

## Policy and Democratic Engagement

Town Hall SHEFFIELD S1 2HH

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Date: 7<sup>th</sup> May 2024

### **TO THE MEMBERS OF THE CITY COUNCIL**

Dear Councillor,

#### **Annual Meeting of the Council and First Meetings of Local Area Committees and of Policy Committees – Wednesday, 15<sup>th</sup> May 2024**

It is a function of the Council, at its annual meeting, to approve a schedule of Council and Committee meetings for the municipal year ahead, and (with the exception of the Local Area Committees) to appoint the Chairs and Deputy Chairs of the Council's Committees. To facilitate this, appropriate items of business have been included on the agenda for the annual meeting of the Council on 15<sup>th</sup> May 2024.

The Council has decided that each Local Area Committee shall appoint a Chair and Deputy Chair for the year from its membership. Accordingly, in line with previous practice, the first meetings of the seven Local Area Committees will be held, consecutively, immediately following the close of the annual meeting, for the purposes of appointing the Chairs and Deputy Chairs, as appropriate, and to approve the frequency of their meetings in line with the schedule of meetings to be agreed at the annual meeting of the Council.

Only committees have the power to appoint their sub-committees. Therefore, it will be for (a) each Policy Committee to establish their Urgency Sub-Committee and appoint Members to serve on it; (b) the Strategy and Resources Policy Committee to establish the standing Charity Trustee Sub-Committee, appoint Members to serve on it and appoint the Chair and Deputy Chair; and (c) the Adult Health and Social Care Policy Committee to establish the standing Health Scrutiny Sub-Committee, appoint Members to serve on it and appoint the Chair and Deputy Chair. Accordingly, the first meetings of the eight Policy Committees and the Finance Committee will be held, consecutively, immediately following the conclusion of the first meetings of the Local Area Committees, for the purposes of conducting this business.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the 16 individual agendas. These 16 meetings will be held immediately following one another and without a break. The Lord Mayor will facilitate the transaction of the business by chairing the proceedings and the Members of the Council will be asked to remain in their seats throughout the whole of the proceedings.

At the start of each meeting, the Lord Mayor will read out the composite motion to determine the business as detailed in the agenda and will announce the name of the mover and seconder of the motion (the names of the mover and seconder of the motion will be drawn from the Members of the particular Local Area Committee or Policy Committee concerned, by the Head of Democratic Services).

The Lord Mayor will then invite those named Members to formally move and second the motion, and will then put the motion to the vote. Voting will be by show of hands and only the members of the Committee concerned will be able to vote. In the event of any questions arising upon any item on the agenda for a particular Committee, only the members of that Committee would be permitted to participate in the discussion.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Henderson', with a horizontal line extending to the right.

**JAMES HENDERSON  
DIRECTOR OF POLICY AND DEMOCRATIC ENGAGEMENT  
(PROPER OFFICER)**

**SHEFFIELD CITY COUNCIL**

**FIRST MEETINGS OF LOCAL AREA COMMITTEES AND POLICY  
COMMITTEES**

**TO BE HELD ON WEDNESDAY, 15<sup>TH</sup> MAY 2024**

**ORDER OF MEETINGS**

1. CENTRAL LOCAL AREA COMMITTEE
2. EAST LOCAL AREA COMMITTEE
3. NORTH LOCAL AREA COMMITTEE
4. NORTH EAST LOCAL AREA COMMITTEE
5. SOUTH LOCAL AREA COMMITTEE
6. SOUTH EAST LOCAL AREA COMMITTEE
7. SOUTH WEST LOCAL AREA COMMITTEE
8. STRATEGY AND RESOURCES POLICY COMMITTEE
9. FINANCE COMMITTEE
10. ADULT HEALTH AND SOCIAL CARE POLICY COMMITTEE
11. COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE
12. ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE
13. EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE
14. HOUSING POLICY COMMITTEE
15. TRANSPORT, REGENERATION AND CLIMATE POLICY COMMITTEE
16. WASTE AND STREET SCENE POLICY COMMITTEE

**CENTRAL LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the annual meeting of the Council

**A G E N D A**

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**EAST LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

**immediately following the meeting of the Central Local Area Committee**

**A G E N D A**

1.       **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2.       **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**NORTH LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the East Local Area Committee

**A G E N D A**

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**NORTH EAST LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the North Local Area Committee

**A G E N D A**

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**SOUTH LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the North East Local Area Committee

**A G E N D A**

1.       **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2.       **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.



