audit and Standards Committee.

### Members Concerns about Officers

If a Member feels that an Officer has acted in a manner that is contrary to this Protocol:-

- Members are to raise the matter with Officer and Officer's Manager; Member and Officer and Manager to have informal discussion as soon as reasonably practicable; Manager to retain a record of salient points and actions.
- If the conduct continues or is disputed, Member may refer the complaint to the Monitoring Officer who will arrange for the ~~Executive Strategic~~ Director to investigate and report recommendations back in writing to Member, Officer and Monitoring Officer within a reasonable period of time.
- The Manager may decide that appropriate disciplinary action is required; if so, he/she will notify the Monitoring Officer who will decide in consultation with the relevant Human Resources Officer whether formal action, as set out in the Officers' Code of Conduct and the Officer Employment Procedure Rules, should be taken.

#### **Members Concerns about Senior Officers**

- If the complaint concerns a Statutory Officer or ~~Executive Strategic~~ Director the complaint may be referred to the Chief Executive for the preliminary investigation and decision which will then be given to the Member concerned.
- Where a complaint relates to the Chief Executive both the Chief Executive and the Member concerned shall consider whether a meeting facilitated by the relevant whip or party leader could resolve the situation.
- In all situations the Officer (or Senior Officer) may involve their Trade Union representative and only Managers (not Members) in consultation with the relevant Human Resources Officer will decide whether formal action should be taken.

## Appendix 17

### COMMITTEE CHAIR JOB-SHARE PROTOCOL

The Council may appoint two Members jointly to share the position of Committee **but not Sub-Committee** Chair (Job-Share Chairs, or “Co-Chairs”). This Protocol sets out the arrangements and expectations where the role is shared.

#### Why have ~~Job-Share~~ Co-Chairs?

The potential benefits include:

- Making chairmanship (and leadership positions in general) potentially available to those Members who would not otherwise be able to make the necessary time commitment for whatever reason;
- Ensuring that Sheffield City Council does not lose out on the leadership contribution of Chairs who are also carers, parents or in full-time education or work;
- Increasing the capacity and broadening the capability of Chairs;
- Recognising the likely workload of these positions;
- Creating opportunities for a more representative sample of Members to take leadership roles, for example facilitating a gender balance.

#### What is Job-Sharing?

- Two Members essentially fulfil one Chair position on a job-share basis.
- The posts could also be combined with the role of Deputy Chair, or where there is a single Chair the role of Deputy Chair may be job-shared, or the committee may decide that it does not need an additional Deputy Chair role.
- There is only one formal Chair of a meeting at any one time and only that Chair has the casting vote.
- The other ~~Job-Share~~ Co-Chair attends the meeting as an ordinary committee member when their counterpart is in the Chair.
- Outside meetings, the ~~Job-Share~~ Co-Chairs arrange between themselves how their responsibilities are shared and ensure that other Members and Officers are informed.
- Both Members receive a Special Responsibility Allowance, or a proportion of one, recognising the scale of the role they are undertaking and the associated time commitment.

#### Ways of Working

1. ~~Job-Share~~ Co-Chairs will agree between themselves the arrangements for chairing meetings. They may take turns at alternate meetings, or on a periodic rotation, or otherwise, providing that when the relevant ~~Job-Share~~ Co-Chair is not available the other ~~Job-Share~~ Co-Chair or in their absence the Deputy Chair will chair the meeting.

2. Pre-Agenda Meetings, Pre-Meetings, other cross-party briefings for Chairs and spokespersons, and any other Chair's briefings ~~by Officers~~ may be attended by both Job-Share Co-Chairs and the Deputy Chair.
- ~~3. Cross-party briefings for Chairs and spokespersons may be attended by both Job-Share Chairs provided only one of them speaks. Where briefings are for all Members, or members of a committee, both may attend and speak.~~
- 4.3. \_\_\_\_\_ Where there are Job-Share Co-Chairs for a Policy Committee only one may be appointed to Strategy and Resources Policy Committee by virtue of being the Chair of their committee. The other Co-Chair may not attend briefing sessions for Strategy and Resources members unless appointed to that committee in another capacity (including as a substitute member for the specific meeting). The appointment will be made at the Annual Meeting of the Council but as with any committee membership Full Council may agree a change at a subsequent meeting provided that this does not affect the political proportionality of the committee.
- 5.4. \_\_\_\_\_ Job-Share Co-Chairs must arrange between themselves how their responsibilities are to be shared and ensure that other Members and Officers are informed about the arrangements. This is important for clarity and certainty.
- 6.5. \_\_\_\_\_ The arrangements may include dividing responsibilities so that each leads on separate specific areas of the committee's remit. The Job-Share Co-Chairs shall provide Officers with a breakdown of those areas indicating who is the first point of contact where guidance from the Chair is required.
- 7.6. \_\_\_\_\_ Outside of formal committee meetings, Job-Share Co-Chairs will each act as the first point of contact for their areas of the committee's business when working with council officers, residents, partners etc.
- 8.7. \_\_\_\_\_ Email correspondence from Members and Officers should be sent to both Job-Share Co-Chairs, ideally addressed to the one who is responsible for the particular area covered in the communication, with the other copied in.
- 9.8. \_\_\_\_\_ Officers are not required to obtain agreement from both Job-Share Co-Chairs when seeking guidance on a course of action. They will assume that any steer or guidance provided by one Job-Share Co-Chair is on behalf of both. Job-Share Co-Chairs shall be responsible for consulting each other on issues and for reaching a consensus prior to providing guidance to Officers.
- 10.9. \_\_\_\_\_ These arrangements are the minimum expected. Job-Share Co-Chairs are expected to consult with relevant Officers and supplement them with additional requirements as necessary.
- 11.10. \_\_\_\_\_ The above arrangements are for guidance only and failure to comply with the proposed arrangements shall not affect the legal validity of any action taken by an Officer, the Chair or the Committee.

~~12. The ongoing review process into the operation of the Committee System shall include a full review of these Job-Share Chair arrangements after such a role has been shared for the first time. The review may consider the option for Job-Share Chairs who are members of the same political group to decide between themselves which one should attend a meeting of Strategy and Resources Policy Committee.~~

## Remuneration

It is a matter for the Independent Remuneration Panel to consider the workloads of ~~Job-Share Co-Chairs~~ and make recommendations on their remuneration. For example, it may be that in a new system, the roles of Chairs could be designed to be more time consuming than one person could manage, meaning that each ~~Job-Share Co-Chair~~ is doing more than half of a role.

