



## **Report to Education, Children and Families Policy Committee**

**27<sup>th</sup> September 2023**

**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> Youth Justice Annual Plan	September '23	This is a briefing on the Youth Justice Plan, the work, key performance indicators and priorities of Sheffield Youth Justice Service. The annual review is submitted by the end of June each year and the review has therefore been completed.
<b>NEW:</b> The Childcare Reforms	February '23	The likely impact of implementation of the Chancellor's Spring Budget 2023 Announcement of proposed Childcare Reforms.
<b>NEW:</b> 2024 to 2027 Revenue & Capital Budget	November '23	Joint report with the DoF and Exec/Strategic Director
<b>NEW:</b> Children and Families Sufficiency Strategy	November '23	To seek a decision on the approval of the Children's Sufficiency Strategy and duty in relation to Looked After Children
<b>NEW:</b> Start for Life Sheffield: Early Years Strategy	September '23	A new 5-year Early Years Strategy has been developed following extensive consultation. The completed document has been developed which considers all current and planned developments in EY both Locally and Nationally, mitigates against the negative impacts of multiple disadvantages, and supports Sheffield's young families to reach their potential Committee members are requested to approve the Strategy which will be in place from 2023 to 2028.
<b>NEW:</b> Short Breaks Framework contract extension	September '23	To extend the current Short Breaks Framework Agreement by 12 months from April 2024 to March 2025 to allow a thorough re-commissioning process.
<b>NEW:</b> Exclusion Prevention Alternative Provision	September '23	To secure a high quality, sustainable Exclusion Prevention AP offer to support children and young people with social and emotional barriers to learning and help them engage with education and avoid exclusion.
<b>NEW:</b> Sheffield Children Safeguarding Partnership Annual Report 2021-22	November '23	Report is presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback.  This report covers the period from April 2021 through to March 2022.
<b>NEW:</b> Sheffield Children Safeguarding Partnership Annual Report 2022-23	November '23	Report is presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback

		This report covers the period from April 2022 through to March 2023.
<b>NEW:</b> Sheffield City Council Draft School Improvement Framework 2023-2024	November '23	The framework sets out how the authority will carry out its core statutory responsibilities with maintained schools following the end of the commission to Learn Sheffield in September 2023. It sets out the processes and procedures by which Sheffield City Council (SCC) will work to ensure all maintained schools offer the highest quality of education to all pupils. It reaffirms the statutory roles and responsibilities of school governors and the Local Authority. Learn Sheffield is currently commissioned by SCC to deliver the core statutory duties relating to school improvement. This contract runs until 31 August 2023. From September 1, 2023, SCC will undertake these duties directly to maintained schools.
<b>NEW:</b> Increased cost of School Swimming Transport	November '23	The service seeks approval of the extra spend. The predicated contract total is now £1,311,975 over the 3.5yr contract.  Please note: <ul style="list-style-type: none"> <li>– The service is a traded service.</li> <li>– All of this contract will be paid by schools.</li> <li>– SCC School swimming Service pay the transport companies and then charge the schools at the end of the swimming blocks (in February and July)</li> <li>– Therefore, the increased cost will not impact on SCC finances but will have an impact on how many lessons schools can afford.</li> </ul>
<b>NEW:</b> Children's Residential Strategy	November '23	This paper will set out the key actions to support the on-going development of the in-house residential service.
<b>NEW:</b> Citywide Approach to Improving School Attendance	September '23	Update required on current activity and future planning for developing a citywide approach to improve School Attendance.
<b>NEW:</b> Re-commission of Victim Engagement Service for Sub-Region Youth Justice Services	September '23	The current contract ends on 31 <sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of a Victim Engagement Service Contract for Sheffield, Rotherham, and Barnsley Youth Justice Services. Doncaster do not wish to be part of this contract.
<b>NEW:</b> Re-commission of Reparation Service for Sub-Region Youth Justice Services	September '23	The current contract ends on 31 <sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of a Reparation

