



Report to Strategy & Resources Committee

12 March 2024

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Craig Rogerson, Principal Democratic Services Team Manager

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. The report also sets out the priority issues for the Committee, as agreed at the Strategy and Resources Committee meeting on 28 June 2023.

Any changes since the Committee's last meeting, including any new items, have been added for approval, 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 covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, 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 (the source of the items is specified)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the priority issues for the Committee, as agreed at the meeting on 28 June 2023, and presented at Appendix 1 be noted;
2. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
3. That approval be given to the consideration of cross cutting issues as detailed in Appendix 1 of the report; and
4. that the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	Five Years Since Declaring A Climate Emergency
Referred from	Council Motion 7/2/24
<i>Details</i>	Extract from minute: (p) request the Strategy and Resources Policy Committee to consider adding to its work programme, development of an advertising policy which does not support high carbon industries and products harmful to people and nature, such as promoted by Adfree Cities; (s) ask the Strategy and Resources Policy Committee to consider adding to its work programme, doing further work on Climate Impact Assessment processes and methodologies so that policy

	<p>options can be compared on an estimated cost per tonne of CO2 saved basis; and</p> <p>(v) ask the Strategy and Resources Policy Committee to consider adding to its work programme as a matter of urgency, investigation of the practicalities of issuing Green Bonds to raise extra funding to support climate action.</p>
<p>Commentary/ Action Proposed</p>	<p>With regards to (p):</p> <p>The Finance Committee is due to consider an Advertising and Sponsorship Policy at its next meeting on 18 March 2024. It is proposed that the Council adopts a modern authority wide policy to govern advertising and sponsorship opportunities/outputs across the City Council’s assets and land. The policy will support the values and priorities of the Council, with restrictions included to support our commitments and priorities on health and the environment, while allowing for increases in income generation within the set criteria.</p> <p>It is proposed that the policy in its current draft format is restrictive of fossil fuel organisations/products, non-electric cars, and flights/flight organisations. In addition, the policy will cover products harmful to people, by restricting advertising/sponsorship of high in fat, sugar and salt (HFSS) foods & drinks, alcohol, gambling and vaping products. Details of the proposed policy will be available in due course here: Agenda for Finance Committee on Monday 18 March 2024, 2.00 pm Sheffield City Council</p> <p>With regards to (s) and (v): Awaiting details. Suggested responses to be submitted to a future meeting.</p>

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.

Appendix 1 – Work Programme

Priority Issues for 2023/34:

Continuous development of our system of democratic committee governance	Working alongside the Governance Committee, continue to develop our model and how we modernise and embed the committee system. Embed approaches and policies and need to support Member development
Establish a new strategic framework for the city and organisation	Endorsement of the City Goals as they are developed during the summer, which will provide a shared, co-developed statement of our collective ambitions for Sheffield
	Development of a new 5-year Corporate Plan for the organisation which connects to the developing City Goals, sets out what we want to achieve and our priorities and gives clear direction for the whole council, citizens and partners
Cost of living crisis	Continuing and strengthening Sheffield’s citywide response to the cost of living crisis, working with communities and partners to support the people of Sheffield, communities businesses.
Street Trees recommendations and reconciliation	Agreeing the actions we will take forward to deliver the wider recommendations in the Lowcock Report to ensure good progress has been made by the end of the year, with a clear approach to monitoring achievement of these.
Continuing to develop our community involvement and neighbourhood and locality working arrangements	Working with the Governance Committee to <ol style="list-style-type: none"> 1. consider further devolution of powers and funding to the LACs this year; 2. making neighbourhood working more integral to the culture of the wider organisation (including through the Future Sheffield programme); 3. taking further steps to ensure community voice and community development practices are developed and embedded in the ways of working for the LACs and policy committees
Future Sheffield - our 3-year organisational change plan	Overseeing the organisational change programme which will be focused on becoming the organisation that we need to be to continue to deliver for the people of Sheffield alongside rapid service improvement activity where needed.
Customer Services Strategy	In line with our Future Sheffield transformation programme, developing a new Customer Services strategy that will be focused on the experience that the people of Sheffield have when accessing our services.
Budget delivery and medium-term financial stability	To agree a medium term financial plan (MTFP), and, working with the Finance Committee, oversee delivery of agreed savings and development of budget proposals for 2024/25 – 2026/27 in line with the emerging Corporate Plan priorities
SYMCA relationship	We will work collaboratively with the MCA as part of our regular approach to delivering for Sheffield. This will include taking forward our Inclusive Economic Plan as our place-based plan which will feed into the MCA’s broader economic strategy.