It is however the responsibility of the ~~Job-Share Co-Chairs~~ to make sure that their joint workload is spread proportionately so that, for example, neither is doing a full-time post for half the Special Responsibility Allowance.

## Joint Chairs

Two Chairs (~~“Joint Chairs”~~), each with equal full responsibility for the role, may be appointed to the Regulatory Committees in recognition of the fact that they meet more frequently than other committees.

A maximum of two ~~j~~Joint Chairs may be appointed to any one committee. If ~~j~~Joint Chairs are appointed then a Deputy Chair shall not be appointed to that committee. The Chair role cannot be job-shared if there are ~~j~~Joint Chairs.

As with ~~Job-Share Co-Chairs~~, only one ~~j~~Joint Chair can chair a committee meeting and have the casting vote at any one time. The other attends the meeting as an ordinary committee member. The Chair will be identified at the start of the meeting.



## Appendix 18

### PROTOCOL FOR THE USE OF THE CITY'S COAT OF ARMS

Granting approval for the use of the Coat of Arms is delegated to the ~~Director of Legal and Governance~~ Chief Legal Officer.

On receipt of a request for its use, Democratic Services will notify the ~~Director of Legal and Governance~~ Chief Legal Officer of the request and provide a suggested recommendation, based on previous approvals (precedents), in order to promote consistency.

Whilst each application is considered on its merits, the following general criteria will be taken into account:-

- (1) If use is not for commercial purposes and is for an "official" event or activity, such as for use by the Authority or a third party on behalf of the Authority, approval will generally be given and the person requesting use will usually be sent a pdf.doc, containing the Coat of Arms.
- (2) If use is for purposes such as a logo for an organisation (for example a sports club) and is not for commercial purposes, permission to use the central shield from the Coat of Arms, rather than the Coat of Arms itself, will usually be granted.
- (3) If use is for commercial purposes, permission will generally be refused.

## Appendix 19

### STATUTORY AND PROPER OFFICERS

- 1 The Local Government Act 1972 and other legislation require local authorities to make specific statutory appointments and designations (Statutory and Proper Officers) which carry specific responsibilities. For the avoidance of doubt, any post mentioned below will also include an interim appointment to that position.

In the event of the officers named below in 3 and 4 being unable to act or of any of the posts being vacant, the Chief Executive, or in his/her absence the relevant Executive Strategic Director, will appoint an officer to act in their place.

- 3 The following are the Statutory Officers of the Council for the purposes stated:-

Legislation	Description	Allocated To
Local Government and Housing Act 1989 Section 4	Head of Paid Service	Chief Executive
Local Government Act 1972 Section 151	Chief Finance Officer	Director of Finance and Commercial Services
Local Government and Housing Act 1989 Section 5	Monitoring Officer	<u>Director of Legal and Governance</u> <u>General Counsel</u>
Local Authority Social Services Act 1970 Section 6	Director of Adult Social Services	<u>Strategic</u> Director of Adults <u>Health and Social Care</u> <u>and Wellbeing</u>
Children Act 2004 Section 18	Director of Children’s Services	<u>Strategic</u> Director of Children’s Services

National Health Service Act 2006 Section 73A	Director of Public Health	<u>Strategic</u> Director of Public Health <u>and</u> <u>Commissioning</u>
---	---------------------------	---

4 The following are the Proper Officers of the Council for the purposes stated:-

<b>Local Government Act 1972</b>	<b>Description</b>	<b>Proper Officer</b>
Section 83	Officer who takes declarations of acceptance of office	<u>General Counsel</u> <u>Director of Legal and Governance</u>
Section 84	Officer to whom a person elected to any office listed in Section 83 may give written notice of resignation	Director of <u>Policy and Democratic Engagement</u> <u>Legal and Governance</u>
Section 88(2)	Officer who may convene a meeting of the Council for the election to fill casual vacancy of chairman of the Council	Director of <u>Policy and Democratic Engagement</u> <u>Legal and Governance</u>
Section 89(1)	Officer who may receive notice in writing of a casual vacancy in the office of Councillor from two local government electors for the area	Electoral Services Manager
Section 100B(2)	Officer who may think fit to exclude from reports open to inspection by members of the public parts relating to items during which the meeting is likely not to be open to the public	<u>Director of Legal and Governance</u> <u>General Counsel</u> in consultation with the relevant <u>Executive Strategic</u> Director
Section 100B(7)(c)	Officer who makes available to the press	Head of Democratic Services

	copies of documents already supplied to Councillors in connection with an item on the agenda for a meeting of the Council	
Section 100C(2)	Officer responsible for preparing a written summary of those parts of the committee proceedings which disclose exempt information	Head of Democratic Services
Section 100D(1)(a)	Officer responsible for identifying background papers for the report for a meeting of the Council and compiling a list of such documents	Relevant <del>Executive Strategic</del> Director
Section 100F(2)	Officer who makes decisions as to documents disclosing exempt information which are not required to be open to inspection by Councillors	<del>Director of Legal and Governance</del> <u>General Counsel</u> in consultation with the relevant <del>Executive Strategic</del> Director
Section 115	Officer to whom all officers shall pay monies received by them and due to the Local Authority	<del>Executive</del> Director of <u>Finance and Commercial Services, Resources</u> or their nominee
Section 146(1)(a)	Officer authorised to produce a statutory declaration specifying securities and verifying the change of name and identity of the authority	<del>Director of Legal and Governance</del> <u>Geeral Counsel</u>
Section 151	Officer responsible for the proper administration of the authority's financial affairs ("Chief Finance Officer")	Director of Finance and Commercial Services

