



Report to Housing Committee

9th June 2022

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Rachel Marshall, Principal Democratic Services Officer

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 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 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; and
4. *(Add specific recommended actions for issues requiring a steer from the Committee eg in respect of items identified in Section 2 - referrals from other committees and petitions/questions etc)*

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 1	Pride in Sheffield
Referred from	Resolution of Council on 20 July 2022
<i>Details</i>	A link to the full resolution is available here: (Public Pack)Resolutions passed at the meeting of the Council held on 20th July 2022 Agenda Supplement for Council, 20/07/2022 14:00 (sheffield.gov.uk) Extract in respect of this Policy Committee:

	<p>(J) believes in supporting inclusive housing and LGBTQ+ Sheffielders who face homelessness, and that no one in Sheffield should be made homeless as a result of coming out or being rejected by their families by virtue of who they are, and asks the Housing Policy Committee to consider investigating ways this Council can:-</p> <ul style="list-style-type: none"> (i) help reduce homelessness in young LGBTQ+ people by supporting LGBTQ+ youth services, as well as providing information and support; (ii) give considerations for LGBTQ+ supported housing for older LGBTQ+ people in Sheffield, dependent on need, as has been done by councils such as Lambeth, as we look to expand our social housing stock; and (iii) continue supporting projects that help people that are homeless and/or rough sleeping in any way we can;
<p><i>Commentary/ Action Proposed</i></p>	<p>The Council via the Equalities and Engagement Team, has supported a range of events in the past year including relating specifically to the LGBTQ+ community in Sheffield, this will be outlined in our Annual Equality Report 2021/22 which will go to the Strategy and Resources Committee in 2022.</p> <p>We currently grant fund LGBT Sheffield, as part of the Equality Partnership for its engagement work in the city. The People Portfolio also grant fund Sayit to support LGBTQ+ young people. We gave small grants in 2021/22 to and supported Pinknic does Pride an event held in the city centre in July, Trans Day of Remembrance and IDAHOBiT. We also support a range of awareness days & months such as LGBT History Month and Pride Month.</p> <p>In June 2021, in collaboration with LGBT Sheffield, set up and supported an LGBT+ survey about experiences in COVID, which also asked about general facilities for LGBT+ people. Through this survey and the wider work through the Equality Partnership it has helped in establishing what support and facilities people in Sheffield said they would like to see.</p> <p>Within the next year we will continue to work with Members and via the Strategic Equality and</p>

	<p>Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days. Also, we produce an internal and external equality newsletter that people can sign up to if you want to read about work across all areas of equality, contact the Equality and Engagement team to find out equalitiesandinvolvement@sheffield.gov.uk</p> <p>Action: That the resolution of Council and the range of activity currently being undertaken be noted and officers be requested to continue to work with Members and via the Strategic Equality and Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days.</p>
Issue 2	Regulation of private landlords
Referred from	North East LAC
<i>Details</i>	<p>The following public question was raised at the meeting:</p> <p>It was mentioned that the North East Community Plan had little mention of how private landlords had a devastating effect on the community. It was added that Selective Licensing was also a total failure. Therefore, what strategic actions does the LAC intend to take.</p>
<i>Commentary/ Action Proposed</i>	TBC
Issue 3	Demolition of Outhouses at Busk Meadow
<i>Referred from</i>	Full Council 20 July 2022
<i>Details</i>	An electronic petition was sent to FC with 10 signatures. The lead petitioner was Cadine Plunkett-Thomson. The petition is as follows:

