Sheffield City Council

Report to Communities, Parks and Leisure Committee

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Report of: **David Hollis, Interim Director of Legal and Governance**

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

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Author of Report: **Rachel Marshall, Principal Democratic Services Officer**

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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 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 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

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	
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
Site Visits	A programme of site visits has been scheduled to key Sport and Leisure sites	27/10/22 16/11/22

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
Asylum Dispersal Grant	14/11/22	That the Communities, Parks & Leisure Committee approve the proposal for expenditure of the Asylum Dispersal Grant and Asylum Dispersal funding.
Service Re-design for Libraries and Archives Service	N/A	**Removed** from non-allocation table. This has been embedded this into the Budget proposal in November meeting, rather than sending as a separate item.
Local Football Facility Plan	N/A	**Removed** from non-allocation table. The Local Football Facility Plan is led by the County FA and is informed by the Playing Pitch Strategy which was approved at the Community Parks and Leisure Committee in September

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	*Officer, Member, Committee, partners, public question, petition etc*
Type of item	*Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)*
Prior member engagement/ development required *(with reference to options in Appendix 2)*	

Public Participation/ Engagement approach*(with reference to toolkit in Appendix 3)*	
Lead Officer Commentary/Proposed Action(s)	

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 3	**14ᵗʰ November 2022**	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 – Family Hub & Start for Life Programme Update	To update the Communities, Parks and Leisure Committee on the application for Trailblazer status for Family Centres and Start For Life funding and to seek endorsement of the	Helen Lomas/Lorraine Wood	Verbal Update	Communities Parks and Leisure Committee decision to apply for Trailblazer Status for Family Centres and Start for Life (June 2022.)	We will facilitate necessary changes in branding, ensuring virtual marketing and physical signage and resources will be updated reflecting our involvement with the Family Hub programme in readiness to publish our Start for Life Offer.	N/A

	proposed draft delivery plan.			The sign-up application was then completed by key Chief Officers and identified Elected Members	We will develop parental participation opportunities in the 7 Locality Areas (in alignment with LAC geographical boundaries) and set up our Parent Carer Panel function, providing clear and enhanced opportunities for families to be involved in the design of Family Hubs and the services they deliver.	
Item 2 – Asylum Dispersal Grant	The government have made provision for an Asylum Dispersal Grant to be paid to Local Authorities, along with additional funding to 'recognise the existing contribution and longstanding support' of local authorities accommodating asylum seekers.	Beth Storm	Endorsement	Discussed with Chair / Vice Chair and Group Spokesperson as part of regular weekly briefings.	Engagement with the sector and relevant stakeholders. Workshop/s with stakeholders and statutory partners to begin to design a future model for equitable provision for those seeking sanctuary in Sheffield, based on need. Also, a model which can flex in accordance with demand and financial capacity.	This Cttee.
Item 3 - Budget Position for year 2023/2024	Budget Position for year 2023/2024	Lisa Firth	Decision			This Committee

| Item 4 - PlayZones Funding | PlayZones Funding Application Site Selection and Community Engagement Approach | Kate Clark | Decision | Committee Chairs briefing Site Visits – scheduled 3/11/22 | The Playzones funding application requires the development of a Community Engagement Approach. A Communications plan is being developed outlining this approach which will include

• Narrowing the Focus Workshop with PlayZones Consortium Members - completed Sept 2022
• Community engagement will be delivered by SCC, Consortium members and local community anchor organisations.
• Engagement sessions with target groups and working with VCF networks to deliver engagement consultation | This Committee |

					exercises to target groups in their communities. • Consultation with Local Area Committees and local members • Local consultation with priority sites to develop designs • Ongoing engagement with key community anchor organisations following site identification and regular communication regarding PlayZone development plans	
Item 5 - Update on Sport/Leisure & Entertainment Commissioning	Update on Sport/Leisure & Entertainment Commissioning	Tammy Barrass/ Joanne Holland	Decision	Committee briefing prior to decision	Engagement with key partners and informed by city wide consultation results	This Committee
Item 6 - Proposal for 2024/2025 Allotment rents	SCC allotment rents are reviewed annually, one year in advance. Tenants must be given	Rowan Longhurst	Decision	Committee knowledge briefing discussion and, where required,	An original proposal for an increase of 9.4% was discussed with the Allotment Advisory Group at	This Committee

	12 months' notice of any increase in rents.			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.	the meeting on July 2022. Subsequently, all allotment holders were invited to complete a survey. The revised proposal was arrived at as a result of this	
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					
Item 7- Revenue Monitoring Report -Month 6	Revenue Monitoring Report - Month 6 Budget	Ryan Keyworth	Referral to Decision Maker	N/A		N/A

Meeting 4	**20th 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)_	_(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]*					

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)*	*(re: decisions)* **Prior member engagement/ development required**	*(re: decisions)* **Public Participation/**	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R)

			• Post-decision (service performance/ monitoring)	(with reference to options in Appendix 1)	**Engagement approach** (with reference to toolkit in Appendix 2)	• Full Council • Officer
Item 3	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 4	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 5	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 6	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 7	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 8	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

Item	Public Health parks investment 22/23, and future years investment plan.	Stuart Turner	Decision	Committee briefing and paper prior to decision	Public Health investment criteria	This 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

<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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