

## **Report to Adult Health and Social Care Policy Committee**

#### 16th March 2023

Report of:	Director of Legal and Governance
Subject:	Committee Work Programme
Author of Report:	Fiona Martinez, Principal Democratic Services Officer

## **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
- 4. If items are referred from LACs, these should be highlighted to the Principal Democratic Services Officer to ensure they are dealt with appropriately

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
None received		

#### Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
NEW: Advocacy Services – Current and Future	March 23	The proposal is for a further 12 month extension and a retender of the current
		advocacy services.
NEW: Market Sustainability: Adult Social Care	March 23	The report additionally requests approval to undertake a cost of care exercise for
Fee Rates 2023/24		non-standard accommodation with care provision in 23/24 to inform future
		commissioning and strategy.
Rescheduled Items	Proposed Date	Note
REMOVED: Approve Adult Social Care Annual	N/A	Item will now be incorporated into the Endorse Progress with Safeguarding
Domestic Abuse Report 2021 - 2022		Improvement Delivery Plan
<b>REMOVED:</b> Endorse Progress with Transitions	N/A	Item now going to Strategy and Resources Policy Committee
Improvement Plan		
REMOVED: Approve Adult Social Care Voids	N/A	Item will now be incorporated into the Endorse Adult Social Care Financial
Policy		Update and Progress with Financial Recovery Plan
<b>REMOVED:</b> Endorse Progress with Transitions	N/A	Item now going to Strategy and Resources Policy Committee
Improvement Plan		

# 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	Approve Adult Social Care Climate Response Delivery Plan (Commitment 1 ASC Strategy)
Description	
Lead Officer/s	Catherine Bunten
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)	

# Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	16 <sup>th</sup> March 2023	Time				
Topic	Description	Lead Officer/s	Type of item Decision/Referral to decision- maker/Pre- decision (policy	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision- maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
			development)/Post -decision (service performance/ monitoring)	(with reference to options in Appendix 1)	(with reference to toolkit in Appendix 2)	·

Endorse Director of	Alexis Chappell	Post-	Yes, 21.02.23	No	
Adult Social Care (DASS)		Decision			
Report and Delivery					
Plan					
Endorse Adult Social	Liam Duggan/Liz	Post-	Yes, 21.02.23	No	Adult Health and
Care Financial Update	Gough	Decision			Social Care
and Progress with					
Financial Recovery Plan					
Approve Better Care	Joe Horobin/ Sandie		Yes, 21.02.23		Adult Health and
Fund update and S75	Buchan/ Catherine				Social Care
Update	Bunten				
Approve Better Care	Joe Horobin/ Sandie	Decision	Yes, 21.02.23		Adult Health and
Fund Annual Report	Buchan/ Catherine				Social Care
	Bunten				
Approve Adult Social	Jon	Post-	Decision at June	Consultation	N/A
Care Strategy and	Brenner/Catherine	decision	Committee,	through various	
Quality Improvement	Bunten		following Cabinet	existing groups	
Delivery Plan Progress			decision on Strategy		
Update			in March		
			2022. 21.02.23		
Endorse Progress with	Michael	Post-	Yes, 21.02.23	Yes	Health Scrutiny
Changing Futures	Corbishley/Sam	Decision			
Delivery Plan	Martin				
Endorse Progress with	Janet Kerr/Tim		13.02.23		Adult Health and
Safeguarding	Gollins				Social Care
Improvement Delivery					
Plan					
Approve City wide Older	Jo Pass		21.02.23		Adult Health and
Adults / Ageing Well					Social Care
Strategic Delivery Plan					

(Commitment3 1,6 ASC					
Strategy)					
Approve Adult Social	AD Enablement/	Decision	21.02.23	Consultation	Adult Health and
Care Prevention,	Catherine Bunten/			through various	Social Care
Independent Living and	Joe Horobin			existing groups	
Wellbeing Strategic					
Delivery Plan					
(Commitment 2 ASC					
Strategy)					
Adults with a Learning	Andrew	Post-	13.02.23		Adult Health and
Disability Strategic Plan	Wheawall/Christine	decision			Social Care
and Service Delivery Plan	Anderson				
Update					
Approve Adult Social	John	Decision	Yes, 13.02.23	Yes	Adult Health and
Care Workforce Strategic	Chamberlain/Janet				Social Care
and Delivery Plan	Kerr				
(Commitment 5 ASC					
Strategy)					
NEW: Advocacy Services	Avi Derei/Catherine	Decision	21.02.23	This is an extension	Adult Health and
<ul> <li>Current and Future</li> </ul>	Bunten			of an existing	Social Care
				arrangement and a	
				request to go to	
				tender for a future	
				advocacy contract.	
				We are not	
				proposing reducing	
				funding or changing scope of any	
				existing services.	
				CAISTING SCIVICES.	
				As part of the re-	
				tender process, we	

					are planning on	
					carrying out	
					consultation rather	
					than co-production.	
					This is due to an	
					imminent change to	
					legislation that will	
					fundamentally	
					change the	
					advocacy offer in	
					Sheffield.	
					The consultation	
					will take place with	
					existing staff, a	
					sample of referrers	
					to the service and a	
					sample of	
					customers using the	
					services.	
					Once Liberty	
					Protection	
					Safeguards is	
					embedded further	
					and the impact of	
					this legislation is	
					understood fully,	
					the intention is for	
					co-production	
					leading to co-design	
					for a future service.	
NEW: Market	The purpose of this	Catherine Bunten	Decision	21.02.23		Adult Health and
Sustainability: Adult	report is to seek					Social Care
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Social Care Fee Rates	approval to			
2023/24	proposed fee rates			
	for Council			
	contracted			
	providers in the			
	financial year 2023-			
	24. It is proposed			
	that these rates			
	take effect from			
	10th April 2023.			
	The report			
	additionally			
	requests approval			
	to undertake a cost			
	of care exercise for			
	non-standard			
	accommodation			
	with care provision			
	in 23/24 to inform			
	future			
	commissioning and			
	strategy.			
Standing items	• Public			
	Questions/			
	Petitions			
	• Work			
	Programm			
	е			

Meeting 1	2023-4	Time				
Topic	Description	Lead Officer/s	Type of item  Decision/Referral to decision-maker/Predecision (policy development)/Postdecision (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
CQC assurance readiness and framework (June '23, September '23 and December '23)	Provide a report to committee setting out ASC readiness for CQC assurance from 2023	Janet Kerr and Liam Duggan	Decision	Member briefings	N/A	Adult Health and Social Care
Standing items	<ul> <li>Public Questions/         Petitions</li> <li>Budget Monitoring</li> <li>Work Programme</li> </ul>					

# 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.