



Report to Strategy & Resources Committee

15 March 2023

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	Driving Forward the Heritage Strategy for Sheffield
Referred from	Council – 20 February 2023
<i>Details</i>	Relevant Minute extract: (q) resolves, therefore, to ask the Strategy and Resources Policy Committee to add the Heritage Strategy for Sheffield to its work programme and request that, within the next 3 months, the Committee calls upon the Sheffield Heritage Partnership Board to report on progress and co-develop a programme of actions which will drive forward the implementation of the Heritage Strategy for Sheffield; (r) believes that the recently listed John Lewis building is another critically important Heritage asset, believes that it is

	<p>incredibly important to ensure that the right decision is taken on its future and to avoid poor project outcomes such as those seen in the Fargate Container project, and requests that the Strategy and Resources Policy Committee considers whether public consultation on any proposal would be beneficial to achieve this;</p> <p>(w) requests that whichever committee is responsible for heritage considers establishing a cross-party task and finish working group to work with Sheffield Heritage Partnership Board, and make recommendations to the relevant Policy Committees or to this Council on the implementation of the grassroots Joined Up Heritage Sheffield Heritage Strategy;</p> <p>(x) recommends that if a task and finish working group is established, that its programme of work includes looking at the possibilities for:- (i) providing financial and organisational support for the work of the Sheffield Heritage Open Days volunteers who, with over 130 free walks, talks, tours and exhibitions across the Sheffield region between 9 – 18 September 2022, have made the festival one of the biggest and best in the country; and (ii) employing additional SCC conservation staff, community heritage officers and planning enforcement officers to support the implementation of the heritage strategy;</p>
Commentary/ Action Proposed	Agree that the motion be noted and officers be requested to prepare a response for consideration by this Committee.

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
None to report		

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
NOTE: Additional S&R Meeting 19/4/23	19/4/23	Following discussions with the Chair, it is proposed that an additional S&R meeting be held on 19 April 2023. This is to allow the timely consideration of capital approvals that require a decision and to help manage the high volume of items pencilled in for the meeting on 15 March. (This meeting falls in the PERP period and the agenda will be managed accordingly).
NEW: Conversion Practice – Position Statement	S&R 15/3/23	The Sheffield Adult Safeguarding Partnership Board is seeking endorsement on its proposal to produce a position statement on Conversion Practice and to note its direction of travel. We are asking our Council members and wider organisations to endorse the position statement which condemns this harmful and unethical practice.
NEW: Updates on the Review of Housing Related Support	S&R 15/3/23	To update on the findings of the Housing Related Support Review project and to describes proposals for the redesign of the provision to better align with strategic priorities delivering better outcomes for customers. Outlining the principle and components for the future operating and delivery model that will focus on the positive outcomes, providing Housing support and services that allow individuals to have the support, skills and tools to live independently within their own tenancies
NEW: Local Authority Housing Funding	S&R 15/3/23	To approve accessing the Local Authority Housing Fund.
NEW: King’s Coronation and Eurovision Cultural celebrations	S&R 15/3/23	To mark two diverse events in UK history, which bookend one week in May 2023, in an inclusive way.
NEW: City Goals	S&R 19/4/23	To update on the development of Sheffield City Goals, and set out the proposed activity for the project over the next 3-4 months.
NEW: Annual Equality Report including the Workforce report	S&R 19/4/23	Our Annual Equality Report gives an overview of how we are meeting our Public Sector Equality Duty. This summarises our actions and progress on improving equality, in the way we serve the people of Sheffield and how we behave as an employer. The report includes more detailed information about some of our areas of work and highlights areas of persistent inequality.

