



Report to Strategy & Resources Committee Insert date

Report of: 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	All out Elections
Referred from	Public Question at Governance Committee
<i>Details</i>	The last Governance Committee on 30 June 2022 received a public question in respect of all out elections. At the meeting the Chair explained that she would follow up the on the matter, with the Strategy & Resources Policy Committee.
<i>Commentary/ Action Proposed</i>	The matter will need to be considered in the round alongside other Strategy & Resources Policy Committee budget proposals.

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
Refugee Resettlement Funding	Finance Sub 7/11/22	To approve spending on all refugee schemes and delegate authority to approve expenditure and awards of grants to the Director of Housing
Sheffield Doc Fest - One year extension to grant agreement	Finance Sub 7/11/22	To agree a 1 year extension to the current grant agreement where SCC continue to support Sheffield DocFest to the sum of £100K to deliver the 2023 event.
Attercliffe Levelling Up Fund	Finance Sub 7/11/22	In line with the approved Levelling Up Fund Project, it is proposed to use a proportion of the LUF funds to acquire and refurbish property in Attercliffe
Amended Items	Proposed Date	Note
City Strategy	TBC	Moved from 12/10/22 meeting to a future meeting.
Approach to Engagement and Involvement	TBC	Moved from 12/10/22 meeting to a future meeting.
Stocksbridge Towns Fund	5/12/22	Moved from 12/10/22 meeting due to some significant likely changes to the programme.
Race Equality Report – Sheffield City Council’s response	5/12/22	Moved from 12/10/22 meeting
Grant Aid Programme with Voluntary and Community Strategic Partners 2023-2025	5/12/22	Moved from Finance Sub on 7/11/22
Council Tax Support Scheme Review	7/11/22 Finance Sub	Moved from January Finance Sub-Cttee Meeting to November meeting.

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

Special Meeting	15 November 2022	Time				
Topic	Description	Lead Officer/s	Type of item	<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"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance / monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Local Plan		Michael Johnson	Decision	<i>Sessions with Political Groups taking place in advance of the Committee.</i>	<i>An inherent part of the decision being sought will be to move the Local Plan to the public</i>	Council

					consultation stage under Regulation 19 of the statutory process.	
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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 the HRA Business Plan		Full Council on 1 March (Budget Council)
Stocksbridge Towns Fund	To accept and spend the funding associated with the Stocksbridge Towns Fund ahead of formal approval by Government	Howard Varns/ Ben Morley	Decision			This Committee
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 bto 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
Grant Aid Programme with Voluntary and Community Strategic Partners 2023-2025	Extension to current grant agreements for 2 years (Apr 2023 – March 2025)	Joe Horobin/ Emma Dickinson	Decison	Awaiting details	Awaiting details	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> 					

	<ul style="list-style-type: none"> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
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Meeting 6	Tuesday 24 January	Time				
Topic	Description	Lead Officer/s	Type of item	<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)
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> 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
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Meeting 7	Wednesday 15 March	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 (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Budget Monitoring Month 10		Ryan Keyworth / Jane Wilby	Decision			This Committee
Capital Approvals Month 10		Ryan Keyworth / Damian Watkinson	Decision			This Committee
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"> Public Questions/ Petitions 					

	<ul style="list-style-type: none"> • Staff Retirements • Work Programme • [any other committee-specific standing items eg finance or service monitoring] 					
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Finance Sub-Committee

Meeting 4	Tuesday 7 November	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	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Budget Monitoring	Latest Revenue and Capital Monitoring	Ryan Keyworth	Decision			This Committee
Capital Approvals		Damian Watkinson	Decision			This Committee
Council Tax Support Scheme Review	(Timing to be confirmed)	Ryan Keyworth / Tim Hardie	Decision			
Heart of the City Update	Update on the progress and financing of the Heart of the City Programme	Tammy Whitaker	Decision			This Committee

