



Report to Adult Health and Social Care Policy Committee

14th June 2023

Report of: Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Fiona Martinez, 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
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

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	None reported
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
	None	

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

New Items	Proposed Date	Note	Lead
Rescheduled Items	Proposed Date	Note	

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	June 14 th , 2023	10am				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>
Adult Care and Wellbeing Directorate Plan	Approval of Strategic and Operational Priorities and Standards for 23 - 25 for approval aligned to local, national, and regulatory assurance requirements.	Jon Brenner	Decision Approval of plan	Member Briefing/full committee engagement	The plan is informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
Adult Care and Wellbeing Governance, Assurance, and Performance Framework	The Adult Social Care Strategy and Sheffield City Council Delivery Plan makes commitments to build the foundations of a good council, deliver on our plans and embed open and transparent decision making alongside our plans and priorities for adult social care, created with the people of Sheffield.	Liam Duggan	Decision	The framework documents for approval have already been approved by Committee in their original form. These are updates for 2023 following review and changes to the operating environment.	In 2023 the Adult Care and Wellbeing Citizen’s Involvement Project is exploring ways to involve people in shaping and improving adult social care in Sheffield. It is delivering a Festival of Involvement during June and July which will explore what involvement looks like including	Adult Health and Social Care

				<p>Preparation for CQC has been the subject of dedicated committee briefings and workshops.</p>	<p>themed events and activities. The thematic sessions are Safeguarding; Care homes; Local Account; Adult Future Options framework; Technology enabled care (TEC); Adult Future Options accommodation plan; Neighbourhood support for older people in need of social care; and Community Performance Clinic Pilots.</p> <p>Following the festival a co-production working group will meet fortnightly during September and October to develop an involvement model for Adult Social Care in Sheffield. It will identify opportunities to inform, influence, work together and</p>	
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					hold the Adult Care and Wellbeing directorate to account. It will increase the range and diversity of participants and it will undertake some practical tasks such as refreshing our co-production charter, creating a toolkit for staff and identifying Key Performance Indicators for the Performance Management Framework.	
Hospital Discharge Model and Improvement Plan	Approval of hospital discharge model	Ian Atkinson Stjohn Livesey Alexis Chappell	Decision Approval of Model	Member Briefing	N/A	Adult Health and Social Care
Adult Health and Social Care: Financial Update and Progress with Financial Recovery Plan	This is an update to the committee for transparency on budget position	Liam Duggan and Jonathon McKenna Moore	Performance/ Monitoring	Member Briefing	N/A	Adult Health and Social Care
Adult Care Providing Support and Market	SCC responsibilities to deliver a sustainable	Catherine Bunten	Decision	Market Sustainability approach	The plan is informed by wide ranging involvement and co-	Adult Health and Social Care

Sustainability Commissioning Plan 2023 - 2025	market under Section 5 of Care Act 2014			presented to Committee in February 2023	production across our services.	
DASS Highlight Report	National and local policy update and Service Highlights. Progress against Adult Care Policy Committee decisions made in 22/23 (Direct Payments, Unpaid Carers, Social Care Co-Production)	Jon Brenner	Strategy/Policy Development	Regular briefings with both the group leads, and on occasions whole committee, will keep Members informed of progress.	Much of the content of the updates will be informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
Recommissioning of Community Based Domestic Abuse Support Contract	The Domestic Abuse Community Based Support Contract is currently delivered by IDAS. The contract started in April 2019 and is due to end in March 2024. Recommissioning therefore needs to start in 2023.	Sam Martin	Decision	Member Briefing	A comprehensive consultation exercise with stakeholders is planned to take place this spring including a public survey	Adult Health and Social Care
2022/23 Final Outturn	Awaiting Form 1	Jane Wilby	Monitoring			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