Section 191	Officer who receives applications from Ordnance Survey Office in relation to examining, ascertaining and marking out reputed Local Authority boundaries	Director of <u>Policy and Democratic Engagement</u> <u>Legal and Governance</u>
Section 210(6) and (7)	Officer in whom power is vested to exercise any power with respect to a charity exercisable by any officer of a former corresponding authority	<u>General Counsel</u> <u>Director of Legal and Governance</u>
Section 225	Officer with whom documents may be deposited pursuant to law, who can make notes or endorsements and give acknowledgements or receipts	<u>Director of Legal and Governance</u> <u>General Counsel</u>
Section 229(5)	Officer who signs a certificate that a document is a photographic copy of a document in the custody of the Council	<u>Director of Legal and Governance</u> <u>General Counsel</u>
Section 234(1)	Officer who signs notices, orders or other documents on behalf of the Council	<u>Director of Legal and Governance</u> <u>General Counsel</u>
Section 236(9)	Officer who sends copies of byelaws made by the Council to parish councils or parish meetings	Director of <u>Policy and Democratic Engagement</u> <u>Legal and Governance</u>
Section 238	Officer responsible for certifying copies of byelaws	<u>Director of Legal and Governance</u> <u>General Counsel</u>
Schedule 12 Para 4(1A)(b)	Officer who may sign and send to all Councillors a summons to attend Council meetings	Director of <u>Policy and Democratic Engagement</u> <u>Legal and Governance</u>

Schedule 14 Para 25	Officer who may certify copies of resolutions passed under this Paragraph	<del>Director of Legal and Governance</del> <u>General Counsel</u>
<b>Public Health Act 1936</b>	<b>Description</b>	<b>Proper Officer</b>
Section 84	Officer who certifies that an article is filthy or verminous	Director of Street Scene and Regulation
Section 85(2)	Officer who reports that any person or the clothing of any person is verminous	Director of Street Scene and Regulation
Section 85(4)	Officer who authorises a woman to carry out cleansing of females	Director of Street Scene and Regulation
<b>Registration Service Act 1953</b>	<b>Description</b>	<b>Proper Officer</b>
Section 9	Officer who determines or appoints interim superintendent registrar or interim registrar of births and deaths	Director of <del>Operational Human Resources and Customer Services</del>
Section 13	Officer on whom powers are conferred under the local scheme of organisation	Director of <del>Operational Human Resources and Customer Services</del>
<b>Local Authority Social Services Act 1970</b>	<b>Description</b>	<b>Proper Officer</b>
Section 6	Officer appointed as Director of Adult Social Services	<del>Strategic Director of Adults Health and Social Care</del> <u>and Wellbeing</u>

<b>Local Government Act 1974</b>	<b>Description</b>	<b>Proper Officer</b>
Section 30(5)	Officer responsible for arranging publication in newspapers of a notice that a Local Commissioner's report on an investigation of a matter is available for inspection by the public	<u>Director of Legal and Governance General Counsel</u>
<b>Local Government (Miscellaneous Provisions) Act 1976</b>	<b>Description</b>	<b>Proper Officer</b>
Section 41	Officer responsible for certifying copies of resolutions, orders, reports, minutes of Council meetings and other documents or authorising a person in that behalf	<u>Director of Legal and Governance General Counsel</u>
<b>Rent Act 1977</b>	<b>Description</b>	<b>Proper Officer</b>
Schedule 15, Part IV	Officer who signs certificate that the local housing authority will provide suitable alternative accommodation	Director of Housing
<b>Highways Act 1980</b>	<b>Description</b>	<b>Proper Officer</b>
Section 59	Officer responsible for certifying that extraordinary expenses have been or will be incurred in maintaining the highway by reason of damage caused by excessive weight passing along the highway or other extraordinary traffic	Head of <u>Waste and Highway Maintenance</u>

Section 205	Officer responsible for undertaking duties as specified in this Section and Schedule 16 in relation to private street works	Head of <u>Waste and Highway Maintenance</u>
Section 210	Officer responsible for certifying amendments to estimated costs and consequential provisional apportionment of costs under the private street works code	Head of <u>Waste and Highway Maintenance</u>
Sections 211, 212 and 216	Officer responsible for making a final apportionment of costs under the private street works code	Head of <u>Waste and Highway Maintenance</u>
Section 295	Officer responsible for issuing notices requiring removal of materials from non-maintainable streets in which works are due to take place	Head of Strategic Transport Sustainability and Infrastructure
Section 321	Officer responsible for signing notices, consents, approvals, orders, demands, licences, certificates and other documents	Head of Strategic Transport Sustainability and Infrastructure
Schedule 9 Para 4	Officer responsible for signing plans showing proposed prescribed improvement lines or building lines	Head of <u>Waste and Highway Maintenance</u>
<b>Representation of the People Act 1983</b>	<b>Description</b>	<b>Proper Officer</b>



Section 8	Officer appointed as Registration Officer for the registration of Parliamentary and Local Government Electors	Chief Executive
Section 28	Officer to discharge duties of the returning officer as Acting Returning Officer at Parliamentary Elections	Chief Executive
Section 35	Officer appointed as Returning Officer for local elections	Chief Executive
Section 52	Officer approved as deputy to perform the powers and duties of the Registration Officer and officer appointed to carry out any acts of the Registration Officer in the event of his incapacity or a vacancy	Electoral Services Manager
Section 67	Officer to whom declarations and public notice of election agents' appointments are made	Chief Executive for Parliamentary Elections; Electoral Services Manager for local elections
Section 131	Officer responsible for providing accommodation for holding election court	Electoral Services Manager
<b>Building Act 1984</b>	<b>Description</b>	<b>Proper Officer</b>
Section 78(1) and (8)	Officer who may take immediate action in relation to dangerous buildings, structures or parts thereof	Director of Investment, <del>and</del> Climate Change <u>and</u> <u>Planning</u>

<b>Public Health (Control of Disease) Act 1984</b>	<b>Description</b>	<b>Proper Officer</b>
Section 48	Officer who certifies that it would be a health risk to retain a body in a place	Any person for the time being employed as a Consultant in Communicable Disease Control / Consultant in Health Protection at the Yorkshire and Humber Health Protection team of the UK Health Security Agency (UKHSA)
Section 59	Officer who signs and authenticates notices, orders or other documents	Director of Street Scene and Regulation
Section 61	Officer with power to enter premises	Director of Street Scene and Regulation and any officer personally authorised by him
<b>Local Government Finance Act 1988</b>	<b>Description</b>	<b>Proper Officer</b>
Section 114	Officer responsible for making financial reports to the authority	Director of Finance and Commercial Services
Section 116	Officer responsible for notifying the authority's auditor of the date, time and place of meeting to consider s114 report and of decision of such meeting	Director of Finance and Commercial Services

