



## Report to Waste and Street Scene Policy Committee

21<sup>st</sup> June 2023

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**Report of:** Director of Policy and Democratic Engagement

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**Subject:** Committee Work Programme

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**Author of Report:** Rachel Appleyard, Principal Democratic Services Officer

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### 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.

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### 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 3 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	<i>Details to be added by PDSO</i>
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
Waste and Highways PFI	Teams presentation to all new members of the committee on the Waste and Highways PFI contracts	TBC
Street Scene & Regulation	Teams presentation on the services within SS&R and the lead officers	TBC
Visit to the Energy Recycling Facility	To see the ERF plant in action and gain a wider understanding of how waste is dealt with and used to provide electricity and heat	TBC (July)
Parking Services	Walk round with a particular focus on one aspect e.g. street parking, match day parking.	TBC
CCTV	Night-time visit to the CCTV control room.	TBC

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note
<b>NEW:</b> Review of Crystal Peaks Market Service Charge	June 2023	Report setting out a review of annual service charges paid by traders.
<b>NEW:</b> Pest Control Fees	June 2023	Review of current tariffs and proposal to increase fees.
<b>NEW:</b> Hackney Carriage Vehicle Licence Policy	June 2023	Amendment to policy to remove the need for grab handles from rear-loading vehicles.
<b>NEW:</b> Review of HVM measures	September 2023	Progress on HVM measures, update on temporary proposals and approach to Carver Street.
<b>NEW:</b> Potential Christmas Parking Offer	September 2023	Awaiting details
<b>NEW:</b> Review of Amey response to performance challenge	September 2023	Requested by Committee at December meeting.
<b>NEW:</b> Review of glyphosate trials and options	September 2023	Follow on from decision to run trial.
<b>NEW:</b> Review of Annual Parking Report	September 2023	The Annual Parking report 2022/23 – containing finance and performance figures – stat publication.
<b>MOVED:</b> Parking Enforcement Policy	September 2023	Moved from June 2023. City Wide Parking Policy Review
<b>MOVED:</b> Food Waste Collection trial and future options	September 2023	Moved from June 2023.
<b>MOVED:</b> Taxi Licensing Fees and Charges	September 2023	Review of Licensing Fees and Charges
<b>NEW:</b> Safety at Sports Grounds Strategy	November 2023	Requested by Committee at March meeting.
<b>NEW:</b> Potential Discussion on Markets development options for indoor and outdoor	November 2023	Report on proposals to address outdoor market reduced trading days and future options for indoor market improvements.
<b>NEW:</b> Review of District Energy Network and future opportunities	November 2023	Progress update on how the plans for district heating are progressing, particularly in relation to connecting SCC assets
<b>NEW:</b> Update on Hackney Carriage Vehicles	November 2023	Progress on introducing greener vehicles into the hackney carriage vehicle fleet
<b>NEW:</b> Moor Markets Service Charge Review	December 2023	Awaiting details
<b>NEW:</b> Review of Market Energy Charges	December 2023	6-month review following decision by Committee in March 2023.

<b>NEW:</b> Impacts of the Environment Act and our Recycling Strategy	December 2023	Review of impacts and our response to the Environment Act regarding waste. Strategy to cover all recycling and waste reduction, make comparisons with other local authorities and review best practice, involve communications.
<b>NEW:</b> Safety around the City Centre	December 2023	Review the safety of the city centre areas, consider how to improve perceptions and look at an initiative to coincide with the Heart of the City works.
<b>NEW:</b> Response to the Street Tree Inquiry	December 2023	Follow up on recommendations within W&SS remit from the Lowcock Report and look at strengthening the remit of the street tree partnership and implement relevant actions
<b>NEW:</b> Sexual Entertainment Venues	February 2024	Policy on Sexual Entertainment Venues

## 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.

<b>Topic</b>	Pest Control
<b>Description</b>	Review of approach to concessions for pest control and keeping private land free of infestations
<b>Lead Officer/s</b>	Ian Ashmore HOS/Craig Bebbington Team manager Environmental Services.
<b>Item suggested by</b>	Officer
<b>Type of item</b>	Referral to decision-maker
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach.
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	May need some engagement with LACS. Primarily focussed on how we tackle land we do not own and its not a statutory issue re concessions.

<b>Lead Officer Commentary/Proposed Action(s)</b>	Bring some outline discussion documents re the issues to future briefings
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### Part 3: Agenda Items for Forthcoming Meetings

Meeting 1 23/24	21 June 2023	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	(re: decisions) <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> <li>• Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
2022/23 Budget Final Outturn		Jane Wilby / Tony Kirkham	Decision			This Cttee
Food Safety Plan	A new 1 year work programme for delivering food safety and food standards in Sheffield including tackling the covid related backlog of inspections.	Ian Ashmore	Decision	Presentation to members and written briefing for the committee and/or all members/draft report	None, this relates to how we deliver the recommended FSA inspection frequencies and programme	This Cttee

					which is set nationally	
<b>NEW:</b> Review of Crystal Peaks Market Service Charge	Report setting out a review of annual service charges paid by traders	Liam Pond / Ben Brailsford	Decision	Written briefing for the committee or all members	Consultation with Crystal Peaks market Traders	This Cttee
<b>NEW:</b> Pest Control Fees	Review of current tariffs and proposal to increase fees	Ian Ashmore/ Craig Bebbington	Decision	Written briefing for the committee and/or all members.		This Cttee
<b>NEW:</b> Hackney Carriage Vehicle Licence Policy	Amendment to policy to remove the need for grab handles from rear-loading vehicles.	Craig Harper/Daniel Parlett	Decision		No consultation. This is an amendment to a policy that has previously been consulted on.	This Cttee