Meeting 2	September 20th, 2023	10am				
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Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Recommissioning of Advocacy Services	Proposal for retender of Advocacy Services following the report presented in March 23	Avi Derei	Decision	Member Briefing and Engagement	Included in proposal	Adult Health and Social Care
Adults with a Learning Disability Strategy and Delivery Plan and Adults future options (Inc Day service and Respite/ Short Breaks)	Approval of Adults with a Learning Disability Strategic Plan, Adult Future Options Recommissioning Update including Day Activities and Respite and Short Breaks	Andrew Wheawall/ Christine Anderson	Decision	Member Briefing	Included in report and development of strategy	Adult Health and Social Care
Adult Care Strategy Delivery and Service Performance Update	Quarterly update on Adult Care Strategy Delivery and Service Performance Update including update against Council Delivery Plan.	Jon Brenner	Post Decision – Assurance and Scrutiny	Member Briefing	N/A	Adult Health and Social Care
Adult Working with People Delivery Plan	Approval of Working with People Delivery Plan	Janet Kerr	Decision	Member Briefing	Included in Report	Adult Health and Social Care

Transitions of young people to Adult Services	Endorsement of model and programme to ensuring effective transition of young people to adult services	Joe Horobin Janet Kerr	Decision	Member Briefing	Included in Report	Adult Health and Social Care
Adult Safeguarding and Ensuring Safety Delivery Plan Update and Safeguarding Board Annual Report	Endorsement of Safeguarding Board Annual Report and six-monthly update on Adult Safeguarding and Ensuring Safety Delivery Plan	Chief Social Work Officer	Post Decision – Assurance and Scrutiny	Member Briefing	Included in report	Adult Health and Social Care
DASS Local Account and Annual Performance report	Approval of Local Account and annual performance report	Liam Duggan Jon Brenner	Decision	Member Briefing	As part of development of the account	Adult Health and Social Care
Adult Care Budget Programme 2024/ 2025	Endorsement of budget proposals 2024/ 2025	Liam Duggan Liz Gough	Decision	Member Briefing	N/A	Adult Health and Social Care
Adult Care and Wellbeing Budget, Risk and	Adult Care Budget, Financial Governance and Risk Register Update.	Liam Duggan/ Jonathan	Post Decision – Assurance and Scrutiny	Member Briefing	N/A	Adult Health and Social Care

Financial Governance	Financial Thematic Update on Purchasing, Reviews and Contract Register	McKenna-Moore				
DASS highlight report	<p>This paper provides the Strategic Director's update regards the performance and governance of Adult Health and Social Care services, including progress in meeting DASS (Director of Adult Social Services) accountabilities and delivering on our statutory requirements.</p> <p>It also provides an update regards Adult Care & Wellbeing progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.</p>	Jon Brenner	Strategy/Policy Development	Regular briefings with both the group leads, and on occasions whole committee, will keep Members informed of progress.	Much of the content of the updates will be informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
Recommissioning Lincoln Court (Homeless Woman)	Proposal to recommission Services	Sam Martin	Decision	Member Briefing	Included in proposal	Adult Health and Social Care
White Ribbon Accreditation Action Plan	An action plan needs to be agreed in order to maintain our status as a	Tom Smith	Decision	Political group briefings required but this has been being discussed with	There is a regular Violence Against Women and Girls Forum that meets	Adult Health and Social Care

	White Ribbon accredited council			key members for a while now and been heard at CLT in May	bimonthly that will be consulted on key aspects of the plan. The action plan itself will include actions on community engagement.	
2023/24 Q1 Budget Monitoring	Awaiting Form 1	Jane Wilby	Monitoring			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

Meeting 3	November 8 th , 2023	10am				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Adult Early Intervention Strategy and improving Wellbeing outcome and tackling inequalities.	Approval of Adult Early Intervention Strategy and progress made in improving wellbeing outcomes following decisions at Committee in 22/23.	Sandie Buchan Jon Brenner Tim Gollins	Decision	Member Briefing	Included in report and development of strategy	Adult Health and Social Care