<b>Local Government and Housing Act 1989</b>	<b>Description</b>	<b>Proper Officer</b>
Section 2(4)	Officer with whom the list of politically restricted posts shall be deposited	Chief Executive
Section 4	Officer designated as Head of Paid Service	Chief Executive
Section 5	Officer designated as Monitoring Officer	<del>Director of Legal and Governance</del> <del>General Counsel</del>
<b>Local Government (Committees and Political Groups) Regulations 1990</b>	<b>Description</b>	<b>Proper Officer</b>
Regulation 8(1) and (5)	Officer to whom notice in writing is delivered about the constitution of a political group or the change of name of a political group	Head of Democratic Services
Regulations 9 and 10	Officer to whom notice in writing is delivered about a Councillor's membership, or cessation of membership, in a political group	Head of Democratic Services
Regulation 13	Officer to whom the wishes of a political group are expressed	Head of Democratic Services
Regulation 14	Officer responsible for notifying in writing the leader or deputy leader of a political group about allocations and vacations of seats	Head of Democratic Services

<b>Environmental Protection Act 1990</b>	<b>Description</b>	<b>Proper Officer</b>
Section 149	Officer responsible for discharging functions conferred by this section for dealing with stray dogs	Director of Street Scene and Regulation
<b>Food Safety Act 1990</b>	<b>Description</b>	<b>Proper Officer</b>
Section 49	Officer who signs any document authorised or required by or under the Act	Director of Street Scene and Regulation
<b>The Local Authorities (Standing Orders) (England) Regulations 2004</b>	<b>Description</b>	<b>Proper Officer</b>
Schedule 1, Part 2, Paragraphs 5 and 6	<del>Officer responsible for receiving notification of proposed appointment or dismissal of certain officers, notifying executive members of that proposed appointment or dismissal and for receiving and notifying of objections to the proposed appointment or dismissal</del>	<del>Director of Human Resources and Customer Services</del>
<b>Children Act 2004</b>	<b>Description</b>	<b>Proper Officer</b>
Section 18	Officer appointed as Director of Children's Services	<u>Strategic</u> Director of Children's Services
<b>Housing Act 2004</b>	<b>Description</b>	<b>Proper Officer</b>
Section 4	Officer responsible for inspection of premises and	Director of Housing

	who gives an opinion as to the existence of category 1 or 2 hazards or the need to declare a clearance area	
Section 239	Officer with power to enter premises in connection with a section 4 inspection	Director of Housing
Section 249	Officer who signs certificate on copy of designation by the authority of an area as subject to additional or selective licensing	<u>Director of Legal and Governance General Counsel</u>
<b>National Health Service Act 2006</b>	<b>Description</b>	<b>Proper Officer</b>
Section 73A	Officer appointed as Director of Public Health	<u>Strategic Director of Public Health and Commissioning</u>
<b>Local Elections (Principal Areas) (England and Wales) Rules 2006</b>	<b>Description</b>	<b>Proper Officer</b>
Schedule 2 Rule 50 Schedule 3 Rule 50	Officer to whom Returning Officer gives notice of candidates elected to the Council	Director of <u>Policy and Democratic Engagement Legal and Governance</u>
<b>Local Authority Social Services and National Health Service Complaints (England) Regulations 2009</b>	<b>Description</b>	<b>Proper Officer</b>
Regulation 4(1)(a) and (4)	Officer designated as Responsible Person to ensure compliance with arrangements made under these Regulations	Chief Executive

Regulation 4(2)	Officer authorised by the Council to perform the functions of the Responsible Person	<u>Strategic Director of Adults Health and Social Care and Wellbeing</u> <u>Director of Integrated Commissioning</u>
Regulation 4(1)(b) and (5)	Officer designated as complaints manager to manage the procedures for handling and considering complaints	Complaints Manager
<b>Health Protection (Notification) Regulations 2010</b>	<b>Description</b>	<b>Proper Officer</b>
Regulations 2, 3 and 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons.	Any person for the time being employed as a Consultant in Communicable Disease Control / Consultant in Health Protection at the Yorkshire and Humber Health Protection team of the UK Health Security Agency (UKHSA)
<b>Localism Act 2011</b>	<b>Description</b>	<b>Proper Officer</b>
Section 33	Officer to whom request is made for dispensation from the restrictions in section 31(4) on participation where a member has a disclosable pecuniary interest	<u>Director of Legal and Governance</u> <u>General Counsel</u>
<b>Local Authorities (Referendums) (Petitions) (England) Regulations 2011</b>	<b>Description</b>	<b>Proper Officer</b>

Regulation 4(1)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area	Director of <a href="#">Policy and Democratic Engagement, Legal and Governance</a>
<b>Openness of Local Government Bodies Regulations 2014</b>	<b>Description</b>	<b>Proper Officer</b>
Regulation 6	Officer who forms an opinion as to whether the documents relating to an officer delegated decision under Regulation 7(2) are background papers for the purpose of this Regulation	<a href="#">Director of Legal and Governance General Counsel</a>
Regulation 9	Officer who determines whether a document contains or is likely to contain either exempt or confidential information	<a href="#">Director of Legal and Governance General Counsel</a>
<b>Counter Terrorism and Security Act 2015</b>	<b>Description</b>	<b>Proper Officer</b>
Section 37	Officer designated to represent the authority on the statutory assessment and support panel (the "Channel Panel")	Service Manager – East Area (child protection) Fieldwork Team
<b>Data Protection Act 2018</b>	<b>Description</b>	<b>Proper Officer</b>
Section 69	Officer designated as Data Protection Officer	Senior Information Manager

## Appendix 20

### MANAGEMENT STRUCTURE

#### CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

Designated as the Head of Paid Service under the Local Government and Housing Act 1989 section 4

Has overall corporate and management responsibility for the work of the Council, including the number and grade of officers required for the discharge of functions