NEW: Equality Awareness Days Report	S&R 19/4/23	To identify the awareness days SCC will commit to 2023-2024. The paper will propose a strategic plan for awareness days and will look for agreement.
NEW: Sheffield's Mental Health and Emotional Wellbeing Strategy	S&R 19/4/23	This strategy seeks to provide strategic direction and focus for all city partners seeking to improve and support Sheffield people's mental health and emotional wellbeing
NEW: All Age Autism Strategy	S&R 19/4/23	To meet the requirements of the Adult Social Care strategy delivery plan with the overarching aim of improving the quality of life and health outcomes for autistic people in Sheffield.
NEW: Progress with Transitions Improvement Plan	S&R 19/4/23	Awaiting details
NEW: Director of Public Health Report 2023	S&R May/June 2023	To agree the recommendations of the DPH report 2023
NEW: Commission of Revenues, Benefits and Finance Systems	Finance Sub 22/3/23	A commissioning decision is required in advance of the expiry of our contracts for Capita One (Revs and Bens), Pay360 and Integra.
NEW: Centre for Childhealth Technology	Finance Sub June 2023	Moved from March Meeting
NEW: Local Authority Domestic Abuse Duty: 2023 to 2024 and 2024 to 2025 funding allocation for Sheffield	Finance Sub 22/3/23	Sheffield City Council has been awarded £1,356,134 for 23/24 and £1,381,721 for 24/25 by the Department of Levelling Up Housing and Communities in order to provide support for people living in safe accommodation because of domestic abuse. This is the third and fourth year of new burdens funding relating to Part 4 of the Domestic Abuse Act 2021.
NEW: Sheffield Museums Support	Finance Sub 22/3/23	To approve the funding proposals for Sheffield Museums.
NEW: Acceptance of City Region Sustainable Transport Settlement Revenue Grant	Finance Sub 22/3/23	Approval to accept a revenue grant offer from SYMCA as part of the CRSTS Fund to enable the progression to the next stages of delivery of the CRSTS programme, which, if appropriate, will then be approved through the Council's capital approval process.
NEW: South Yorkshire Mayoral Combined Authority Grant Funding Agreements	Finance Sub 22/3/23	Awaiting details
Amended Items	Proposed Date	Note

MOVED: Essential Compliance and Maintenance Asset Management Plan	Finance Sub 22/3/23	Moved from February Meeting
MOVED: Rural Estates Management Plan	Finance Sub 22/3/23	Moved from February Meeting
MOVED: Sale of Land at Junction Road Woodhouse	Finance Sub June 2023	Moved From March Meeting
MOVED: Fargate and High Street, Future High Streets Fund – Front Door Scheme Update	Finance Sub June 2023	To update on progress with delivery of the Front Door Scheme intervention funded by Future High Streets Fund (FHSF) and seek approval to grant awards to landowners to deliver access and refurbishment works.
MOVED: Heart of the City Update	Finance Sub June 2023	Moved From March Meeting
MOVED: Parkwood Springs	Finance Sub June 2023	Moved From March 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

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) 	<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
Capital Approvals Month 10		Tony Kirkham / Damian Watkinson	Decision			This Committee
Strategic Transport Review	Report setting out current and recently completed Low Traffic Neighbourhood Schemes with a brief overview of any delivery issues (including local resident engagement) and recommending scope for a	Tom Finnegan-Smith	Decision			This Committee/Proposal to TRC Policy Committee

	review by the TRC Policy Committee on how the implementation of these schemes may be improved in the future					
Response to the Peer Review		James Henderson	Decision			This Committee
Purchasing Electricity from Renewable Sources	Proposal that the Council consider its policy of purchasing certificates through the Renewable Energy Guarantees of Origin (REGO) scheme.	Tom Smith	Decision	None	None	This Committee
NEW: Conversion Practice – Position Statement	The Sheffield Adult Safeguarding Partnership Board is seeking endorsement on its proposal to produce a position statement on Conversion Practice and to note its direction of travel. We are asking our Council members and wider organisations to endorse the position statement which condemns this harmful and unethical practice.	Janet Kerr/Jeanette Munday	Decision/Position Statement	AHSC Members briefed 23.11.22 and 30.11.22	The Council has engaged and consulted on this proposal with: The Safeguarding Adults Partnership Equalities and Human Rights UK Limited Children’s Services The Diocese of Sheffield LGBTQ+ members of the community and a survivor of Conversion Therapy. The work thus far has been well received and supported; it continues to attempt	This Committee

					to further engage other multi-faith groups in Sheffield and individuals or organisations who may wish to support this development. Benchmarking and research has also been undertaken as part of this development to promote learning and ongoing development.	
NEW: Updates on the Review of Housing Related Support	To update on the findings of the Housing Related Support Review project and to describes proposals for the redesign of the provision to better align with strategic priorities delivering better outcomes for customers. Outlining the principle and components for the future operating and delivery model that will focus on the positive outcomes, providing Housing support and services that allow individuals to have the	Suzanne Allen/ Sam Martin	Endorsement	Cabinet Members from Housing and Social Care were part of the Housing Related Support Project Board Engagement with Councillor Douglas Johnson on 22nd November 2022 (Housing Related Support was discussed as part of the task & finish group) Further engagement / briefing with	The Housing Related Support Project Team undertook a consultation process with various stakeholders in June-August 2021. The proposal of the new delivery model of housing related support will require a further consultation process with providers, especially those directly affected by the new approach. This consultation	This Committee

