



Report to Housing Committee

8 JUNE 2023

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

Subject: Committee Work Programme

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;

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 1	
Referred from	Full Council – 20 th February 2023
Details	(k) reaffirms its support for the creation of an Alternative Disrepair Resolution Scheme (which will allow tenants to receive full compensation for disrepair claims) and its support of council tenants to directly employ contractors if a repair has been delayed, and urges the Housing Policy Committee to consider these proposals favourably when they come to Committee; (l) welcomes the positive engagement that has taken place with our Tenants' and Residents' Associations, and encourages the Housing Policy

	Committee to continue extending tenant engagement where possible;
<i>Commentary/ Action Proposed</i>	The Policy Committee have asked officers to take account of the motions passed at Full Council. Officers are currently working on proposals, and these proposals will be considered as part of items on the Committee Forward Plan in September (item k above) and November (Item l above).

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:

Item	Proposed Date	Note
Housing Ombudsman Complaint Handling Code – Annual Self-Assessment	September 2023	Added to Meeting 2 – already had Form 1
Customer Engagement Strategy 2023-25	November 2023	Moved from Meeting 1 2023
Charged Gardening Scheme	N/A	Deleted from items with no date set – will be re-added if required
Housing-related Support Review	N/A	Deleted from items with no date set – will be re-added if required
First Homes Policy	N/A	Removed from Meeting 1 2023 – will be re-added if required
Consultation on Allocations Policy	N/A	Deleted from items with no date set – will be re-added if required
Service Charges	N/A	Deleted from items with no date set – Likely to be brought forward 24/25
Introduction to the remit of the Housing Policy Committee	June 2023	
Net-Zero Roadmap - for existing public and private homes	September 2023	Moved from no date set to September meeting
HNS and Repairs Performance Reports	Various	Quarterly performance reports added to relevant agendas for 23/24
Housing Revenue Account Business Plan	November and December 2023	New item added to Forward Plan
Housing General Fund savings proposals	November and December 2023	New item added to Forward Plan
Damp and Mould Partnership Task Force action plan	November 2023	New item added to Forward Plan
Housing Regulation	November 2023	New item added to Forward Plan
Asset Management Strategy	December 2023	New item added to Forward Plan
Older Person Independent Living Strategy	January 2024	Moved from no date set to January meeting
Approval of a new Housing Strategy for the City	March 2024	Moved from no date set to March meeting
Net-Zero update	June 2023	Verbal update added to June agenda
Housing Strategy Task and Finish Group	June 2023	New item added to Forward Plan

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	
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 1 2023	8 June 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/monitoring) 	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 2)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
NEW: Introduction to the remit of the Housing Policy Committee	Overview of the services within the remit of this Committee	Janet Sharpe Tom Smith	Briefing	N/A	N/A	This Committee
HNS and Repairs Performance Reports	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe Tom Smith	Service performance/monitoring	N/A	Performance is shared with tenants through newsletters, the website and tenant meetings	This Committee
Net-Zero Update	A verbal update on plans for achieving Net-Zero in the housing stock	Janet Sharpe	Pre-decision (policy development)	N/A	N/A	This Committee
Housing Strategy Task and Finish Group	Review of membership and TOR for previously established Task and Finish Group	Janet Sharpe	Decision	N/A	N/A	This Committee
Standing items	<ul style="list-style-type: none"> Public Questions/Petitions 					

	<ul style="list-style-type: none"> • <i>Work Programme</i> • NEW: National Policy and Regulation responses • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 2 2023	14 September 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Council housing disrepair	Appraisal of council housing disrepair and a strategy for improvement, including implementation of the recommendations of the Housing Ombudsman's 2021 report "Spotlight on Damp and Mould";	Dean Butterworth	Post-decision (service performance/ monitoring)	Yes	TBC	This Committee (referred from Full Council)