	<p>We the undersigned petition the council to uphold the commitment they reneged on in the demolition of the structurally unsafe, health hazard, visibly unsightly outhouses they once more backed out of demolishing.</p> <p>Residents that has been tenants of the occupied flats has stated that this has been going on for well over fifteen years and they feel as if their voices doesn't matter. The council made about three, possibly more attempts or lack therefore to demolish these outhouses and has found reasons to suit them to back out.</p> <p>We are no longer having that. As a leaseholder I need it demolished with urgency. The building has Asbestos, which we all know is a health hazard. The building is crumbling and beyond unsightly. Most importantly it is dangerous. The buildings are situated in a communal area where the children plays as there are no parks on the estate it has become unsafe for children to play there with the crumbling of the buildings and the collapsing of the adjoining wall.</p> <p>Having the council do a botch job of "mending it" isn't an option and one that all residents bar two (members of the same family) isn't overlooking. I own one of the outbuilding and as it's dilapidated I have no objections to it been demolished.</p> <p>I want the council to act as if this was in an upscale area. In a Fulwood this would not have even been a debate. We the residents aren't listening to any excuse but one for a date of demolition in the very near future.</p> <p>Started by: Cadine Plunkett-Thompson</p> <p>This ePetition ran from 09/06/2022 to 19/07/2022 and has now finished.</p> <p>10 people signed this ePetition.</p>
<i>Commentary/Action Proposed</i>	TBC

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.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
Asbestos Management Plan for Non-Domestic and Domestic Property	TBA	Deferred from September meeting. Future date to be arranged.
Gas Servicing policy and procedure	TBA	Deferred from September meeting. Future date to be arranged.
Housing Strategy (draft for consultation)	TBA	Deferred from September meeting. Future date to be arranged.
Charged Gardening Scheme	TBA	Deferred from September meeting. Future date to be arranged.
Service Charges and Consultation arrangements	TBA	Deferred from September meeting. Future date to be arranged.
Net-Zero Roadmap - for existing public and private homes	TBA	Deferred from September meeting. Future date to be arranged.
Homelessness Prevention and Rough Sleeper Strategy	November 2022	Janet Sharpe informed that this item to be moved from Sept to November Meeting.
Budget Proposals 2023/24	November 2022	<p>The Strategy and Resources Committee will meet on 12 October to consider the budget proposals made by each Policy Committee and presented to the September meeting of the Policy Committee.</p> <p>The Strategy and Resources Committee may ask for further work from Policy Committees which may result in changes to the proposals originally made.</p> <p>This report will seek the Policy Committee’s final agreement to any changes to the proposals presented to the Policy Committee’s September meeting.</p>

		Notwithstanding to any late changes in government funding, this report will represent the Policy Committee's final budget position for 2023/24. The November report will amend the September report based on asks from the S&R Committee
Capital Strategy Finance Report	November 2022	Approval of Capital Finance Monitoring Report to be deferred to the November 2022 meeting.

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)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 2	September 2022	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(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"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1 - HRA Business Plan 23/24	Consideration of budget setting priorities and savings for 23/24	Janet Sharpe	Pre-decision (policy development)	Yes		This Committee
Item 2 –Housing General Fund Budget Proposals 23/34	S&R has asked each Policy Committee to develop budget proposals on a cash-standstill basis and to report those proposals to the September 2022 meeting. Now added to each Policy Committee Work Programme.	Janet Sharpe	Decision			
Item 3 – Community Heating Price Review	Consideration of a mid-year update to District Heating charges because of energy price rises	Janet Sharpe and Fiona Orr	Referral to decision-maker	Yes		Full Council

Item 4 – Housing Performance Report (4a & b)	Bi-annual overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		N/A
Item 5 – Housing Ombudsman Code of Practice (5a)	Approval of the Council’s self-assessment against the Ombudsman Code of Practice in Complaint Handling	Bev Mullooly & Vicky Kennedy	Decision	Yes		This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Budget Monitoring Report - Month 4	Finance Report for Housing General Fund and, Housing Revenue Account	Ryan Keyworth / Jane Wilby	Referral to decision-maker	N/A		N/A

Meeting 3	November 2022	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions)	(re: decisions)	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> 			

