

Notification of Item for Committee Work Programme

Purpose of this form:

To add an issue to the internal Committee Work Programme list for SLB (Strategy Leadership Board) and CMT (Council Management Team) and approval to include the issue on a Committee Work Programme

1	Title of Report <i>Easy to understand and acronym free</i>	Place Systems Review – New Housing Management System. NEC Housing																	
2	Description <i>Describe the issue; outline the proposal and the reasons for it. This description will be included in the published Work Programme</i>	Issue Update on the procurement and implementation of NEC Housing																	
Proposal To update the Housing Policy Committee of delays in the procurement of NEC Housing and the implementation of NEC Housing																			
Reasons for the proposal Delay in procurement and the new implementation dates																			
Committee		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Strategy & Resources</td><td style="width: 20%; text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Finance Sub Committee</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Adult Health & Social Care</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Communities, Parks & Leisure</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Education, Children & Families</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Economic Development & Skills</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Housing</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>Transport, Regeneration & Climate</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Waste & Streetscene</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table> <p>* Please also indicate if the issue relates to more than one Policy Committee</p>	Strategy & Resources	<input type="checkbox"/>	Finance Sub Committee	<input type="checkbox"/>	Adult Health & Social Care	<input type="checkbox"/>	Communities, Parks & Leisure	<input type="checkbox"/>	Education, Children & Families	<input type="checkbox"/>	Economic Development & Skills	<input type="checkbox"/>	Housing	<input checked="" type="checkbox"/>	Transport, Regeneration & Climate	<input type="checkbox"/>	Waste & Streetscene
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4	Date of Meeting when decision is proposed to be taken	Proposed date: 10 / 03 / 2023																	
5	Type of issue <i>Decision, Strategy/Policy Development, Performance/Monitoring, other</i>	Monitoring																	
6	Final Decision Maker	<input type="checkbox"/> The Policy Committee																	

		<input type="checkbox"/> another Policy Committee <input type="checkbox"/> Full Council <input checked="" type="checkbox"/> Officer
7	Outline the prior engagement with Members required and/or development activity (e.g. political group briefings and knowledge briefings for committee) See Appendix 1	Report to knowledge briefing 8 September 2022
8	Outline approach to Public Participation and engagement See Appendix 2	Reports to the Housing and Neighbourhoods Advisory Panel Report to Housing and Neighbourhood Partnership Group Focus groups with tenant representatives and people requesting rehousing CitizenSpace Survey from December 2021 to March 2022
9	Will the report or appendices contain any confidential or exempt information? If YES, add number of relevant paragraph of Schedule 12A of the Local Government Act 1972, as amended	YES <input type="checkbox"/> Paragraph Number: NO <input checked="" type="checkbox"/>
10	Background documents to be relied upon when taking the decision (See note 2. below)	If any, please specify:
11	Name of Executive Director with whom the issue has been discussed	Name: Ajman Ali Title: Executive Director of Operational Services
12	Lead Officer	Name: Beverly Mullooly Title: Head of Service – Programme Lead
13	Report Author/ Officer Contact <i>This will be included on the published plan</i>	Name: Beverly Mullooly Telephone: 2734326 Email: beverly.mullooly@sheffield.gov.uk

Please complete the form and send it to democratic services committee@sheffield.gov.uk

Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision

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 2

Appendix2 - Public Participation and Engagement Toolkit

The toolkit could include (but would 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.