Recommissioning of Early Intervention Services	Proposal for retender of Live Well at Home Services following the report presented in September 22 and Early Intervention Strategy	Sam Martin Tim Gollins	Decision	Member Briefing	Included in Proposal	Adult Health and Social Care
Adult Care Mental Health and AMHP Service Annual Report	Adult Care Mental Health Service update and approval of AMHP Annual Report.	Tim Gollins Sid Fletcher	Decision	Member Briefing	N/A	Adult Health and Social Care
Changing Futures Delivery Plan update and Annual Report	Annual Report on Changing Futures Programme for approval and update regards programme future.	Michael Corbishley Sam Martin	Decision	Member Briefing	Included as part of development	Adult Health and Social Care
Approval of Care Fees 24/25	Approval of Care Fees for 24/25	Catherine Buntun	Decision	Member Briefing	N/A	Adult Health and Social Care
Residential Commissioning Strategy and Delivery Plan	Approval of recommissioning plans to ensure a stable residential market following agreement to review model in February 23.	Catherine Buntun	Decision	Member Briefing	As part of development of the plan	Adult Health and Social Care

All Age Mental Health and Emotional wellbeing Strategy	Update on strategy and delivery plan following approval at S & R Committee in March 23.	Steve Thomas Tim Gollins	Post Decision	Member Briefing	As part of development of the plan	Adult Health and Social Care
Technology and Digital Commissioning Strategy and Delivery Model	Technology and Digital Commissioning Strategy, update on progress since approval of Strategies and update regards information and advice offer	Paul Higginbottom Catherine Buntun	Decision	Member Briefing	As Part of development of the plan	Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

Meeting 4	December 13 th , 2023	10am				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Providing Support, Market Sustainability Commissioning Plan 2023 - 2025	Quarterly update on progress with commissioning plan 2023 – 2025. Thematic Review (Outcomes of homecare and working age adults	Catherine Buntun	Post Decision – Assurance to Committee	Member Briefing	N/A	Adult Health and Social Care

	recommissioning exercises.)					
Adult Care Strategy Delivery and Service Performance Update.	Quarterly update on Adult Care Strategy Delivery and Service Performance Update including update against Council Delivery Plan.	Jon Brenner	Post Decision – Assurance to Committee	Member Briefing	N/A	Adult Health and Social Care
Autism Partnership Strategy Delivery Update	Six Monthly update on delivery of the Autism Strategy.	Andrew Wheawall and Christine Anderson	Post Decision	Member Briefing	As part of development of the plan	Adult Health and Social Care
Adult Care and Wellbeing Budget, and Financial Governance	Adult Care Budget, Financial Governance and Risk Register Update. Financial Thematic Update (BCF Plan, Joint Efficiencies with Health including s75, Establishment, Discharge, and use of DFG)	Liam Duggan/Jonathan McKenna-Moore	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Adults Equalities, Diversity and Social Justice Delivery Plan	Approval of a delivery plan to promote equality and social justice for Adults in Sheffield	Jon Brenner	Decision	Member Briefing	Included in Proposal	Adult Health and Social Care

DASS Highlight report	<p>This paper provides the Strategic Director's update regards the performance and governance of Adult Health and Social Care services, including progress in meeting DASS (Director of Adult Social Services) accountabilities and delivering on our statutory requirements.</p> <p>It also provides an update regards Adult Care & Wellbeing progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.</p>	Jon Brenner	Strategic/Policy Development	Regular briefings with both the group leads, and on occasions whole committee, will keep Members informed of progress.	Much of the content of the updates will be informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
2023/24 Q2 Budget Monitoring	Awaiting Form 1	Jane Wilby	Monitoring			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

Meeting 5	January 31st 2024	10am				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-</i>	Prior member engagement/	Public Participation/	Final decision-maker (& date)