**SOUTH EAST LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

**immediately following the meeting of the South Local Area Committee**

**A G E N D A**

1.       **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2.       **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**SOUTH WEST LOCAL AREA COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the South East Local Area Committee

**A G E N D A**

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2024-25, approved at the annual meeting of the Council.

**STRATEGY AND RESOURCES POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the South West Local Area Committee

**A G E N D A**

**1. ESTABLISHMENT OF THE CHARITY TRUSTEE & URGENCY SUB-COMMITTEES**

To (a) (i) agree to establish a standing Charity Trustee Sub-Committee in accordance with the details to be approved at the annual meeting of the Council;

(ii) appoint Members to serve on the Sub-Committee (membership is not limited to members of the Strategy and Resources Policy Committee); and

(iii) appoint the Chair and Deputy Chair of the Committee, and Group Spokesperson/s as necessary; and

(b) (i) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(ii) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Strategy and Resources Policy Committee, and to be drawn from the membership of that Committee).

**FINANCE COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

**immediately following the meeting of the Strategy and Resources Policy Committee**

**A G E N D A**

**1. ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**

To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Finance Committee, and to be drawn from the membership of that Committee).

**ADULT HEALTH AND SOCIAL CARE POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the Finance Committee

**A G E N D A**

**1. ESTABLISHMENT OF THE HEALTH SCRUTINY AND URGENCY SUB-COMMITTEES**

To (a) (i) agree to establish a standing Health Scrutiny Sub-Committee in accordance with the details to be approved at the annual meeting of the Council;

(ii) appoint Members to serve on the Sub-Committee (to be drawn from the membership of the Adult Health and Social Care Policy Committee and the Education, Children and Families Policy Committee); and

(iii) appoint the Chair and Deputy Chair of the Committee, and Group Spokesperson/s as necessary; and

(b) (i) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(ii) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Adult Health and Social Care Policy Committee, and to be drawn from the membership of that Committee).

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the Adult Health and Social Care Policy  
Committee

**A G E N D A**

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**  
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and  
  
(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Communities, Parks and Leisure Policy Committee, and to be drawn from the membership of that Committee).

**ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the Communities, Parks and Leisure Policy  
Committee

**A G E N D A**

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**  
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and  
  
(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Economic Development and Skills Policy Committee, and to be drawn from the membership of that Committee).

**EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the Economic Development and Skills Policy Committee

**A G E N D A**

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**  
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and  
  
(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Education, Children and Families Policy Committee, and to be drawn from the membership of that Committee).



**HOUSING POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

**immediately following the meeting of the Education, Children and Families Policy Committee**

**A G E N D A**

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**  
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and  
  
(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Housing Policy Committee, and to be drawn from the membership of that Committee).

**TRANSPORT, REGENERATION AND CLIMATE POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

immediately following the meeting of the Housing Policy Committee

**A G E N D A**

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**  
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and  
  
(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Transport, Regeneration and Climate Policy Committee, and to be drawn from the membership of that Committee).

**WASTE AND STREET SCENE POLICY COMMITTEE**

**Meeting to be held on 15<sup>th</sup> May, 2024**

**immediately following the meeting of the Transport, Regeneration and Climate Policy Committee**

**A G E N D A**

**1. ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**

To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Waste and Street Scene Policy Committee, and to be drawn from the membership of that Committee).

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