

Legal Services

Town Hall SHEFFIELD S1 2HH

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Date: 9th May 2023

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council Meeting and First Meetings of Local Area Committees and of Policy Committees – Wednesday, 17th May 2023

It is a function of the Council, at its annual meeting, to approve a schedule of Council and Committee meetings for the municipal year ahead, and (with the exception of the Local Area Committees) to appoint the Chairs and Deputy Chairs of the Council's Committees. To facilitate this, appropriate items of business have been included on the agenda for the annual meeting of the Council on 17th May 2023.

The Council has decided that each Local Area Committee shall appoint a Chair and Deputy Chair for the year from its membership. Accordingly, in line with previous practice, the first meetings of the seven Local Area Committees will be held, consecutively, immediately following the close of the annual meeting, for the purposes of appointing the Chairs and Deputy Chairs, as appropriate, and to approve the frequency of their meetings in line with the schedule of meetings to be agreed at the annual meeting of the Council.

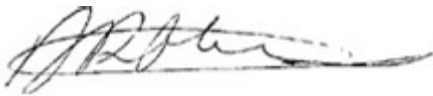
Only committees have the power to appoint their sub-committees. Therefore, it will be for (a) each Policy Committee to establish their Urgency Sub-Committee and appoint Members to serve on it; (b) the Strategy and Resources Policy Committee to establish the standing Charity Trustee Sub-Committee, appoint Members to serve on it and appoint the Chair and Deputy Chair; and (c) the Adult Health and Social Care Policy Committee to establish the standing Health Scrutiny Sub-Committee, appoint Members to serve on it and appoint the Chair and Deputy Chair. Accordingly, the first meetings of the nine Policy Committees will be held, consecutively, immediately following the conclusion of the first meetings of the Local Area Committees, for the purposes of conducting this business.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the draft agendas, which will be held immediately following one another and without a break. The Lord Mayor will occupy the Chair and the

Members of the Council will be required to remain in their seats throughout the whole of the proceedings.

To facilitate the transaction of the business, the Lord Mayor will announce at the start of each meeting, the name of the mover and seconder of the composite motion to determine the business as detailed in the agenda. The names of the mover and seconder of the composite motion will be drawn from the Members of the particular Local Area Committee, or Policy Committee, concerned. The Lord Mayor will put the motion upon which the Members of the Committee concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Committee, only the members of that Committee are permitted to participate in the discussion.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Hollis', written over a horizontal line.

DAVID HOLLIS
INTERIM GENERAL COUNSEL (AND MONITORING OFFICER)

SHEFFIELD CITY COUNCIL

**FIRST MEETINGS OF LOCAL AREA COMMITTEES AND POLICY
COMMITTEES**

TO BE HELD ON WEDNESDAY, 17TH MAY 2023

ORDER OF MEETINGS

1. CENTRAL LOCAL AREA COMMITTEE
2. EAST LOCAL AREA COMMITTEE
3. NORTH LOCAL AREA COMMITTEE
4. NORTH EAST LOCAL AREA COMMITTEE
5. SOUTH LOCAL AREA COMMITTEE
6. SOUTH EAST LOCAL AREA COMMITTEE
7. SOUTH WEST LOCAL AREA COMMITTEE
8. STRATEGY AND RESOURCES POLICY COMMITTEE
9. FINANCE POLICY COMMITTEE
10. COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE
11. EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE
12. ADULT HEALTH AND SOCIAL CARE POLICY COMMITTEE
13. HOUSING POLICY COMMITTEE
14. WASTE AND STREET SCENE POLICY COMMITTEE
15. ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE
16. TRANSPORT, REGENERATION AND CLIMATE POLICY COMMITTEE

CENTRAL LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Annual Council Meeting

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

EAST LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Central Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

NORTH LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the East Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

NORTH EAST LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the North Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

SOUTH LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the North East Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

SOUTH EAST LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the South Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

SOUTH WEST LOCAL AREA COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the South East Local Area Committee

A G E N D A

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To agree to meet at least four times per year, on dates and times to be determined by the Chair, in accordance with the schedule of Council and Committee meetings for the Municipal Year 2023-24, approved at the annual meeting of the Council.

STRATEGY AND RESOURCES POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the South West Local Area Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Strategy and Resources Policy Committee, and to be drawn from the membership of that Committee).

2. **ESTABLISHMENT OF THE CHARITY TRUSTEE SUB-COMMITTEE**
To (a) agree to establish a standing Charity Trustee Sub-Committee in accordance with the details to be approved at the annual meeting of the Council;

(b) to appoint Members to serve on the Sub-Committee (membership is not limited to members of the Strategy and Resources Policy Committee); and

(c) appoint the Chair and Deputy Chair of the Committee, and Group Spokesperson/s as necessary.

FINANCE POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Strategy and Resources Policy
Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Finance Policy Committee, and to be drawn from the membership of that Committee).

COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Finance Policy Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Communities, Parks and Leisure Policy Committee, and to be drawn from the membership of that Committee).

EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Communities, Parks and Leisure Policy
Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Education, Children and Families Policy Committee, and to be drawn from the membership of that Committee).

ADULT HEALTH AND SOCIAL CARE POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Education, Children and Families Policy Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Adult Health and Social Care Policy Committee, and to be drawn from the membership of that Committee).

2. **ESTABLISHMENT OF THE HEALTH SCRUTINY SUB-COMMITTEE**
To (a) agree to establish a standing Health Scrutiny Sub-Committee in accordance with the details to be approved at the annual meeting of the Council;

(b) to appoint Members to serve on the Sub-Committee (to be drawn from the membership of the Adult Health and Social Care Policy Committee and the Education, Children and Families Policy Committee); and

(c) appoint the Chair and Deputy Chair of the Committee, and Group Spokesperson/s as necessary.

HOUSING POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Adult Health and Social Care Policy
Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Housing Policy Committee, and to be drawn from the membership of that Committee).

WASTE AND STREET SCENE POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Housing Policy Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Waste and Street Scene Policy Committee, and to be drawn from the membership of that Committee).

ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Waste and Street Scene Policy
Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Economic Development and Skills Policy Committee, and to be drawn from the membership of that Committee).

TRANSPORT, REGENERATION AND CLIMATE POLICY COMMITTEE

Meeting to be held on 17th May, 2023

immediately following the meeting of the Economic Development and Skills
Policy Committee

A G E N D A

1. **ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**
To (a) agree to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details to be approved at the annual meeting of the Council; and

(b) to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Transport, Regeneration and Climate Policy Committee, and to be drawn from the membership of that Committee).

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