Report to Governance Committee

12th October 2023

Report of:	Head of Policy and Partnerships

Subject:	Committee Work Programme

Author of Report: Alice Nicholson, Policy & Improvement 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 of the Committee.

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.

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. Note the additional indications of items which are likely to need more intensive work (eg. citizen involvement, task and finish groups, policy review and development work) and consider implications for prioritisation of Governance Committee's forward workplan

4. Consider any further issues to be explored by officers for inclusion on the future iteration of the work programme.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

Update on the Committee workplan for Governance Committee

1. At the previous Governance Committee in July, Members discussed the Committee's draft workplan. As part of the discussion, Members recognised that there a number of significant items which will need and will benefit from longer-term activity, including community involvement and leadership by task and finish groups from the Committee.

2. The Governance Committee's work is an essential part of the Council's commitment to continuously improve our committee system and how we work within it as Members, officers and with citizens and partners. However, there are significant constraints on Member and officer capacity and therefore, prioritising the items on the workplan to focus on the things Members most want to achieve in the municipal year is essential.

3. However, the Governance Committee's workplan contains a mix of items. Some are relatively self-contained (eg. with a paper outlining options and officer recommendations for the Committee to discuss and agree in one meeting) while others need much deeper development work with Member, citizen and officer time.

4. To make this clearer, the workplan has been updated to:
   - Reflect the live workplan for the committee as of 4th October
   - Include an officer steer on where items are likely to need more intensive development work

5. It is recommended that Members consider the current workplan and discuss items to prioritise over the coming months, particularly where there is policy development and involvement activity needed.

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	N/A
Referred from	
Details	
Commentary/ Action Proposed	

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
N/A		

Appendix 1 – Work Programme

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

Item	Proposed Date	Note	Suggested approach
Governance Review Implementation Plan	Standing Item	To update the Committee on progress against actions in the Governance Review Implementation Plan and identify further actions for inclusion. (LB)	Regular update paper to Committee
Member Development Programme	20th July 23	To consider to the existing Member Development Strategy 2021-2025 and priorities for member development activity for the next 12 months, including learning from recent reviews, such as the LGA Peer Challenge and the Race Equality Commission Report. (JD) To update at Committee – 12th Oct 2023	Member working group with regular updates to the Committee as required
Public Questions Task and Finish Group	20th July 23 Update / interim findings at 12th October Committee	As per the Governance Review recommendation: to formally agree the approach, terms of reference of, and appointment to, the task and finish work on public questions: • ensuring the process for citizens to ask public questions is clear, that public questions are triaged in a way that directs them to the most appropriate forum and that those forums are easy to access. • Considering processes for responding to public questions, ensuring a consistent approach that is fit for purpose in the Committee System.	Will require activity between meetings through Member Task & Finish Group, citizen involvement, insight analysis and development of solutions with Members / officers / citizens.
NHS governance and alignment with our committee system	12th October 2023	Governance Committee to sponsor a task and finish group to consider appropriate Sheffield City Council membership of the forum that considers joint SCC and NHS commissioning and planning through a pooled budget under Section 75 of the NHS Act 2006.	Member Task and Finish but supported by Strategic Commissioning / Strategy & Partnerships. Est. completion by Feb 24.

Democratic participation Task and Finish Group	November 2023	To formally agree the approach, terms of reference of, and appointment to, the task and finish group on citizen engagement and involvement: • consider how we can drive progress in realising our ambitions for community involvement and engagement, taking learning from recent reviews including Involve, the LGA Peer Challenge, the Race Equality Commission Report • Publish the report that Involve have prepared for Sheffield • Complement Future Sheffield programme • Connect to Member Development Programme	Will be a long-term project for the committee – citizen involvement and Task and Finish. Will need dedicated Member and officer time outside of Gov Committee meetings
Devolution to Local Area Committees and review of Committee Remits	January 2023	To consider possible changes to decision making in Local Area Committees, and how this will impact on our overall governance arrangements. Taking a holistic approach to reviewing committee remits, taking into account experience of 2023/24 workloads, any changes that have happened as a result of the development of Local Area Committees, and any changes to the council's operating/management structures.	Early conversations with LAC Chairs. Will need significant Task and Finish work to look at Policy Committee remits and the interaction between LACs and city level committees.
Urgent Decisions	28th February 24	To review the use of urgent decisions to date, understand whether the process is working as intended, and whether changes are required (DH, JD)	Policy review work – officer research presented to Committee
Charity Sub Committee and SCC role as a charitable trustee.	March 2024	To consider, and recommend to Full Council, the most appropriate way for the Council to discharge its role as Charitable Trustee	Likely to need Task and Finish group
Measuring the health of the Committee System	TBC	To develop and agree a performance framework and set of metrics to enable us to measure progress as the Committee System develops.	Should be developed and designed with citizens, officers and Members. Small number of workshops.

