



## Report to Adult Health and Social Care Policy Committee

26<sup>th</sup> January 2023

**Report of:** Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Fiona Martinez, 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
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

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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:

2.2 None received

### **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>   |
|--|----------------------|---|
| Market Oversight and Market Sustainability (aligned to DASS and Care Act duties)                   | February             | Awaiting Form 1   |
| Adult Health and Social Care Digital Strategy  | February             | To provide a framework for decisions on use of digital technology going forward, and a plan to best optimise it as part of our new operating model. |
| <b>Rescheduled Items</b>   | <b>Proposed Date</b> | <b>Note</b>   |
| Approve New Mental Health Social Work Model and Delivery Plan                                      | February             | Item removed as this will be covered as part of a briefing  |
| Approve Liberty Protection Standards Preparation Delivery Plan                                     | February             | Item removed as this will be covered as part of a briefing  |
| Approve Adult Social care - Complaints and Compliments report 2021 -2022 - Annual                  | February             | Item removed as covered within DASS report  |
| Sheffield's Mental Health and Emotional Wellbeing Strategy   | February             | Item removed as this will be covered under the Citywide Mental Health Strategic Health Plan   |
| Endorse Adult Social Care Performance and Quality Report and Progress Report                       | February             | Item removed as covered within DASS report  |
| Approve Sheffield Health and Social Care Integrated Outcomes Framework (Commitment 6 ASC Strategy) | February             | Item removed as covered in December's committee   |
| Approve Citywide learning disability strategic delivery plan (commitment 1,6 ASC Strategy)         | March                | Item moved from February to March   |
| Approve Adult Social Care Climate Response Delivery Plan (Commitment 1 ASC Strategy)               | TBC                  | Item deferred   |
| Learning Disability Service Delivery Update  | March                | Item moved from February to March   |
| Approve Adult Social Care Workforce Strategic and Delivery Plan (Commitment 5 ASC Strategy)        | March                | Item moved from February to March   |

## 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>  | Approve Adult Social Care Climate Response Delivery Plan (Commitment 1 ASC Strategy)                               |
| <b>Description</b>  |  |
| <b>Lead Officer/s</b>   | Catherine Buntun   |
| <b>Item suggested by</b>  | <i>Officer, Member, Committee, partners, public question, petition etc</i>   |
| <b>Type of item</b>   | <i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i> |
| <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i> |  |
| <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>     |  |
| <b>Lead Officer Commentary/Proposed Action(s)</b>   |  |

## Part 3: Agenda Items for Forthcoming Meetings

| Meeting 5 | 8 <sup>th</sup> February 2023 | Time           |   |   |   |                               |
|-----------|-------------------------------|----------------|---|---|---|-------------------------------|
| Topic     | Description                   | Lead Officer/s | Type of item<br><i>Decision/Referral to decision-maker/Pre-decision (policy</i> | Prior member engagement/ development required | Public Participation/ Engagement approach | Final decision-maker (& date) |
|           |                               |                |   |   |   |                               |

|   |  |                                    | <i>development)/Post-decision (service performance/ monitoring)</i> | <i>(with reference to options in Appendix 1)</i> | <i>(with reference to toolkit in Appendix 2)</i>   | This Cttee/Another Cttee (eg S&R)/Full Council/Officer |
|---|--|------------------------------------|---|--|--|--|
| 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                           |
| Endorse Progress with Discharge from Hospital Improvement Plan                                  |  | Rebecca Dixon                      | Decision  | Yes  | No   | Adult Health and Social Care                           |
| Approve city Wide Autism Strategic Delivery Plan  |  | Alexis Chappell/Kate Damiral       | Strategic Delivery  |  |  | Adult Health and Social Care                           |
| Approval to recommission Residential care services for older adults (Commitment 3 ASC Strategy) |  | Andy Hare/Catherine Bunten/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 | Adult Health and Social Care                           |

|   |   |                              |                             |   |  |                              |
|---|---|------------------------------|-----------------------------|---|--|------------------------------|
|   |   |                              |                             |   | service specification and procurement  |                              |
| Approve Conversion Practice Policy  | <p>The Sheffield Adult Safeguarding Partnership Board is seeking endorsement on its proposal to produce a position statement on Conversion Practice and to note its direction of travel.</p> <p>We are asking our Council members and wider organisations to endorse the position statement which condemns this harmful and unethical practice.</p> | Jeanette Munday, Janet Kerr  | Decision/Position Statement | Members briefed 23.11.22 and 30.11.22   | <p>The Council has engaged and consulted on this proposal with:</p> <p>The Safeguarding Adults Partnership Equalities and Human Rights UK Limited<br/>Children's Services<br/>The Diocese of Sheffield<br/>LGBTQ+ members of the community and a survivor of Conversion Therapy.</p> | Adult Health and Social Care |
| Approve All Age Mental Health and Emotional Wellbeing Strategy (Commitments 1,6 ASC Strategy) | This strategy seeks to provide strategic direction and focus for all city partners seeking to improve and support Sheffield people's mental health and emotional wellbeing.   | Louisa King and Steve Thomas | Strategy/Policy Committee   | Members have been engaged with this strategy up to this point already, but it has been agreed to hold a joint briefing session with members from both the Adults' and Children's committees prior to this item going to the Adults' committee for final sign off. | A range of public engagement events and consultation were carried out prior to the development of this strategy  | Adult Health and Social Care |
| Adult Health & Social Care Digital Strategy   | Agree a digital strategy for adult health & social care, to inform and contribute to the whole organisation's digital strategy.   | Jon Brenner, Tabi Green      | Decision                    | Initial member briefing – 9.1.23<br>Final briefing with members – 18.1.23   | Approach used previous wider involvement work, including that informed the operating model.  | Adult Health and Social Care |

