



Report to Adult Health and Social Care Policy Committee

20th March 2024

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Fiona Martinez, Principal Democratic Services 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 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 too 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
4. If items are referred from LACs, these should be highlighted to the Principal Democratic Services Officer to ensure they are dealt with appropriately

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.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
	None	

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note	Lead
NEW: Preparation for Adulthood (Transitions)	June 2024	TBC	TBC
NEW: Shared Care Record and Liquid Logic	March 2024	TBC	
NEW: Adult Care Strategy Development and Performance Update	March 2024	Quarterly update to Committee on strategy development in Adult Care and Wellbeing (ACW) and performance update.	Rebecca Dixon/Nicola Maskrey
NEW: Occupational Therapy, Equipment and Adapted Housing and City-Wide Care Alarms, Technology Enabled Care Update	March 2024	This report details the activity underway to achieve an accessible, responsive and outcome focused equipment, adaptations and technology enabled care service	Kelly Siddons
Rescheduled Items	Proposed Date	Note	
MOVED: Technology Enabled Care	March 2024	Sheffield City Council has created a vision for the future of Technology Enabled Care (TEC) provision in the city, which requires the creation of a new TEC Service Delivery Model.	Paul Higginbottom

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	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>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 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	March 20 th , 2024	10am				
Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker (& date)
Adult Care Strategy Delivery and Service Performance Update	Quarterly update on Adult Care Strategy Delivery and Service Performance Update including update	Jon Brenner	Post Decision – Assurance and Scrutiny	Member Briefing	N/A	Adult Health and Social Care

	against Council Delivery Plan.					
Adult Care and Wellbeing Budget, Risk Management and Financial Governance	Update on Adult Care Budget, Financial Governance and Risk Register. Thematic Overview (Timeline for 25/26 of business planning, financial risks and challenges)	Liam Duggan and Jonathan McKenna Moore	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Adult Care and Wellbeing Providing Support, Market Sustainability Commissioning Plan 2023 - 2025	SCC responsibilities to deliver a sustainable market under Section 5 of Care Act 2014.	Catherine Bunten	Strategy/Policy Development	Updates provided quarterly to Committee in 2023	The commissioning work programme is informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
Adult Safeguarding and Ensuring Safety Delivery Plan Update and Safeguarding Board Annual Report	Six-monthly update on Adult Safeguarding and Ensuring Safety Delivery Plan and Safeguarding Responsibilities Consultation	Dawn Bassinder/Andrew Drummond	Post Decision – Assurance and Scrutiny	Member Briefing	Included in report	Adult Health and Social Care

Adult Care Working with People Delivery Plan	Six Monthly update of Adult Care Working with People Delivery Plan	Janet Kerr	Post Decision – Assurance to Committee	Member Briefing	Included in report	Adult Health and Social Care
Carers Strategy Annual Report	Carers Strategy Annual Report and update on delivery against strategy	Mary Gardner Janet Kerr	Post Decision	Member Briefing	Undertaken as part of development of report	Adult Health and Social Care
2023/24 Q3 Budget Monitoring	Budget monitoring report	Jane Wilby	Monitoring			Adult Health and Social Care
NEW: Shared Care Record and Liquid Logic	TBC	Dawn Bassinder	TBC	TBC	TBC	Adult Health and Social Care
NEW: Adult Care Strategy Development and Performance Update	Quarterly update to Committee on strategy development in Adult Care and Wellbeing (ACW) and performance update.	Rebecca Dixon/Nicola Maskrey	Strategy/Policy Development	<p>Quarterly updates on strategy delivery and performance updates for ACW are provided to the Committee by the DASS.</p> <p>Members have received regular updates and briefings on the CQC assurance work in anticipation of the CQC Assessment of Adult Social Care in 2024.</p>	The CQC self-assessment has been informed and developed via engagement with our workforce, partners and the people and families who access our services, including those with lived experience.	Adult Health and Social Care
					Our performance updates and strategy development /	

					delivery are directly informed by our I-Statement outcomes and other engagement mechanisms including the Carers Forum, Autism Partnership work with partners including Disability Sheffield and SACHMA, and the MASH.	
NEW: Occupational Therapy, Equipment and Adapted Housing and City-Wide Care Alarms, Technology Enabled Care Update	This report details the activity underway to achieve an accessible, responsive and outcome focused equipment, adaptations and technology enabled care service.	Kelly Siddons	Performance/Monitoring	Member briefing 28.2.24	N/A	Adult Health and Social Care

Items which the Committee has agreed to add to an agenda, but for which no date is set.						
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-</i>	Prior member engagement/development required	Public Participation/Engagement approach	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer

			<i>decision (service performance/ monitoring)</i>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	
NEW: Preparation for Adulthood (Transitions)	TBC	TBC	-	-	-	Adult Health and Social Care (June 24)
MOVED: Technology Enabled Care	Sheffield City Council has created a vision for the future of Technology Enabled Care (TEC) provision in the city, which requires the creation of a new TEC Service Delivery Model.	Paul Higginbottom	Strategy/Policy Development	We have supported Members Briefings, with members attending the Sheffield TEC Transformation Conference in September 2023.	<p>The co-production of the TEC Service Delivery Model has been informed by citizens and people with lived experience in partnership with Healthwatch, including frontline health, housing, and social workers via both MS Teams and face to face.</p> <p>The initial engagement was undertaken via a TEC Marketplace Event and follow up Focus Groups in May and June 2023, where we listened to what people who draw on care and support and people who work in health, housing and</p>	Adult Health and Social Care

					<p>social care think about TEC services and how best they could be improved.</p> <p>A further 'You Said We did – What Do You Think?' Event took place in November 2023 to check and challenge the early design of the new service delivery model and capture thoughts and suggestions to help inform redesign work.</p>	
<p>NEW: Hospital Discharge and Urgent Care Delivery Plan Update Report</p>	<p>Request that the Strategic Director of Adult Care and Wellbeing provides the Committee with update on progress against the delivery plan in six months (September 24)</p>					
<p>NEW: Adult Health and Social Care Committee Climate Statement</p>	<p>Requests that the Strategic Director of Adult Care and Wellbeing provides an update every six</p>	<p>Nicola Maskrey</p>				

	months to Committee on delivery of the Statement. (September 24)					
NEW: Adult Social Care Complaints Annual Report and Learning from Feedback Report	Agrees that the Strategic Director Adult Care and Wellbeing providing six monthly updates on our learning from feedback and subsequent service improvements as an assurance to Committee that Adult Care and Wellbeing are continually learning from feedback. (September 24)					
NEW: Adult Health and Social Care Target Operating Model and Partnerships Model Update	Requests that the Strategic Director of Adult Care and Wellbeing provides an update in six months as part of the DASS and Strategy Delivery Updates (September 24)					

NEW: Integrated Neighbourhood Model	TBC	Jo Pass				
NEW: Dementia Strategy	TBC	Jo Pass				
MOVED: All Age Mental Health and Emotional wellbeing Strategy	Update on strategy and delivery plan following approval at S & R Committee in March 23.	Louisa King Tim Gollins	Post Decision	Member Briefing	As part of development of the plan	Adult Health and Social Care with briefing for Education, Children and Families

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.