

LOCAL AREA COMMITTEE CHAIR GROUP MEETING

Tuesday 4 January, 11am

Meeting held via Teams

Present: Councillor Mary Lea (Chair)
Councillor Julie Grocutt
Councillor Simon Clement-Jones
Councillor Bernard Little
Councillor Andrew Sangar
Councillor Alan Hooper
Councillor Garry Weatherall
Councillor Tony Downing

Hannah Boneham
Nik Hamilton
Jason Siddall
Rosie Choppin
Craig Rogerson
Philippa Burdett

Apologies: Ian Turner
Spencer Fitz-Gibbon
Lorraine Wood

Item	Detail	Action
1.	Introductions	
1.1	Councillor Lea opened the meeting and welcomed the group.	
2	Apologies for absence	
2.1	Noted above.	
3	Minutes from meeting held on 14 December 2021	
3.1	The minutes were approved as a correct record of the meeting.	
4	January LAC meetings	
4.1	Jason Siddall ran through the key issues for the January LAC meetings and hoped to receive a steer from Chairs: <ul style="list-style-type: none">• the January LAC meetings would now be held online.• March LAC meetings were still hoped to be formal meetings to sign off the LAC Community Plans.• the meetings were likely to involve up to 60 people, so planning was now needed to ensure that they could be effectively managed and could run	

	<p>smoothly, without people talking over each other.</p> <ul style="list-style-type: none"> • Formal decision-making was not able to take place during the meeting, however the online consultation would still facilitate engagement. Business items would be deferred to a future meeting. • A presentation would take place to explain the expected outcomes of the engagement exercise. • Breakout rooms of smaller groups would be set up to discuss those outcomes. Each group would be based on a prominent theme, and officers would facilitate this. • Assigning people to a group in advance of the meeting would be preferred as this might be difficult to facilitate during the meeting. • Zoom was preferred over Teams as it was expected that the public would be more familiar with it, and it had more functionality. • The Chair may need support during the meeting, so options for this need to be considered. • An agenda/run through and a script would need to be prepared in advance of the meeting. This would need to include information on appropriate conduct. 	
4.2	<p><u>Format and conduct of LAC meeting</u></p> <p>Councillor Downing had some experience of online meetings as a Chair, where he was based in the Town Hall with key officers for the duration of the meeting. He had found this useful as Chair to be able refer to officers where necessary. He suggested this could be useful for the LAC meetings. The group were in agreement with this suggestion.</p> <p>UPDATE – <i>A committee room in the Town Hall has been booked for each LAC meeting. The room has a capacity of 6 people (except for Central LAC), and the names of those attending need to be confirmed with Philippa in advance of the meeting to assist the Porters Lodge</i></p> <p>Craig noted that Zoom ‘webinars’ had been used for formal Council meetings, however the LAC meetings would instead be Zoom meetings which would allow breakout rooms to be set up. Members of the public could use the ‘raise hand’ facility if they wished to ask a question. A single sheet could be produced in advance of the meeting to advise people how to do this. As a last resort, an emergency button was available to the host to mute/turn off videos of participants, and the Chair could be invited back in to control the meeting.</p>	

