Sheffield City Council

Report to Communities, Parks and Leisure Committee

13th November 2023

Report of: **Director of Policy and Democratic Engagement**

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Subject: **Draft Committee Work Programme - Communities Parks and Leisure**

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Author of Report: **Rachel Marshall, 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 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; and

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	
Referred from	Council Motion 4 October 2023
Details	"resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income"
Commentary/ Action Proposed	It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing

	with each Committee to develop these. The sections in respect of each Policy Committee will set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The sections for each Committee will include a direct reference to the issues raised in this motion. In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.

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
Site Visits / Updates	A programme of site visits is being arranged to key Parks and Countryside sites	29/09/23 Full Day Further dates being confirmed
Site Visits / Updates	A programme of site visits is being arranged to libraries	June – September 2023
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW: '2024 to 2027 Revenue & Capital Budget	November 2023	
NEW: Allotment Rents Decision	November 2023	Decision on allotment rents for 2025/26
MOVED: City Centre Public Spaces Protection Order (PSPO	January 2023	Moved from Nov meeting to Jan to allow additional time to complete the work required.
MOVED: Community Cohesion	March 2024	Moved from the Nov meeting to the March meeting due to more work being needed with VCFS.
MOVED: Future of Central Libraries	Dec 2023	Moved to allow more time to carry out the work required.
NEW: Update on work of the Task and Finish Group	November 2023	To provide and update on the work of the task and finish group to date.

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	

Type of item	
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)	

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 3	**13th Nov 2023**	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
NEW: Bereavement Strategy	To provide an update and discussion in Bereavement strategy and approach to burial land	Ellie Fraser	Update and discussion			

Topic	Description	Lead Officer/s	Type of item			Final decision-maker (& date)
NEW: 2024/25 Budget Savings for CPL to set a balanced budget	A report to set out the savings proposals to balance the CPL 2024/25 budget	Lisa Firth and Jason Siddall	Decision		To follow	This committee
NEW: Asylum Dispersal Grant	That the Communities, Parks & Leisure Committee approve proposals for expenditure of the 2023/24 Asylum Dispersal Grant and Asylum Dispersal funding and delegation for expenditure to the Head of Communities.	Jason Siddall and Beth Storm	Decision			
NEW: Allotment Rents	Decision regarding allotment rents for 25/26	Rowan Longhurst / James Musgrave	Decision	Engagement via Allotment Advisory Group primarily	Survey of existing allotment tenants being undertaken around rent increases	This Committee
NEW: Update on work of the Task and Finish Group	To provide and update on the work of the task and finish group to date.	Ruth Bell	Update			

Meeting 4	**11th Dec 2023**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • _Decision_ • _Referral to decision-maker_ • _Pre-decision (policy development)_ • _Post-decision (service_	_(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

			performance/ monitoring)			
MOVED: Future of Central Library	To provide an update on Central Library	Hilary Coulson	Update			N/A
2023/24 Q3 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Allotment Policy Review	Update for discussion prior to decision	Ruth Bell/Rowan Longhurst	Update			

Meeting 5	**29th Jan 2024**	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
MOVED: Library re-design and Opening Hours	To provide an update	Hilary Coulson	Update	*N/A*		
MOVED: Green and Open Spaces Strategy Review	Discussion prior to decision	Ruth Bell	Update			N/A

| NEW: City Centre Public Spaces Protection Order (PSPO) | To set out the current position regarding anti-social behaviour (ASB) in the city centre and seeks approval of a draft Public Spaces Protection Order (PSPO) and approval to consult the public and other stakeholders on the introduction of the PSPO. | Amanda Perrott & Jim Dee | Decision | • Committee briefings – Feb, July and September 2023
• Leader briefings – August and September 2023
• Political Group briefing – Labour 25th Sept, Lib Dem 2nd Oct, Green TBC. | The Committee is asked to decide whether the Council should consult with the public on a draft PSPO.

The Council has engaged with stakeholders (such as businesses and South Yorkshire Police) to gather and assess the evidence in support of making a PSPO. | This Committee |

Meeting 6	11th 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)	*(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
MOVED: Strategic review of Libraries: Next Steps	Update for discussion prior to decision	Hilary Coulson	Update			

2023/24 Q4 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
MOVED: Community Cohesion	To provide an update to the PC on the work around Community Cohesion	Lorraine Wood/Colin Harvard	Decision	This Cohesion Strategy approach has previously been approved by the Cabinet Member for Communities	This approach to cohesion was consulted with a wide range of VCF partners previously and is reflected in many of the current strategic developments such as SCC's Corporate Plan Themes and City Goals.	N/A

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

Item 1	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 2	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

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.