



## Report to Education, Children & Families Policy Committee 27th September 2022

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**Report of:** Gillian Duckworth, Director of Legal and Governance

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**Subject:** Committee Work Programme

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### 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 Co-Chairs, 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.

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## 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

**Background Papers:** None

**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 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	
<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:

<b>New Items</b>	<b>Proposed Date</b>	<b>Note</b>
Special Free School Bid to support Special Educational Needs and Disability Sufficiency	Sept xx 22	Bid requires Committee approval – deadline for bid submission is 21.10.22
Medical Needs Policy	Sept xx 22	Policy requires Committee approval
Budget position 23/24	Nov 9 22	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. The Strategy and Resources Committee may ask for further work from Policy Committees which may result in changes to the proposals originally made. This report will seek the Policy Committee’s final agreement to any changes to the proposals presented to the Policy Committee’s September meeting.
Finance Budget Monitoring Report	All agendas	All Policy Committees will receive budget monitoring reports as a standing item at each meeting.
<b>Rescheduled Items</b>	<b>Proposed Date</b>	<b>Note</b>
Learn Sheffield Review	Nov 9 22	Moved from September agenda
Sufficiency Overview – Mainstream and Special	Nov 9 22 mainstream, Dec 22, Special	Moved from September agenda
Secondary Places Planning – area 5	Nov 9 22	Moved from September agenda
Elective Home Education	Nov 9 22	Moved from September agenda
Early Years School Readiness review	Nov 9 22	Moved from September agenda
Harmony Works	Tbd	Moved from September agenda
Approval of Children’s Commissioning Intentions	Nov 9 22	Moved from September agenda
<b>Removed Items</b>	<b>Proposed Date</b>	<b>Note</b>
Holt House Funding	n/a	Committee decision not required – members briefed – removed from Sept agenda.
School Food Pricing	n/a	Committee decision not required – members briefed – removed from Sept agenda.

Recommissioning of SEND befriending, mediation and special mentoring services	n/a	Contract value below threshold requiring Committee decision – removed from November agenda.
Children and Families Quarterly Performance	n/a	Info to come via member briefings, information in public domain via DfE website.

## 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.

<b>Topic</b>	Emotional, mental health and wellbeing support for young people.
<b>Description</b>	During a discussion on the Medical Needs Contract, members were keen to have a broader look at the emotional and wellbeing and support available for young people to reduce demand on more 'acute' services – a 'whole system approach' with health, social care and education perspectives.
<b>Lead Officer/s</b>	Director of Integrated Commissioning/Director of Education and Skills/Director of Children and Families
<b>Item suggested by</b>	Education Children and Families Urgency Sub-Committee (21 <sup>st</sup> July Meeting)
<b>Type of item</b>	Service Performance Monitoring/Briefing/Policy Development
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	To be determined
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	Sub-Committee members were keen in hear the voice of Looked After Children as part of this.
<b>Lead Officer Commentary/Proposed Action(s)</b>	To be determined

**Part 3: Agenda Items for Forthcoming Meetings**

Meeting 2	15 <sup>th</sup> 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&amp;R)/Full Council/Officer</i>
<b>Decisions</b>						
Item 1 <b>Budget Proposals 2023/24</b>	The Strategy and Resources Committee has asked each Policy Committee to develop budget proposals on a cash-standstill basis and to report those proposals to the September 2022 meeting	Ryan Keyworth/Mark Sheikh/Liz Gough	Decision	As per decision on Month 1 budget report taken in June		Education, Children and Families
Item 2 <b>Special Free School Bid to support Special Educational Needs and Disability Sufficiency</b>	Coming to committee to approve bid for a new special school, deadline 21/10/22.	Joe Horobin/Matthew Peers	Decision	Portfolio Briefing – 11 <sup>th</sup> August	Engagement in place via Inclusion Strategy and with Parent Carer Forum.	Education, Children and Families  Strategy and Resources to approve abnormal capital costs required for bid.
Item 3 <b>Medical Needs Policy</b>	To approve the Medical Needs Policy	Tim Armstrong	Decision	Portfolio Briefing 31 <sup>st</sup> August		Education, Children and families.