Meeting 2 23/24	<b>27 September 2023</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> </ul>					

	<ul style="list-style-type: none"> <li>Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
2023/24 Quarter 1 Budget Monitoring		Jane Wilby / Tony Kirkham	Decision			This Cttee
Review of General Licensing Fees and Charges	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee
<b>NEW:</b> Review of Amey Performance challenge	Requested at December Committee	Davina Millership	Post Decision	Report to Waste and Street Scene Policy Committee on in December 2022		This Cttee
<b>NEW:</b> Review of glyphosate trials and options	Review following trials and setting out options	Davina Millership	Decision	Written briefing for the committee or all members		This Cttee
<b>NEW:</b> Potential Christmas Parking Offer	Awaiting details	Sabia Hanif	Decision	Written briefing for the committee or all members	Consult Retail sector	This Cttee
<b>NEW:</b> Review of Annual Parking Report	The Annual Parking report 2022/23- containing finance and performance figures – stat publication	Sabia Hanif	Performance report? Endorsement?	Written briefing for the committee or all members		This Cttee
<b>NEW:</b> Review of Hostile Vehicle Mitigation (HVM) measures	Progress on HVM measures, update on temporary proposals and approach to Carver Street.		Decision	Consult with TRC Policy Cttee members due to impact on road network.		This Cttee
<b>MOVED:</b> Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	Further discussion with W&SS members prior to meeting.	Public consultation will take place starting in the	This Cttee



					New Year. Consultation with councillors will take place as part of ongoing monthly briefings	
<b>MOVED:</b> Food Waste Collection trial and future options	Report to committee setting out parameters for a new city wide, weekly food waste collection, incorporating the lessons learnt from trial service (Sept – Nov 22)	Gill Charters	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene Policy Committee, 22nd June.	This report seeks approval for consultation and the methodologies to be used.	This Cttee
<b>MOVED:</b> Review of Taxi Licensing Fees and Charges	Review of Licensing Fees and Charges	Steve Lonnia	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee

Meeting 3 23/24	<b>15 November 2023</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> </ul>					

	<ul style="list-style-type: none"> <li>• Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
Future Waste Collection Service Options for Consultation	The council will be introducing new weekly food waste collections and collecting more types of plastic for recycling to meet our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy.	TBC	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation and trial	This Cttee
<b>NEW:</b> Potential Discussion on Markets development options for indoor and outdoor	Report on proposals to address outdoor market reduced trading days and future options for indoor market improvements					This Cttee
<b>NEW:</b> Safety at Sports Grounds Policy	Requested by Committee at March meeting	Ben Brailsford / Steve Lonnia	Decision	Written briefing for the committee or all members  Consultation with Sheffield Sport Ground operators	Consultation with Sheffield Sport Ground operators	This Cttee
<b>NEW:</b> Review of District Energy Network and	Progress update on how the plans for district heating are progressing, particularly in		Post-decision			This Cttee

future opportunities	relation to connecting SCC assets.					
<b>NEW:</b> Update on Hackney Carriage Vehicles	Progress on introducing greener vehicles into the hackney carriage vehicle fleet		Post-decision			This Cttee

Meeting 4 23/24	20 December 2023	10am				
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)
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>Any other committee-specific standing items eg finance or service monitoring</li> </ul>		<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
2023/24 Quarter 2 Budget Monitoring		Jane Wilby / Tony Kirksham	Decision			This Cttee
<b>NEW:</b> Review of Market Energy Charges	6-month review following decision by Committee in March 2023	Liam Pond / Ben Brailsford	Decision	Report to Waste and Street Scene Policy Committee on 22 March 2023.		This Cttee

<b>NEW:</b> Moor Markets Service Charge Review	Awaiting details	Liam Pond / Ben Brailsford	Decision	Awaiting details	Awaiting details	This Cttee
<b>NEW:</b> Impacts of the Environment Act and our Recycling Strategy	Review of impacts and our response to the Environment Act regarding waste. Strategy to cover all recycling and waste reduction, make comparisons with other local authorities and review best practice, involve communications.		Pre-decision			This Cttee
<b>NEW:</b> Safety around the City Centre	Review the safety of the city centre areas, consider how to improve perceptions and look at an initiative to coincide with the Heart of the City works.		Pre-decision			This Cttee
<b>NEW:</b> Response to the Street Tree Inquiry	Follow up on recommendations within W&SS remit from the Lowcock Report and look at strengthening the remit of the street tree partnership and implement relevant actions		Post-decision			This Cttee

Meeting 5 23/24	<b>14 February 2024</b>	10am				
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Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Standing items	<ul style="list-style-type: none"> <li>•Public Questions/ Petitions</li> <li>•Work Programme</li> <li>•Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
<b>NEW:</b> Sexual Entertainment Venues	Policy on Sexual Entertainment Venues	P	Decision			This Cttee

Meeting 6 23/24	13 March 2024	10am				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Standing items	<ul style="list-style-type: none"> <li>•Public Questions/ Petitions</li> <li>•Work Programme</li> <li>•Any other committee-specific standing items eg finance or service monitoring</li> </ul>					

2023/24 Quarter 3 Budget Monitoring		Jane Wilby / Tony Kirkham	Decision			This Cttee
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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 <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul>	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
<b>NEW:</b> Surface water flooding and climate mitigation	Requested by Committee at February meeting. Briefing on surface water flooding remediation with particular regard to the road network. Consider cross-over with climate mitigations. Other cttee's projects have a knock on impact on the flood strategy which is in W&SS remit.		Briefing		Crossover with TRC Policy Committee	This Cttee

## **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.**