Responsible for:-

##### Senior Management Team:

- Strategic Director of Public Health and Commissioning
  - Strategic Director of Adults Care and Wellbeing
  - Strategic Director of Children’s Services
  - Chief Operating Officer
  - Executive Director – City Futures
  - Executive Director –Neighbourhood Services
-



## **PUBLIC HEALTH AND COMMISSIONING**

---

### **STRATEGIC DIRECTOR OF PUBLIC HEALTH AND COMMISSIONING**

Designated as the Director of Public Health under the National Health Service Act 2006 section 73A

Statutory Member of the Health and Wellbeing Board

Responsible for:-

- Public Health functions:
  - Health Intelligence
  - Health Protection
  - Health Improvement
  - NHS and Cared Support
  - Public Health Grant
- Public Health input to the (NHS) Integrated Care Board
- Lead Director for the Joint Strategic Needs Assessment
- Work with Director of Children’s Services, Director of Adult Social Services and NHS commissioners helping to lead a whole system approach to public health across the public sector
- Planning for and responding to emergencies that present a risk to public health
- Writing an Annual Report on the Health of the Population

### **DIRECTOR OF INTEGRATED COMMISSIONING**

- Capital Strategy (jointly shared with Education and Skills)
- Contracts and Partnerships

#### Commissioning

- Building Successful Families – Supporting Families
  - Domestic Abuse and Service Commissioning and Performance Management, MARAC and Domestic Homicide Review Processes
  - Women’s Refuge Commissioning
  - Housing Related Support Commissioning
-

- Drug and Alcohol Strategy and Service Commissioning including drug and alcohol treatment, pharmacy services, outreach and detox/rehab services.
- Information Advice and Guidance
- Early Years and Education Sufficiency capital
- Early Years and Education Sufficiency places
- SEND and SEND Transitions Sufficiency
- Special Educational Needs and Disabilities Information Advice and Support Services (SENDIASS)
- Transitions: Emotional Wellbeing and Mental Health, Eating Disorders services, sexual health
- Looked After Children and Care Leavers Sufficiency
- Children’s Mental Health Strategic Development and Joint Commissioning
- Leading commissioning of the Public Health Grant
- Changing Futures Programme – supporting people with multiple disadvantage
- Joint Commissioning Committee with NHS
- Carers Strategy and Commissioning of Carer Services (Children, Families and Young People)
- Sexual Health Service Commissioning

Voluntary Sector

- Voluntary Sector Liaison
  - Voluntary Sector Grant Aid Strategy and Programme (advice and management)
  - Strategic lead on relationships and development with the Voluntary, Community and Faith Sector building capacity and sustainability in the sector
-

## **ADULTS WELLBEING AND CARE SERVICES**

---

### **STRATEGIC DIRECTOR OF ADULTS CARE AND WELLBEING**

Designated as Director of Adult Social Services (DASS) under the Local Authority Social Services Act 1970 Section 6

- Nominated Officer for CQC Regulated Adults Services
- Statutory Member Health and Wellbeing Board
- Member Health and Care Partnership Board

Responsible for: -

#### **Chief Social Work Officer**

- Principal Social Worker
- Principal Occupational Therapist
- Adult Safeguarding - Serious Incidents, Safeguarding Adults Review, Domestic Homicide Reviews, Vulnerable Adults Panel, Organisational Safeguarding, Regulation 28 Reviews and Oversight
- Council Wide Assurance regards Adult Safeguarding arrangements, policy, guidelines, and implementation.
- Adult Safeguarding Board – Host management of manager and support posts on behalf Adult Safeguarding Partnership.
- Adult Practice Development including Social Work Practice Guidance, Casefiles, Training & Standards.
- Adult Caldicott Guardian and Adult Care Information Governance.
- Social Work England Adult Nominated Representative.
- Coordination of Adult Care Emergency Planning and Business Continuity

#### **Adult Care Operational Service Delivery**

##### **Adult Future Options**

- Assessment, Support Planning, Review and Coordination of Support with people with a physical disability, people with a learning disability and/or who are autistic, people with a Sensory Impairment.
-

- Assessment and support for Unpaid Carers supporting people with a disability, learning disability, sensory impairment and/ or who are autistic in partnership with Sheffield Carers Centre.
- Transitions into Adulthood Assessment and Planning to ensure young people have the best start in life.
- Future Options (Support to adults of working age living in care homes to increase their independence, inclusion and return to Sheffield where a person is living out of area).
- Learning Disability Provider Services - Supported Living, Day Services, Residential Short Breaks, Adult Placement Shared Lives, Respite
- Sensory Impairment Services including Sensory Impairment Register

#### Access, Mental Health and Wellbeing

- Adult First Contact information, advice, first response and early intervention support and services, including multi-agency support and delivery.
- Adult Safeguarding First Contact Investigations and Multi-Agency Safeguarding Hub coordination.
- Assessment, Support Planning, Review and Coordination of Support with people experiencing Mental Ill Health or who are vulnerable and at risk of harm.
- Assessment and support to Unpaid Carers supporting people experiencing mental ill health in partnership with Sheffield Carers Centre.
- Community Mental Health Social Work and Care Recovery Services – Council and Commissioned.
- Forensic Mental Health Social Work Services
- Approved Mental Health Professionals (AMHPS)
- Deprivation of Liberty Safeguards (DoLS)
- Best Interest Assessments (BIA)

#### Living and Ageing Well

- Assessment, Support Planning, Review and Coordination of Support for Older Adults, people living with Dementia, people long term medical health conditions.
  - Assessment and Support for Unpaid Carers supporting older adults, people living with dementia and people living with long term medical health conditions in partnership with Sheffield Carers Centre.
  - Occupational Therapy, Equipment and Housing Adaptation Services – provision of equipment and adaptation services including joint equipment contract.
  - Support To Live Independently and Well at Home – Commissioned and Sheffield City Council Homecare (Care and Wellbeing Services,
-

Community Reablement and enablement, Short Term Interventions, City Wide Care Alarms, Rapid Response and Enablement Services, Joint Pharmacy Support)

- Long Term Residential Support - Residential Care, Supported Living and Extra Care.
- First Response Services - Hospital Based Social Work Officer.

