



Report to Communities, Parks and Leisure Committee 13th March 2023

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

Subject: Draft Committee Work Programme - Communities Parks and Leisure

Author of Report: Rachel Marshall, 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

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	
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
NEW: City Goals	March 2023	To provide and update on the development of the City Goals.
MOVED: Community Asset Transfer	Meeting 1 2023	To provide a briefing on the transfer of a Community Asset
MOVED: Community Infrastructure Levy	Meeting 1 2023	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities
MOVED: Community Cohesion	Meeting 1 2023	To provide an update to the committee on the Community Cohesion work
NEW: Bereavement Fees and Charges	March 2023	To provide committee with an overview of new fees and charges for Bereavement Services for 2023-24
NEW: Parks and Countryside Fees and Charges	Meeting 1 2023	A number of fees and charges within Parks and Countryside need to be increased to cover rising costs (including but not limited to inflationary pressures, energy costs, and fuel prices).
NEW: Biodiversity Working Task and Finish Group	March 2023	DETAILS TO BE ADDED BY RUTH BELL

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	Bereavement Strategy
Description	<p>Creation of a burials, cremation and cemetery green spaces strategy for Sheffield City Council. Further pieces of work will develop out of this, including:</p> <ul style="list-style-type: none"> - Revised cemetery policy, including memorials - City wide burial provision review and expansion plan

	<ul style="list-style-type: none"> - Cemetery standards and accreditation system (including service response to the nature emergency) - Review of the service offer to ensure services reflect the wishes of communities within the city - Review of service offer from a growth / income / technology / service development and modernisation opportunity
Lead Officer/s	Ellie Fraser
Item suggested by	Lisa Firth
Type of item	Pre-decision
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	Member briefing
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	TBC
Lead Officer Commentary/Proposed Action(s)	TBC

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 6	13 March 2023	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>		<ul style="list-style-type: none"> • Officer
NEW: City Goals Briefing	To provide an update to the committee on City Goals.	Diana Buckley	Briefing/Update	Requested by Committee		N/A
NEW: Library Theatre Fees	To agree an increase in fees to hire Library Theatre in Central Library	Hilary Coulson	<ul style="list-style-type: none"> • Decision 	Briefing paper for Committee papers	Consultation with hirers	This Committee
NEW: Youth Strategy	To provide an update on the progress of the Youth Strategy 2022-25	Chelsea Renehan	<ul style="list-style-type: none"> • Update on progress 	Requested by Committee	Ongoing consultation with Voluntary, Community and Faith sector partners. Engagement with young people through the Youth Cabinet and other means	N/A update to committee only
NEW: 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
NEW: Library and Archives Update	To provide an update on the Libraries and Archives Service and public consultation on opening times and We propose that the decision for the changes to opening hours for the Library	Hilary Coulson	Decision	Requested by Committee	Public consultation underway on standardising opening time	N/A

	Service is delegated to officers (within the scope detailed in the report) to ensure changes can have a full year impact as part of the 23/24 budget fees.					
NEW: Bereavement Fees and Chargers	To provide committee with an overview of new fees and charges for Bereavement Services for 2023-24. Fees and charges are reviewed annually on 1st April once the budget has been agreed by Strategy and Resources Committee for the following financial year. Bereavement fees must be publicised a minimum of 15 days prior to any changes being made in accordance with the Funerals Market Investigation Order 2021	Ellie Fraser	Update	Officer briefing at regular meetings scheduled with Chair & VC as representatives of the committee. Briefing by officer at pre committee meeting in advance if desired.	N/A	N/A

NEW: Bio-Diveristy Working Task and Finish Group						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 1 2022/23	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
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	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

NEW: Ash and Larch Dieback	Briefing on current position in Sheffield	Ruth Bell	Briefing			N/A
Community Asset Transfer	Transfer of a Community Asset	Carl Mullooly	Briefing			Another committee (Strategy and Resources)
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	<i>Engagement with members through LAC chairs meeting</i>	<i>Use of Local CIL will, in part, be allocated based on consultation through Local Area Committees and other engagement of local communities</i>	N/A
Community Cohesion	To provide an update to the committee on the Community Cohesion work	Lorraine Wood	Briefing			n/a
NEW: Parks and Countryside Fees and Charges	A number of fees and charges within Parks and Countryside need to be increased to cover rising costs (including but not limited to inflationary pressures, energy costs, and fuel prices).	Ruth Bell	Decision	Officer briefing at regular meetings scheduled with Chair & VC as representatives of the committee. Briefing by officer at pre committee meeting in advance if desired.		This cttee
Standing items	<ul style="list-style-type: none"> <i>Public Questions/ Petitions</i> <i>Work Programme</i> 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
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	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

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	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has	This committee

					been used to help inform the approach	
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.

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