			<ul style="list-style-type: none"> • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/monitoring) 	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>	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Budget Position for year 2023/2024	Ryan Keyworth	Decision			This Committee
Older Persons Independent Living Strategy	Approve draft OPIL Strategy for consultation	Georgina Parkin	Pre-decision (policy development)	Yes		This Committee
Private Sector Assistance Policy	Approve amendments to existing policy	Georgina Parkin	Decision	Yes		This Committee
Garage and Outhouses Repair and Investment Strategy	To review and approve the approach to carrying out investment options and repairs to the remainder of the HRA garages stock	Nesreen Lowson	Decision	Yes		This Committee
Gypsy and Traveller New Pitch and Sites Plan	Plans for new site provision of G&T sites to meet shortfall	Georgina Parkin	Decision	Yes		This Committee
Gleadless Valley Delivery Plan	Consultation and approval of the Gleadless Valley Delivery Plan	Dean Butterworth	Decision	Yes		This Committee
HRA Business Plan 2023/24	Approval of the final HRA Business Plan and tenant charges for 23/24 prior to referral to Full Council	Janet Sharpe	Referral to decision-maker	Yes		This Committee & Full Council

Housing-related Support Review	Consultation of proposals for SCC housing-related support services	Suzanne Allen	Pre-decision (policy development)	Yes		This Committee
Leaseholder Charging Policy	Approval of the Leaseholder Charging Policy	Catherine Hill	Decision	Yes		This Committee
SIP Monitoring Report and Update	Performance/delivery update on the Stock Increase Programme	Kerry Bollington	Post-decision (service performance/monitoring)	N/A		N/A
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals	Approval of Capital Business Cases	Nesreen Lowson / Alison Charlesworth/ Jo Payne	Referral to decision-maker	N/A		N/A
Capital Finance Report	Approval of Capital Finance Monitoring Report	Nesreen Lowson / Alison Charlesworth	Post-decision (service performance/monitoring)	N/A		N/A
Homelessness Prevention and Rough Sleeper Strategy	Approval of Final Homelessness Prevention and Rough Sleeper Strategy	Suzanne Allen	Decision	Yes		This Committee

Meeting 4	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(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"> This Cttee Another Cttee (eg S&R) Full Council Officer
Housing Strategy	Approve final Housing Strategy	Suzanne Allen	Referral to decision-maker	Yes		This Committee and Full Council
Domestic heating strategy	To review and approve 10-year heating strategy for domestic dwellings in our aim to achieve net zero.	Alison Charlesworth	Decision	Yes		This Committee
Commercial heating strategy and plans	To approve heating strategy for commercial heating systems to achieve net zero and upgrade failing systems.	Alison Charlesworth	Decision	Yes		This Committee
Gypsy and Traveller Pitch Fees	Approval of annual charges for Gypsy and Traveller Pitch Fees	Jonathan South	Decision	Yes		This Committee

HNS and Repairs Performance Report	Bi-annual overview of HNS performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		This Committee
Review of Selective Licensing/ City wide Licensing Scheme	<ul style="list-style-type: none"> • Consultation/Approval of any changes to Selective licensing/City Wide Licensing schemes 	Catherine Hughes	Pre-decision (policy development)	Yes		This Committee
HRA Community Buildings – BIP	<ul style="list-style-type: none"> • Consideration of possible changes to the provision of HRA community buildings 	Peter Brown	Pre-decision (policy development)	Yes		This Committee
Customer access points – Review, BIP	<ul style="list-style-type: none"> • Consideration of possible changes to HRA-managed customer access points 	Dean Fearon	Pre-decision (policy development)	Yes		This Committee
Consultation on amendments to the Allocations Policy	<ul style="list-style-type: none"> • Approval of proposed Allocation policy amendments. 	David Wilkinson	Pre-decision (policy development)	Yes		This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals	Approval of Capital Business Cases	Nesreen Lowson / Alison	Referral to decision-maker	N/A		N/A

		Charlesworth/ Jo Payne				
Capital Finance Report	Approval of Capital Finance Monitoring Report	Nesreen Lowson / Alison Charlesworth	Post-decision (service performance/ monitoring)	N/A		N/A

