Report to Education, Children and Families Policy Committee

17th October 2022

Report of: Gillian Duckworth, Director of Legal and Governance

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Subject: Committee Work Programme

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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 Co-Chairs, 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 report, where applicable:
- Questions and petitions from the public, 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 (See Appendix 1)

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

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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. *(Add specific recommended actions for issues requiring a steer from the Committee eg in respect of items identified in Section 2 - referrals from other committees and petitions/questions etc)*

Background Papers: None

Category of Report: Open

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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	*Details to be added by PDSO*
Referred from	
Details	
Commentary/ Action Proposed	

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
Rescheduled Item	**Proposed Date**	**Note**

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	Emotional, mental health and wellbeing support for young people.
Description	During a discussion on the Medical Needs Contract, members were keen to have a broader look at the emotional and wellbeing and support available for young people to reduce demand on more 'acute' services – a 'whole system approach' with health, social care and education perspectives.
Lead Officer/s	Director of Integrated Commissioning/Director of Education and Skills/Director of Children and Families
Item suggested by	Education Children and Families Urgency Sub-Committee (21st July Meeting)
Type of item	Service Performance Monitoring/Briefing/Policy Development
Prior member engagement/ development required *(with reference to options in Appendix 2)*	To be determined
Public Participation/ Engagement approach*(with reference to toolkit in Appendix 3)*	Sub-Committee members were keen in hear the voice of Looked After Children as part of this.

Lead Officer Commentary/Proposed Action(s)	To be determined

Part 3: Agenda Items for Forthcoming Meetings

Meeting 3	9th November	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**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*
Secondary Places Planning – Area 5	Decision required to progress proposal for the area 5 – Manor, Arbourthorne, Darnall.	Cathie Tandy	Decision	Portfolio Briefing – 5th October		Education, Children and Families
Supported Accommodation provision for children in care and care leavers age 16+	Approval is being sought to extend the current framework to allow for a full commissioning exercise to be undertaken.	Victoria Gibbs/Sally Willoughby	Decision	Portfolio Briefing – 5th October	Engagement and co-production will be undertaken in the re-commissioning exercise.	
Budget Position for Year 2023/24	To seek the Policy Committee's final agreement to any changes to the proposals presented to the Policy Committee's September meeting;	Ryan Keyworth/Mark Sheikh/Liz Gough	Decision	Portfolio Briefing – 5th October		Education, Children and Families

Early Years School Readiness Review	Sharing key messages from the review and seek endorsement of the recommendations	Victoria Gibbs/Marie McGreavey	Briefing and Policy Development	Portfolio Briefing – 5th October	Consultation has taken place with professionals (VCF early years groups, Health Visitors, Midwifery, Early Years staff and providers including childminders) and the public (parents of young children, children with SEND and expectant parents) including targeted focus groups and online survey.	Education, Children and Families
Elective Home Education	Increase during the pandemic of home education. monitor the numbers in the city that are home educated, how home educators are supported, and how we monitor and manage safeguarding for those educated at home.	Tim Armstrong	Briefing	Portfolio Briefing – 5th October		
Care Review and CME			For noting			
Independent Review Officers Annual Report		Sally Williams				
Standing items	• *Public Questions/ Petitions*					

	• *Budget Monitoring* • *Work Programme*					

Meeting 4	13th December 2022	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**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*
Children's Sufficiency Strategy	To seek a decision on the approval of the Children's Sufficiency Strategy and duty in relation to Looked After Children.	Victoria Gibbs	Decision		Engagement and co-production will be undertaken with Looked After Children and Care Leavers.	This Committee
Special Sufficiency	Overview of sufficiency plan for special educational needs and disabilities, seeking decision to approve strategic commissioning intentions linked to sufficiency plan.	Matthew Peers	Policy Development / Decision	Portfolio Briefing – 5th October	Working with VCF Working with stakeholders	Education, Children and Families
Q3 Budget Report	To consider the Children & Families Q3 budget update	Sally Williams	Performance Monitoring			This Committee
Refresher for Great Start in Life Strategy	To inform the Committee of the planned review of the Great Start in Life Strategy in line with the	Victoria Gibbs/Marie McGreavey	Briefing		Engagement and co-production will be undertaken as part of the Strategy	This Committee