Changes to delegations	TBC	To consider, and recommend to Full Council, changes to delegations (including grants – initially discussed by the Committee in December 2022).	
Understanding Committee Roles and Remuneration	TBC	To consider the roles of Deputy Chair and Group Spokespeople, and whether current arrangements, including remuneration, are appropriate.	
Establishing a Sub-Committee of the Transport, Regeneration and Climate Change Policy Committee to deal with TROs	TBC	Consider the role of Governance Committee in this – is it development, info or approval, for example, is TRC ultimate decision maker on this, plus full council approval.	
International Relationships	TBC	To agree a framework setting out the purpose and arrangements for International Relationships	
Officer support and engagement in Policy Committees	TBC	To be defined – need to work with Governance Committee Members and officers to agree scope and focus	

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	12th October 2023					
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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*
Interim findings from the Public Questions and Petitions Review	Interim findings from the recent survey and workshop on public questions and petitions	Laurie Brennan Alice Nicholson	Policy development	Member Task and Finish group involvement	Online surveys In-person workshop Stakeholder-led activity	Governance Committee referral to Full Council
NHS Governance	Governance Committee to sponsor a task and finish group to consider appropriate Sheffield City Council membership of the forum that considers joint SCC and NHS commissioning and planning through a pooled	Dan Spicer	Policy development	Member Task and Finish group involvement	N/A	Governance Committee referral to Full Council (AGM, 2024).

Meeting 2	12th October 2023					
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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*
	budget under Section 75 of the NHS Act 2006					
Member Development update	Verbal update from the Member Development Working Group	Jason Dietsch	Update	Member Working Group	N/A	N/A
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*					

Meeting 3	22nd November 2023	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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*
Democratic participation	• consider how we can drive progress in realising our ambitions for community involvement and	James Henderson Laurie Brennan	Policy development	With Governance Committee and T&F	Yes – align to Future Sheffield and Member Development Programme	TBC – connects to S&R Committee and Full Council

	engagement, taking learning from recent reviews including Involve, the LGA Peer Challenge, the Race Equality Commission Report • Publish the report that Involve have prepared for Sheffield • Complement Future Sheffield programme • Connect to Member Development Programme				
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*				

Meeting 4	14th December 2023	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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
TBC	Could be space for citizen engagement / workshops					

Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*					

Meeting 5	**17th January 2024**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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
Committee Remits and LACs	To consider possible changes to decision making in Local Area Committees, and how this will impact on our overall governance arrangements. Taking a holistic approach to reviewing committee remits, taking into account experience of 2023/24 workloads, any changes that have happened as a result of the development of Local Area Committees, and any changes to the council's	James Henderson David Hollis Lorraine Wood	Policy Development	For Committee to scope	Yes – to be developed	Full Council (AGM 2024)

	operating/management structures.					
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*					

Meeting 6	**28th February 2024**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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
Urgent Decisions	To review the use of urgent decisions to date, understand whether the process is working as intended, and whether changes are required					
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*					

Meeting 8	27th March 2024	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (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
Charity Sub Committee and SCC role as a charitable trustee.	To consider, and recommend to Full Council, the most appropriate way for the Council to discharge its role as Charitable Trustee	David Hollis	Referral to decision maker		To be defined	Full Council (AGM 2024)
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *Governance Review Implementation Plan*					

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 3)
- 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.