



Report to Adult Health and Social Care Policy Committee

16th November 2022

Report of: David Hollis, Interim 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	<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
Approve City Wide Autism Strategic Delivery Plan (Commitments 1, 6 ASC Strategy)	February '23	Moved from December '22 to February '23
Endorse Hospital Discharge and Urgent Care Delivery Plan (Commitment 2, ASC Strategy)	December 2022	Removed from November 2022 meeting and added to December 2022 meeting.
Approval to Recommission Care at Night Services	December 2022	Removed from November 2022 meeting and added to December 2022 meeting.
CQC Inspection Readiness Report (quarterly updates to start from June 2023)	December 2022	To be added and approved at SLB
ASC Assurance Statements	June 2023	To be added and approved at SLB

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 3	16 th November 2022					
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)		Alexis Chappell	Decision	Briefing with members on 17 th October	No	Adult Health and Social Care

Report and Delivery Plan						
Item 2 - Endorse Adult Social Care, Care Governance Update and Quality Matters Framework		Alexis Chappell	Decision	Briefing with members on 31 st October	No	Adult Health and Social Care
Item 3 - Approve Adult Social Care and DASS Local Account 2020-22 and DASS PSW Assurance		Jonathan McKenna Moore	Decision	Briefing with members on 31 st October	Yes	Adult Health and Social Care
Item 4 - Endorse Progress with Changing Futures Delivery Plan (Commitment 1, 6 ASC Strategy)	Commitment 1, 6 ASC Strategy	Michael Corbishley/Sam Martin	Post-Decision	Briefing with members on 17 th October	No	Adult Health and Social Care
Item 5 - Approval of New Technology Enabled Care Contract	Commitment 2 ASC Strategy	Paul Higginbottom/Catherine Bunten	Decision	Briefing with members on 17 th October	Yes	Adult Health and Social Care

Extension and Strategy						
Item 6 - Endorse Adaptations, Housing and Health	Commitment 2, ASC Strategy	Jo Pass/Die Green	Post Decision	Briefing with Members on 17 th October	No	Adult Health and Social Care
Item 7 - Approve Future Design of Adult Social Care	Commitment 1 ASC Strategy	Jon Brenner/Nicola Rust	Decision	Briefing with members on 17 th October	Yes	Adult Health and Social Care
Item 8 - Endorse Better Care Fund (Adults) Update Report and Delivery Plan (Commitment 4, 6 ASC Strategy)		Sandie Buchan/ Martin Smith	Decision	Briefing with members on 17 th October	Yes	Adult Health and Social Care
Item 9 - Endorse Adult Social Care Financial Update and Progress with Effective Use of resources delivery plan		Liam Duggan	Post-Decision	Briefing with members on 31 st October	No	Adult Health and Social Care
Item 10 - Budget Proposals 2023/24		Ryan Keyworth	Decision	Briefing with members on 31 st October	No	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 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) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>
Endorse Director of Adult Social Care (DASS) Report and delivery plan		Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
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
Approve Adult Social Care Information and Advice Improvement		Tim Gollins				Adult Health and Social Care

Delivery Plan (Commitment 4 ASC Strategy)						
Approve Sheffield Health and Social Care Integrated Outcomes Framework (Commitment 6 ASC Strategy)		Sandie Buchan/Catherine Bunten				Adult Health and Social Care
Approve City Wide unpaid carers Strategic Delivery Plan (commitment 5,6 ASC Strategic Plan)		Janet Kerr/Mary Gardner				Adult Health and Social Care
Approve Adult Social Care Co- Production and Engagement Strategic Delivery Plan (Commitment 4 ASC Strategy)		Catherine Bunten/Liam Duggan			Consultation and coproduction through various means across citizens and partners.	Adult Health and Social Care
Approve Direct Payments and Personalisation Strategic Delivery Plan		Catherine Bunten/Mary Gardner			Consultation and coproduction through various means across	Adult Health and Social Care

(Commitment 5 ASC Strategy)					citizens and partners. There will be an update on the Improvement programme and the Direct Payment Strategy will be prepared for approval.	
Approval to recommission Residential care services for older adults (Commitment 3 ASC Strategy)		Andy Hare/Catherine Buntten/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 specification and procurement	Adult Health and Social Care
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

Fair Cost of Care Exercise		Catherine Buntun				
Endorse Hospital Discharge and Urgent Care Delivery Plan (Commitment 2, ASC Strategy)		Janet Kerr/ Jo Pass	Decision	Briefing with members on 31 st October	No	Adult Health and Social Care
Approval to Recommission Care at Night Services	Commitment 3 ASC Strategy	Dani Hyde/Catherine Buntun	Decision	Briefing with members on 31 st October	Yes	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) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>
Endorse Director of Adult Social Care (DASS) Report and delivery plan		Alexis Chappell	Post-Decision	Yes	No	Adult Health and Social Care
Endorse Adult Social Care Financial Update		Liam Duggan/Liz Gough	Post-Decision	Yes	No	Adult Health and Social Care

and Progress with Financial Recovery Plan						
Approve Citywide learning disability strategic delivery plan (commitment 1,6 ASC Strategy)		Andrew Wheawall/Andy Hare				Adult Health and Social Care
Approve Citywide Mental Health Strategic Plan and Approve new Mental Health Social Work Model and Delivery Plan		Louisa King/Tim Gollins				Adult Health and Social Care
Approve Adult Social Care Climate Response Delivery Plan (Commitment 1 ASC Strategy)		Catherine Buntin				Health Scrutiny
Endorse Adult Social Care Performance		Liam Duggan/Janet Kerr				Health Scrutiny

and Quality report and Progress update						
Endorse Progress with Discharge from Hospital Improvement Plan		Rebecca Dixon	Decision	Yes	No	Adult Health and Social Care
Approve Liberty Protection Standards Preparation Delivery Plan		Tim Gollins/Jo Pass				Adult Health and Social Care
Approve Adult Social care Annual Complaints and Compliments report 2021 - 2022		Jennie Everill/Janet Kerr				Adult Health and Social Care
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
Approve city Wide Autism		Alexis Chappell/Kate Damiral	Strategic Delivery			Adult Health and Social Care

Strategic Delivery Plan						
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) 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	
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 Buntin				Adult Health and Social Care
Item 5	Approve Better Care Fund Annual Report	Joe Horobin/Sandie Buchan/	Decision			Adult Health and Social Care

		Catherine Buntin				
Item 6	Approve Adult Social Care Strategy and Quality Improvement Delivery Plan Progress Update	Jon Brenner/Catherine Buntin	Post-decision	Decision at June Committee, following Cabinet decision on Strategy in March 2022.	Consultation through various existing groups	N/A
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"> Public Questions/ Petitions Work Programme 					

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.