Briefings/Performance Monitoring						
Item 4 <b>Adoption Service Annual reports</b>	To consider Adoption Service annual reports	Sally Williams/Stephanie Evans (Head of Regional Adoption Agency)	Briefing	Portfolio Briefing – 11 <sup>th</sup> August		Education, Children and Families.
Item 5 <b>Fostering Service Annual Reports</b>	To consider Fostering Service annual reports	Sally Williams	Briefing	Portfolio Briefing – 11 <sup>th</sup> August		Education, Children and Families
Item 6 <b>SEND Acceleration Plan</b>	To consider Acceleration plan following an OFSTED revisit	Joe Horobin	Briefing	Portfolio Briefing – 11 <sup>th</sup> August		Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Minutes of Urgency Sub-Committees</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 3	9 <sup>th</sup> November	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&amp;R)/Full Council/Officer</i>
Decisions						
Item 1 <b>Secondary Places Planning – Area 5</b>	Decision required to progress proposal for the area 5 – Manor, Arbourthorne, Darnall.	Cathie Tandy	Decision	Portfolio Briefing – 5 <sup>th</sup> October		Education, Children and Families
Item 2 <b>Supported Accommodation provision for children in care and care leavers age 16+</b>	Approval is being sought to extend the current framework to allow for a full commissioning exercise to be undertaken.	Victoria Gibbs/Sally Willoughby	Decision	Portfolio Briefing – 5 <sup>th</sup> October	Engagement and co-production will be undertaken in the re-commissioning exercise.	
Item 3 <b>Review of Learn Sheffield</b>	To consider options and recommendations for the future relationship and any commissioning arrangement with Learn Sheffield, a school company currently commissioned by SCC to deliver statutory school improvement duties, beyond the current contract end in August 2023.	Candi Lawson	Decision	Portfolio Briefing – 5 <sup>th</sup> October		Education, Children and Families

Item 4 <b>Children's Commissioning Intentions</b>	Approval of commissioning intentions and priorities for Children's Services	Joe Horobin/Victoria Gibbs	Decision	Portfolio Briefing – 5 <sup>th</sup> October	Engagement and Co-Production will be planned in relation to the development of the Children's Commissioning Strategy,	Education, Children and Families – or Strategy & Resources.
Item 5 <b>Budget Position for Year 2023/24</b>	To seek the Policy Committee's final agreement to any changes to the proposals presented to the Policy Committee's September meeting;	Ryan Keyworth/Mark Sheikh/Liz Gough	Decision	Portfolio Briefing – 5 <sup>th</sup> October		Education, Children and Families
<b>Briefing/Policy Development</b>						
Item 6 <b>Mainstream Sufficiency</b>	Overview of 3 yr strategy to ensure sufficient provision across Early years and childcare, Primary, Secondary & Post 16 provision	Cathie Tandy	Policy Development	Portfolio Briefing – 5 <sup>th</sup> October	Working with stakeholders	Education, Children and Families
Item 7 <b>Early Years School Readiness Review</b>	Sharing key messages from the review and seek endorsement of the recommendations	Victoria Gibbs/Marie McGreavey	Briefing and Policy Development	Portfolio Briefing – 5 <sup>th</sup> October	Consultation has taken place with professionals (VCF early years groups, Health Visitors, Midwifery, Early Years staff and providers including childminders) and the public (parents of young children,	Education, Children and Families.

					children with SEND and expectant parents) including targeted focus groups and online survey.	
Item 8 <b>Elective Home Education</b>	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.	Tim Armstrong	Briefing	Portfolio Briefing – 5 <sup>th</sup> October		
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 4	13th 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
<b>Decisions</b>						
Item 1	To seek a decision on the approval of the Children's	Victoria Gibbs	Decision		Engagement and co-production will	This Committee