		Service Contract for Sheffield, Rotherham, and Barnsley Youth Justice Services. Doncaster do not wish to be part of this contract.
<b>NEW:</b> Re-commission of Appropriate Adult Service for Sub-Region Youth Justice Services	September '23	The current contract ends on 31 <sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of an Appropriate Adult Service Contract for Sheffield, Rotherham, Barnsley, and Doncaster's Youth Justice Services.
<b>NEW:</b> Corporate Parenting Plan	November '23	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 you to contribute your thoughts and aspirations too. 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.
<b>NEW:</b> Race Equality revised plan	November '23	Awaiting Form 1
<b>NEW:</b> Commission of Education System	September '23	Following the ending of the Capita Partnership in 2021 the Council put in place contractual arrangements to ensure it was still able to access various key systems previously provided under the Partnership. The Council currently has a single contract in place with Capita Business Services Ltd for the joint delivery of four core IT systems including Capita One Education.
<b>NEW:</b> Update report from the Strategic Director of Children's Services	September '23	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>Rescheduled Item</b>	<b>Proposed Date</b>	<b>Note</b>
<b>NEW:</b> <b>MOVED:</b> The Childcare Reforms	February '24	Moved from September's Committee to February's Committee

--	--	--

**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 2	<b>27<sup>th</sup> September 2023</b>	2pm				
<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</i>	<b>Prior member engagement/</b>	<b>Public Participation/</b>	<b>Final decision-maker (&amp; date)</b>

			<i>development)/Post-decision (service performance/ monitoring)</i>	<b>development required</b> <i>(with reference to options in Appendix 1)</i>	<b>Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	This Cttee/Another Cttee (eg S&R)/Full Council/Officer
2023/24 Q1 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
<b>NEW:</b> Youth Justice Annual Plan	This is a briefing on the Youth Justice Plan, the work, key performance indicators and priorities of Sheffield Youth Justice Service. The annual review is submitted by the end of June each year and the review has therefore been completed.	Sam Taylor	Performance/Monitoring	Member briefing session	None required	Education, Children and Families
<b>NEW:</b> Start for Life: Early Years Strategy	New Sheffield Early Years Strategy "Start for Life, Sheffield" A new 5-year Early Years Strategy has been developed following extensive consultation. The completed document has been developed which considers all current and planned developments in EY both Locally and Nationally, mitigates against the negative impacts of multiple	Marie McGreavy /Joe Horobin	Strategy, Policy and Development	ECF Committee have been consulted on the draft consultation	Full consultation took place in Autumn 2022 and Spring 2023. This included an Early Years event on the 20 <sup>th</sup> October 2022. Feedback from this event started to give direction in terms of priorities for the strategy and these priorities were further tested with additional professional groups	Education, Children and Families



	<p>disadvantages, and supports Sheffield’s young families to reach their potential</p> <p>Committee members are requested to approve the Strategy which will be in place from 2023 to 2028.</p>				<p>as well as with Parents and Carers through focus groups and online surveys. We have used our networks of existing community links to ensure that voices of seldom heard groups are represented in the consultation. In addition, surveys undertaken related to Early Years focussed activity undertaken in the last two years, for example Early Years School Readiness review consultations were used to inform the strategy</p>	
<p><b>NEW:</b> Short Breaks Frameworks Contract Extension</p>	<p>To extend the current Short Breaks Framework Agreement by 12 months from April 2024 to March 2025 to allow a thorough re-commissioning process.</p>	<p>Joe Horobin</p>	<p>Decision</p>	<p>Member briefing</p>	<p>The Short Breaks Service is well utilised and well considered by families. We routinely collate feedback using case studies and have</p>	<p>Education, Children and Families</p>

					<p>regular discussions with the Parent and Carer Forum representative through the Short Breaks Steering Group. We actively listen to the experiences of Providers through formal contract monitoring and informal support.</p> <p>The recommissioning process would include direct consultation with parents and carers, children, new and existing Providers and professionals from services who work with children with disabilities to inform the new Framework Agreement.</p>	
<p><b>NEW:</b> Exclusion Prevention Alternative Provision</p>	<p>To secure a high quality, sustainable Exclusion Prevention AP offer to support children and</p>	<p>Emma Bryant/ Matthew Peers / Tim Armstrong</p>	<p>Decision</p>	<p>Routine engagement and development</p>	<ul style="list-style-type: none"> <li>Formal and informal discussion groups, to</li> </ul>	<p>Education, Children and Families</p>

	<p>young people with social and emotional barriers to learning and help them engage with education and avoid exclusion.</p>			<p>described in Appendix 1 will be sufficient.</p>	<p>include school sector, AP providers, parent/care rs, pupils (within limitations to this).</p> <ul style="list-style-type: none"><li>• Co-design of the offer within the ongoing review of the delivery model for AP in Sheffield.</li><li>• Online consultation with school leaders and staff.</li></ul>	
--	---	--	--	--	---	--

