Sheffield City Council

Report to Finance Committee

10 July 2023

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Rachel Appleyard, Principal Democratic Services Officer

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Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the 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;
2. 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
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	Moving Towards an Ethical Debt Collection: Policy and Ending the Use of Bailiffs
Referred from	Response to Council Motion (14/12/22) Full Council, referred to Finance Committee from S&R Policy Committee.
Details	View motion on Council agenda Sheffield City Council - Agenda for Council on Wednesday 14 December 2022, 3.00 pm
Commentary/ Action Proposed	Working Group to consider. To be fed into Finance Work Programme.

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
Future High Streets Fund / Heart of the City	Site visit	4th July

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
Amended Items	**Proposed Date**	**Note**

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 2 (23/24)	**10 July 2023**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 2 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee
Social Housing Decarbonisation Fund (SHDF) 2	The Council has secured £4,007,500 grant funding from the Dept for Energy Security & Net Zero in contribution toward its planned programme of works to improve 370 Council homes. The proposal is that the Council accept the grant fund and become the accountable body.	Nathan Robinson	Decision	Information was previously given to the Housing Committee through a knowledge briefing report.		This Cttee

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.	Sean Mcclean / 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 Cttee

Meeting 3 (23/24)	**1 August 2023**	2pm				
Topic	**Description**	**Lead Officer/s**	**Type of item** •Decision •Referral to decision-maker •Pre-decision (policy development)	*(re: decisions)* **Prior member engagement/ development required**	*(re: decisions)* **Public Participation/ Engagement approach**	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer

			• Post-decision (service performance/ monitoring)	(with reference to options in Appendix 2)	(with reference to toolkit in Appendix 3)	
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 3 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee
The Sheffield NHS Health check programme	The proposal is that permission is given to commit £185,000 per year for a period of 5 years to secure a provider for the NHS Health Check programme in Sheffield. It is proposed that an open tender process will be used to secure a provider who will meet the specifications of the NHS health check programme, reduce health inequalities and improve the health and wellbeing of the residents of Sheffield.	Karen Harrison / Greg Fell	Decision	Discussion of the proposal with the Chair, Vice chair and spokesperson	It is a mandated service and in being so there is a structure that must be followed. However, during the open tender process potential providers will be asked to describe how they will approach public participation and engagement to provide a service that will improve the health of the residents of Sheffield in a way most appropriate to them.	This Cttee

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 Cttee

Meeting 4 (23/24)	**11 September 2023**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					

2023/24 Quarter 1 Budget Monitoring		Tony Kirkham / Jane Wilby	Decision			This Cttee
Capital Approvals Month 4 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee
Parkwood Springs	Decision on redevelopment of the former ski village	Tammy Whitaker/ Alan Seasman	Decision	Written briefing	TBC	This Cttee

Meeting 5 (23/24)	**16 October 2023**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 5 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee

Meeting 6 (23/24)	**6 November 2023**	2pm					
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 6 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee

Meeting 7 (23/24)	**18 December 2023**	2pm					
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**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)
	• *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 7 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee

Meeting 8 (23/24)	**23 January 2024**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
2023/24 Quarter 2 Budget Monitoring		Tony Kirkham / Jane Wilby	Decision			This Cttee
Capital Approvals Month 8 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee

Meeting 9 (23/24)	**19 February 2024**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
Capital Approvals Month 9 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			This Cttee

Meeting 10 (23/24)	**18 March 2024**	2pm				
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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** •This Cttee •Another Cttee (eg S&R) •Full Council •Officer

Standing items	• *Public Questions/ Petitions* • *Any other committee-specific standing items eg finance or service monitoring]*					
2023/24 Quarter 3 Budget Monitoring		Tony Kirkham / Jane Wilby	Decision			This Cttee
Capital Approvals Month 10 (2023/24)		Tony Kirkham / Damian Watkinson	Decision			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 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Levelling Up Prospectus	Prospectus setting out Sheffield's Levelling Up ambitions	Kate Martin	Decision or pre decision policy development			This Cttee

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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