	support, skills and tools to live independently within their own tenancies			Members is planned to be held on 21st Feb 2023	process is planned to take place on 24th February 2023. The feedback from that consultation will be incorporated in the final version of the committee report.	
NEW: Local Authority Housing Funding	To approve receipt and spend of Local Authority Housing Fund (LAHF) grant and approve capital spend to acquire a minimum of 30 homes using LAHF funding.	Janet Sharpe/ Jonathon South	Decision	The Director of Housing has briefed lead members and senior officers on the LAHF. A validation form was submitted to DHLUC with an outline proposal to use the fund. Acceptance of this proposal has now been received from DHLUC along with a Memorandum of Understanding (MoU). The Authority is not committed until the MoU is returned signed and thus committee is asked to approve entering into an agreement with DHLUC to use the	None	This Committee

				£2.8m LAHF funding offered.		
NEW: King's Coronation and Eurovision Cultural celebrations	To deliver a 'Lord Mayor's Coronation Party' to celebrate the Coronation of King Charles III in the Peace Gardens and provide small grant funding via Local Area Committees to support community activity and then to deliver a cultural festival which celebrates and supports the city's Ukrainian community and concludes with a celebration of the Eurovision Song Contest and the associated communities in Sheffield.	Gary Clifton/Wendy Ulyett	Decision	Initial discussions and proposals have taken place with Leader and cross party elected members; Chair, Vice Chair & Group spokespersons of S&R committee have been briefed; senior officer informal briefings have been held	Formal and informal discussions continue to take place with Ukraine community	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> 					

	19 April 2023	Time				
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Topic	Description	Lead Officer/s	Type of item <i>Decision Referral to decision-maker Pre-decision (policy development) 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) This Cttee Another Cttee (eg S&R) Full Council Officer
Capital Approvals Month 11		Tony Kirkham / Damian Watkinson	Decision			This Committee
Budget Monitoring Month ?		Tony Kirkham / Jane Wilby	Decision			This Committee
NEW: Annual Equality Report including the Workforce report	Our Annual Equality Report gives an overview of how we are meeting our Public Sector Equality Duty. This summarises our actions and progress on improving equality, in the way we serve the people of Sheffield and how we behave as an employer. The report includes more detailed information about some of our areas of work and highlights areas of persistent inequality.	Adele Robinson/ Bev Law	Decision	None currently	None	This Committee

NEW: Equality Awareness Days Report	To identify the awareness days SCC will commit to 2023-2024. The paper will propose a strategic plan for awareness days and will look for agreement.	Adele Robinson/ Homaira Ibrahim	Decision	Paper will have previously been to SEIB and discussed with members as part of the Board.	None	This Committee
NEW: Sheffield's Mental Health and Emotional Wellbeing Strategy	This strategy seeks to provide strategic direction and focus for all city partners seeking to improve and support Sheffield people's mental health and emotional wellbeing	Alexis Chappell/Louis a King	Decision	Members have been engaged with this strategy up to this point already, but it has been agreed to hold a joint briefing session with members from both the Adults' and Children's committees prior to this item going to the Adults' committee. The report is also to be submitted to the ECF Policy Committee.	A range of public engagement events and consultation were carried out prior to the development of this strategy	This Committee
NEW: All Age Autism Strategy	The Autism Strategy summarises the responsibilities of the Council under the Autism Act (2009) and the activities the Council plans to carry out to ensure	Alexis Chappell/ Nicola Rust	Decision	Joint Committee member briefing – AHSC and EDU, C&F – 22nd Feb	The Autism Strategy has been developed by engaging with the Autism Partnership Board, Sheffield Voices,	

	these responsibilities are met.				and SAPAN over the past 6 -12 months. The Council has engaged with a range of people with lived experience, family carers and those working with autistic people to identify the key issues and concerns. We have also worked with ICB colleagues to share information and feedback from autistic people about their health care experiences and considered an engagement exercise completed by Disability Sheffield in summer 2022. A workshop was held on November 2022 where participants	
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					discussed local strategic aims that reflected the 6 themes in the national strategy. The local priorities and our actions for the next 3 years have been included in the proposed strategy and endorsed by the Autism Partnership Board. The intention is that we will continue to engage with the Board and sub-groups, measuring progress against the 6 themes and agreed priorities.	
NEW: City Goals	Strategy and Resources will be asked to note the progress of the project delivery so far, note the plans for the engagement part of the process in the coming months and endorse the approach to developing the City Goals	Laura White/Catherine Pritchard	Decision	All Committee Chairs and Party Leaders have been offered a briefing. An item on City Goals was included in the Members Newsletter. An update is going to	As part of the project public engagement will be occurring over the next few months in locations throughout the city. The work is being carried out in	This Committee