	<p>Councillor Weatherall asked if there were any options to live stream, for example on a Sky channel, to be more accessible to more people.</p> <p>Craig explained that Sheffield Live had used the webcast feed to live broadcast Council and Co-operative Executive meetings, so they could be approached to see if LAC meetings were of interest.</p>	
4.3	<p><u>Chat function</u></p> <p>Concerns were raised by a number of Chairs and officers regarding the chat function, and whether this could be disabled in order to provide less distraction to the Chair and prevent potential misuse of the chat.</p> <p>Councillor Lea also queried whether comments could be sent only to the host, or whether there might be any other options that could be considered.</p> <p>A suggestion was made of inviting comments via email, which could be monitored by the LAC team and responses given within an agreed timeframe.</p>	
4.4	<p><u>Breakout rooms/Eventbrite</u></p> <p>Lindsey Hill explained that the Eventbrite site would be set up to ask attendees for basic contact details, equal opportunities information, and choice of theme/breakout room. An email would then be sent to each attendee after which they could confirm their attendance. The LAC team would also provide the webcast link for those who wished to join the meeting but preferred not to participate in breakout discussions. Those who had already booked would be contacted to match up with an appropriate breakout room. Adjustments might need to be made for any theme that was oversubscribed.</p>	
4.5	<p><u>Public questions</u></p> <p>The group agreed that public questions should be incorporated into the meeting, but the time allocated to this and how it was managed might be different for each LAC. This might help members and officers to delve further into some of the broad responses that had been received via the LAC survey. Full answers might require a longer time frame to respond.</p>	
4.6	<p><u>Other comments</u></p>	

	Nik Hamilton referred to the LAC backdrop he had showing on his background. This could be used so as to easily identify officers and members on screen. He had been working with Rosie on this. He also noted that it would be useful to be consistent in how member names show on screen. This could be shared if helpful.	
4.7	Councillor Little noted that the Zoom backdrop felt centralised and suggested that each LAC have their own version.	
4.8	<p><u>Actions agreed</u></p> <ul style="list-style-type: none"> • LAC meetings to be held online via Zoom (practice session on 11 January). Chat function to be disabled. Where possible, attendees to be assigned to breakout rooms in advance. • Produce a draft agenda/running order for Chair comment • Produce a Chair's script, including conduct of meeting, for Chairs to comment • Public questions to be included on the agenda, with an agreed time limit if appropriate (at the discretion of the Chair) and to be encouraged in advance of the meeting. • Discuss final details at LAC Chair meeting on 18 January • Share experiences of LAC meeting via email • Individual LAC backdrops to be prepared for the Zoom meetings 	<p>LAC Service Managers/Craig</p> <p>Craig</p> <p>Craig</p> <p>LAC Service Managers</p> <p>All</p> <p>All</p> <p>Comms</p>
5	March LAC meetings	
5.1	Jason Siddall hoped that venues booked for the January meetings could be rolled over and booked for the March meetings, depending on availability. It was hoped to hold the meetings in person, but this was not known yet. More information on this may be available by the next LAC Chair meeting. He noted that there would be a requirement for a formal meeting to sign off the LAC community plans.	
6	Comms update	

6.1	<p>Rosie Choppin advised on the latest Comms activity:</p> <ul style="list-style-type: none"> • An email was sent out to all those on the LAC list to let them know that the meeting will be online and will be informal. Social media has been updated too. • Eventbrite – the description of the meeting has been changed to say “online consultation event” • Recommends that all members/LAC team have the LAC zoom background to ensure they can be easily identified <p>Rosie also noted that she would be a point of contact this week for any urgent Comms issues while Spencer was on annual leave.</p>	
6.2	<p>Councillor Weatherall noted that Sheffield has a poor rate of recycling using blue and brown bins. He suggested that Comms liaise with Waste Management to look at engagement ideas to get people onboard, including hard hitting photos if necessary. He considered this to be an important initiative for all LACs.</p>	
6.3	<p>Rosie noted that this was a problem across the city and advised that the campaign team would look at a city-wide campaign.</p>	
6.4	<p>Councillor Lea felt that LACs would be the best place to do this as they are well placed to influence and communicate to communities.</p>	
6.5	<p>Rosie advised that videos had been suggested for each LAC theme, and a recycling message could be incorporated into this. She also suggested that each LAC could have a visit from Comms.</p>	
6.6	<p>Councillor Weatherall was concerned about the time being taking for Facebook pages to be updated and was advised by Rosie to contact Jackline Chirchir-Krhoda.</p>	
7	Any other business	
7.1	None.	
8	Date of next meeting	
8.1	Tuesday 18 January, 11am – 12.30pm	