



Report to Strategy & Resources Committee

31 May 2023

Report of: Director of Policy and Democratic Engagement

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, amendments and steer on cross cutting items 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; and
3. 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	Street Tree Inquiry
Referred from	EGM 10 May 2023
<i>Details</i>	Minute Extract: 4. resolves that Strategy and Resources Policy Committee; Audit and Standards Committee, Governance Committee and other committees as appropriate will be used as vehicles to drive this process in an open and transparent way; 8. requests Strategy and Resources Policy Committee install a plaque in the entrance of the Town Hall (alongside the Kinder Scout mass trespass plaque) in recognition of those who fought for our environmental heritage and were vindicated, and to serve as a reminder to all elected members that this failure of leadership will never happen again;

	9. requests that a timescale for implementing all actions arising from this EGM will be published no later than the end of June 2023;
Commentary/ Action Proposed	Note that a response will be considered at the Strategy and Resources Committee on 19 June 2023.

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
NEW: Strategic Framework 2023/24	31 May 2023	
NEW: Street Tree Enquiry Report	June 2023	
NEW: Marketing of the Former Cole Brothers Building	June 2023	
NEW: Recommissioning of Community Based Domestic Abuse Support Contract	July 2023	Cross cutting decision to recommission the contract for domestic abuse community based support. Recommendation: AHSC consideration.
NEW: Household Support Fund	July 2023	Decision required prior to school holidays
NEW: Local Land Charges – Proposed Fee Increases	July 2023	
New: White Ribbon Accreditation Action Plan	July 2023	
NEW: Community Champions peer engagement programme	July 2023	
NEW: Food Strategy and related commissioning model	Before September	A new Food Strategy for Sheffield has been written. This was endorsed at the H&WBB where it was also recommended that the strategy should be formally passed by a committee A number of contracts and initiatives funded by the public health grant to improve dietary outcomes and prevent obesity are due for review and in some cases retendering by 2024. Due to the value of investment (£3.2 million total for 5 years investment) this will require a decision at committee
Amended Items	Proposed Date	Note
Local Plan ahead of submission to Government	End of July/beg of August	Additional S&R Meeting required to fit with submission timescales

Cross-Cutting Issues requiring S&R Steer:

Item	Committee	Proposed Date	Note
Food Strategy and related commissioning model	S&R	July 23	A new Food Strategy for Sheffield has been written. This was endorsed at the H&WBB where it was also recommended that the strategy should be formally passed by a committee A number of contracts and initiatives funded by the public health grant to improve dietary outcomes and prevent obesity are due for review and in some cases retendering by 2024. Recommendation: S&R consideration.
Recommissioning of Community Based Domestic Abuse Support Contract	AHSC	July 23	Cross cutting decision to recommission the contract for domestic abuse community based support. Recommendation: AHSC consideration.
Household Support Fund	S&R	July 23	A large focus of the report is support provided to families with children, so members of the S&R committee, the Communities, Parks and Leisure Committee and Education, Children and Families Committee will have an interest in this decision and the analysis carried out. Recommendation: S&R consideration.
White Ribbon Accreditation Action Plan	S&R	July 2023	Cross cutting issue: The White Ribbon accreditation action plan needs to cover strategic leadership, including staffing and policy, and changing the culture of the organisation as a whole. Recommendation: S&R consideration.

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 1 (23/24)	31 May 2023	Time				
Topic	Description	Lead Officer/s	Type of item	<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)
NEW: Strategic Framework 2023/24	Establishing a clear agenda and position	James Henderson	<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	Work with new administration and S&R Members	n/a	<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

	statement for the new municipal year			ahead of S&R committee.		
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
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 these responsibilities are met.	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, 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	

					<p>Sheffield in summer 2022.</p> <p>A workshop was held on November 2022 where participants discussed local strategic aims that reflected the 6 themes in the national strategy.</p> <p>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.</p>	
--	--	--	--	--	--	--

Meeting 2 (23/24)	19 June 2023	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service) 	<p>Prior member engagement/ development required</p> <p><i>(with reference to options in Appendix 1)</i></p>	<p>Public Participation/ Engagement approach</p> <p><i>(with reference to toolkit in Appendix 2)</i></p>	<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

			<i>performance/ monitoring)</i>			
NEW: Street Tree Enquiry Report						
NEW: Marketing of the Former Cole Brothers Building						

