



Report to Adult Health and Social Care Policy Committee

21 September 2022

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Fiona Martinez, 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. If items are referred from LACs, these should be highlighted to the Principal Democratic Services Officer to ensure they are dealt with appropriately

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	None to report.
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

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
Older Persons Prevention Service	21 st September	Item added
Substance Misuse Report	NA	Moved to Strategy and Resources Policy Committee
Budget Monitoring Report – Month 4	21 st September	Item added

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	21 st September 2022	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>
Item 1	Supported living, respite and day services provision for working age adults (commitment 2, 3 ASC Strategy)	Andrew Wheawall/Christine Anderson/Catherine Bunten	Decision	Yes	Engagement will be undertaken with stakeholders, including people and families who receive supported living services, respite care and day service provision, as well as providers, and health and social care partners to shape and inform the service specification and procurement	Adult Health and Social Care
Item 2	Mental Health Market Shaping Statement and Recommission of Services (Commitment 2 ASC Strategy)	Louisa King/Tim Gollins	Decision	Yes	Yes	Adult Health and Social Care

Item 3	Older Persons Prevention Service	Sam Martin/Jo Pass/Tony Ellingham	Decision	Yes	Yes	Adult Health and Social Care
Item 4	Safeguarding and Ensuring Safety Delivery Plan and New Safeguarding and Ensuring Safety Model (Commitment 6 ASC Strategy).	Janet Kerr/Tom Gollins	Post - Decision	Yes	Yes	Adult Health and Social Care
Item 5	Adult Social Care Financial Update and Progress with Financial Recovery Plan	Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care
Item 6	Adult Social Care Market Shaping Statement, Market Sustainability and Oversight Plan and Fair Cost of Care Exercise	Catherin Bunten	Decision	Yes	Engagement including through AH&SC Change Programme Board, Partners, and providers.	Adult Health and Social Care
Item 7	Adult Social Care Budget Programme 2023/2024	Liam Duggan/Liz Gough	Decision	Yes	No	Adult Health and Social Care
Item 8	Adult Social Care Charging Delivery Plan (commitment 4 ASC Strategy)	Liam Duggan/Charles Crowe	Decision	Yes	No	Adult Health and Social Care
Item 9	Endorse Director of Adult Social Care (DASS) Report and delivery plan	Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
Item 10	Budget Monitoring Report – Month 4	Ryan Keyworth	Decision	Yes	Yes	Adult Health and Social Care

Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					
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Meeting 3	16 th November 2022	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>
Item 1	Approve Adult Social Care Workforce Strategic and Delivery Plan (Commitment 5 ASC Strategy)	John Chamberlain/Janet Kerr	Decision	Yes	Yes	Adult Health and Social Care
Item 2	Approve Adult Social Care Target Operating Model (Commitment 1 ASC Strategy)	Jon Brenner/Alexis Chappell	Decision	Yes	Yes	Adult Health and Social Care
Item 3	Approval to Recommission Care at Night Services (Commitment 3 ASC Strategy)	Paul Higginbottom/A D Enablement/Janet Kerr	Decision	Yes	Yes	Adult Health and Social Care
Item 4	Approval of New Technology Enabled Care Contract (Commitment 2 ASC Strategy)	Paul Higginbottom/Janet Kerr/Die Green	Decision	Yes	Yes	Adult Health and Social Care

Item 5	Approval to commission support services for women involved in sex work	Bethan Plant/Amy Buddery	Decision	Yes	Yes	Adult Health and Social Care
Item 6	Endorse Adult Social Care Financial Update and Progress with Effective Use of resources delivery plan	Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care
Item 7	Approve Adult Social Care and DASS Local Account 2020-22	Alexis Chappell/Jonathan McKenna-Moore	Decision	Yes	Yes	Adult Health and Social Care
Item 8	Endorse Progress with Changing Futures Delivery Plan	Michael Corbishley/Sam Martin	Post-Decision	Yes	No	Adult Health and Social Care
Item 9	Endorse Director of Adult Social Care (DASS) Report and delivery plan	Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
Item 10	Endorse Better Care Fund (Adults) Update Report and Delivery Plan (Commitment 4, 6 ASC Strategy)	Sandie Buchan/Martin Smith	Decision	Yes	Yes	Adult Health and Social Care
Item 11	Endorse Hospital Discharge and Urgent Care Delivery Plan	Rebecca Dixon	Decision	Yes	No	Adult Health and Social Care
Item 12	Budget Position 2023/24	Liam Duggan/Liz Gough	Decision			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

Meeting 4	19 th December 2022	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) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Item 1	Endorse Director of Adult Social Care (DASS) Report and delivery plan	Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
Item 2	Endorse Adult Social Care Financial Update and Progress with Financial Recovery Plan	Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care
Item 3	Approve Adult Social Care Information and Advice Improvement Delivery Plan (Commitment 4 ASC Strategy)	Tim Gollins/Jon Brenner/Joe Horobin				Adult Health and Social Care
Item 4	Approve Sheffield Health and Social Care Integrated Outcomes Framework (Commitment 6 ASC Strategy)	Alexis Chappell/Sandie Buchan				Adult Health and Social Care
Item 5	Approve Annual Safeguarding Partnership Board Report 2021/22	Janet Kerr/Tim Gollins				Adult Health and Social Care
Item 6	Approve City Wide unpaid carers Strategic Delivery Plan (commitment 5,6 ASC Strategic Plan)	Janet Kerr/Mary Gardner				Adult Health and Social Care

