Report to Waste and Street Scene Policy Committee

22nd March 2023

Report of:	David Hollis, Interim Director of Legal and Governance
Subject:	Committee Work Programme
Author of Report:	Rachel Appleyard, 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.

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 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

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

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
MOVED: Environmental Enforcement Strategy	Meeting 1 2023	Moved from March 2023
MOVED: Parking Enforcement Policy	Meeting 1 2023	Moved from March 2023
MOVED: Food Safety Plan	Meeting 1 2023	Moved from March 2023
MOVED: Food Waste Collection trial and future options	Meeting 1 2023	Moved from March 2023 to allow time for financial impacts to be assessed.
MOVED: Review of Licensing Fees and Charges	Meeting 2 2023	Moved from March 2023
MOVED: Future Waste Collection Service Options for Consultation	Meeting 3 2023	Moved from March 2023. Defra still not released consultation so propose to do this later in the year.
NEW: Amendments to Hackney Carriage Vehicle Policy	March 2023	The policy was approved by this Committee in Feb 2023. A couple of errors have been identified since it was approved which need rectifying as a matter of urgency
NEW: Review of Energy Tariffs for Market Traders	March 2023	For approval of future tariff changes recharged to traders to be implemented by the Market management team in line with changing annual energy prices.
NEW: Markets Service Charge and Rents Review	Meeting 3 2023	Awaiting details.

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)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	22 March 2023 @10am	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
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *any other committee-specific standing items eg finance or service monitoring*					
Sheffield Markets	The review will give an overview of markets performance and	Ben Brailsford	Briefing	All with Cllrs, markets officers legal and finance teams	Engagement	This Cttee

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Performance Review	opportunities to carry on improving.			• Agree Terms of Reference – Nov 22 • Update Cllr briefing – agree "decision/s" to be taken in March – Jan 2023 • Final Report – March 2023		
<mark>NEW:</mark> Review of Energy Tariffs for Market Traders	Report to committee setting out proposals to enable the Markets management team to be agile enough to change recharged energy tariffs to the traders without full recovery. The report is to seek approval for public consultation on the proposals.	Liam Pond	Decision	Political group briefings (Joe Otten, Alexi Dimond, Mike Chaplin)	Public consultation	This Cttee
Environmental Volunteering Strategy	Improving the way we work with volunteers looking after their local neighbourhoods and environment.	Beth Allsop	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
<mark>NEW:</mark> Amendments to Hackney Carriage Vehicle Policy	Amendments to Hackney Carriage Vehicle Policy to correct errors.	Craig Harper	Decision	Report to Waste and Street Scene Policy Committee, 15 February. Written briefing for the committee or all members.	Public Consultation	This Cttee

Meeting 1 2023	Date 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	
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*						
Capital Finance Monitoring Report	Capital Finance Monitoring Report	Jane Wilby	Referral to Decision Maker	N/A		N/A	
MOVED: Environmental Enforcement Strategy	A revised enforcement strategy for Environmental Regulation	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee	
MOVED: Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	Briefing session booked in November and December with the members of the committee Consultation planned in December with the public via citizens space	Public consultation will take place starting in the New Year. Consultation with councillors will take place	This cttee	

Topic	Description	Lead Officer/s	Type of item	(re: decisions)	(re: decisions)	Final decision-maker (& date)
					as part of ongoing monthly briefings	
MOVED: Food Safety Plan	A new strategy for delivering food safety and food standards in Sheffield including a 2 year work programme.	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
MOVED: Food Waste Collection Trial and future options	Report to committee setting out parameters for a new city wide, weekly food waste collection, incorporating the lessons learnt from trial service (Sept – Nov 22)	Gill Charters	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene Policy Committee, 22nd June	This report seeks approval for consultation and the methodologies to be used.	This cttee

Meeting 2 2023	Date 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
Standing items	• *Public Questions/ Petitions*					

Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date)
	• *Work Programme* • *any other committee-specific standing items eg finance or service monitoring*					
Capital Finance Monitoring Report	Capital Finance Monitoring Report	Jane Wilby	Referral to Decision Maker	N/A		N/A
MOVED: Review of Licensing Fees and Charges	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee

Meeting 3 2023	Date 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
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *any other committee-specific standing items eg finance or service monitoring*					
MOVED: Future Waste Collection	The council will be introducing new weekly food waste collections and	Gill Charters	Strategy/ policy development, feedback from the	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee

Service Options for Consultation	collecting more types of plastic for recycling to meet our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy.		consultation will inform future decision.			
Markets Service Charge and Rents Review	Awaiting details	Ben Brailsford	Decision	Awaiting details	Awaiting details	This cttee

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)* • *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

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.