Meeting 3 (23/24)	12 July 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
NEW: Recommissioning of Community Based Domestic Abuse Support Contract	Cross-cutting decision to recommission the contract for domestic abuse community based support.	Sam Martin/Alison Higgins	Decision	Pre-Meeting discussions.	A comprehensive consultation exercise with stakeholders is planned to take place this spring including a public survey	Recommended: AHSC consideration.
NEW: Food Strategy and related	A new Food Strategy for Sheffield has been written. This was endorsed at the H&WBB	Greg Fell/Jessica Wilson	Decision	Discussion at pre-agenda meetings (brief on content of food strategy,	Public, service user and stakeholder consultation is informing the dietary	This Committee

commissioning model	<p>where it was also recommended that the strategy should be formally passed by a committee</p> <p>A number of contracts and initiatives funded by the public health grant to improve dietary outcomes and prevent obesity are due for review and in some cases retendering by 2024. Due to the value of investment (£3.2 million total for 5 years investment) this will require a decision at committee</p>			<p>present recommendations for proposed commissioning model and take steer where there are multiple options (e.g. procurement route)</p>	<p>improvement/obesity prevention commissioning model Food Strategy developed collaboratively with ShefFood partnership with broad stakeholder engagement in subsequent action planning</p>	
<p>NEW: Household Support Fund</p>	<p>Decision required prior to school holidays.</p>	<p>Alex Westran</p>	<p>Decision</p>	<p>A member briefing will be provided detailing initial findings and options to comment on prior to the S&R Committee in July.</p> <p>Also, members who attend the Cost-of-Living Strategy Group will be</p>	<p>The Community and Voluntary Sector are directly involved pulling together the analysis that sits behind the proposals.</p> <p>They have provided data relating to which cohorts are asking for support. They have also</p>	<p>This Committee</p>

				consulted on progress at each occurrence of the meetings between now and the S&R Committee in July	provided insight and qualitative information in their role as trusted assessors for the HSF relating to how applicants find it difficult to apply. We have also used customer feedback direct from service users to inform our findings.	
Civic Honours	To bring forward a further paper for decision.	James Henderson/ Jason Dietsch ,				This Committee
NEW: Local Land Charges – Proposed Fee Increases		Vicky Clayton		Limited prior engagement required	Once approved, customers will be notified of increases and date of implementation	
NEW: White Ribbon Accreditation Action Plan	Sheffield achieved White Ribbon Accreditation in November 2022 until November 2025. In order to maintain the accreditation an action plan must be submitted usually within 6 months.	Alison Higgins	Decision	Political group briefings required	There is a regular Violence Against Women and Girls Forum that meets bi monthly that will be consulted on key aspects of the plan. The action plan itself will include actions	This Committee

					on community engagement.	
NEW: Community Champions peer engagement programme		Colin Havard/ Lorraine Wood	Decision			This Committee

Extraordinary Meeting	Late July/Early August 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
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

Meeting (23/24)	7 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 	(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

			performance/ monitoring)			

Meeting (23/24)	18 October 23	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

Meeting (23/24)	20 November 23	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

Meeting (23/24)	13 December 23	Time				
-----------------	----------------	------	--	--	--	--

Topic	Description	Lead Officer/s	Type of item	(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"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

Meeting (23/24)	24 January 24	Time	Type of item	(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"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

Meeting (23/24)	21 February 24	Time	Type of item	(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"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

			performance/ monitoring)			

Meeting (23/24)	12 March 24	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

Meeting (23/24)	17 April 24	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

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"> 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
Moving Towards An Ethical Debt Collection Policy and Ending The Use Of Bailiffs	Response to Council Resolution of 14/12/22	Tim Hardie	Referral from Council			Note: Working Group to consider. To be added to Finance Work Programme
Adopting the All-Party Parliamentary Group (APPG) on British Muslims' Definition of Islamophobia	Response to Council Resolution of 14/12/22	James Henderson/ Adele Robinson	Referral from Council			Note: Report being prepared.
Tackling the Stigma of Menopause and Period Poverty	Response to Council Resolution of 2/11/22	James Henderson/ Adele Robinson	Referral from Council			Note: Report being prepared.
Driving Forward the Heritage Strategy for Sheffield	Response to Council Resolution of 20/2/23	Kate Martin/Diana Buckley	Referral from Council			Note: Report being prepared.

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.