



## Report to Education, Children and Families Policy Committee

8<sup>th</sup> February 2024

Report of: Director of Policy and Democratic Engagement

---

**Subject:** Committee Work Programme

---

**Author of Report:** Fiona Martinez, Principal Democratic Services Officer

[fiona.martinez@sheffield.gov.uk](mailto:fiona.martinez@sheffield.gov.uk)

---

### 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 Co-Chairs, 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.

---

## **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 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:

2.2

None received

### **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
None to report		

## Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
<b>NEW:</b> Proposed Capital Programme for 2024/25	February 2024	The Committee is asked to endorse the general approach to inform the Council's overarching Capital Strategy.
<b>NEW:</b> Education, Children and Families Committee Climate Statement	February 2024	The Education, Children and Families Committee Climate Statements will reaffirm the commitments made relating to the climate emergency and outline how climate change relates to the Education, Children and Families Committee and the action that the committee can take to contribute and support our commitments.
<b>NEW:</b> Belonging Strategy	March 2024	Awaiting narrative
<b>NEW:</b> Race Equality Review	March 2024	The purpose of this report, is to review the steps taken to implement the Race Equality Commission's Recommendations
<b>NEW:</b> Building Successful Families, Committee Annual update	March 2024	The report is to provide an annual update to the Education, Children and Families Committee on the Building Successful Families (BSF) programme, referred to nationally as the Supporting Families programme. To request that the Education, Children and Families Committee receives and notes the 2024 annual report of Building Successful Families (BSF).
<b>NEW:</b> Update report from the Strategic Director of Children's Services	March 2024	To provide a Strategic Director's update regarding the performance and governance of Children's services, including progress in meeting DCS (Director of Children's Services) accountabilities and delivering on our statutory requirements. It also provides an update regards progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.
<b>NEW:</b> Developing an Integrated Resource at Broomhall Nursery	March 2024	Awaiting narrative
Rescheduled Item	Proposed Date	Note

<b>MOVED:</b> School Calendar 2025/26	March 2024	The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under Section 32 of the Education Act 2002. Schools that are their own Admission Authority usually follow the City Council model calendar but are free to set their own. Religious schools sometimes operate different dates around Easter. To ensure that the City Council is carrying out its statutory duty to set a school calendar for the 2025/26 academic year
---------------------------------------	------------	---

### 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/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement 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 5	8 <sup>th</sup> February 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&amp;R)/Full Council/Officer</i>
The Childcare Reforms	The likely impact of implementation of the Chancellor's Spring Budget 2023 Announcement of proposed Childcare Reforms.	Cathie Tandy	Strategy/Policy Development	N/A	One key area of work to be undertaken will be to establish levels of expected demand amongst parents/carers, alongside existing capacity within the Early Education and Childcare Market, to help identify any gaps and to determine levels of provision required.  Other key strands will include: <ul style="list-style-type: none"> <li>• Providing information to parents/carers regarding the offer</li> </ul>	Education, Children and Families

					<p>and what they can access</p> <ul style="list-style-type: none"> <li>• Engaging with childcare providers and schools regarding the new entitlements they plan to offer.</li> </ul>	
School Admissions	<p>The Local Authority is responsible for setting admission arrangements for all Community and Voluntary Controlled Schools. It must “Determine” and publish its admission arrangements every year, including the Co-ordinated Admission schemes. There is a requirement to consult on the arrangements once every seven years unless there are significant changes proposed.</p>	John Bigley	Decision	Member Briefing	None required	Education, Children and Families

	<p>The arrangements were consulted upon last year for the 2023/24 academic year. There are no proposed changes to the arrangements for 2025/26. The key decision is to <u>determine</u> the Council's Admission Arrangements for Community and Voluntary Controlled Schools for 2025/26.</p> <p>Schools and Academies that are their own Admission Authority must determine their own Admission Arrangements.</p> <p>To ensure that the City Council is carrying out its statutory duty to determine its Admission Arrangements for 2025/26 by 28 February 2024.</p>					
<p>School Calendar 2025/26</p>	<p>The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under</p>	<p>John Bigley</p>	<p>Decision</p>	<p>Member Briefing</p>	<p>None required</p>	<p>Education, Children and Families</p>



	<p>Section 32 of the Education Act 2002.</p> <p>Schools that are their own Admission Authority usually follow the City Council model calendar but are free to set their own. Religious schools sometimes operate different dates around Easter.</p> <p>To ensure that the City Council is carrying out its statutory duty to set a school calendar for the 2025/26 academic year.</p>					
16-25 Years Supported Accommodation Framework Contract	<p>The current contract was extended for a further 18 months from 1<sup>st</sup> April 2023 until 30<sup>th</sup> September 2024. The extension was to allow for the Government introducing new national standards for the registration, regulation, and inspection of supported accommodation for Looked after Children, aged 16 and 17 years and Care Leavers, which is</p>	Amy B / Isobel Fisher	Decision	Member Briefing		Education, Children and Families

