ID	Theme	Action	Refined Action	Progress/Update	Responsible Teams	Target Date	Status
1.1	Improving how we explain the system	Consider how we can make it easier for citizens to know what is happening in Policy Committees and how they can get involved	Improve the information published on the Council's website regarding Policy Committee meetings and their work programmes. Determine other routes for communicating Policy Committee activity to citizens	Work going on with webteam on Mod.Gov to rebrand and reshape the experience and accessibility of Mod.Gov. Content will be rewritten and working with supplier to update content. (UPDATED 06.07.23).	Democratic Services	01/09/23	Mod.Gov rebrand is complete
1.21	Improving how we explain the system	Ensure the process for asking public questions is clear, that citizens are directed to the most appropriate forum and that those forums are easy to access	Publish clear guidance on Sheffield City Council's websites about how citizens can bring public questions to a Policy Committee	Looking at ways to improve citizen experience and ease of submitting public questions. Public questions task and finish group to be scoped at first Governance Committee (July 23)	Democratic Services	01/10/23	Work in progress - integral to output of Governance Committee Review of approach to public questions - report 12.10.23
1.22	Improving how we explain the system	Ensure the process for asking public questions is clear, that citizens are directed to the most appropriate forum and that those forums are easy to access	Produce guidance for Officers on directing citizens to the most appropriate forum for their question	Public questions task and finish group to be scoped at first Governance Committee (July 23)	Democratic Services	20/07/23	Work in progress - integral to output of Governance Committee Review of approach to public questions - interim report 12.10.23
1.23	Improving how we explain the system	Ensure the process for asking public questions is clear, that citizens are directed to the most appropriate forum and that those forums are easy to access	Improve the accessibility of Policy Committee meetings for citizens. Consider results of AccessAble Town Hall assessment. Consider options for virtual attendance.	To be included in wider work that Governance Committee will carry out in 2023/24. Work ongoing to identify resource to develop hybrid options. Democratic Services working with Facilities Management to resolve Town Hall meeting room issues. Considering how to provide 'Disability Confident' training for staff.	Democratic Services Facilities Management	Ongoing	Ongoing project of Facilities Management and Democratic Services. Hybrid in Council chamber is at beta testing stage, and a protocol to be developed
1.3	Improving how we explain the system	Develop clearer guidance on the roles and responsibilities for Chairs, Co-Chairs, Deputy Chairs and Group Spokespeople and how officers are expected to brief and interact with these roles	Produce, and publish on SCC's intranet, guidance for officers on the roles and responsibilities of each role within a Policy Committee, along with expecations for communications and briefings	Guidance in production. Opportunity to clarify Committee remits for all Members and info on roles/responsibility. Connects to Member Development. Aim for Governance Committee in late summer.	Democratic Services	Sept/Oct 2023	A Sharepoint site created for officers is in testing phase

2.1	Improving the support we provide to those working in the system: Advice, Guidance and Support	Develop mechanisms for Portfolio Officers to share best practice in resourcing and working in the Committee System	Work with officers across portfolios to design and implement systems for sharing best practice and peer guidance for working in the Committee system	Start with dedicated session with Council's Extended Leadership Team (Heads of Service) in summer 2023.	Laurie and Jason	01/09/23	Ongoing - to be determined when will take place
2.2	Improving the support we provide to those working in the system: Advice, Guidance and Support	Consider how we can provide officers with 'quick wins' in terms of tools and support	Identify areas of potential improvement within the Committee system that can be designed and implemented quickly to include: report templates for non-decision reports; intranet guidance as above; peer guidance as above.	Draft SharePoint site for Officers in place. Democratic Services working on structure and content (06.07.23)	Project Team	01/09/23	Ongoing - see above 1.3 Sharepoint site; non-decision report template in design
2.3	Improving the support we provide to those working in the system: Advice, Guidance and Support	Ensure Members and Officers are signposted to wellbeing support services that are available through the Council	Include in Members newsletter, on Members intranet, in Member induction materials.	Complete.	Democratic Services	Complete	Done
2.4	Improving the support we provide to those working in the system: Advice, Guidance and Support	Re-emphasise role of S&R and Senior Officers in identification of cross-cutting issues and directing them to most appropriate forum	Include in work planning guidance; Strengthen oversight of composite work programme at SLB and S&R;	Form 1 (ie. the process to add items to workplans) and SLB/S&R reporting processes have been updated. S&R considering composite work programme at June meeting. Reference included in work programming guidance		Complete	Done
2.5	Improving the support we provide to those working in the system: Advice, Guidance and Support	Job Share Chair Protocol should be adhered to and promoted amongst officer and members to develop a greater understanding of the role.	Make protocol available on Intranet; Circulate protocol to appropriate members and officers post AGM; Include references to co-chairing in briefing and work programming guidance; include co-chairing in member and officer training and development where appropriate	Job Share Chair Protocol has been updated. No further action required this year.		Complete	Done
2.6	Improving the support we provide to those working in the system: Advice, Guidance and Support	Produce Guidance on briefing practises	Develop Guidance; add to intranet and circulate; include references to it in work programming guidance.	Discussed with Corporate Leadership Team (CLT - ie. Directors) New briefing arrangements in place S&R Committee.	Laurie	01/09/23	Done - In place for S&R
2.7	Improving the support we provide to those working in the system: Advice, Guidance and Support	Develop a Policy Development Toolkit to be used alongside the engagement toolkit	Develop and circulate guide. Consider other options for improving policy development practise	Toolkit in production.'Policy Clinic' drop ins planned for Officers.	Laurie	01/09/23	Ongoing in development