	during the next phase of the project.			the Economic Development and Skills Committee in February at the request of the Chair.	conjunction with partners including the VCF and will continue to develop including engagement with members and representatives of partners too.	
NEW: Endorse Progress with Transitions Improvement Plan	Awaiting details	Jo Horobin				
Standing items	<i>Public Questions/ Petitions Staff Retirements Work Programme [any other committee-specific standing items eg finance or service monitoring]</i>					

Meeting 1 (23/24)	TBC May/June 2023	Time				
Topic	Description	Lead Officer/s	Type of item • Decision	(re: decisions)	(re: decisions)	Final decision-maker (& date)

			<ul style="list-style-type: none"> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>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>	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Budget Monitoring Month		Tony Kirkham / Jane Wilby	Decision			This Committee
Capital Approvals Month		Tony Kirkham / Damian Watkinson	Decision			This Committee
NEW: Director of Public Health Report 2023	To agree the recommendations of the DPH report 2023	Greg Fell/ Chris Gibbons	Decision	Members to be briefed separately with advance copies of the report prior to publication.		This Committee
MOVED: 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
Civic Honours	To bring forward a further paper for decision.	James Henderson/ Jason Dietsch	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 2 (23/24)	TBC August/September 2023	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
Budget Monitoring Month		Tony Kirkham / Jane Wilby	Decision			This Committee
Capital Approvals Month		Tony Kirkham / Damian Watkinson	Decision			This Committee
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Staff Retirements Work Programme [any other committee-specific standing items eg finance] 					

	<i>or service monitoring]</i>					
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Finance Sub-Committee

Meeting 7	Tuesday 22 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	(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 Month 10	Latest Revenue and Capital Monitoring	Tony Kirkham/ Jane Wilby	Decision			This Committee
MOVED: Essential Compliance and Maintenance Asset Management Plan	To make members aware of the issues being faced across the estate and the associated risks, such as non-compliance with legal standards and possible building closures due to unsafe conditions. To allow investment in our estate to be prioritised in such a way as to minimise disruption and ensure	Tom Smith	Decision			This Committee

	issues are resolved in a timely manner and funds are allocated in accordance with the prescribed framework.					
NEW: Centre for Childhealth Technology	Agreement for the development of the Centre for Childhealth Technology	Alan Seasman/ Neil Jones	Decision	Written Briefing	TBC	This Committee
NEW: South Yorkshire Mayoral Combined Authority Grant Funding Agreements	Awaiting details	Neil Jones	Decision	TBC	TBC	This Committee
NEW: Local Authority Domestic Abuse Duty: 2023 to 2024 and 2024 to 2025 funding allocation for Sheffield	Sheffield City Council has been awarded £1,356,134 for 23/24 and £1,381,721 for 24/25 by the Department of Levelling Up Housing and Communities in order to provide support for people living in safe accommodation because of domestic abuse. This is the third and fourth year of new	Greg Fell/Sam Martin	Decision	Briefing to chairs of finance sub committee (decision maker), briefing to chairs of Adult Health and Social Care Committee (for information)	Spending plans will be discussed at the Domestic and Sexual Abuse Strategic Board (statutory local partnership board for DA safe accommodation) which has representation from key providers. Consultation has already been conducted in 2021/22 members of	This Committee

	burdens funding relating to Part 4 of the Domestic Abuse Act 2021.				the Domestic and Sexual Abuse Provider Consultation Group. Updated plans will be shared with this group again and the Violence Against Women and Girls Forum in March.	
MOVED: Rural Estate Management Plan	Agreement of Estate Management Plan for Council's rural land holdings	Tammy Whitaker	Decision	All Committee Briefing	TBC	This Committee
NEW: Commission of Revenues, Benefits and Finance Systems	A commissioning decision is required in advance of the expiry of our contracts for Capita One (Revs and Bens), Pay360 and Integra.	Tim Hardie/Jon West	Decision	tbc	n/a	This Committee
NEW: Sheffield Museums Support	Assessment of SCC support required alongside current Arts Council England funding.	Diana Buckley / Rebecca Maddox	Decision	Approach has been discussed on several occasions and subsequently approved by the Chairs of the Economic Development and Skills Committee.	n/a	This Committee

