



## Report to Communities, Parks and Leisure Committee

**6<sup>th</sup> February 2023**

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**Report of:** David Hollis, Interim Director of Legal and Governance

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**Subject:** Draft Committee Work Programme - Communities Parks and  
Leisure

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**Author of Report:** Rachel Marshall, Principal Democratic Services Officer

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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 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.

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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

## **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:

<b>Issue</b>	
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
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note
<b>NEW:</b> Community Safety	Feb 2023	Briefing on the 'Always an alternative' initiative – part of the knife crime strategy
<b>NEW:</b> Community Services	March 2023	To provide an update to the Communities, Parks and Leisure Policy Committee on the delivery of the Team Around the Person (TAP) programme
<b>NEW:</b> Community Asset Transfer	March 2023	<b>Awaiting Form 1:</b> Transfer of a Community Asset
<b>NEW:</b> Community Safety	Feb 2023	Briefing on the work relating to Violence Against Women and Girls (VAWG) and an update on White Ribbon Accreditation
<b>NEW:</b> Youth Strategy	March 2023	To provide an update on the progress of the Youth Strategy 2022-25
<b>NEW:</b> Community Infrastructure Levy	March 2023	To provide an update to committee on the approach to utilising the Neighbourhood proportion of CIL funding in communities
<b>NEW:</b> Community Cohesion	March 2023	To provide an update to the committee on the Community Cohesion work
<b>REMOVED:</b> Enter into a lease with operator at Botanical Gardens	N/A	This item was added in error. The decision is delegated to the Chief Property Officer as the Council's marketing and tender process was followed. In the event a Committee decision was required it would be taken by the Finance Sub Committee. In this case however, there is no Committee decision required.
<b>NEW:</b> Participation in the North-West and Yorkshire Book Consortium	Feb 2023	Our current contracts to supply Library Books and other Material expires on 31st May 2023. We need to procure replacement contracts to start on the 1st June 2023, so that there is no delay in the supply of new materials.
<b>NEW:</b> Library Theatre Fees	March 2023	To agree an increase in fees to hire Library Theatre in Central Library
<b>NEW:</b> Library and Archives Update	March 2023	To provide an update on the Libraries and Archives Service and public consultation on opening times
<b>NEW:</b> Ash and Larch Dieback	Mtg 1 23/24 TBC	Briefing on current position in Sheffield
<b>NEW:</b> Playzones Update	March 2023	Updates on projects in phase one progressing through the application process with Football Foundation
<b>NEW:</b> Portfolio of Priority Football Projects	23/24 TBC	Information regarding the portfolio of football projects linked to Sheffield's Local Football Facility Plan and Playing Pitch Strategy priorities

**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>	Burials Policy
<b>Description</b>	Creation of a burials, cremation and cemetery green spaces strategy for Sheffield City Council. Further pieces of work will develop out of this, including: <ul style="list-style-type: none"><li>- Revised cemetery policy</li><li>- New burial land</li><li>- Cemetery standards and accreditation system</li></ul>
<b>Lead Officer/s</b>	Ellie Fraser
<b>Item suggested by</b>	Lisa Firth
<b>Type of item</b>	Pre-decision
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Member briefing
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	TBC
<b>Lead Officer Commentary/Proposed Action(s)</b>	TBC

Meeting 5	6 <sup>th</sup> February 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(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"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
<b>NEW:</b> Community Safety	Briefing on the 'Always an alternative' initiative – part of the knife crime strategy	Jason Siddall/ Angela Greenwood	Briefing	Knife Crime update requested by committee	n/a	N/A For update only
<b>NEW:</b> Community Safety	Briefing on the work relating to Violence Against Women and Girls (VAWG) and an update on White Ribbon Accreditation	Sam Martin/ Alison Higgins	Briefing	Requested by Committee	n/a	N/A For update only
Allotment Service Briefing	Allotment Service briefing agreed at the November meeting.	Ceri Ashton/Ruth Bell	Post decision update	Update requested at November Committee	NA	NA -for update only
Public Health Parks Investment	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
<b>NEW:</b> Participation in the North-West and Yorkshire Book Consortium	Our current contracts to supply Library Books and other Material expires on 31st May 2023. We need to procure replacement contracts to start on the 1st June 2023, so that	Hilary Coulson	Decision	Report will outline reasons for maintaining the current approach to purchasing as part of the consortium. This doesn't impact on the types of items	As the report is only concerned with the source of supply, external consultation is not required.	This Committee

	there is no delay in the supply of new materials.			purchased or the level of overall spend. No pre-engagement proposed		
<b>Standing items</b>	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Monitoring Report (M8)	Update of the councils' financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Meeting 6	13 March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	(re: decisions) <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	(re: decisions) <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
<b>NEW:</b> Library Theatre Fees	To agree an increase in fees to hire Library Theatre in Central Library	Hilary Coulson	<ul style="list-style-type: none"> <li>• Decision</li> </ul>	Briefing paper for Committee papers	Consultation with hirers	This Committee
<b>NEW:</b> Youth Strategy	To provide an update on the progress of the Youth Strategy 2022-25	Chelsea Renehan	<ul style="list-style-type: none"> <li>• Update on progress</li> </ul>	Requested by Committee	Ongoing consultation with Voluntary, Community and Faith	n/a update to committee only

					sector partners. Engagement with young people through the Youth Cabinet and other means	
<b>NEW:</b> Community Infrastructure Levy	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities	Carl Mullooly	Briefing	Engagement with members through LAC chairs meeting	Use of Local CIL will, in part, be allocated based on consultation through Local Area Committees and other engagement of local communities	TBC
<b>NEW:</b> Community Cohesion	To provide an update to the committee on the Community Cohesion work	Lorraine Wood	Update	TBC	TBC	n/a
<b>NEW:</b> Community Services	To provide an update to the Communities, Parks and Leisure Policy Committee on the delivery of the Team Around the Person (TAP) programme	Lorraine Wood	Update	Requested by Committee	n/a	N/A For update only
<b>NEW:</b> Library and Archives Update	To provide an update on the Libraries and Archives Service and public consultation on opening times	Hilary Coulson	Update	Requested by Committee	Public consultation underway on standardising opening time	N/A
<b>NEW:</b> Community Asset Transfer	Transfer of a Community Asset	Carl Mullooly	Referral to Decision Maker	TBC	TBC	TBC
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					



	<ul style="list-style-type: none"> <li><i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
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Meeting 1 2022/23	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li><i>Decision</i></li> <li><i>Referral to decision-maker</i></li> <li><i>Pre-decision (policy development)</i></li> <li><i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Lease – Parkwood Springs	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)
<b>NEW:</b> Ash and Larch Dieback	Briefing on current position in Sheffield	Ruth Bell	Briefing			N/A
Standing items	<ul style="list-style-type: none"> <li><i>Public Questions/ Petitions</i></li> <li><i>Work Programme</i></li> <li><i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Meeting 2 2022/23	TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(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"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 1						

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 <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(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"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 1	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 2	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

## **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.**