Accommodation Strategic Review		Nathan Rogers/ Sol Knights	Decision			
Land at Fitzwilliam Street	Disposal of Freehold Reversion Fitzwilliam Street	Edwin Standbrook Shaw	Decision	Written briefing	TBC	This Committee
Acquisition of Buildings in Attercliffe	Acquisition of properties in Attercliffe as part of Levelling Up Fund	Alan Seaman	Decision	Written briefing	TBC	Finance Sub (referenced in Transport, Regeneration and Climate Committee)
Centre for Childhealth Technology	Agreement for the development of the Centre for Childhealth Technology	Alan Seaman/ Neil Jones	Decision	Written Briefing	TBC	This Committee
Rural Estate Management Plan	Agreement of Estate Management Plan for Council's rural land holdings	Tammy Whitaker	Decision	All Committee Briefing	TBC	This Committee
Accepting funding from Rough Sleeper Initiative 5 Government Programme	To accept funding from RSI5 to fund the delivery of services over the next 3 years. Total of award: £4259194 This will be allocated between internal and external services as stated in the bid submission. The money is ringfenced and	Quintina Crozier/ Suzanne Allen	Decision	Briefed Cabinet Member at the time 17th February 2022 prior to submitting the bid.	We held a stakeholder reference group with the Rough Sleeper Cell Group – health group and the ASB rough sleeper group in January and February. The bid submitted reflected consultation with	This Committee

	subject to claw back if not utilised for the stated purpose. Details to follow within form2.				rough sleepers on what would help prevent homelessness and the services they require	
Refugee Resettlement Funding	To approve spending on all refugee schemes and delegate authority to approve expenditure and awards of grants to the Director of Housing	Janet Sharpe				
Sheffield Doc Fest - One year extension to grant agreement	To agree a 1 year extension to the current grant agreement where SCC continue to support Sheffield DocFest to the sum of £100K to deliver the 2023 event.	Diana Buckley/ Emma France	Decision	Written briefing		This Committee
Attercliffe Levelling Up Fund	In line with the approved Levelling Up Fund Project, it is proposed to use a proportion of the LUF funds to acquire and refurbish property in Attercliffe	Tammy Whitaker/ Alan Seasman	Decision	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	Formal and informal discussion groups. There is a groups of stakeholders that helped develop the bid and to whom updates are provided, although the details of the	This Committee

				Spokespersons from the committee, with officers.	acquisitions are confidential.	
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Meeting 5	Tuesday 4 January	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	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Budget Monitoring	Latest Revenue and Capital Monitoring	Ryan Keyworth	Decision			This Committee
Levelling Up Fund Round 2	Decision to accept Grant Funding (subject to outcome of bid)	Tammy Whitaker	Decision	Written briefing	TBC	Finance Sub (referenced in Transport, Regeneration and Climate Committee)
Parkwood Springs	Decision on redevelopment of the former ski village	Tammy Whitaker/ Alan Seaman	Decision	Written briefing	TBC	This Committee
Land at Allen Street	Decision for the disposal of Land at Allen Street	Tammy Whitaker	Decision			This Committee

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
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			
Serviced Tenancies	Policy for the ongoing use of serviced tenancies and decision on future management and use and	Tammy Whitaker/ Nathan Rodgers	Pre- decision policy development	All Committee briefing		

	retention/disposal of associated properties					
Operational Depot Strategy	Strategy for optimisation of Council's operational depots and decision on future management and use and retention/disposal of associated properties	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
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	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
Confirm System Re-contract		Jessica Kavanagh				
Continuing funding for volunteer run libraries 2022 2023		Nick Partridge	Decision			
Ombudsman Annual Report (1/7/22)						

HR System - Renewal of contract (September?)		Mark Bennett				
Workforce Strategy (from 6-9 months time)		Mark Bennett				
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"> <i>Pre-decision (policy development)</i> 			This Committee
Funding of Legal Services (6 months time)		David Hollis				
Change Programme (including review of 4 Change Projects)		David Hollis				

Castlegate	Disposal of Market Tavern and Mudfords	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 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 matched by SCC funds. Highway and Parks collaboration needed	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration 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, Regeneratio

						n and Climate Committee
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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.