				Also being discussed at a Leader's Board.		
NEW: Supporting People through the cost of living via Citizens Advice Sheffield	Additional one-off monies to support Citizens Advice Sheffield to support people leading to more money in people's pockets	Emma Dickinson	Decision	Consultation with Leader and Chair of Finance Sub-Committee	None	This Committee
NEW: Acceptance of City Region Sustainable Transport Settlement Revenue Grant	Approval to accept a revenue grant offer from SYMCA as part of the CRSTS Fund to enable the progression to the next stages of delivery of the CRSTS programme, which, if appropriate, will then be approved through the Council's capital approval process.	David Whitley / Matthew Reynolds	Decision	Briefings with Leader at development stage. Engagement on the CRTSTS programme with ward members and LACs including walkthroughs, workshops and business case updates. Transport, Regeneration and Climate Change Committee approved programme report on 8th February 2023.	Consultation routes likely to include issue-focussed workshops with stakeholders, use of online engagement channels and co-design events on specific challenges.	This Committee

Meeting 1 (23/24)	TBC June 2023	Time				
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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) 	<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		Tony Kirkham / Jane Wilby	Decision			This Committee
Capital Approvals Month		Tony Kirkham / Damian Watkinson	Decision			This Committee
MOVED: Sale of Land at Junction Road Woodhouse	Following the publication of an open space notice, two written responses were received from local residents. These are to be treated as objections to the sale of an open space. Given this they are now to be considered by Finance Sub Committee.	Tammy Whitaker/ James Dibaj	NEW: Sale of Land at Junction Road Woodhouse	Approved by ICM on 12/11/2021 see: click here	The proposed sale of land (which constitutes open space) was published in the Sheffield Telegraph on 3rd February 2022 (week one) and 10th February 2022 (week two) and the Councils website: click here and generated the attached objections.	This Committee

MOVED: Heart of the City Update	Update on the progress and financing of the Heart of the City Programme	Tammy Whitaker	Decision			This Committee
MOVED: Fargate and High Street, Future High Streets Fund – Front Door Scheme Update	To update on progress with delivery of the Front Door Scheme intervention funded by Future High Streets Fund (FHSF) and seek approval to grant awards to landowners to deliver access and refurbishment works.	Richard Eyre/Matt Hayman	Decision	Briefing on this proposal given to Members of the Finance Sub Committee (Chair, Deputy Chair and Group Spokesperson) on 26th September 2022.	Extensive public and stakeholder consultation was undertaken throughout 2019 and 2020 to inform the strategic case and final business case approved by Government. Officers have and will continue to meet with retailers, businesses, landowners and wider stakeholders to keep them updated and receive feedback to inform any review of the interventions.	This Committee
MOVED: Parkwood Springs	Decision on redevelopment of the former ski village	Tammy Whitaker/ Alan Seaman	Decision	Written briefing	TBC	This Committee
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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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"> • <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
Moving Towards An Ethical Debt Collection Policy and Ending The Use Of Bailiffs	Response to Council Resolution of 14/12/22	Tin Hardie	Referral from Council			
Adopting the All-Party Parliamentary Group (APPG) on British Muslims'	Response to Council Resolution of 14/12/22	James Henderson/ Adele Robinson	Referral from Council			

Definition of Islamophobia						
Tackling the Stigma of Menopause and Period Poverty	Response to Council Resolution of 2/11/22 to be submitted within 3 months.	James Henderson/ Adele Robinson	Referral from Council			
Driving Forward the Heritage Strategy for Sheffield	Response to Council Resolution of 20/2/23 to be submitted within 3 months.		Referral from Council			
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 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 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	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and

	integrated into Amey's contracts					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	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

	be required. To be scoped Summer 2022, likely to need to brief committee late 2022?					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			
Workforce Strategy (from 6-9 months time)		Mark Bennett				
Future of Finance Systems		Tony Kirkham				
Future of Revs and Bens System		Tony Kirkham				

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
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, Regeneratio n and Climate Committee
Carbrook, Capital maintenance, Business	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

cases (SCC & Env Agency)						in Transport, Regeneration 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.

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