



## Report to Waste and Street Scene Policy Committee

20<sup>th</sup> December 2023

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

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**Subject:** Committee Work Programme

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**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 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.

**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 3 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                              | Request to review Private Hire Operator and Vehicle Policy   |
| Referred from                      | Licensing Committee, 7 November 2023   |
| <i>Details</i>                     | “That the Waste and Street Scene Policy Committee be recommended to review the policy in relation to displaying door signage in light of applications being made to be exempted from this policy.” |
| <i>Commentary/ Action Proposed</i> | Report scheduled for Committee in Summer 2024 evaluating how effective the revised signage requirements have been since the introduction in November 2022.   |

### 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.

### 3.2 Training & Skills Development - Induction programme for this committee.

| Title                                  | Description & Format   | Date           |
|--|--|----------------|
| Waste and Highways PFI                 | Teams presentation to all new members of the committee on the Waste and Highways PFI contracts   | Completed      |
| Street Scene & Regulation              | Teams presentation on the services within SS&R and the lead officers   | Completed      |
| Visit to the Energy Recycling Facility | To see the ERF plant in action and gain a wider understanding of how waste is dealt with and used to provide electricity and heat  | Completed      |
| Parking Services                       | Walk round with a particular focus on one aspect e.g. street parking, match day parking.   | Part completed |
| CCTV                                   | Night-time visit to the CCTV control room.   | Completed      |
| Sheffield Street Tree Partnership      | These sessions are being run specifically for elected members and will offer the opportunity to find out more about Sheffield Street Tree Partnership; who they are and their work to deliver the vision of a network of street trees that Sheffield can be proud of<br><br>*book via Eventbrite (Email gone out to all Cllrs) | Completed      |
| Page Hall Waste Trials                 | Committee visit to see the work being done and lessons learned.  | Completed      |
| Sheffield Food Partnership             | Committee to meet with the partnership to learn about what they do and explore ways to work together.  | TBC            |

## Appendix 1 – Work Programme

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

| <b>New Items</b>                | <b>Proposed Date</b> | <b>Note</b>  |
|---------------------------------|----------------------|--|
| Parking Fees and Charges        | TBC                  | A review of fees and charges for parking including zoning.                                 |
| <b>Amended Items</b>            | <b>Proposed Date</b> | <b>Note</b>  |
| Market Strategy                 | March 2024           | Combined with existing item on Markets development options for indoor and outdoor markets. |
| Review of Market Energy Charges | February 2024        | Moved to allow 6 months data to be available to report on.                                 |

### 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.

|   |  |
|---|--|
| <b>Topic</b>  |  |
| <b>Description</b>  |  |
| <b>Lead Officer/s</b>   |  |
| <b>Item suggested by</b>  |  |
| <b>Type of item</b>   |  |
| <b>Prior member engagement/<br/>development required</b> <i>(with reference to<br/>options in Appendix 2)</i> |  |
| <b>Public Participation/ Engagement<br/>approach</b> <i>(with reference to toolkit in Appendix 3)</i>         |  |

|   |  |
|---|--|
| <b>Lead Officer Commentary/Proposed Action(s)</b> |  |
|---|--|

**Part 3: Agenda Items for Forthcoming Meetings**

| Meeting 4<br>23/24   | 20 December 2023   | 10am  |   |  |  |   |
|--|--|---|---|--|--|---|
| <b>Topic</b>   | <b>Description</b>   | <b>Lead Officer/s</b>                               | <b>Type of item</b><br><ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul> | <i>(re: decisions)</i><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> | <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i> | <b>Final decision-maker (&amp; date)</b><br><ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul> |
| Standing items   | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring</i></li> </ul> |   |   |  |  |   |
| Connected by Water, assets and infrastructure and sewer management | Update from Yorkshire Water on their business plan. This will be for information-sharing and informal feedback to Yorkshire Water.   | Tim Myatt (External)<br>Facilitated by Richard Eyre | Post-Decision   | Consultation   | Awaiting details   | This Cttee  |
| 2023/24 Quarter 2 Budget Monitoring                                |  | Jane Wilby / Philip Gregory                         | Decision  |  |  | This Cttee  |

|                                     |  |                            |               |                  |                  |            |
|-------------------------------------|--|----------------------------|---------------|------------------|------------------|------------|
| Moor Markets Service Charge Review  | Awaiting details   | Liam Pond / Ben Brailsford | Decision      | Awaiting details | Awaiting details | This Cttee |
| Response to the Street Tree Inquiry | Follow up on recommendations within W&SS remit from the Lowcock Report and look at strengthening the remit of the street tree partnership and implement relevant actions | Richard Eyre               | Post-decision |                  |                  | This Cttee |

| Meeting 5 23/24             | 14 February 2024  | 10am           |   |   |   |   |
|-----------------------------|---|----------------|---|---|---|---|
| Topic                       | Description   | Lead Officer/s | Type of item <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul> | (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) <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul> |
| Standing items              | <ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> <li>• Any other committee-specific standing items eg finance or service monitoring</li> </ul> |                |   |   |   |   |
| Sexual Entertainment Venues | Report on developing a policy on Sexual Entertainment Venues  | TBC            | Decision  |   |   | This Cttee  |

