



Report to Governance Committee

27th March 2024

Report of: Head of Policy and Partnerships

Subject: Committee Work Programme

Author of Report: Alice Nicholson, Policy & Improvement Officer

Summary:

Please note this is the last meeting of Governance Committee in current municipal year, any future work programme will be for the Committee when appointed 2024/2025.

A Committee's work programme 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 Work Programme will remain a live document and will be brought to each Committee meeting.

For information a Committee Work Programme is attached at Appendix 1.

Recommendations:

1. Note the Committee's work programme, as set out in Appendix 1, progress on activity this municipal year, and forward work for Governance Committee.
2. Consider any further issues to be explored by officers for inclusion on the future iteration of the work programme for new municipal year.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

Update on the Committee workplan for Governance Committee

1. At previous Governance Committees, Members discussed the Committee's draft workplan. As part of the discussion, Members agreed there are items which will need and benefit from longer-term activity, these included public questions, community involvement, and review of Committee remits, these remain as ongoing work for the Committee. There are five items subject to confirmation as to when they can be considered for timetabling in new municipal year.
2. The Governance Committee's work is an essential part of the Council's commitment to continuously improve our committee system and how we work within it as Members, officers and with citizens and partners. However, there are significant constraints on Member and officer capacity and therefore, prioritising the items on the workplan to focus on the things Members most want to achieve in the municipal year is essential.
3. However, the Governance Committee's workplan contains a mix of items. Some are relatively self-contained (eg. with a paper outlining options and officer recommendations for the Committee to discuss and agree in one meeting) while others need much deeper development work with Member, citizen and officer time.
4. It is recommended Members note the Committee's work programme, progress on activity this municipal year and forward work, and consider any further issues to be explored by officers for inclusion on a future iteration of the work programme for new municipal year.

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	N/A
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

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
N/A		

Appendix 1 – Work Programme

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

Item	Proposed Date	Note	Suggested approach
Governance Review Implementation Plan	Standing Item	To update the Committee on progress against actions in the Governance Review Implementation Plan and identify further actions for inclusion. (LB)	Progress update when required
Member Development Programme	20 th July 23 Ongoing	Member Development Working Group to oversee member development activity and the Member Development Strategy 2021-2025, including skills and priorities for learning and development and the inclusion of learning from recent reviews, such as the LGA Peer Challenge and the Race Equality Commission Report. (JD)	Member Development Working Group established July 2023. Committee updated 12 th Oct 2023. Further updates and involvement of the Governance Committee, as appropriate.
Public Questions Task and Finish Group	20 th July 23 Reporting stage	Agreed a task and finish group of Governance Committee to work on public questions, as per the Governance Review recommendation: <ul style="list-style-type: none"> ensuring the process for citizens to ask public questions is clear, that public questions are triaged in a way that directs them to the most appropriate forum and that those forums are easy to access. Considering processes for responding to public questions, ensuring a consistent approach that is fit for purpose in the Committee System. 	Report of task and finish group final recommendations 27 th March 2024
NHS governance and alignment with our committee system	12 th October 2023 Reported	Governance Committee sponsored a task and finish group, reporting of recommendations from task and finish group to this meeting – 28.02.2024	Report of recommendations 28 th February 2024

<p>Citizen Participation and Community Involvement (Public Involvement Working Group)</p>	<p>December 2023 Ongoing</p>	<p>Governance Committee lead, connecting to other Policy Committees:</p> <ul style="list-style-type: none"> • Focused on the findings and recommendations in the Involve report: <ul style="list-style-type: none"> – Developing an ambitious vision for public involvement at SCC – Driving quality and practice improvement • A Member/community working group: <ul style="list-style-type: none"> – Elected Members from across political groups and Policy Committees – Involvement from stakeholders and partners in the city – identification of who underway – Commission activity and external expertise 	<p>A long-term project.</p> <p>Working group update - elected Membership agreed, scoping of stakeholders and partners for involvement underway. Working Group meet, March 2024 - update and next steps session</p>
<p>Review of Policy Committee Remits</p>	<p>December 2023 Ongoing</p>	<p>Governance Committee agreed to establish a new task and finish group which will start meeting in January 2024 lead the review over the course of 2024.</p> <p>Suggested key lines of enquiry for the review include the balance of decision making between LACs and policy committees and the relationships between LACs and policy committees</p>	<p>Initial scoping meet with members of Committee.</p> <p>March 2024 - next step meet to refine the scope and, prioritisation of elements in scope.</p>
<p>Urgent Decisions</p>	<p>TBC in 2024/2025</p>	<p>To review the use of urgent decisions to date, understand whether the process is working as intended, and whether changes are required</p>	<p>Policy review work – officer research to be presented to Committee</p>
<p>Charity Sub Committee and SCC role as a charitable trustee.</p>	<p>TBC in 2024/2025</p>	<p>To consider, and recommend to Full Council, the most appropriate way for the Council to discharge its role as Charitable Trustee</p>	<p>Part of larger piece of work to be reported late 2024.</p>

Measuring the health of the Committee System	TBC in 2024/2025	To develop and agree a performance framework and set of metrics to enable us to measure progress as the Committee System develops.	Should be developed and designed with citizens, officers and Members. Small number of workshops.
Changes to delegations	TBC in 2024/2025	To consider, and recommend to Full Council, changes to delegations (including grants – initially discussed by the Committee in December 2022).	
Officer support and engagement in Policy Committees	TBC in 2024/2025	To be defined – need to work with Governance Committee Members and officers to agree scope and focus	

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)	
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Part 3: Agenda Items for Forthcoming Meetings

Meeting 8	27 th March 2024	Time				
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&R)/Full Council/Officer</i>
Public Questions	Report of task and finish group findings and recommendation	Laurie Brennan / Alice Nicholson				
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</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 3)
- 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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