	development of Family Hubs.					
UASC	Briefing about the impact of new guidance					
Corporate Parenting Strategy update						
Threshold Document Development						
Review of Learn Sheffield	To consider options and recommendations for the future relationship and any commissioning arrangement with Learn Sheffield, a school company currently commissioned by SCC to deliver statutory school improvement duties, beyond the current contract end in August 2023.	Candi Lawson	Decision	Portfolio Briefing – 5th October		Education, Children and Families
Mainstream Sufficiency	Overview of 3 yr strategy to ensure sufficient provision across Early years and childcare, Primary, Secondary & Post 16 provision	Cathie Tandy	Policy Development	Portfolio Briefing – 5th October	Working with stakeholders	Education, Children and Families
Standing items	• *Public Questions/ Petitions* • *Budget Monitoring* • *Work Programme*					

Meeting 5	31st January 2023	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**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*
Childcare Sufficiency Assessment	To present the findings of the Childcare Sufficiency Strategy and seek approval to publish	Cathie Tandy	Decision		Parents and Childcare providers consulted and information used to inform the report	This Committee
Alternative Provision Free School Bids	Approval of proposed bids for alternative provision free school, deadline 17/2/23	Joe Horobin, Candi Lawson	Decision	Portfolio Briefing	VCF networks Stakeholder groups	This Committee
Youth Justice Annual Plan		Sally Williams/Mark Storf				This Committee
Children's Commissioning Intentions	Approval of commissioning intentions and priorities for Children's Services	Joe Horobin/Victoria Gibbs		Engagement and Co-Production will be planned in relation to the development of the Children's Commissioning Strategy	Education, Children and Families	

Regulation and Ofsted inspection of supported accommodation for 16- and 17-year-olds in care	Briefing on forthcoming legislation.	Joe Horobin/Victoria Gibbs	Briefing Only			This Committee
Contextual Safeguarding Strategy						
School Admission Arrangements for the 2024/25 Academic Year	The Local Authority is responsible for setting admission arrangements for all Community and Voluntary Controlled Schools. It must "Determine" and publish its admission arrangements every year, including the Co-ordinated Admission schemes. There is a requirement to consult on the arrangements once every seven years unless there are significant changes proposed.	John Bigley	Decision	None	It is not proposed to consult on the proposed arrangements publicly as consultation was undertaken for 2023/24 and there are no proposed changes. This is in line with the legal requirement.	Education, Children and Families
Alternative Provision	Policy Committee has requested a detailed look at alternative provision in the City – to include the views of young people.	Andrew Jones	Performance/Policy Development	Initial briefing planned for members in September	tbd	Education, Children and Families
Standing items	• *Public Questions/ Petitions*					

	Budget Monitoring					
	• Work Programme					

Meeting 6	**8th March 2023**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**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
Children & Families Q4 Budget Report		Sally Williams				
School Calendar 2024/25	The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under Section 32 of the Education Act 2022.	John Bigley	Decision	None	Consultation will take place with schools, parents and other parties during the Spring Term 2024.	Education, Children and Families
Standing items	• *Public Questions/ Petitions* • *Budget Monitoring* • *Work Programme*					

Items which the Committee has agreed to add to an agenda, but for which no date is set.

Topic	Description	Lead Officer/s	Type of item *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	Prior member engagement/ development required *(with reference to options in Appendix 1)*	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
Engagement with young people	The Policy Committee is keen to hear from to include a wide range of perspectives eg Youth Cabinet, Young Carers, Children in Care Council – as requested by Policy Committee at June 22 meeting. Officer are working up proposals for a separate session to be held outside the formal schedule of Policy Committee meetings September/October 2022	Chelsea Renehan, Head of Youth Services.	Engagement		Engagement session.	N/A
Child and Adolescent Mental Health Services	To consider how well CAMH services are performing and how well prepared we are for any increase in demand – as requested by Policy Committee at June meeting.	Joe Horobin/Victoria Gibbs	Performance Monitoring	Initial discussion via Portfolio briefing		
Safeguarding Partnership		Sally Williams				

Board Annual Report					
Traditions Safeguarding Developments		Sally Williams			
Harmony Works	As the Harmony Works project develops, the new body that will lead on the project will emerge. SCC/Music Hub will need to work to decide how we are best represented in this structure.	Kim Wilson			Education, Children and Families.

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

<u>**Public Engagement Toolkit**</u>

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.

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