<b>Children's Sufficiency Strategy</b>	Sufficiency Strategy and duty in relation to Looked After Children.				be undertaken with Looked After Children and Care Leavers.	
Item 2 <b>Special Sufficiency</b>	Overview of sufficiency plan for special educational needs and disabilities, seeking decision to approve strategic commissioning intentions linked to sufficiency plan.	Matthew Peers	Policy Development / Decision	Portfolio Briefing – 5 <sup>th</sup> October	Working with VCF  Working with stakeholders	Education, Children and Families
<b>Briefings/Performance Monitoring</b>						
Item 3 <b>Q3 Budget Report</b>	To consider the Children & Families Q3 budget update	Sally Williams	Performance Monitoring			This Committee
Item 4 <b>Refresher for Great Start in Life Strategy</b>	To inform the Committee of the planned review of the Great Start in Life Strategy in line with the development of Family Hubs.	Victoria Gibbs/Marie McGreavey	Briefing		Engagement and co-production will be undertaken as part of the Strategy	This Committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 5	31st January 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
<b>Decisions</b>						
Item 1 <b>Childcare Sufficiency Assessment</b>	To present the findings of the Childcare Sufficiency Strategy and seek approval to publish	Cathie Tandy	Decision		Parents and Childcare providers consulted and information used to inform the report	This Committee
Item 2 <b>Alternative Provision Free School Bids</b>	Approval of proposed bids for alternative provision free school, deadline 17/2/23	Joe Horobin, Candi Lawson	Decision	Portfolio Briefing	VCF networks Stakeholder groups	This Committee
Item 3 <b>Youth Justice Annual Plan</b>		Sally Williams/Mark Storf				This Committee
<b>Briefings</b>						
Item 4 <b>Regulation and Ofsted inspection of supported accommodation for 16 and 17 year olds in care</b>	Briefing on forthcoming legislation.	Joe Horobin/Victoria Gibbs	Briefing Only			This Committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 6	8 <sup>th</sup> 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)  This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Item 1	Children & Families Q4 Budget Report	Sally Williams				
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Items which the Committee has agreed to add to an agenda, but for which no date is set.						
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
<b>Engagement with young people</b>	The Policy Committee is keen to hear from to include a wide range of	Chelsea Renehan, Head	Engagement		Engagement session.	N/A

	perspectives eg Youth Cabinet, Young Carers, Children in Care Council – as requested by Policy Committee at June 22 meeting. Officer are working up proposals for a separate session to be held outside the formal schedule of Policy Committee meetings September/October 2022	of Youth Services.				
<b>Child and Adolescent Mental Health Services</b>	To consider how well CAMH services are performing and how well prepared we are for any increase in demand – as requested by Policy Committee at June meeting.	Joe Horobin/Victoria Gibbs	Performance Monitoring	Initial discussion via Portfolio briefing		
<b>Alternative Provision</b>	Policy Committee has requested a detailed look at alternative provision in the City – to include the views of young people.	Andrew Jones	Performance/Policy Development	Initial briefing planned for members in September	tbd	Education, Children and Families
<b>Safeguarding Partnership Board Annual Report</b>		Sally Williams				
<b>Residential Homes Inspections</b>		Sally Williams				

<b>Briefing - Annual/6 month</b>						
<b>Independent Review Officers Annual Report</b>		Sally Williams				
<b>Corporate Parenting Strategy update</b>		Sally Williams				
<b>Contextual Safeguarding Strategy</b>		Sally Williams				
<b>Traditions Safeguarding Developments</b>		Sally Williams				
<b>Threshold Document Development</b>		Sally Williams				
<b>Harmony Works</b>	As the Harmony Works 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				Education, Children and Families.

## **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.**

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