	<p>being overseen by an Ofsted-led provider registration and inspection regime. It is mandatory that all our current providers obtain Ofsted registration by end of October 2023. Ofsted will commence Ofsted inspections in April 2024.</p> <p>The extension also allows us to conduct a full re-commissioning exercise that is co-produced with young people and Care Leavers.</p> <p>To seek approval to re-commission the 16-25 Years Supported Accommodation Service and go out to tender for a 4–5-year contract.</p>					
SEND SEF and Transformation work	For Education Children and Families Policy Committee to note the overview of the SEND & AP Area Self Evaluation Framework and expected updates	Rose Ward	Performance, monitoring and other	Member briefings		Education, Children and Families

Update report from the Strategic Director of Children's Services	To provide a Strategic Director's update regarding the performance and governance of Children's services, including progress in meeting DCS (Director of Children's Services) accountabilities and delivering on our statutory requirements. It also provides an update regards progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.	Meredith Dixon-Teasdale	Performance, monitoring and other	Member Briefing	None required	Education, Children and Families
Corporate Parenting Plan	We are currently consulting and developing our new strategy for 2023-2026. We aim to have this presented to our Corporate Parenting Board in November 2023. This will set out our ambition for children and young people over the next 3 years and how we will hold ourselves to account. This will be informed by what our children and young people have told us, what our partners have told us, and today we invite	Sally Williams	Performance, monitoring and other	Member briefing / Corporate parenting board	Engagement with Children and Young people / external partners	Education, Children and Families

	<p>you to contribute your thoughts and aspirations too.</p> <p>This strategy is about focusing on what really matters to children - family, love and a safe, stable and reliable place to call home. These are the things that ultimately make a difference to children's happiness and success.</p>					
<b>NEW:</b> Proposed Capital Programme for 2024/25	The Committee is asked to endorse the general approach to inform the Council's overarching Capital Strategy.	Mark Sheikh	Decision	Regular briefings are provided to Members on our Capital Programmes, Basic Needs growth, Schools Building Condition and Social Care Sufficiency	-	Education, Children and Families, Strategy and Resources and Finance Sub-Committee
<b>NEW:</b> Education, Children and Families Committee Climate Statement	The Education, Children and Families Committee Climate Statements will reaffirm the commitments made relating to the climate emergency and outline how climate change relates to the Education, Children and Families Committee and the action that the committee can take to contribute and support our commitments.	Pat Butterell	Decision	TBC	TBC	Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li><i>Public Questions/ Petitions</i></li> </ul>					

	• <i>Work Programme</i>					
--	-------------------------	--	--	--	--	--

Meeting 6	19 <sup>th</sup> March 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&amp;R)/Full Council/Officer</i>
2023/24 Q3 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
Medical Needs Education Service	The recommissioning of our Medical Needs Education contract which provides education for children medically unable to attend school.	Polly McKinlay	Decision	None considered.	We will be undertaking consultation with Sheffield Parent Carer Forum as well as with the children and their families who attend Chapel House.	Education, Children and Families
<b>NEW:</b> Belonging Strategy	Awaiting narrative	Andrew Jones /Joe Horobin				Education, Children and Families
<b>NEW:</b> Race Equality Review	The purpose of this report, is to review the steps taken to implement the Race Equality Commission's Recommendations	Meredith Teasdale				Education, Children and Families

<p><b>NEW:</b> Building Successful Families, Committee Annual update</p>	<p>The report is to provide an annual update to the Education, Children and Families Committee on the Building Successful Families (BSF) programme, referred to nationally as the Supporting Families programme. To request that the Education, Children and Families Committee receives and notes the 2024 annual report of Building Successful Families (BSF).</p>	<p>Emily Ward/ Amy Buddery</p>	<p>Performance and Monitoring</p>	<p>Briefings with the Chair, Vice Chair and Spokesperson of the Education, Children and Families Committee will be undertaken in January/February 2024</p>		<p>Education, Children and Families</p>
<p><b>NEW:</b> Update report from the Strategic Director of Children's Services</p>	<p>To provide a Strategic Director's update regarding the performance and governance of Children's services, including progress in meeting DCS (Director of Children's Services) accountabilities and delivering on our statutory requirements. It also provides an update regards progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.</p>	<p>Meredith Teasdale</p>	<p>Performance monitoring and other</p>	<p>N/A</p>	<p>N/A</p>	<p>Education, Children and Families</p>

<p><b>NEW:</b> Developing an Integrated Resource at Broomhall Nursery</p>	<p>Awaiting narrative</p>	<p>Zanib Mushtaq/Matt Peers</p>				
<p><b>MOVED:</b> School Calendar 2025/26</p>	<p>The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under Section 32 of the Education Act 2002.</p> <p>Schools that are their own Admission Authority usually follow the City Council model calendar but are free to set their own. Religious schools sometimes operate different dates around Easter.</p> <p>To ensure that the City Council is carrying out its statutory duty to set a school calendar for the 2025/26 academic year.</p>	<p>John Bigley</p>	<p>Decision</p>	<p>Member Briefing</p>		

Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					
----------------	---	--	--	--	--	--

Items which the Committee has agreed to add to an agenda, but for which no date is set.

<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <i>This Cttee/Another Cttee (eg S&amp;R)/Full Council/Officer</i>



## **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.**