



Report to Waste and Street Scene Policy Committee July 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 3 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:

Item	Proposed Date	Note
Budget Proposals for 23/24	September 2022	Addition - Already been discussed at PLT. Form 1 needs to be completed BY Richard Eyre and sent to Rachel Marshall.
Review of Private Hire and Hackney Carriage Driver Policy - 22.6.2022: decision to defer for Licensing Committee via	September 2022	Amendment - This was originally intended for an extraordinary meeting on the 7th September, which has now been cancelled and the item has been added onto the September meeting.
Street Tree Community Planting Scheme	December 2022	Amendment - Moved to the December meeting.
Highway Verge Maintenance Policy	December 2022	Amendment - Moved to the December meeting.
Future of the Animal Kennels	November 2022	Amendment - Deferred to the November meeting from September meeting.
Review of Licensing Fees and Charges	November 2022	Amendment - Deferred to the November meeting from September meeting.
Private Hire Vehicle & Operator Policy	November 2022	Amendment - Deferred to the November meeting from September meeting.
Hackney Carriage Vehicle Policy	November 2022	Amendment - Deferred to the November meeting from September 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> <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>

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	28 September 2022 @ 2pm	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	Review of Private Hire and Hackney Carriage Driver Policy - 22.6.2022: decision to defer for Licensing Committee view	Claire Bower / Craig Harper	Decision – deferred on decision to seek view of Licensing Committee	Licensing Committee briefed prior to consultation 22/11/2021	Public consultation	This Cttee
Item 2	Budget Proposals for 23/24	Richard Eyre	Decision	Task & Finish Group with Chair, Vice Chair and Lead spokesperson	Part 1 open and Part 2 closed & confidential	This Cttee
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	23 November 2022 @2pm	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
Item 1	Future of the Animal Kennels	Ian Ashmore/Nikki Rees	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Item 2	Sex Establishment Policy	Claire Bower / Shimla Finch	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Item 3	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee
Item 4	Private Hire Vehicle & Operator Policy	Claire Bower / Craig Harper	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Item 5	Hackney Carriage Vehicle Policy	Claire Bower / Craig Harper	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Item 6	Budget Position 2023/24 & Final Agreement on options	Ryan Keyworth/ Richard Eyre	Decision			This Cttee
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
Budget Monitoring	<ul style="list-style-type: none"> 	Ryan Keyworth/Jane Wilby	Decision			This Cttee

Meeting 4	21 December 2022 @2pm	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	Highway Verge Maintenance Policy	Gill Charters	<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	Written briefing for the committee or all members	Public consultation	This Cttee
Item 2	Street Tree Community Planting Scheme - SEPT	Gill Charters	Decision	Written briefing for the committee or all members	Street Tree Partnership	This Cttee
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	15 February 2023 @2pm	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1						
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	22 March 2023 @10am	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions 					

	<ul style="list-style-type: none">• <i>Work Programme</i>• <i>[any other committee-specific standing items eg finance or service monitoring]</i>					
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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.