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

New Items	Proposed Date	Note
Performance Management Report	April 24	Awaiting Details
S&R Committee Climate Statement	June 24	
Amended Items		
None		

Cross-Cutting Issues requiring S&R Steer:

Item	Committee	Proposed Date	Note
Commission of Social Care Case Management System	ECF	March 2024	Further to consideration at the last meeting, to confirm that following discussions between the Chairs of AHSC and ECF that this matter is to be considered at ECF, with AHSC Members to be briefed.

Outstanding responses to Full Council Motions:

Item	SLT lead officer	Proposed Date	Note
Risk and Opportunities Framework NOTE: Members Q 5/7/23	Claire Taylor	TBC	Response: To be picked up as part of revised risk management arrangements, as part of a suite of supporting plans that will align with the Council Plan.
Reaffirming Sheffield as a City of Sanctuary (Council Motion 5/7/23)	Lorraine Wood/ Beth Storm	TBC	“Requests that the Strategy and Resources Policy Committee considers adding to its work programme consideration of the Council’s relationship with the Home Office and immigration enforcement, and an assessment of its current practices and the impact of the Hostile Environment policy on inclusion, equality and cohesion in Sheffield”
Opposing Minimum Service Levels	Caroline Nugent	June 2024	Council 6/2/23. Item 3 – paragraph (c)(i) - to ask the Strategy and Resources Policy Committee to consider how the Council will, if it can use provisions in the Act, including the discretion not to issue work notices, continue to protect the rights of its workers to strike and how it should be reflected in our policies, such as the ethical procurement policy. Response: Report being prepared for consideration at S&R in June

Five Years Since Declaring A Climate Emergency	Mark Whitworth/ Laura Ellendale		See details above
Petition: Seeking the creation of a dedicated BAMER (Black, Asian, Minority Ethnic and Refugee) Community Infrastructure Fund	TBC	TBC	Response: "1. Written response to be provided to the organiser of the petition; and 2. The issues raised by the petition to be the subject of a report to the Strategy & Resources Policy Cttee."

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	None
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	
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 (23/24)	12 March 24	Time				
Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker
2023/24 Q3 Budget Monitoring	Finance monitoring update.	Jane Wilby	Decision			This Committee
Equality Framework – Equality is Everyone’s Business (Final)	To consider the results of the consultation carried out following Strategy and Resources Committee approval of the draft framework in December 2023, and to approve the accompanying action plan, as well as the statutory 2022/23 annual equalities report	James Henderson	Decision		Full public consultation undertaken	This Committee
Tackling the Stigma of Menopause and Period Poverty		James Henderson	Decision			This Committee
Community Buildings Policy	To seek approval and adopt Community Building and Community Asset Transfer Policies. Both policies will set out how the Council will work in a consistent and proactive manner, setting out a clear, transparent management of Community Buildings / Assets.	Peter Bartle	Decision	Briefed Leaders Board, and knowledge briefing for committee to follow.	Programme Board established with representatives from VCS.	Agreed at SLB on 2/10/23 that this item be considered at S&R. CPL to be briefed.

