



## Report to Education, Children & Families Policy Committee

June 2022

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**Report of:** John Macilwraith

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**Subject:** Committee Work Programme

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**Author of Report:**

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### Summary:

The Committee's Work Programme is attached at Appendix 3 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 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.

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**Type of item:**

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Briefing paper for the Committee	
Other	X

**Recommendations:**

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

**Background Papers:**

**Category of Report:** OPEN

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**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 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

**2.0 Member engagement, learning and policy development outside of Committee**

2.1 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
Introduction to Children, Education and Families	Overview presentation and discussion	June Policy Committee meeting.

### **3.0 Public Questions**

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

### **4.0 Petitions**

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

### **5.0 References from Council or other Committees**

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

1. A
2. B
3. C

### **6.0 List of other potential items not yet included in the work programme**

6.1 The following issues 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>	<i>[delete as appropriate from this column]</i>
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i>
<b>Type of item</b>	<ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>
<b>(re: decisions) Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	
<b>(re: decisions) Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	
<b>Final decision-maker (&amp; date)</b>	<ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
<b>Lead Officer Commentary</b>	

### **Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision**

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 2

## **Appendix 2 – Public engagement and participation toolkit**

Toolkit to follow.

Appendix 3 – Work Programme

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 <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/monitoring)</li> </ul>	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
<b>Children &amp; Families</b>						
Item 1	Safeguarding Partnership Board Annual Report	Carly Speechley/Donna Taylor				
Item 2	Residential Homes Inspections Briefing - Annual/6 month	Carly Speechley/Sue Hatton				
Item 3	Independent Review Officers Annual Report	Carly Speechley/Donna Taylor				
Item 4	Corporate Parenting Strategy update - Jan-24	Carly Speechley/Paul Dempsey				
Item 5	On-going decisions on business cases – when required	Carly Speechley				
Item 6	Progress on budget saving commitments – when required	Carly Speechley				
Item 7	Policy Change or Service Development Proposals/Decisions	Carly Speechley				

Item 8	Contextual Safeguarding Strategy	Carly Speechley				
Item 9	Traditions Safeguarding Developments	Carly Speechley				
Item 10	Threshold Document Development	Carly Speechley				
<b>Education and Skills</b>						
Item 11	Budget Monitoring Reports	Jane Wilby	Monitoring			
Item 12	Committee Budget Proposals	Liz Gough	Pre-Decision – Budget Development			
Item 13	Budget Sign Off	Liz Gough	Decision			

Meeting 1	June 2022					
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b>
			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 1	<b>Introduction to Children, Education and Families</b>	John Macilwraith, Andrew Jones, Carly Speechley	Induction briefing	Additional briefing materials circulated via email.		Education, Children and Families.
Item 2	<b>AP Framework</b> Permission to recommission framework arrangements for the delivery of alternative provision for the coming academic year, September 2022 – July 2023.	Tim Armstrong	Decision for committee if not signed off before June			Education, Children and Families

Item 3	<b>SEND Acceleration Plan</b> Acceleration plan following an OFSTED revisit	Nicola Shearstone is lead but requires input from Rose Ward and others in E&S	Briefing			Education, Children and Families
Item 4	<b>Holt House funding</b>	Mark Sheikh	Decision for committee			Education, Children and Families
Item 5	<b>Green paper consultation/White Paper</b>  Briefing on the recent government papers	Tim Armstrong/Rose Ward Kim Wilson	Briefing  Briefing			Education, Children and Families
Item 6	<b>Budget report – Month 1</b>	Finance				Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 2	September 2022	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Full Council</li> <li>• Officer</li> </ul>
Item 1	<b>Adoption Service Annual Reports</b>	Carly Speechley/Paul Dempsey				
Item 2	<b>Fostering Service Annual Reports</b>	Carly Speechley/Paul Dempsey				
Item 3	<b>Quarter 2 performance reporting</b>	Carly Speechley				
Item 4	<b>Quarter 2 Budget Report</b>	Carly Speechley				
Item 5	<b>Harmony Works</b> Sep 22 TBC? As the harmony work project develops, the new body that will lead on the project will emerge. SCC/Music Hub will need to work to decide how we are best represented in this structure.	Kim Wilson	Briefing			Education, Children and Families
Item 6	<b>School Food</b> Date tbc? Change of price	Mark Sheikh	Briefing			Education, Children and Families
Item 7	<b>Elective Home Education</b> Date tbc?	Tim Armstrong	Briefing			Education, Children and Families

	Increase during the pandemic of home education. monitor the numbers in the city that are home educated, how home educators are supported, and how we monitor and manage safeguarding for those educated at home.					(previously taken to CYPF Scrutiny)
Item 8	<b>Secondary Places Planning – area 5</b>	Cathy Tandy				This Committee
Item 9	<b>Review of Learn Sheffield</b>	Head of Commissioning, Access, Education and Inclusion				This Committee
Item 10	<b>Approval of Children’s Commissioning Intentions</b>	Joe Horobin/Victoria Gibbs				This Committee/Strategy & Resources Committee.
Item 11	<b>Early Years School Readiness Review</b> Sharing Key Messages from the Review	Marie McGreavy	Briefing			
Item 12	<b>Sufficiency Overview</b> (Primary, Secondary & Special)	Matt Peers; Cathie Tandy	Briefing			
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items]</i></li> </ul>					

	<i>eg finance or service monitoring]</i>					
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Meeting 3	November 2022	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul>	(re: decisions) Prior member engagement/development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 1	Supported Accommodation provision for children in care and care leavers age 16+  Recommissioning of framework	Victoria Gibbs/Sally Willoughby				
Item 2	Recommissioning of Mediation Service for Children with Special Educational Needs and Disabilities	Victoria Gibbs/Sally Willoughby				This Committee
Item 3	Commissioning Befriending Service for Children with special educational needs and disabilities	Victoria Gibbs/Sally Willoughby				This Committee
Item 4	Commissioning a Specialist Mentoring Service for Children with special educational needs and disabilities	Victoria Gibbs/Sally Willoughby				This Committee

Item 5	Commissioning Framework for Early Years, Primary, Secondary and Post-16	Cathie Tandy				
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 4	December 2022	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1	Children & Families Q3 Performance Monitoring	Carly Speechley	<ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>			This Committee
Item 2	Children & Families Q3 Budget Report	Carly Speechley				This Committee
Item 3	Commissioning new Sheffield Care Placements for Children with Complex Needs	Victoria Gibbs/Sally Willoughby				This Committee
Item 4	Refresher for Great Start in Life Strategy	Marie McGreavy				This Committee

Item 5	Approval of Children's Sufficiency Strategy	Joe Horobin/Victoria Gibbs				This Committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 5	February 2023	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1	Youth Justice Annual Plan	Carly Speechly/Mark Storf	<ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>			This Committee
Item 2	Childcare Sufficiency Assessment (Jan 23?)	Cathie Tandy				This Committee
Item 3	Briefing on forthcoming regulation and Ofsted inspection of supported accommodation for 16 and	Joe Horobin/Victoria Gibbs	Briefing Only			This Committee

	17 year olds in care (Jan 23)					

Meeting 6	March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul>	(re: decisions) Prior member engagement/development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 1	Children and Families Q4 Performance Reporting	Carly Speechley				
Item 2	Children & Families Q4 Budget Report	Carly Speechley				
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul>					