### **Adult Care Strategy and Governance**

#### **Care Governance and Financial Inclusion**

- Social Care Accounts Services including charging policy, financial assessments, charging, payments to providers and deferred payments.
- Appointeeships and Deputyships services
- Executor Services including house clearance, funerals and next of kin searches.
- Income Management, maximisation, and financial inclusion and management of associated contracts.
- Care Governance and Assurance including leadership of performance clinics
- Care Financial Governance and business planning.
- Business Support and Operational Governance coordination, work planning
- Care Quality Commission Assurance coordination and ongoing planning.

#### **Adult Social Care Commissioning and Partnerships**

- Adult Social Care market position, shaping planning, management, and sufficiency plans including brokerage.
- Adult Social Care Market Oversight, Sustainability and Provider Failure Contingency planning
- Quality assurance and quality improvement support to all CQC regulated providers inclusive of Council, Commissioned and non-commissioned provision to deliver excellent quality care.
- Provision of Support (Adults and Young People in Transition) – Commissioning, oversight and contracting of support for all adults and young people in need of support inclusive of homecare and care in the home, residential care, supported living, extra care, technology enabled care, day services and activities, respite and short breaks and advocacy services.
- Provision of Support (Unpaid Carers) - Commissioning, oversight and contracting of support for unpaid carers.

- Strategic Planning - Strategic development, planning and support to the All-Age Partnership Boards, Operational Services, and other partnership boards as and when required.
- Personalisation, Choice, and Control – Delivery of direct payments, including audit, commissioning of money management services, direct payment and personalisation strategy, market shaping and individual service funds.
- Independent Living - Digital and Technology Enabled Care commissioning, strategic development, and delivery.
- Health and Care Integration (Joint Commissioning and Joint Strategic Planning, with ICB and other relevant local and national partners)
- Co-Production and Engagement – Charter, Think Act Local Personal, people and carer engagement and involvement and strategic delivery.

#### Adult Social Care Strategy and Workforce Delivery

- Adult Social Care Strategy delivery and co-designing and co-production of a refresh of the strategy every three years.
  - Adult social care and care sector workforce strategy delivery, workforce planning including joint health and care workforce planning.
  - Coordination of Adult Care equity, equality, and social justice delivery
  - Adult Care Prevention strategy and coordination and oversight of associated delivery plans and partnership arrangements.
  - Support to and management of Adult Care Strategy Delivery and Workforce Partnership Boards.
  - Management of Healthwatch contract and partnership arrangements
  - Health and Care Integration – Better Care Fund Oversight and Management and Health and Wellbeing Board.
  - Adult Care stakeholder, partnership and workforce engagement and communications
  - Information and advice digital offer
-

## **CHILDREN’S SERVICES**

---

### **STRATEGIC DIRECTOR OF CHILDREN’S SERVICES**

Designated as the Director of Children’s Services under the Children Act 2004 section 18

Statutory Member of the Health and Wellbeing Board

Responsible for:-

#### **DIRECTOR OF CHILDREN AND FAMILIES SERVICE**

- OFSTED Responsible Individual for Regulated Services
- Children’s Social Work Services
- Fostering Service
- Adoption Service
- Safeguarding Service
- Children with Disabilities
- Attendance Services
- Children in Care Placement Quality Assurance and brokerage (joint responsibility with Integrated Commissioning)
- Children in Care Services
- Care Leavers Services
- Corporate Parenting
- Children’s Residential Services
- Aldine House Secure Home
- Youth Justice Service
- Multi-Agency Support Teams (Early Intervention and Prevention Services)

#### **DIRECTOR OF EDUCATION AND SKILLS**

---

### Schools and Education

- Oversight Academies Programme
- Liaison with Ofsted, Department for Education, Education and Skills Funding Agency, Regional DfE Director, Association of Directors of Children's Services network
- Advocacy for Children & Young People
- Access and Inclusion Services - School Attendance, Admissions and Admission Appeals, Elective Home Education, Inclusion and Exclusions, Educational Attainment of Looked After Children – Virtual School, Children Missing from Education, Alternative Provision
- Attendance Services
- Learn Sheffield including commission for delivery of statutory functions for school improvement (Primary, Secondary and Special Schools)
- School Governor Service
- E-Learning
- Maintaining Sufficiency of School Places
- Special Educational Needs and Disabilities (SEND) Services, including Education Psychology, Hearing Impaired, Visually Impaired and Autism Service
- Services to Schools including Consultation and Engagement, Music Service, Children's University, Outdoor Education Service (including Swimming and Thornbridge)
- Targeted Support for Vulnerable Groups, including those with English as an Additional Language
- School Improvement, and School Enquiries and Complaints
- Community Cohesion (Engagement with Schools and Communities)
- Early Years: Inclusion and Standards
- Maintained Nursery Schools
- Hospital and Home Tuition Service
- Capital Strategy
- Standing Advisory Council on Religious Education (SACRE)
- Schools Financial and Resource Planning, including Resourcing Strategies, Transport Strategy, Food Services, Schools Forum
- Refugee Resettlement Programmes (education element)
- Family and Community Education

### Learning and Skills

- Post 16 Learning Provision including 16 to 19 Study Programme, Post 16 Transition, High Needs Learning Provision
  - Targeted Education Interventions including NEET (young people Not in Education, Employment or Training) prevention
-



- Progression Programme Development – Enterprise, Employment & Digital Skills (cross-cutting with Director of Economic Development, Skills and Culture)
  - Skills Policy and Programmes (Children and Young People)
  - Apprenticeship Programme
- 

## **STRATEGIC SUPPORT SERVICES**

---

### **CHIEF OPERATING OFFICER**

Responsible for:-

#### **DIRECTOR OF FINANCE & COMMERCIAL SERVICES**

Designated as the Section 151 Officer (Chief Finance Officer) under the Local Government Act 1972

##### Strategic Finance

- Financial Planning, Accounting and Control
- Financial Systems support
- Internal Audit
- External Grant Funding
- Treasury: Banking, Cash Management and Investments
- Taxation
- Insurance
- Risk Management Process

##### Financial Business Partnering

- Financial Business Partnering for all directorates

##### Accounting and Infrastructure

- Finance Systems and Training
- Service finance and accounting support
- Schools finance support

##### Commercial Business Development

- Capital Programme Budgeting and Accounting
  - Finance & Commercial Projects
  - Housing and Council Tax Benefits
-