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|--|---|----------------------------|---|---|--|------------|
| Review of the Graffiti and Fly tipping Project           | Report to provide a review of the project and identify the impact of the work   | Ian Ashmore                | Post-Decision   |   |  | This Cttee |
| Future Waste Collection Service Options for Consultation | The council will be introducing new weekly food waste collections and collecting more types of plastic for recycling to meet our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy. | Neil Townrow               | Strategy/ policy development, feedback from the consultation will inform future decision. | Written briefing for the committee and/or all members.              | Public consultation to include citywide online consultation via Have Your Say Sheffield, engagement through LACs, targeted discussions with Access Liaison Group, Universities and VCF partners. | This Cttee |
| Amey (Streets Ahead) Contract Performance                | Report of ongoing performance. Requested in Septembers WSS Committee.   | Davina Millership          | Post-Decision   | Ongoing engagement via Knowledge Briefings                          |  | This Cttee |
| Use of Glyphosate via the Streets Ahead Contract         | Report setting out options for phasing out Glyphosate on the highway network including fully costed options. Requested from September's Committee.  | Davina Millership          | Pre-Decision  | Ongoing engagement via Knowledge Briefings                          |  | This Cttee |
| <b>MOVED:</b> Review of Market Energy Charges            | 6-month review following decision by Committee in March 2023  | Liam Pond / Ben Brailsford | Decision  | Report to Waste and Street Scene Policy Committee on 22 March 2023. |  | This Cttee |

| Meeting 6<br>23/24                           | 13 March 2024   | 10am                        |   |   |   |   |
|--|---|-----------------------------|---|---|---|---|
| Topic  | Description   | Lead Officer/s              | Type of item <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul> | (re: decisions)<br>Prior member engagement/ development required<br>(with reference to options in Appendix 1) | (re: decisions)<br>Public Participation/ Engagement approach<br>(with reference to toolkit in Appendix 2)   | Final decision-maker (& date) <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul> |
| Standing items                               | <ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> <li>• Any other committee-specific standing items eg finance or service monitoring</li> </ul> |                             |   |   |   |   |
| 2023/24 Quarter 3 Budget Monitoring          |   | Jane Wilby / Philip Gregory | Decision  |   |   | This Cttee  |
| Review of General Licensing Fees and Charges | Review of Licensing Fees and Charges  | Ian Ashmore                 | Decision  | Written briefing for the committee or all members   | Public consultation on vehicle and operator fees  | This Cttee  |
| Review of Taxi Licensing Fees and Charges    | Review of Licensing Fees and Charges  | Ben Brailsford              | Decision  | Written briefing for the committee or all members   | The report will be informed by consultation with taxi trade bodies and the Taxi Trade Forum, as well as online consultation promoted via Gov.Delivery | This Cttee  |



|                               |  |                            |          |  |  |            |
|-------------------------------|--|----------------------------|----------|--|--|------------|
| <b>MOVED:</b> Market Strategy | Review of current Market Strategy, discussion on Markets development options for indoor and outdoor and proposals to address outdoor market reduced trading days and future options for indoor market improvements | Ben Brailsford / Liam Pond | Decision |  |  | This Cttee |
|-------------------------------|--|----------------------------|----------|--|--|------------|

| Items which the committee have agreed to hold a committee briefing on or 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"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul> | (re: decisions)<br>Prior member engagement/development required<br><i>(with reference to options in Appendix 1)</i> | (re: decisions)<br>Public Participation/Engagement approach<br><i>(with reference to toolkit in Appendix 2)</i> | Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
| Surface water flooding and climate mitigation  | Requested by Committee in February 2023. Briefing on surface water flooding remediation with particular regard to the road network. Consider cross-over with climate mitigations. Other cttee's projects have a knock on impact on the flood strategy which is in W&SS remit. |                | Briefing   |   | Crossover with TRC Policy Committee   | This Cttee  |

|   |   |                                |                            |  |  |            |
|---|---|--------------------------------|----------------------------|--|--|------------|
| Pest Control  | Review of approach to concessions for pest control and keeping private land free of infestations. | Ian Ashmore / Craig Bebbington | Referral to decision-maker | Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach. Will bring some outline discussion documents re. the issues to future briefings. | May need some engagement with LACS. Primarily focussed on how we tackle land we do not own and its not a statutory issue re concessions. |            |
| Public engagement session                           | Requested by Committee in June 2023.Format and topic(s) to be confirmed.                          | Richard Eyre                   | Pre-decision               |  | Public to be invited to make statements to the committee on a specific area(s) of the committee work programme.                          | This Cttee |
| Review of Hostile Vehicle Mitigation (HVM) measures | Progress on HVM measures, update on temporary proposals and approach to Carver Street.            |                                | Decision                   | Consult with TRC Policy Cttee members due to impact on road network.   |  | This Cttee |
| Safety at Sports Grounds Policy                     | Requested by Committee  | Ben Brailsford / Steve Lonnia  | Decision                   | Written briefing for the committee or all members<br><br>Consultation with Sheffield Sport Ground operators  | Consultation with Sheffield Sport Ground operators   | This Cttee |
| Review of District Energy Network and               | Progress update on how the plans for district heating are progressing, particularly in            | Neil Townrow                   | Post-decision              |  |  | This Cttee |

|  |   |  |              |  |  |            |
|--|---|--|--------------|--|--|------------|
| future opportunities                   | relation to connecting SCC assets.  |  |              |  |  |            |
| Reducing the use of Single Use Plastic | To prepare a report for the Committee to consider how to reduce the use of Single Use Plastic. Item suggested following public question to the Committee on 27.09.23. |  | Pre-decision |  |  | 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 **Page 32**

## **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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