Sheffield City Council

Report to Communities, Parks and Leisure Committee

Report of: **Gillian Duckworth, Director of Legal and Governance**

Subject: **Draft Committee Work Programme - Communities Parks and Leisure**

Author of Report: Rachel Marshall, Principal Committee Secretary

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Summary:

The Committee's Work Programme is attached at Appendix 3 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

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

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

Type of item:

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Briefing paper for the Committee	
Other	**X**

Recommendations:

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

Background Papers:

Category of Report: OPEN

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:
- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 Member engagement, learning and policy development outside of Committee

2.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and

develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Sport, Physical Activity & Health	Briefing Paper with an introduction to the service and individual briefing papers on: ➤ Sport & Leisure Strategy ➤ Parson Cross Pavilion ➤ Local Football Facility Plan ➤ Playing Pitch Strategy ➤ Woodbourn Road Stadium ➤ Cruyff Foundation Pitch Parson Cross ➤ Football Projects ➤ Stocksbridge Towns Fund Sport Projects ➤ Tobacco Control Strategy ➤ Food and Healthy Weight Strategy	June (or before)
	Visits to key sites suggestions include; Stocksbridge / Oxley Park / Hillsborough Park Activity Hub / Woodbourn Road / Ponds Forge / EISS – to be determined by committee	June / July
Parks & Countryside	Briefing Paper with an introduction to the service and individual briefing papers on: ➤ Open Space Strategy ➤ Trees and Woodlands Strategies ➤ Biodiversity conservation in Sheffield ➤ Environment Act / Ecology ➤ Better Parks ➤ Ash Die Back ➤ Local Nature Recovery Plan ➤ Allotments in Sheffield	June / July
	Visits to key sites suggestions include; Ponderosa / Oxley Park / Hillsborough Park Activity Hub / Key Green Flag parks / Key challenging parks / walk about in each LAC area / Better Parks – successes	June / July
Bereavement Services	Briefing Paper with an introduction to the service and individual briefing papers on: ➤ Coroner Recruitment / appointment ➤ Coroners Service / Court ➤ Digital Autopsy ➤ Crems & Cems / funerals overview ➤ Fees and Charges	June / July

	➢ Cremators – replacement and maintenance	
	Visits to key sites suggestions include; City Road / Shiregreen Cemetery / Medico Legal Centre (including Coroner's Court and Mortuary Facilities Key exemplar cems / Key challenging cems	June / July
Libraries and Archives Services	Visits to Example Libraries (SCC and Volunteer run), Archives on Shoreham St, and Central Library.	June/July
	Briefing Paper with an introduction to Libraries and Archives Service Offer – leaflet/talk/handout and individual briefing papers on: ➢ Libraries as a statutory service. ➢ Make up of Sheffield's Libraries ➢ Schools Library Service ➢ Home Library Service	Available from June

3.0 Public Questions

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

4.0 Petitions

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

5.0 References from Council or other Committees

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

1. A

2. B
3. C

6.0 List of other potential items not yet included in the work programme

6.1 The following issues have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	*[delete as appropriate from this column]*
Description	
Lead Officer/s	
Item suggested by	*Officer, Member, Committee, partners, public question, petition etc*
Type of item	• *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* *Post-decision (service performance/ monitoring)*
(re: decisions) **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	
(re: decisions) **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	
Final decision-maker (& date)	• This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Lead Officer Commentary	

Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the

agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers

- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 2

Appendix 2 – Public engagement and participation toolkit

Toolkit to follow.

Appendix 3 – Work Programme

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	There are a number of high-profile Sport/Leisure Investment Capital Projects that will be developed over the next 6 months that will be seeking capital and political approval. Including Springs, Concord and Hillsborough rebuilds and redevelopment of Woodbourn Road	Tammy Barrass	Post-decision	Committee Briefing and Briefing Paper prior to decision Site Visits arranged for Committee Chair & Committee Reps as required	City Wide Consultation has been used to help inform the approach and will be supported by specific community consultation in relation to each facility	This Committee (question re capital approvals to be resolved)
Item 2	Cruyff funded football courts at Burngreave and Parson Cross	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the approach	This Committee (question re capital approvals to be resolved)
Item 3	Parson Cross Park - Pavilion modernisation & pitch improvements (RLWC funding, S106, Football foundation)	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the approach	This Committee (question re capital approvals to be resolved)