			<i>decision (policy development)/Post-decision (service performance/ monitoring)</i>	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>
Hospital Discharge Model and Improvement Plan Update	Hospital discharge model and performance update	Jo Pass Nicola Afzal	Post Decision – Assurance to Committee	Member Briefing	N/A	Adult Health and Social Care
Adult Care workforce Strategy Update	Workforce Strategy Delivery update regarding implementation following decisions at Committee during 22/23.	Jon Brenner	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Recommissioning of Framework for Rough Sleeper	Proposal for retender of support for Rough Sleepers	Sam Martin	Decision	Member Briefing	Included in report	Adult Health and Social Care
Recommissioning - Alcohol Recovery Hostel	Proposal for retender of Alcohol Recovery Hostel	Sam Martin	Decision	Member Briefing	Included in report	Adult Health and Social Care
Recommissioning of Drug and Alcohol floating support	Proposal for retender of drug and alcohol floating support	Sam Martin	Decision	Member Briefing	Included in report	Adult Health and Social Care
Primary and Social Care	Proposals for joint working between health and social care	Alexis Chappell Andy Hilton	Decision	Member Briefing	Included in report	Adult Health and Social Care

Neighbourhood Model						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

Meeting 6	March 20 th , 2024	10am				
Topic	Description	Lead Officer/s	Type of item <i>Decision/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 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>
Adult Care Strategy Delivery and Service Performance Update	Quarterly update on Adult Care Strategy Delivery and Service Performance Update including update against Council Delivery Plan.	Jon Brenner	Post Decision – Assurance and Scrutiny	Member Briefing	N/A	Adult Health and Social Care
Adult Care and Wellbeing Budget, Risk Management and Financial Governance	Update on Adult Care Budget, Financial Governance and Risk Register. Thematic Overview (Timeline for 25/26 of business planning, financial risks and challenges)	Liam Duggan and Jonathon McKenna Moore	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Providing Support, Market Sustainability	Quarterly update on progress with	Catherine Bunten	Post Decision	Member Briefing	N/A	Adult Health and Social Care

Commissioning Plan 2023 - 2025	commissioning plan 2023 – 2025.					
DASS Highlight report	<p>This paper provides the Strategic Director’s update regards the performance and governance of Adult Health and Social Care services, including progress in meeting DASS (Director of Adult Social Services) accountabilities and delivering on our statutory requirements.</p> <p>It also provides an update regards Adult Care & Wellbeing progress in relation to the Council’s Delivery Plan, key strategic events and issues on the horizon.</p>	Jon Brenner	Strategic/Policy Development	Regular briefings with both the group leads, and on occasions whole committee, will keep Members informed of progress.	Much of the content of the updates will be informed by wide ranging involvement and co-production across our services.	Adult Health and Social Care
Adult Safeguarding and Ensuring Safety Delivery Plan Update and Safeguarding Board Annual Report	Six-monthly update on Adult Safeguarding and Ensuring Safety Delivery Plan	Chief Social Work Officer	Post Decision – Assurance and Scrutiny	Member Briefing	Included in report	Adult Health and Social Care

Adult Care Working with People Delivery Plan	Six Monthly update of Adult Care Working with People Delivery Plan	Janet Kerr	Post Decision – Assurance to Committee	Member Briefing	Included in report	Adult Health and Social Care
Carers Strategy Annual Report	Carers Strategy Annual Report and update on delivery against strategy	Mary Gardner Janet Kerr	Post Decision	Member Briefing	Undertaken as part of development of report	Adult Health and Social Care
Direct Payments and Personalisation Annual Report	Direct Payments and Personalisation Annual Report and delivery against strategy	Mary Gardner Catherine Buntin	Post Decision	Member Briefing	Undertaken as part of development of report	Adult Health and Social Care
2023/24 Q3 Budget Monitoring	Awaiting Form 1	Jane Wilby	Monitoring			Adult Health and Social Care
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</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.