2.8	Improving the support we provide to those working in the system: Advice, Guidance and Support	Develop work programming guidance for members and officers	Develop, circulate. Put arrangements in place for early work programme conversations.	Underway as part of new municipal year.		ONGOING	Ongoing - in development for future years
3.1	Improving the support we provide to those working in the system: Effective and Timely Reports	Consider how we can help officers to better understand the process for getting a Committee report prepared, signed off and published in a timely way	Produce, and publish on SCC's intranet, guidance for officers on how to take a report to a Policy Committee (including timescales for each milestone)*Should include early conversations with 'sign off services' legal, equalities etc)*	Existing guidance being reviewed and updated. Revised report sign off timeline in production. SharePoint site in production. Report Management System to be explored	Democratic Services	01/09/23	Ongoing - see above 1.3 Sharepoint
3.2	Improving the support we provide to those working in the system: Effective and Timely Reports	Develop training for officers on effective, accessible report writing	Commission training for Officers on writing reports for Policy Committees that are concise, effective and accessible	Conversations ongoing with L&D Team as to Development hub options.	Democratic Services	01/09/23	Ongoing - likely we will need to commission external support in 2024
3.3	Improving the support we provide to those working in the system: Effective and Timely Reports	Ensure the impact assessment process is robust, transparent and applied consistently	Produce and publish guidance for officers on completing and publishing Equalities, Climate and Environmental Impact Assessments with committee reports. Consider change to report template "have you checked with an Equalities Lead as to whether an EIA is required? Is it attached?) Ensure TAC lists are up to date with Climate and Equalities Officers invited to pre-agenda and pre-briefings.	Change to report template complete. EIA and CIA guidance to be signposted on SharePoint Site and included in officer guidance. Team Around the Committee lists updated.	Democratic Services Equalities Team Climate Team	Complete / in progress	Ongoing - good progress, link from Sharepoint to EIA - process and protocol under test - evidence of sustained improvement of EIAs being published with reports
4.1	Further work beyond this review	Consider whether we need to develop a clearer framework on the balance of decisions between Policy Committees and LACs	Develop and publish guidance for Officers and Members on what decisions should be taken at Policy Committees and which should be taken at LACs	Included in broader guidance see 3.1	Democratic Services Legal Services LAC Team	01/09/23	Work in progress to bring back to Governance Committee
4.2	Further work beyond this review	Consider how we will address the recommendations in the 'Involve' report	Connect to Future Sheffield and propose a Governance Committee Working Group to support/oversee the work	Initial scoping of work underway (July 2023)	Strategy & Partnerships Equalities & Engagement Team	01/04/24	Work in progress will report back to Governance Committee
4.3	Further work beyond this review	Develop Governance Committee Work Programme for 2023/24	Include task and finish groups of engagement and public questions; monitoring progress against GRIP; developing performance framework and metrics; review of Committee remits	Work programming process post AGM. Draft workplan presented to Gov Committee on 20th July 2023.	PDE Service	Complete	Committee Work Programmes are live documents - GRIP updated, public questions task and finish group operating

4.4	Further work beyond this review	Introduce word limit to Notices of Motion		Will be implemented at future ordinary meetings of Full Council. Links to consititutional amendments	Democratic Services	Complete	Done - operational
4.5	Further work beyond this review	Introduce Pro-Active work programming for Full Council.	Implement through regular Whips Meetings.	On the agenda for the next Whips meeting	Democratic Services	Complete	Done - operational
4.6	Further work beyond this review	Implementing Members Questions at Policy Committees		Propose same approach as full council. Consultation with members and officers underway.	Democratic Services	01/09/23	Done - operational