



Report to Strategy & Resources Committee Insert date

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Craig Rogerson, Principal Democratic Services Team Manager

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

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

The following potential sources of new items are included in this covering report, where applicable:

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

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

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and
4. that the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

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

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	Community Safety Incident Protocol
Referred from	Resolution of Council on 20 July 2022
<i>Details</i>	(k) resolves, therefore, to request that the Strategy and Resources Policy Committee should consider developing a clearly defined Community Safety Incident Protocol, within the next three months, and review the current community safety support structures;

<i>Commentary/ Action Proposed</i>	A Community Safety Incident Protocol was considered and agreed by the Community Safety Partnership Board, including the Chair of the Communities, Parks and Leisure Policy Committee, South Yorkshire Police and partners on 15 July 2022. Proposed Action: Note that a protocol is now in place.
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Issue	Pride in Sheffield
Referred from	Resolution of Council on 20 July 2022
<i>Details</i>	<p>A link to the full resolution is available here: (Public Pack)Resolutions passed at the meeting of the Council held on 20th July 2022 Agenda Supplement for Council, 20/07/2022 14:00 (sheffield.gov.uk)</p> <p>Extract in respect of this Policy Committee:</p> <p>(i) supports the health and wellbeing of LGBTQ+ Sheffielders by asking the Policy Committees, in considering Public Health functions, to have regard to:- (i) supporting existing and new spaces, clinics, and pop-up clinics that support LGBTQ+ Sheffielders' physical, mental, and sexual health;</p> <p>(ii) providing information about sexual health, housing, and support for LGBTQ+ people, with specific information about support available for LGBTQ+ people of colour and those who are HIV+;</p> <p>(iii) including information and support for those who have been sexually assaulted or experienced domestic violence as a result of their sexual or gender identity;</p> <p>(iv) existing established health services needing to ensure staff are trained in supporting LGBTQ+ Sheffielders who have sadly gone through sexual assault or domestic violence as a result of their sexual and/or gender identity;</p> <p>(v) investigating ways this Council can help the HIV+ community access support and the support around the wide variety of other issues faced by the LGBTQ+ community and raised within this motion; and (vi) our belief that good services supporting young LGBTQ+ people, such as SAYiT, that provide them with a safe space and the ability to make lifelong friends in the community, are critical;</p> <p>(k) believes that Sheffield Council, as an inclusive organisation:- (i) should include a gender-neutral toilet facility whenever possible in Council buildings, separate to disabled toilets so as to not impact or restrict on disabled</p>

	<p>toilet access for disabled people, with private and safe locking cubicles for all, and therefore asks the Strategy and Resources Policy Committee to consider this as and when they consider any policy or capital decisions on our corporate estate or future capital works;</p>
<p><i>Commentary/ Action Proposed</i></p>	<p>The Council via the Equalities and Engagement Team, has supported a range of events in the past year including relating specifically to the LGBTQ+ community in Sheffield, this will be outlined in our Annual Equality Report 2021/22 which will go to the Strategy and Resources Committee in 2022.</p> <p>We currently grant fund LGBT Sheffield, as part of the Equality Partnership for its engagement work in the city. The People Portfolio also grant fund Sayit to support LGBTQ+ young people. We gave small grants in 2021/22 to and supported Pinknic does Pride an event held in the city centre in July, Trans Day of Remembrance and IDAHOBiT. We also support a range of awareness days & months such as LGBT History Month and Pride Month.</p> <p>In June 2021, in collaboration with LGBT Sheffield, set up and supported an LGBT+ survey about experiences in COVID, which also asked about general facilities for LGBT+ people. Through this survey and the wider work through the Equality Partnership it has helped in establishing what support and facilities people in Sheffield said they would like to see.</p> <p>Within the next year we will continue to work with Members and via the Strategic Equality and Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days. Also, we produce an internal and external equality newsletter that people can sign up to if you want to read about work across all areas of equality, contact the Equality and Engagement team to find out equalitiesandinvolvement@sheffield.gov.uk</p> <p>Action: That the resolution of Council and the range of activity currently being undertaken be noted and officers be requested to continue to work with Members and via the Strategic Equality and Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days.</p>

Issue	Pension Divestment
Referred from	Petition referred from Council 20 July 2022
<i>Details</i>	Joint electronic and paper petition containing 197 signatures, requesting action on pension divestment.
<i>Commentary/ Action Proposed</i>	That, due to the nature of this matter, it is more appropriate that the Finance Sub-Committee be requested to consider this matter. Action: Agree that Finance Sub-Committee consider this matter.