|  |   |                 |                             |  |  |                              |
|--|---|-----------------|-----------------------------|--|--|------------------------------|
|  |   |                 |                             |  | Specific solutions to include involvement and co-production in their production – for instance content for the new information |                              |
| Market Sustainability and Oversight        | This Market Sustainability Plan and Market Oversight report summarises how SCC maintains a sufficient market, and meets our duties as set out in the Care Act 2014. It supports our Market Position Statement and covers our oversight of the market (the capacity and quality of services) together with any risks and how we plan to address these. | Catherine Buten | Strategy/Policy Development | Members have approved a Market Shaping Statement and received briefings on related activity, such as the Fair Cost of Care exercise.<br><br>A further briefing session will be held with members from the Adult Health and Social Care Policy Committee prior to this item going for final sign off. | A range of public engagement events and consultation were carried out prior to the development of this strategy.               | Adult Health and Social Care |
| Revenue Budget Monitoring Report – Month 8 |   | Jane Wilby      | Decision                    |  |  |                              |
| Standing items                             | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>   |                 |                             |  |  |                              |

| Meeting 6 | 16 <sup>th</sup> March 2023 | Time           |  |                          |                       |                               |
|-----------|-----------------------------|----------------|--|--------------------------|-----------------------|-------------------------------|
| Topic     | Description                 | Lead Officer/s | Type of item<br><i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-</i> | Prior member engagement/ | Public Participation/ | Final decision-maker (& date) |
|           |                             |                |  |                          |                       |                               |



|  |  |  | <i>decision (service performance/ monitoring)</i> | <b>development required</b><br><i>(with reference to options in Appendix 1)</i> | <b>Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i> | This Cttee/Another Cttee (eg S&R)/Full Council/Officer |
|--|--|--|---|---|--|--|
| Endorse Director of Adult Social Care (DASS) Report and delivery plan                |  | Alexis Chappell                                    | Post-Decision                                     | Yes   | No   |  |
| 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 Annual Domestic Abuse Report 2021 - 2022                   |  | Janet Kerr/Sam Martin                              | Performance & Quality                             |   |  | Adult Health and Social Care                           |
| Approve Better Care Fund Submission  |  | Joe Horobin/<br>Sandie Buchan/<br>Catherine Buntun |   |   |  | Adult Health and Social Care                           |
| Approve Better Care Fund Annual Report   |  | Joe Horobin/<br>Sandie Buchan/<br>Catherine Buntun | Decision  |   |  | Adult Health and Social Care                           |

|  |  |                                   |               |   |  |                              |
|--|--|-----------------------------------|---------------|---|--|------------------------------|
| Approve Adult Social Care Strategy and Quality Improvement Delivery Plan Progress Update             |  | Jon Brenner/Catherine Bunten      | Post-decision | Decision at June Committee, following Cabinet decision on Strategy in March 2022. | Consultation through various existing groups | N/A                          |
| Endorse Progress with Changing Futures Delivery Plan   |  | Michael Corbishley/Sam Martin     | Post-Decision | Yes   | Yes  | Health Scrutiny              |
| Endorse Progress with Transitions Improvement Plan   |  | Andrew Wheawall/Nicola Shearstone |               |   |  | Adult Health and Social Care |
| Endorse Progress with Safeguarding Improvement Delivery Plan   |  | Janet Kerr/Tim Gollins            |               |   |  | Adult Health and Social Care |
| Approve City wide Older Adults / Ageing Well Strategic Delivery Plan (Commitment 3 1,6 ASC Strategy) |  | Jo Pass                           |               |   |  | Adult Health and Social Care |

|  |  |   |          |     |  |                              |
|--|--|---|----------|-----|--|------------------------------|
| Approve Adult Social Care Prevention, Independent Living and Wellbeing Strategic Delivery Plan (Commitment 2 ASC Strategy) |  | AD Enablement/<br>Catherine Buntin/ Joe Horobin | Decision |     | Consultation through various existing groups   | Adult Health and Social Care |
| Approve Adult Social Care Voids Policy   |  | Andrew Wheawall/Catherine Buntin/Joe Horobin    | Decision |     | Consultation, including through AH&SC Change Programme Board, providers and various existing groups. | Adult Health and Social Care |
| Revenue Budget Monitoring Report – Month 9   |  | Jane Wilby                                      | Decision |     |  |                              |
| Learning Disability Service Delivery Update  |  | Andrew Wheawall/Andy Hare                       |          |     |  | 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 |

|                |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|
| Standing items | <ul style="list-style-type: none"><li>• <i>Public Questions/<br/>Petitions</i></li><li>• <i>Work Programme</i></li></ul> |  |  |  |  |  |
|----------------|--|--|--|--|--|--|

| Meeting 1  | 2023-4  | Time                       |  |   |   |   |
|--|---|----------------------------|--|---|---|---|
| Topic  | Description   | Lead Officer/s             | Type of item<br><i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i> | Prior member engagement/ development required<br><i>(with reference to options in Appendix 1)</i> | Public Participation/ Engagement approach<br><i>(with reference to toolkit in Appendix 2)</i> | Final decision-maker (& date)<br><br>This Cttee/Another Cttee (eg S&R)/Full Council/Officer |
| CQC assurance readiness and framework (June '23, September '23 and December '23) | Provide a report to committee setting out ASC readiness for CQC assurance from 2023   | Janet Kerr and Liam Duggan | Decision   | Member briefings  | N/A   | Adult Health and Social Care  |
|  |   |                            |  |   |   |   |
|  |   |                            |  |   |   |   |
|  |   |                            |  |   |   |   |
|  |   |                            |  |   |   |   |
| 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> |                            |  |   |   |   |

## **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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