Flag Protocol	To consider and adopt a new flag protocol for the Council	James Henderson		Discussed at Leaders' Briefing	Engagement undertaken with faith and community leaders	This Committee
LGA Peer Challenge Progress Review	To consider the findings of the follow-up visit of the LGA Peer Challenge team	Laurie Brennan	Progress review		None required	This Committee
A framework for Growth: Principles and Priorities	The city does not currently have an overarching narrative that sets out its ambitions for growth, nor a document that sets out the wide range of strategies and plans that would support this ambition. We are therefore looking to address this over the next 6 months, producing: An initial 'growth framework' (March 2024) A Growth Plan for 2024-2035 (June 2024)	Andy Kempster	Decision	Regeneration Board has oversight of the development of the framework, which includes an extraordinary meeting of the group to work with consultants on the proposal. We will be briefing TRC, EDS, Adult Health and Social Care, Communities and Housing committees prior to S&R.	We have engaged consultants to support with 70 1-2-1 interviews and up to 10 focus groups with key stakeholders in the city to help develop the framework.	Cross Cutting Issue.

Meeting (23/24)	17 April 24	Time				
Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker (& date)
Joint Ombudsman Complaint Handling Code	The Local Government & Social Care (LGSCO) & Housing Ombudsman (HO) Ombudsman are currently consulting with Local	Corleen Bygraves-Paul/ Jen Everill/ Paul Taylor	Decision	The consultation response must include: Chief Exc.; Monitoring Officer; Member(s)	This consultation represents an opportunity for interested persons and organisations to provide feedback about the operation of the Code and to influence	This Committee

	<p>Authorities regarding the implementation of a new Joint Complaint Handling Code which will become a statutory code by 1 April 2024.</p> <p>The consultation period will end on 23 November 2023 and we are required to provide 'a single co-ordinated and complete response.'</p>			<p>responsible for complaint performance within the Council; Director/Senior officer responsible for complaint handling; Director of Housing (If applicable).</p>	<p>development of the regime for monitoring compliance with it. This includes, HOS's statutory consultees, private registered providers, local authority registered providers, voluntary members of the Scheme, tenants and residents, and any other stakeholders who have an interest in social housing in England.</p> <p>The government's launch of 'Making It Right' campaign on 9 October 2023, also encourages tenants to report issues and make complaints to address hazards in their home. The government wants to inform tenants of their rights and ensure they escalate complaints to the Housing Ombudsman if concerns are not addressed swiftly or appropriately.</p>	
Digital Strategy and Customer Experience Strategy		Mike Weston	Decision			This Committee
Council Performance Framework	The council requires a refresh of its Performance Framework following the publication of the new Council Plan.	James Ford		Knowledge briefing.	None	This Committee

Meeting 1 (24/25)	June 24	Time				
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Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker (& date)
Response to Council Motion "Opposing Minimum Service Levels" Date TBC		Caroline Nugent				
S&R Committee Climate Statement						

Items which the committee have agreed to add to an agenda, but for which no date is yet set.

Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker (& date)
Street Tree Inquiry Report Progress	S&R have agreed to receive a report against progress on actions during winter 2023 and summer 2024.	Lucy Heyes	Progress Reports			This Committee
Violence against Women and Girls, Domestic and Sexual Abuse Strategy	It is proposed to produce a strategy covering all of Violence Against Women and Girls, Domestic and Sexual Abuse next year to cover the period 2024 to 2027 (in line	Alison Higgins	Decision	Political group briefings and committee briefings – in writing then in person if needed.	There will be consultation with stakeholders and the public, building on consultation already undertaken this year specifically in relation to domestic abuse.	These issues affect staff as well as customers and the general public. The White Ribbon Accreditation requires us to have a strategic whole council response to

	with statutory requirements).					these issues. Although this work sits under Adult Health and Social Care – decision to be taken by Strategy & Resources?
Civic Honours	To bring forward a further paper for decision.	James Henderson/ Jason Dietsch				This Committee/Governance Cttee?
Sheffield City Goals Update	July 2024. S&R in January agreed that an update on progress and next steps would be given after 6 months.	James Henderson/ Diana Buckley	Update Report			This Committee

Note:

- Type of item = Decision; Referral to decision-maker; Pre-decision (policy development); or Post-decision (service performance/ monitoring).
- Final decision-maker = This Committee; Another Cttee; Full Council; or Officer decision

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.

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