- Management of Hardship Payments and Discretionary Funding Arrangements
- Council Tax and Business Rates Collection
- Collection of Sundry Debt
- Income & Commercialisation Agenda
- Investment Strategy
- Corporate Debt Recovery

#### Procurement and Supply Chain

- Commercial, Commissioning, Procurement and Contract Management, Processes and Support
- Strategic Contract Management (e.g. Waste, Streets Ahead, Howden House)
- Supplier Relationship Management
- All External Spend Data and related Freedom of Information Requests
- Approach/Process for Trade Supplier Payments
- Managing Community Right to Challenge Submissions

### **DIRECTOR OF HUMAN RESOURCES AND EMPLOYEE ENGAGEMENT**

#### Human Resources

- HR Policy and Specialist Advice on Employment Matters
- HR Advice and Support on People Management
- Workforce Development
- Schools HR Service – Strategy and Governance
- Learning and Development Delivery Service
- HR Support for Major Change Projects
- Occupational Health
- Health, Safety and Wellbeing
- HR Transactions
- Payroll

#### Employee Engagement

- Engaging with and listening to employees to enable them to feel motivated and connected to the organisation

### **DIRECTOR OF POLICY AND DEMOCRATIC ENGAGEMENT**

- Corporate Policy
-

- Communications, including Campaigns, Marketing, Press and PR, Print and Design and Internal Communications
- Corporate Consultation and Community Involvement
- Equalities, Social Justice and Poverty Strategy
- Sheffield Partnership Working at City Level
- Elections, Referenda and Electoral Registration
- Democratic Services
- Member Development
- Mayoral Team
- Member Services
- Governance

### **GENERAL COUNSEL**

Designated as the Monitoring Officer under the Local Government and Housing Act 1989 section 5

- Legal Services
- Local Land Charges
- Standards
- Constitution
- Maintaining the list of Assets of Community Value

### **DIRECTOR OF ICT AND DIGITAL INNOVATION**

- IT Strategy and Planning
- IT Service Management including ICT Governance and Assurance
- Business Architecture
- Enterprise Architecture and the Enterprise Programme Office
- Digital Inclusion
- City Connectivity & Smart City
- Digital Services
- Senior Information Risk Officer (SIRO)

### **DIRECTOR OF ORGANISATIONAL STRATEGY, PERFORMANCE AND DELIVERY**

- Performance and Business Intelligence
-

- Business Change including Business Analysis, Programme and Project Management
- Strategic and Business Planning
- Strategic Programme Support and Delivery
- Information Governance and Management
- Information Security and Management
- Corporate Change Programme Development and Monitoring
- Corporate Research and Analysis, including spatial analysis and GIS
- Corporate Strategy

## **CITY FUTURES**

---

### **EXECUTIVE DIRECTOR, CITY FUTURES**

Strategic planning and partnerships for economy, culture, growth, planning, sustainability and investment. Lead for South Yorkshire Mayoral Combined Authority (SYMCA) partnership, Core Cities and central government growth and investment partnerships.

Responsible for:-

### **DIRECTOR OF ECONOMY, SKILLS AND CULTURE**

- Business Growth and Economic Strategy
- City Branding and Identity
- External Marketing of Sheffield
- Maximising Economic Impact of Major Events
- Promoting Sheffield
- Sector Development
- Sheffield City Region and Local Enterprise Partnership
- Arts development and major projects
- Contracts and funding with major arts partners including Sheffield Theatres, Museums Trusts, Showroom and Site Gallery
- Progression Programme Development – Enterprise, Employment & Digital Skills (cross-cutting with Director of Education and Skills)
- Employment Policy and Programmes
- Skills Policy and Programmes (adults)
- SYMCA Local Authority Lead Officer for Skills & Employment (shared with Education & Skills)

### **DIRECTOR OF INVESTMENT, CLIMATE CHANGE AND PLANNING**

---

- Building Standards and Public Safety
- South Yorkshire Archaeology
- Strategic Development and Funding
- Climate Change and Sustainability, including Air Quality and Clean Air Zone
- Flood and Water Management, including Flood Protection Programme, Natural Flood Management (NFM) and Sustainable Urban Drainage Systems (SUDS)

**Head of Strategic Transport Sustainability and Infrastructure**

- Transport Planning, Road Safety, Traffic and Network Management and Regulation

**Head of Planning**

- Planning applications and permissions
- Development control
- Development Management
- Local Plan

**DIRECTOR OF REGENERATION AND DEVELOPMENT**

- Development and Regeneration Partnerships
  - Heart of the City 2 Plan
  - City Centre and Central Area Major Developments
  - District Centre Plans
  - Strategic Asset Management Plan
  - One Public Estate Property Partnerships
  - Property & Regeneration
  - Capital Delivery Services and Partnerships
  - Housing Growth Plan
  - Homes England Agency – Growth Delivery Partnership
  - Housing Association / Developer Partnerships
  - Local Housing Company and Growth Partnership
-

## **NEIGHBOURHOOD SERVICES**

---

### **EXECUTIVE DIRECTOR, NEIGHBOURHOOD SERVICES**

Responsible for:-

#### Business Strategy

- Business Partner Relationship Management
- Directorate Business Planning and Budget
- Governance, Compliance and Assurance
- Performance Management
- Directorate Business Continuity, Organisational Resilience and Risk Management
- Strategic Resource Planning for the Portfolio
- Directorate Business Applications, Systems & Data
- Directorate Information Risk Owner (PIRO)
- Directorate Caldicott Guardian

### **DIRECTOR OF PARKS, LEISURE AND LIBRARIES**

#### Parks and Countryside Services

- Parks and green spaces, including playgrounds and park facilities, maintenance and development
- Ecology services
- Allotments
- Trees, Woodlands & Plantations (non highways)
- Graves Park Animal Farm
- Closed Landfill sites

#### Bereavement and Coronial Services

---

- Cemeteries / Crematoriums / Grounds Maintenance and funerals
- Coroner’s Service (Sheffield & Barnsley) including courts and inquests
- Medico-Legal Centre (Mortuary)

