



Report to Education, Children and Families Policy Committee

20th January 2023

Report of: Director of Legal and Governance

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.

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

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:

2.2 None received

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
Learn Sheffield	March 23	Decision item following the briefing given at December's Policy Committee
Corporate Opportunities Register	March 23 onwards	Standing item added
Rescheduled Item	Proposed Date	Note
Budget Update – Month 7	January 23	Rescheduled from December to January
Childcare Sufficiency Assessment	N/A	Item removed from Work Programme
Children's Commissioning Intentions	TBC	Rescheduled from March to a future Committee (date TBC)
Youth Justice Annual Plan	TBC	Rescheduled from March to a future Committee (date TBC)
Children's Sufficiency Strategy	TBC	Rescheduled from March to a future Committee (date TBC)
Corporate Opportunities Register	March 23	Rescheduled from January to March
Unaccompanied Asylum-Seeking Children (UASC)	March 23	Rescheduled from January to March

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 (21 st July Meeting)
Type of item	Service Performance Monitoring/Briefing/Policy Development

Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	To be determined
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Sub-Committee members were keen to 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 5	31st January 2023	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Alternative Provision Free School Bids and Alternative Provision Review	Approval of proposed bids for alternative provision free school, deadline 17/2/23	Joe Horobin, Candi Lawson, Tim Armstrong	Decision	Portfolio Briefing	VCF networks Stakeholder groups	This Committee
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

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
All Phase Mainstream Commissioning Plan 2023-2026 – Headlines Report	In order to fulfil our statutory duty, the Local Authority seeks to ensure there are sufficient learning places in the right locations to meet demand, while at the same time fulfilling our other responsibilities to raise education standards.	Sam Martin	Decision	Information and strategy shared with Members in September (TBC)	At the January Committee meeting, we are seeking Committee approval to proceed with a full consultation to seek the views of our key stakeholders and partners within the early years, childcare, primary, secondary and post 16 sectors	Education, Children and Families
Unaccompanied Asylum-Seeking Children (UASC)	Briefing about the impact of new guidance	Becky Towle	Briefing			Education, Children and Families

Corporate Parenting Strategy	For comment and consideration	Paul Johnson	Policy & Briefing	Member briefing		Education, Children and Families
Revenue Budget Monitoring Report – Month 8	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Budget Monitoring</i> • <i>Work Programme</i> 					

Meeting 6	8 th March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	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	John Bigley	Decision	None	Consultation will take place with schools, parents and other parties during the Spring Term 2024.	Education, Children and Families

	Section 32 of the Education Act 2022.					
Sheffield Threshold of Need Refresh 2023	The Department for Education sets out Local Authorities statutory duty to work with partners to produce a Threshold Document in its guidance 'Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children (2018)' Sheffield's Threshold of Need Guidance is held by Sheffield Childrens Safeguarding Partnership and was last reviewed in 2017. Changes in practice, partnership working protocols and new challenges means it is time to refresh Sheffield's Threshold of Need Guidance.	Mark Storf	Decision	The usual engagement methods outlined in Appendix 1 are thought to be appropriate for this piece of work. Further briefings can be arranged at Members request.	Changes to the Threshold of Need Guidance do not require public consultation. Extensive work has taken place with key partners to develop the Draft Threshold of Need Guidance. Practitioner Testing of the Guidance has taken place across a range of agencies, including, professionals and the voluntary, community and faith sectors.	Education, Children and Families
Learn Sheffield		Kevin Straughan	Decision			
Corporate Opportunities Register	Standing Item					
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Budget Monitoring</i> 					

	<ul style="list-style-type: none"> • <i>Work Programme</i> 					
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Meeting 1	2023-4	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Budget Monitoring</i> • <i>Work Programme</i> 					

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 <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	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		Education, Children and Families
Safeguarding Partnership Board Annual Report		Sally Williams				Education, Children and Families
Traditions Safeguarding Developments		Sally Williams				Education, Children and Families

Youth Justice Annual Plan		Sally Williams/Mark Storf				Education, Children and Families
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/Paul Johnson	Decision		Engagement and co-production will be undertaken with Looked After Children and Care Leavers.	Education, Children and Families
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

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.

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