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

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

Title	Description & Format	Date

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

New Items	Proposed Date	Note
Race Equality Commission Report – Council Response	S&R October 2022	Initial council response to S&R on 30th August. More detailed response, allowing us to reflect and take time to consider a comprehensive response, including action plan, to the REC recommendations as a whole organisation to be submitted to S&R in October.
Substance Misuse	S&R October 2022	The decision to accept grant approval will be taken at Finance Sub on 6/9. This additional item is to agree the strategic objectives on Substance Misuse.
Local Plan	Special S&R in mid November	Special committee in order to progress the draft Local Plan through its SCC internal approval process in Oct/Nov before public consultation. Special TRC Policy Cttee to also be arranged for early November. To Full Council on 14 December
Amended Items	Proposed Date	Note
Stocksbridge Towns Fund	S&R October 2022	Moved from Finance Sub-Cttee on 6/9.
Budget Monitoring Month 4 including Month 3 Collection Fund Report	Finance Sub 6 Sept 22	Item to be considered by Finance Sub- Committee to allow S&R Committee to spend time on the Delivery Plan and on the longer-term planning items
Capital Approvals Month 4	Finance Sub 6 Sept 22	As above
Council Tax Support Scheme Review	Finance Sub 6 Sept 22	As above
Appropriation of the former Bole Hill View Older Persons' Residential Home for housing purposes.	Finance Sub 6 Sept 22	As above
Disposals Framework – Policy on disposal of Council Property	Finance Sub 6 Sept 22	As above
Accommodation Strategic Review	Finance Sub	Item moved from September Finance Sub-Committee to November meeting

	7 November	
Customer Experience (and Contact Centre Improvement)	Removed from Work Programme	Removed as now to be picked up as a strand of the proposed Delivery Plan to be considered by S&R.
Substance Misuse Services – Investment & Strategy	Finance Sub 6 Sept 22	To accept the allocation of funding from the Office of Health Improvement and Disparities (OHID) to further develop the local drug and alcohol treatment and recovery system.

Part 2: List of other potential items not yet included in the work programme

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

Topic	
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 4	Wednesday 12 October	Time				
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Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Budget Monitoring Month 5		Ryan Keyworth / Jane Wilby	Decision			This Committee
Capital Approvals Month 5		Ryan Keyworth / Damian Watkinson	Decision			This Committee
Committee Budget Proposals		Ryan Keyworth / Liz Gough	Decision	Each of the Policy Committees will need to have worked up their budget proposals in response to the Committee Budget		This Committee
City Strategy		James Henderson / Diana Buckley	Referral to decision-maker		Significant engagement activity with partners and communities underway	Full Council?

Approach to Engagement and Involvement		James Henderson	Decision			
Decision on Occupational Health Contract		Mark Bennett	Decision			
Race Equality Report – Sheffield City Council’s response	Initial council response to S&R on 30th August. This is the detailed response, allowing us to reflect and take time to consider a comprehensive response, including action plan, to the REC recommendations as a whole organisation.	James Henderson	Decision	Pre-work with S&R Committee required	Public involvement in the REC has been substantial including open call for evidence and a series of public hearings to gather views and testimony	This Committee
Stocksbridge Towns Fund	To accept and spend the funding associated with the Stocksbridge Towns Fund ahead of formal approval by Government	Ben Morley	Decision			This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 5	Monday 5 December	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance / monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Treasury Management 6-monthly report		Ryan Keyworth / Jane Wilby	Decision			This Committee
Budget Monitoring Month 7		Ryan Keyworth / Jane Wilby	Decision			This Committee
Capital Approvals Month 7		Ryan Keyworth / Damian Watkinson	Decision			This Committee
2023/24 Budget – Final Sign-off		Ryan Keyworth / Liz Gough	Referral to decision maker	Requires Policy Committee budget proposals to be complete – Includes		Full Council on 1 March (Budget Council)

				the HRA Business Plan		
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 6	Tuesday 24 January	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Budget Monitoring Month 8		Ryan Keyworth / Jane Wilby	Decision			This Committee
Capital Approvals Month 8		Ryan Keyworth / Damian Watkinson	Decision			This Committee

Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
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Meeting 7	Wednesday 15 March	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Local Plan ahead of submission to Government		Michael Johnson/Simon Vincent	Decision	Member Working Group/Sub Committee & full committee briefings	<i>This stage will be post public consultation.</i>	Full Council
Item 2						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
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Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Serviced Tenancies	Policy for the ongoing use of serviced tenancies and decision on future management and use and retention/disposal of associated properties	Tammy Whitaker/ Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Operational Depot Strategy	Strategy for optimisation of Council's operational depots and decision on	Tammy Whitaker/N	Pre- decision policy development	All Committee briefing		

	future management and use and retention/disposal of associated properties	athan Rodgers				
City Centre Office Accommodation	Strategy for optimisation of Council's City centre office accommodation and decision future management and use and retention/disposal of associated properties	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Locality Accommodation	Accommodation Strategy for locality based working and optimisation of Council's operational property portfolio. Decision on future management use/disposal and investment in locality property	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Community Buildings and concessionary lettings	Policy for Community Buildings operated by SCC and let to third party groups including sessional lettings	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
UDV Phase 1, Loxley, "adoption" of Flood Defences (Early 2023)	On completion of Loxley scheme we will inherit a number of flood walls in the public highway, these will need to be integrated into Amey's contracts	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and

						Climate Committee
Blackburn Brook, Ecclesfield/Whitley Brook Flood improvements works OBC (Spring 2023)	On SYMCA Priority Flood Programme. OBC for works around flood risk areas in Ecclesfield Park. Collaboration with Parks over improvements to park, potential habitat and amenity benefits. Highway works to culverts. Partnership funding: Flood Risk Grant, SCC, Environment, Highway benefits, Strategic Mandate likely to be required	Tom Finnegan-Smith / James Mead	Pre-decision	Facilitated policy development workshop	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee which Committee gets briefed/involved in the policy development?
Sheaf & Porter Flood Defence Project OBC (Summer 2023)	On SYMCA Priority Flood Programme. Potentially contentious options of parkland flood storage including Endcliffe park and Beauchief Golf Course, consultation in advance of OBC will be required. To be scoped Summer 2022, likely to need to brief committee late 2022?	Tom Finnegan-Smith / James Mead	Pre- decision policy development	Facilitated policy development workshop	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee – which Committee gets briefed/involved in the policy development?