Item 7	Approve Adult Social Care Co-Production and Engagement Strategic Delivery Plan (Commitment 4 ASC Strategy)	Catherine Buntin/Liam Duggan			Consultation and coproduction through various means across citizens and partners.	Adult Health and Social Care
Item 8	Approve Direct Payments and Personalisation Strategic Delivery Plan (Commitment 5 ASC Strategy)	Catherine Buntin/Mary Gardner			Consultation and coproduction through various means across citizens and partners. There will be an update on the Improvement programme and the Direct Payment Strategy will be prepared for approval.	Adult Health and Social Care
Item 9	Approval to recommission Residential care services for older adults (Commitment 3 ASC Strategy)	Andy Hare/Catherine Buntin/Jo Pass	Decision		Engagement will be undertaken with stakeholders, including people who are supported in residential care services, providers, and health and social care partners to shape and inform the service	Adult Health and Social Care

					specification and procurement	
Item 10	Approve Adult Social Care Voids Policy	Andrew Wheawall/Catherine Buntten/Joe Horobin	Decision		Consultation, including through AH&SC Change Programme Board, providers and various existing groups.	Adult Health and Social Care
Item 11	Approve city Wide Autism Strategic Delivery Plan	Alexis Chappell/Kate Damiral	Strategic Delivery			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> Public Questions/Petitions Work Programme 					

Meeting 5	8 th February 2023	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) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Item 1	Endorse Director of Adult Social Care (DASS) Report and delivery plan	Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
Item 2	Endorse Adult Social Care Financial Update and Progress with Financial Recovery Plan	Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care

Item 3	Approve Citywide learning disability strategic delivery plan (commitment 1,6 ASC Strategy)	Andrew Wheawall/Andy Hare				Adult Health and Social Care
Item 4	Approve Citywide Mental Health Strategic Plan	Louisa King/Tim Gollins				Adult Health and Social Care
Item 5	Approve Adult Social Care Climate Response Delivery Plan(Commitment 1 ASC Strategy)	Catherine Bunten				Health Scrutiny
Item 6	Endorse Adult Social Care Performance and Quality report and Progress update	Liam Duggan/Janet Kerr				Health Scrutiny
Item 7	Endorse Progress with Discharge from Hospital Improvement Plan	Rebecca Dixon	Decision	Yes	No	Adult Health and Social Care
Item 8	Approve Liberty Protection Standards Preparation Delivery Plan	Tim Gollins/Jo Pass				Adult Health and Social Care
Item 9	Approve Adult Social care Annual Complaints and Compliments report 2021 - 2022	Jennie Everill/Janet Kerr				Adult Health and Social Care
Item 10	Approve new Mental Health Social Work Model and Delivery Plan	Tim Gollins/Louisa King				Adult Health and social care
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

Meeting 6	16 th March 2023	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>
Item 1	Endorse Director of Adult Social Care (DASS) Report and delivery plan	Alexis Chappell	Post-Decision	Yes	No	
Item 2	Endorse Adult Social Care Financial Update and Progress with Financial Recovery Plan	Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care
Item 3	Approve Adult Social Care Annual Domestic Abuse Report 2021 - 2022	Janet Kerr/Sam Martin	Performance & Quality			Adult Health and Social Care
Item 4	Approve Better Care Fund Submission	Joe Horobin/Sandie Buchan/Catherine Bunten				Adult Health and Social Care
Item 5	Approve Better Care Fund Annual Report	Joe Horobin/Sandie Buchan/Catherine Bunten	Decision			Adult Health and Social Care
Item 6	Approve Adult Social Care Strategy and Quality	Jon Brenner/Catherine Bunten	Post-decision	Decision at June Committee, following Cabinet	Consultation through various existing groups	N/A

	Improvement Delivery Plan Progress Update			decision on Strategy in March 2022.		
Item 7	Endorse Progress with Changing Futures Delivery Plan	Michael Corbishley/Sam Martin	Post-Decision	Yes	Yes	Health Scrutiny
Item 8	Endorse Progress with Transitions Improvement Plan	Andrew Wheawall/Nicola Shearstone				Adult Health and Social Care
Item 9	Endorse Progress with Safeguarding Improvement Delivery Plan	Janet Kerr/Tim Gollins				Adult Health and Social Care
Item 10	Approve City wide Older Adults / Ageing Well Strategic Delivery Plan (Commitment 3 1,6 ASC Strategy)	Jo Pass				Adult Health and Social Care
Item 11	Approve Adult Social Care Prevention, Independent Living and Wellbeing Strategic Delivery Plan (Commitment 2 ASC Strategy)	AD Enablement/ Catherine Buntin/ Joe Horobin	Decision		Consultation through various existing groups	Adult Health and Social Care
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 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.