



Report to Communities, Parks and Leisure Committee

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and
Leisure

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	<i>Details to be added by PDSO</i>
Referred from	Central LAC
<i>Details</i>	<p>The Central LAC received the following questions from members of the public, in attendance at the meeting:</p> <p>Andy Chaplin (on behalf of Hillsborough businesses and local residents)</p> <ol style="list-style-type: none"> 1. Why have our local councillors appeared to have been so powerless in securing better arrangements for the local community?

	<p>2. Why have council officers appeared to issue a statement in support of Tramlines showing no awareness of the issues?</p> <p>3. Why are Hillsborough residents and businesses not considered a vital voice in the arrangements that apply to Tramlines (and for other potential events)?</p> <p>4. Will the Central LAC help the campaign to reinstate the previous leave and re-enter options?</p> <p>5. Will the Central LAC help local traders who lose out during the event weekend?</p> <p>Andrea Flutter</p> <p>Asked the LACs to clarify the Council's ability to enforce a re-entry policy for the Tramlines event.</p> <p>Dean crouch</p> <p>How was Hillsborough Park benefitting from hosting the Tramlines event if they were not receiving any funding for it.</p> <p>* A link to the minutes for response on these questions can be found here Sheffield City Council - Agenda for Central Local Area Committee on Wednesday 13 July 2022, 6.00 pm</p>
<i>Commentary/ Action Proposed</i>	Chair liaising with officers to obtain a response.
Issue	Environmental Report for Owlthorpe Fields
Referred from	South East LAC on 29th June 2022
Details	<p>A representative from the Friends of Owlthorpe Fields came to the stand and issued the South East LAC with an independent environmental report they had commissioned for the fields and their environmental importance and value.</p>
<i>Commentary/ Action Proposed</i>	This has since been resolved and has now been referred to the Sheffield Local Wildlife Sites Group. No action proposed.

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
Site Visits	A programme of site visits has been scheduled to key Sport and Leisure sites	27/10/22 16/11/22

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
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> <p>Notwithstanding to any late changes in government funding, this report will represent the Policy Committee’s final budget position for 2023/24.</p> <p>The November report will amend the September report based on asks from the S&R Committee.</p>
Food Access Plan	REMOVED	This item has been removed as the issue was picked up as part of cost-of-living response via Strategy & Resources
Procurement Strategy to support commission of a new Sport & Leisure Operator.	REMOVED	This item has been removed because there is a financial ask that will be picked up via Finance Sub Committee
Food Strategy Refresh	REMOVED	Discussion planned at Strategy Leadership Board to advise on the scope of the strategy and which committee is best placed to approve the report
There are a number of high-profile Sport/Leisure Investment Capital Projects that will be developed over the next 6 months that will be seeking capital and political approval. Including Springs, Concord and Hillsborough	REMOVED	Capital investment proposals will be approved as part of the Council’s capital approval process via Capital Programme Group (GPG) and Finance Sub Policy Committee.

rebuilds and redevelopment of Woodbourn Road		
Cruyff funded football courts at Burngreave and Parson Cross	REMOVED	Capital investment proposals will be approved as part of the Councils capital approval process via Capital Programme Group (GPG) and Finance Sub Policy Committee.
Parson Cross Park - Pavilion modernisation & pitch improvements (RLWC funding, S106, Football foundation)	REMOVED	Capital investment proposals will be approved as part of the Councils capital approval process via Capital Programme Group (GPG) and Finance Sub Policy Committee.
Strategic Review of Libraries and Archives Services Scope	REPLACED	Replaced with 'Service Re-design for Libraries and Archives Service'
Libraries and Archives Fees and Charges	REMOVED	This item can be removed – it will form part of the service re-design
Mather Road playground	REMOVED	Capital investment proposals will be approved as part of the Councils capital approval process via Capital Programme Group (GPG) and Finance Sub Policy Committee
Ecclesfield / Hollinsend tennis and wider improvements	REFERRED	Finance Sub-Committee
Skye Edge environmental improvements & access controls	REFERRED	Finance & Resources
Richmond Park drainage scheme	REFERRED	Finance Sub-Committee
Forge Dam phase 3 works (access works)	REFERRED	Finance Sub-Committee

Parkwood Springs Work package 2 (catering & toilet units)	REFERRED	Finance Sub-Committee
STF projects (including Oxley Park skatepark, access improvements and 3G pitch)	REFERRED	Finance Sub-Committee
Ellesmere Park – site improvements (play and basketball)	REFERRED	Finance Sub-Committee
High Hazels Park – youth facilities/shelter area remediation	REFERRED	Finance Sub-Committee
Upper Hanover St and Ponderosa MUGA renewals	REFERRED	Finance Sub-Committee
Play Improvements Project Phase 6 (PIP6)	REFERRED	Finance Sub-Committee
Nottingham Cliff and Burngreave Rec charitable status report	REMOVE	Currently on hold

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)	

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 2	September 2022					
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</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

			<i>performance/ monitoring)</i>			
Item 1	Update on the Public Facing Sport and Leisure Strategy	Tammy Barrass/Kate Clark	Post Decision	Committee Briefing prior to Committee Meeting	City wide consultation undertaken December 2021	Officer has delegation – for information
Item 2	Playing Pitch Strategy	Kate Clark	Decision	Committee Briefing prior to decision	Engagement with key partners, Planning and Governing Bodies	This Committee
Item 3	Budget Proposals for year 2023/2024	Ryan Keyworth	Decision			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> 					
Item 4	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 <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> 	<i>(re: decisions)</i> Prior member engagement/	<i>(re: decisions)</i> Public Participation/	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Budget Position for year 2023/2024	Ryan Keyworth	Decision			This Committee
Item 2	Playzones Report	Kate Clark	Decision	Committee briefing prior to decision	Engagement with key partners and governing bodies	This Committee
Item 3	Update on Sport/Leisure & Entertainment Commissioning	Tammy Barrass/ Joanne Holland	Decision	Committee briefing prior to decision	Engagement with key partners and informed by city wide consultation results	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> 					

Meeting 4	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	<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)
Item 1			<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> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Meeting 5	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(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)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/	(re: decisions) Public Participation/	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker 			<ul style="list-style-type: none"> This Cttee

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
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> 					

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	<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)
Item 4	Local Football Facility Plan	James Barnes	Decision	Committee Briefing and Briefing Paper prior to decision	City Wide Consultation and consultation with key partners has been used to help inform the approach.	Clarification needed if this is the correct Committee to take this decision.

Item 5	Service Re-design for Libraries and Archives Service	Nick Partridge	Pre-Decision	Overview of Libraries as a statutory service	Staff engagement as part of Achieving Change process	This Committee
Item 7	Parks Capital Programme (There are a number of Parks Capital Projects over the next 6 months that will be seeking capital and political approval (see list below). There is currently a monthly Capital Programme Group.)	Ruth Bell/Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 19	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 20	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 21	Enter into a lease with operator at Hillsborough Activity Hub (following tender exercise – subject to decision and procurement)		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 22	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 24	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

Item	Public Health parks investment 22/23, and future years investment plan.	Stuart Turner	Decision	Committee briefing and paper prior to decision	Public Health investment criteria	This Committee
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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.