NEW: Net-Zero Roadmap - for existing public and private homes	Consideration of plans for achieving Net Zero across SCC homes - Stage 1	Nathan Robinson	Decision	Yes	TBC	This Committee
NEW: HMO Licensing Fee Review	Approve the revised HMO License Fee and Charging Structure	Darryl Smedley	Decision	Yes		This Committee
NEW: Housing Ombudsman Complaint Handling Code – Annual Self-Assessment	Approve the outcomes of annual self-assessment against the Housing Ombudsman Complaint Handling Code	Bev Mullooly & Vicky Kennedy	Decision	Yes		This Committee
NEW: HNS and Repairs Performance Reports	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	N/A	Performance is shared with tenants through newsletters, the website and tenant meetings	This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>National Policy and Regulation responses</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
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Meeting 3 2023	2 November 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
NEW: Housing Revenue Account Business Plan	Consideration of planned financial pressures to achieve a balanced Business Plan for 2024/25	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on Business Plan options	Strategy and Resources
NEW: Housing General Fund savings proposals	Consideration of planned financial pressures to achieve a balanced Business Plan for 2024/25	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on Business Plan options	Strategy and Resources
NEW: Damp and Mould Partnership Task Force action plan	Consideration of progress on the Partnership Task Force and resultant actions	Janet Sharpe	Post-decision (service performance/ monitoring)	TBC	TBC	This Committee
NEW: Housing Regulation	Overview of new legislative requirements around Consumer and	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	TBC	TBC	This Committee

	Building Safety Regulations					
Customer Engagement Strategy 2023-25	Report updating Committee on arrangements for tenant involvement and empowerment and approval of revised strategy	Janet Sharpe	Decision	Through Knowledge Briefings and LACs	Through a range of tenant consultation	This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>National Policy and Regulation responses</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 5 2023	14 December 2023	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R)

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 2)</i>	Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	<ul style="list-style-type: none"> • Full Council • Officer
NEW: Housing Revenue Account Business Plan	Consideration of planned financial pressures to achieve a balanced Business Plan for 2024/25	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on Business Plan options	Strategy and Resources
NEW: Housing General Fund savings proposals	Consideration of planned financial pressures to achieve a balanced Business Plan for 2024/25	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on Business Plan options	Strategy and Resources
NEW: Asset Management Strategy	Approval of the Council Housing Asset Management Strategy	Janet Sharpe	Decision	Through Knowledge Briefings and LACs	Through a range of tenant consultation	This Committee
NEW: HNS and Repairs Performance Reports	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	N/A	Performance is shared with tenants through newsletters, the website and tenant meetings	This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>National Policy and Regulation responses</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service	N/A	N/A	N/A

			performance/ monitoring)			
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 5 2023	29 January 2024	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Older Persons Independent Housing Living Strategy	5-year strategy setting out Sheffield's strategic approaches for helping our growing older population to live independently in their own homes across all housing tenures.	Suzanne Allen	Decision	Yes; written briefings, all member briefings	Creative use of online engagement channels; working with VCF networks; stakeholder reference groups; formal and informal discussion groups	This Committee
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme National Policy and Regulation responses 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 6 2023	21 March 2024	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 2)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 3)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Approval of a new Housing Strategy for the City	Consideration of a new Housing Strategy for the City following significant consultation and policy development	Georgina Parkin	Decision	Significant engagement with Members through Task and Finish	Creative use of online engagement channels; working with VCF networks; stakeholder reference groups; formal and informal discussion groups	This Committee
NEW: HNS and Repairs	Quarterly overview of HNS and Repairs Service performance (including	Janet Sharpe Tom Smith	Post-decision (service	N/A	Performance is shared with tenants through	This Committee

Performance Reports	Capital Programme and Stock Increase Programme updates)		performance/monitoring)		newsletters, the website and tenant meetings	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>National Policy and Regulation responses</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/monitoring)	N/A	N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/monitoring)	N/A	N/A	N/A

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 2)	(re: decisions) Public Participation/Engagement approach (with reference to toolkit in Appendix 3)	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

			<i>performance/ monitoring)</i>			

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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