Item 4	Local Football Facility Plan	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation and consultation with key partners has been used to help inform the approach.	Clarification needed if this is the correct Committee to take this decision.
Item 5	Strategic Review of Libraries and Archives Services Scope	Nick Partridge	Pre-Decision	Overview of Libraries as a statutory service	Public Engagement to inform scope of review.	This Committee
Item 6	Libraries and Archives Fees and Charges	Nick Partridge	Decision	Overview of libraries	None required	This Committee
Item 7	Parks Capital Programme (There are a number of Parks Capital Projects over the next 6 months that will be seeking capital and political approval (see list below). There is currently a monthly Capital Programme Group.)	Ruth Bell/Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 8	Mather Road playground	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 9	Ecclesfield / Hollinsend tennis and wider improvements	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 10	Skye Edge environmental improvements & access controls	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee

Item 11	Richmond Park drainage scheme	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 12	Forge Dam phase 3 works (access works)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 13	Parkwood Springs Work package 2 (catering & toilet units)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 14	STF projects (including Oxley Park skatepark, access improvements and 3G pitch)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 15	Ellesmere Park – site improvements (play and basketball)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 16	High Hazels Park – youth facilities/shelter area remediation	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 17	Upper Hanover St and Ponderosa MUGA renewals	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 18	Play Improvements Project Phase 6 (PIP6)	Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee

Item 19	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 20	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 21	Enter into a lease with operator at Hillsborough Activity Hub (following tender exercise – subject to decision and procurement)		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 22	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 23	Nottingham Cliff and Burngreave Rec charitable status report	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 24	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

Meeting 1	June 2022					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	**An overview of the Communities, Parks and Leisure Policy Committee**	John Macilwraith, Ruth Bell and Lorraine Wood	Briefing/Overview	N/A	N/A	N/A
Item 2	**Fee increases for Bereavement Services**	Ruth Bell / Ellie Fraser	Decision	Committee Briefing and Briefing Paper prior to decision	BIP decision	This committee Jun-22
Item 3	**Parkwood Springs Lease Update**	Ruth Bell / Jon Dallow	Discussion/Referral to decision-maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 4	**Trailblazer status for the Family Hub & Start for Life**	Helen Lomas/Lorraine Wood	Decision			This committee
Item 5	**Revenue Monitoring Report**	Ryan Keyworth	Monitoring Report	N/A	N/A	This committee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items*					

	eg finance or service monitoring]					

Meeting 2	September 2022					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Procurement Strategy to support commission of a new Sport & Leisure Operator	Tammy Barrass	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation has been used to help inform the Procurement Strategy	This Committee
Item 2	Develop Food Access plan linked to Cost of Living Crisis incident response. Implement a number of funded initiatives to support its delivery	Jessica Wilson	Post decision	Committee Briefing and Briefing Paper prior to Committee Meeting	Engagement with key partners and VCF groups/ Food Banks and Foods Projects	This Committee (TBC - Public Health Strategy decision - potential Strategy and Resources Committee)

Item 3	Update on the Public Facing Sport and Leisure Strategy	Tammy Barrass/Kate Clark	Post Decision	Committee Briefing prior to Committee Meeting	City wide consultation undertaken December 2021	Officer has delegation – for information
Item 4	Food Strategy Refresh	Jessica Wilson	Decision	Committee Briefing prior to decision	Engagement with key partners and VCF groups Sheff Food managed public consultation will feed into the decision	This Committee (TBC - Public Health Strategy decision - potential Strategy and Resources Committee)
Item 5	Playing Pitch Strategy	James Barnes	Decision	Committee Briefing prior to decision	Engagement with key partners, Planning and Governing Bodies	This Committee (TBC - potential Planning Committee for informing purposes)
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 3	**November 2022**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)*	*(re: decisions)* **Prior member engagement/ development required**	*(re: decisions)* **Public Participation/ Engagement approach**	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council

			• Post-decision (service performance/ monitoring)	(with reference to options in Appendix 1)	(with reference to toolkit in Appendix 2)	• Officer
Item 1						
Item 2						
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 4	**TBC**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 5	**TBC**	Time				

Topic	Description	Lead Officer/s	Type of item • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring)	(re: decisions) **Prior member engagement/ development required** (with reference to options in Appendix 1)	(re: decisions) **Public Participation/ Engagement approach** (with reference to toolkit in Appendix 2)	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• Public Questions/ Petitions • Work Programme • [any other committee-specific standing items eg finance or service monitoring]					

Meeting 6	**TBC**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring)	(re: decisions) **Prior member engagement/ development required** (with reference to options in Appendix 1)	(re: decisions) **Public Participation/ Engagement approach** (with reference to toolkit in Appendix 2)	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• Public Questions/ Petitions • Work Programme					

	• *[any other committee-specific standing items eg finance or service monitoring]*					