Contact Centre Performance	Referred from Audit and Standards Committee	Ajman Ali/Gillian Duckworth	Post Decision			This committee
Levelling Up Prospectus	Prospectus setting out Sheffield's Levelling Up ambitions	Kate Martin	Decision or pre decision policy development			Finance Sub
LUF Round 2	Levelling Up Fund Round 2 Bid submission	TBC	Decision	Written Briefing	TBC	Finance Sub (referenced in Transport, Regeneration and Climate Committee)
Stocksbridge Towns Fund	To accept and spend the funding associated with the Stocksbridge Towns Fund ahead of formal approval by Government	Ben morley	Decision			Finance 6 Spetember
Confirm System Re-contract		Jessica Kavanagh				
Appropriation of the former Bole Hill View Older Persons' Residential Home for housing purposes.	With the site and building declared surplus to requirements, it is proposed that the site be appropriated. It is intended that the site will be used for the provision of new affordable homes as part of the Council's Stock Increase Programme.	Michael Hellewell	Decision			S&R or Finance September 2022

Continuing funding for volunteer run libraries 2022 2023		Nick Partridge	Decision			
Budget Items						
Budget Monitoring Reports		Jane Wilby	Monitoring			
Committee Budget Proposals		Liz Gough	Pre decision – budget development			
Budget Sign Off		Liz Cough	Decision			
Ombudsman Annual Report (1/7/22)						
HR System - Renewal of contract (September?)		Mark Bennett				
Organisational Health Update/Position Statement		Mark Bennett				
Workforce Strategy		Mark Bennett				

(from 6-9 months time)						
Future of Finance Systems		Ryan Keyworth				
Future of Revs and Bens System		Ryan Keyworth				
Digital Strategy (from 6-9 months time)		Mike Weston	<ul style="list-style-type: none"> Pre-decision (policy development) 			This Committee
Funding of Legal Services (6 months time)		Gillian Duckworth				
Change Programme (including review of 4 Change Projects)		Gillian Duckworth				
Rural Estate Management Plan	Strategy for management of Council's Rural Estate and future work programme	Tammy Whitaker/Ruth Bell	Decision	All Committee briefing	TBC	This Cttee
Acquisition of Buildings in Attercliffe	Acquisition of Property in Attercliffe to support delivery of Levelling Up Fund	Alan Seasman	Decision	Written briefing	TBC	This Cttee

Centre for Child Health Technology	Decision to enter into agreement with Sheffield Children's Hospital Trust to enable delivery of Centre for Childhealth technology	Neil Jones	Decision	Written briefing	TBC	This Cttee
Castlegate	Disposal of Market Tavern and Mudfords	Alan Seasman	Decision	Written briefing	TBC	This Cttee
Parkwood Springs	Decision to enter into Agreement with Skyline Luge for the delivery of Regional visitor Attraction at Parkwood Springs	Alan Seasman	Decision	Written briefing	TBC	This Cttee
Barkers Pool Building	Decision on future of site	Tammy Whitaker	Decision	Written briefing	TBC	This Cttee - also referenced in Transport, Regeneration and Climate Committee
Land at Fitzwilliam St	Disposal of Freehold reversion at Swifts Autocare, Fitzwilliam street	Edwin Standbrook-Shaw	Decision	Written briefing	TBC	This Cttee
Land at Allen Street	Disposal of land at Allen Street	Alan Seasman	Decision	Written Briefing	TBC	This Cttee
Clough Dike, Deepcar, capital works, strategic mandate for direct SCC contribution	Currently significant ongoing revenue cost of emergency pumping, permanent capital solution a priority. OBC to Env Agency for Flood Risk GiA will be required to be	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration

	matched by SCC funds. Highway and Parks collaboration needed					and Climate Committee
Carbrook, Capital maintenance, Business cases (SCC & Env Agency)	Env Agency & SCC business cases for partnership funding to be submitted	Tom Finnegan- Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

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

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

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

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

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

- Written briefing for the committee or all members (email)
 - All-member newsletter (email)
 - Requests for information from specific outside bodies etc.
 - All-committee briefings (private or, in exceptional cases, in-committee)
 - All-member briefing (virtual meeting)
 - Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
 - Site visits (including to services of the council)
 - Task and Finish group (one at a time, one per cttee)
- Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its 'menu of options' for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what's worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as 'hackathons') led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick 'how-to' guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee's work programme, with reference to the above list a-k.