<p><b>NEW:</b> Citywide Approach to Improving School Attendance</p>	<p>Update required on current activity and future planning for developing a citywide approach to improve School Attendance.</p>	<p>Tim Armstrong</p>	<p>Strategy/Policy development</p>	<p>Routine engagement and development described in Appendix 1 will be sufficient</p>	<ul style="list-style-type: none"> <li>• Co-design of the offer with children, young people and families (within limitations to this).</li> <li>• Online questionnaire feedback with school leaders and staff.</li> <li>• Formal and informal discussion groups, with key stakeholders including school sector, health providers, city leaders.</li> </ul>	<p>Education, Children and Families</p>
---	---	----------------------	------------------------------------	--	--	---

<p><b>NEW:</b> Re-commission of Reparation Service for Sub-Region Youth Justice Services</p>	<p>The current contract ends on 31<sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of a Reparation Service Contract for Sheffield, Rotherham, and Barnsley Youth Justice Services. Doncaster do not wish to be part of this contract.</p>	<p>Mark Storf</p>	<p>Performance/Monitoring</p>	<p>Education Children and Families members briefing</p>	<p>None required</p>	<p>Education, Children and Families</p>
<p><b>NEW:</b> Re-commission of Victim Engagement Service for Sub-Region Youth Justice Services</p>	<p>The current contract ends on 31<sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of a Victim Engagement Service Contract for Sheffield, Rotherham, and Barnsley Youth Justice Services. Doncaster do not wish to be part of this contract.</p>	<p>Mark Storf</p>	<p>Performance/Monitoring</p>	<p>Education Children and Families members briefing and Communities member briefing</p>	<p>None required</p>	<p>Education, Children and Families And Member briefing for Communities, Parks &amp; Leisure</p>

<p><b>NEW:</b> Re-commission of Appropriate Adult Service for Sub-Region Youth Justice Services</p>	<p>The current contract ends on 31<sup>st</sup> March 2024. We need to seek approval from Committee to agree to a sub-regional tender for the provision of an Appropriate Adult Service Contract for Sheffield, Rotherham, Barnsley, and Doncaster's Youth Justice Services.</p>	<p>Mark Storf</p>	<p>Performance/Monitoring</p>	<p>Education Children and Families members briefing and Adult Health and Social Care member briefing</p>	<p>None required</p>	<p>Education, Children and Families and cross cutting with Adults, as there are vulnerable adults aged 18+ supported by the service</p>
<p><b>NEW:</b> Commission of Education System</p>	<p>Following the ending of the Capita Partnership in 2021 the Council put in place contractual arrangements to ensure it was still able to access various key systems previously provided under the Partnership. The Council currently has a single contract in place with Capita Business Services Ltd for the joint delivery of four core IT systems including Capita One Education.</p> <p>This contractual arrangement is due to come to an end on 30<sup>th</sup> June 2025.</p>	<p>Dominic Sleath</p>	<p>Decision</p>	<p>Member Briefing</p>	<p>None required</p>	<p>Education, Children and Families</p>

	To prepare for the end of this arrangement, the Council must commission an Education System. This system will facilitate the work of over 30 Services and 500 Officers. The Procurement Strategy will be developed with Commercial Services.					
<b>NEW:</b> 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 Teadsdale-Dixon				Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 3	<b>2<sup>nd</sup> November 2023</b>	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>
<b>NEW:</b> 2024 to 2027 Revenue & Capital Budget		Philip Gregory	Decision			Education, Children and Families
<b>NEW:</b> Sheffield City Council Draft School Improvement Framework 2023-2024	The framework sets out how the authority will carry out its core statutory responsibilities with maintained schools following the end of the commission to Learn Sheffield in September 2023. It sets out the processes and procedures by which Sheffield City Council (SCC) will work to ensure all maintained schools offer the highest quality of education to all pupils. It reaffirms the statutory roles and responsibilities of school governors and the Local Authority. Learn Sheffield is currently commissioned by SCC to deliver the core statutory	Andrew Jones	Performance/Monitoring	We will need to discuss outline proposals with the Committee's leadership We will need a further discussion with the committee's leadership once the framework is formulated (post-consultation) We will need a item on the full committee's main agenda.	We will consult with all schools and academies via the Education and Skills Bulletin, and we will consult with Learn Sheffield and its Board of Directors.	Education, Children and Families