#### Sport, Physical Activity and Major Events

- Sport, Physical Activity and Leisure including projects and programmes and relationship management with governing bodies / Sport England
- Contracts and funding with sports and entertainment facility providers, e.g. Sheffield City Trust, Places Leisure, Sheffield Arena and City Hall
- Community sport and leisure relationships
- Major Events including City Centre
- City and Community Events

#### Libraries, Archive and Information Services

- Community Libraries including partnerships with co-delivered and associate Library Groups
- Central Library
- Library Services: Home, Patient, Children’s and Schools
- Governance of Library Assets
- Business and Intellectual Property Centre
- Archives and Heritage Services
- Local Studies
- Records Management

### **DIRECTOR OF STREETSCENE AND REGULATION**

- Corporate Emergency Planning

#### **Head of Waste & Highways Maintenance**

- Highway maintenance and management including Streets Ahead PFI
- Waste Management (including abandoned vehicles)

#### **Head of Street Scene**

- Regulatory licensing (Safety at Sports Grounds, Safety Advisory Group and Taxi Licensing)
- Parking Services (parking and traffic management enforcement)
- City Centre Management
- Markets
  - Leases, tenancies and licences for stalls and markets
  - Protection of the Council’s market rights
  - Enforcement to secure and recover payments of rental fees

- Adjudication over appeals relating to stall licences
- Submitting planning application for minor schemes
- Variation of fees and changes for premises, property or services (where not covered by any other agreement)

#### **Head of Environmental Regulation and Licensing**

- Health Protection
- Environmental Protection
- Trading Standards and Consumer Protection
- Pest Control
- Food Control and Safety
- Animal Welfare and Control
- Noise and Nuisance
- Statutory licensing (including powers directly delegated by Statutory Licensing Committee)
- Regulatory licensing (except Safety at Sports Grounds, Safety Advisory Group and Taxi Licensing)

#### **DIRECTOR OF HOUSING**

- Neighbourhood and Tenancy Management
- Management of the Council's housing stock, estates and related assets, including the Housing Revenue Account and HRA Business Plan, Capital Investment, Fire Safety Compliance and Building Safety (joint responsibility with Director of Operational Services)
- Delivery of Housing Strategy and Policy
- Registered Private Providers of Social Housing – strategic planning partnerships and social landlord relationships
- Tenant, Resident and Leaseholder Engagement (including supporting Tenant Governance & Scrutiny roles)
- Rehousing, Allocations Policy
- Homelessness and Rough Sleeping Services
- Management of Refugee Resettlement programmes
- Supported housing (specialist, emergency and temporary accommodation, Gypsy and Travellers sites)
- Housing Related Support Accommodation Services
- Older Persons Independent Living and Extra Care
- Leaseholder services including support and enforcement
- Home Ownership and Revenue Services including Regional Homes and Loans Service and Administration of Right to Buy



- Private Sector Housing regulation, licensing, tenant support services and enforcement including Building Safety and Fire Safety Compliance
- Housing and Estate Regeneration
- Net Zero investment for existing homes in Council housing and private sector
- Directorate Safeguarding lead
- Responsible officer to Regulator of Social Housing

## **DIRECTOR OF OPERATIONAL SERVICES**

### Direct Services

- Facilities Management of the Corporate Estate
- Facilities Management Contract Management
- Duty Holder for Building Compliance of the Corporate Estate
- School Facilities Management, Repair and Building Compliance Service
- Property Records
- Transport Management of the Corporate Fleet
- Transport Contracts and Fleet Management
- Passenger Transport for Vulnerable Adults and Children
- Taxi Driver and Vehicle Testing
- Vehicle Testing, Maintenance and Repairs
- Operational Management of Repairs
- Repairs and Maintenance and Building Compliance (joint responsibility with Director of Housing) to Council Homes and to Offices and other facilities

### Customer Services

- Corporate Call Centre, Council Housing Call Centre and Repairs Service Centre
  - City Wide Alarms Call Handling Service
  - 101 Service/Out of Hours Service
  - E-Services (Council Website)
  - Corporate Complaints Team
  - Translation and Interpretation
  - Customer Service Strategy and Projects
  - First Point, Reception Service
  - Blue Badge Service
  - Armed Forces Community Covenant
  - Sheffield Register Office
-

- Customer Fulfilment Centre (processing of applications for parking permits, travel passes, free school meals)
- Revenue and Benefits Call Centre
- Lead Director for Customer Experience

## **DIRECTOR OF COMMUNITIES**

### Empowering, enabling and engaging with communities

- Local Area Committees (LACs)
- Building Community Assets
- Increasing Community Resilience
- Multi Agency and Partnership Working.
- Ward Pots and Community Infrastructure Levy (CIL)

### Prevention and Early Intervention

- Community Support Workers (CQC regulated service)
- Team Around the Person
- Covid Response
- Age Well – (WHO accreditation)
- Public Health Community Wellbeing Programme
- Family Hubs (Centres) – (OFSTED regulated service)
- UNICEF Baby Friendly City
- Infant Feeding Peer Support Workers & Doula
- 0–25 Whole Family Offer
- Early Years Prevention Workers
- Great Start to Life
- Transformation to Family Hubs
- Parenting, Groups, Community Outreach
- Early Learning Community (in partnership with Save the Children)

### Cohesion and Migration

- Refugee, Asylum and Migration Services
- Cohesion (includes poverty, equalities, Community Champions)
- Inclusive Cities

### Community Safety

- Prevent, Channel, Hate Crime, Human Trafficking and Modern Slavery and Reducing Reoffending
  - Safer Neighbourhood Services including Tackling and prevention of Anti Social Behaviour
  - Neighbourhood Warden Service
-

- Lead Director for the Community Safety Partnership and Community Safety Plan and Allocation of the Community Safety Partnership Grant funding
- Neighbourhood Management
- Partnership and joint working with the Police, Violence Reduction Unit, Police and Crime Commissioner’s Office and other related agencies

Youth Services

- Youth work (including detached and community youth services and youth involvement)
  - Youth participation
  - Targeted careers advice including specialist careers and progression advice for children with special educational needs and disabilities
  - Duty and tracking of young people Not in Education, Employment or Training (NEET)
  - Child Sexual Exploitation and Criminal Exploitation Team Youth work
  - Missing young people return interviews
-

This page is intentionally left blank