Meeting 5	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(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"> This Cttee Another Cttee (eg S&R) Full Council Officer
Shared Ownership Policy	Approval of amendments to existing Shared Ownership policy	Georgina Parkin	Decision	Yes		This Committee
Communal Areas Investment Strategy	Approval of the 5-year investment plan for communal areas for low rise flats.	Nesreen Lowson	Decision	Yes		This Committee
SIP Monitoring Report and Update	Performance/delivery update on the Stock Increase Programme	Kerry Bollington	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

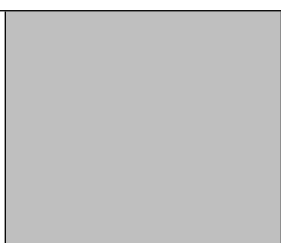
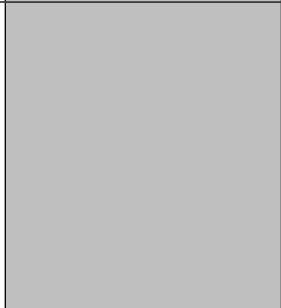
	<ul style="list-style-type: none"> <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Approvals	Approval of Capital Business Cases	Nesreen Lowson / Alison Charlesworth/ Jo Payne	Referral to decision-maker	N/A	N/A	N/A
Capital Finance Report	Approval of Capital Finance Monitoring Report	Nesreen Lowson / Alison Charlesworth	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <i>Decision</i> <i>Referral to decision-maker</i> <i>Pre-decision (policy development)</i> <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
HNS and Repairs Performance Report	Bi-annual overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		This Committee
Standing items	<ul style="list-style-type: none"> <i>Public Questions/ Petitions</i> <i>Work Programme</i> 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
Capital Approvals	Approval of Capital Business Cases	Nesreen Lowson / Alison Charlesworth/ Jo Payne	Referral to decision-maker	N/A	N/A	N/A
Capital Finance Report	Approval of Capital Finance Monitoring Report	Nesreen Lowson / Alison Charlesworth	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

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"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(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"> This Cttee Another Cttee (eg S&R) Full Council Officer
NEW Rentsense system recontract	Current contract for support, maintenance, and hosting of the Rentsense system ends in December 22, new	Janet Sharpe	Decision	Prior member engagement yet to be carried out	N/A	Housing Committee

	contract with existing supplier required.					
DEFERRED FROM SEPTEMBER Asbestos Management Plan for Non-Domestic and Domestic Property	Annual Review and update of Policy and the Asbestos Management Plan for properties managed by the Housing and Neighbourhoods Service	Nesreen Lowson	Post-decision (service performance/ monitoring)	N/A		N/A
DEFERRED FROM SEPTEMBER Gas Servicing policy and procedure	Approval of a new policy and procedure for managing gas servicing cases and enforcement of annual inspections	Alison Charlesworth	Decision	Yes		This Committee
DEFERRED FROM SEPTEMBER Housing Strategy (draft for consultation)	Approval of draft Housing Strategy to be published for public consultation	Suzanne Allen	Pre-decision (policy development)	Yes		This Committee
DEFERRED FROM SEPTEMBER Charged Gardening Scheme	<ul style="list-style-type: none"> Consideration of a charged gardening scheme for council tenants 	Helen Scott	Policy and Implementation	Yes		This Committee

<p>DEFERRED FROM SEPTEMBER</p> <p>Service Charges and Consultation arrangements</p>	<ul style="list-style-type: none"> Consideration of the possible introduction of service charges for council tenants 	<p>Carl Mullooly</p>	<p>Pre-decision (policy development) – to commence formal consultation.</p>	<p>Yes</p>		<p>This Committee</p>
<p>DEFERRED FROM SEPTEMBER</p> <p>Net-Zero Roadmap - for existing public and private homes</p>	<p>Approval of plans for achieving Net Zero across SCC homes - Stage 1</p>	<p>Nathan Robinson</p>	<p>Decision</p>	<p>Yes</p>		<p>This Committee</p>

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.

This page is intentionally left blank