	duties relating to school improvement. This contract runs until 31 August 2023. From September 1, 2023, SCC will undertake these duties directly to maintained schools.					
<b>NEW:</b> Increased cost of School Swimming Transport	<p>The service seeks approval of the extra spend. The predicated contract total is now £1,311,975 over the 3.5yr contract.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>– The service is a traded service.</li> <li>– All of this contract will be paid by schools.</li> <li>– SCC School swimming Service pay the transport companies and then charge the schools at the end of the swimming blocks (in February and July)</li> <li>– Therefore, the increased cost will not impact on SCC finances but will</li> </ul>	Emma Banks	Decision	Member briefing	None required	Education, Children and Families

	have an impact on how many lessons schools can afford.					
<b>NEW:</b> Children's Residential Strategy	<p>This paper will set out the key actions to support the on-going development of the in-house residential service.</p> <p>This strategy will link closely with the council's sufficiency strategy and will set out the development of the in-house residential service portfolio.</p> <p>The residential service will be going through a period of transformation and will also include expanding the service. The strategy will set out the current needs and the new areas of focus including the new build children's home, which is part of the DfE bid which was won in 2022.</p>	Lindsey Knight	Strategy/Policy Developments	Member briefing	None required	Education, Children and Families
<b>NEW:</b> Sheffield Children Safeguarding Partnership Annual Report 2021-22	Report is presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback.	Amanda Boughton Brown	Performance, monitoring and other	No prior engagement is requested.	The report covers the purpose of the SCSP, the work undertaken in the reporting year and the successes and challenges arising.	Education, Children and Families

	This report covers the period from April 2021 through to March 2022.					
<b>NEW:</b> Sheffield Children Safeguarding Partnership Annual Report 2022-23	Report is presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback  This report covers the period from April 2022 through to March 2023.	Amanda Boughton Brown	Performance, monitoring and other	No prior engagement is requested.	The report covers the purpose of the SCSP, the work undertaken in the reporting year and the successes and challenges arising.	Education, Children and Families
<b>NEW:</b> Children and Families Sufficiency Strategy	Our current sufficiency strategy runs from 2021-2023 and as such it is time to update our sufficiency strategy for 2023- 2026  The Sufficiency Strategy is reviewed by the Education, Children and Families Committee with a view to being approved by the Chair of the Committee and adopted by the council.  The target date for the publication of the sufficiency strategy is November 2023	Sally Williams	Decision	Member briefing	Changes to the Sufficiency Strategy do not require public consultation. However, extensive consultation with our looked after children through the Bright Spots Survey informs both our Corporate Parenting Strategy and our Sufficiency Strategy.	Education, Children and Families
<b>NEW:</b> Corporate Parenting Plan	We are currently consulting and developing our new strategy for 2023-2026. We aim to have this presented	Sally Williams	Performance, monitoring and other	Member briefing / Corporate parenting board	Engagement with Children and Young people / external partners	Education, Children and Families

	<p>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 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> Race Equality Revised Plan	To agree an action plan for Children's Services following the Race Equality commission outcome. (Awaiting Form 1)	Meredith Teasdale	TBC	TBC	TBC	Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 4	<b>19<sup>th</sup> December 2023</b>	2pm				
-----------	--------------------------------------	-----	--	--	--	--

<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> This Cttee/Another Cttee (eg S&R)/Full Council/Officer
2023/24 Q2 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

<b>Meeting 5</b>	<b>8<sup>th</sup> February 2023</b>	<b>2pm</b>				
<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-</i>	<b>Prior member engagement/ development required</b>	<b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> 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>	
<b>NEW:</b> <b>MOVED:</b> 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	<p>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.</p> <p>Other key strands will include:</p> <ul style="list-style-type: none"> <li>• Providing information to parents/carers regarding the offer and what they can access</li> <li>• Engaging with childcare providers</li> </ul>	Education, Children and Families

					and schools regarding the new entitlements they plan to offer.	
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> </ul>					

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) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
2023/24 Q3 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families

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> This Cttee/Another Cttee (eg S&R)/Full Council/Officer



## **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.**