



Report to Adult Health and Social Care Policy Committee

20th September 2023

Report of: Director of Policy and Democratic Engagement

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:

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| 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 |
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| | 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 |
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| NEW: Overnight Short Breaks | November 23 | Awaiting Form 1 | Rachel Baig |
| NEW: 2024 to 2027 Revenue & Capital Budget | November 23 | A joint report with the DoF and Executive/Strategic Directors | Liz Gough |
| NEW: Endorsement of: ‘Sheffield Physical Health Improvement Strategy for People Living with Severe Mental Illness, People with Learning Disabilities and Autistic People – 2023-2028’ | September 23 | <p>People living with Severe Mental Illness, People with Learning Disabilities and Autistic People are three different groups of people, but they share inequities in terms of physical health and disparity in health outcomes. For too many people this means living for many years with a long-term physical health condition and with reduced quality of life, as well as on average a dramatically reduced life expectancy.</p> <p>Deaths are mostly from preventable causes and in part due to physical health needs being overlooked. “Diagnostic over shadowing” can be a contributing factor through which symptoms of physical ill health are mistakenly attributed to the person’s learning disability, autism or mental illness.</p> <p>The average life expectancy for someone with a long-term mental health illness is at 15 - 25 years shorter than for someone without and it is estimated that for people with severe mental illness, 2 in 3 deaths are from physical illnesses that can be prevented. On average men with a learning disability die 23 years earlier than men without a learning disability and for women it’s 27 years earlier. Autistic people die on average 16 years earlier than the general population (and more than that for people who have a learning disability).</p> <p>Research through the LEDER programme has also shown that people with a learning disability and people who are autistic do not always receive the same quality of care as people without a learning disability or who are not autistic, and that this can contribute to health inequalities and early death.</p> | Liz Tooke |

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| | | Many of those who have severe and enduring mental illness in adulthood are diagnosed when they are children or young people. | |
| NEW: Domestic and Sexual Abuse Annual Report | November 23 | Report of the work of the DACT team, others across the council and partners on domestic and sexual abuse. | Sam Martin |
| NEW: Homecare: Care and Wellbeing Contract | September 23 | Permission to award contracts for the provision of our new model of homecare in the City | Catherine Bunten |
| NEW: New Violence against Women and Girls, Domestic and Sexual Abuse Strategy | March 24 | Our strategy covering this area was agreed in 2018 and was due to expire in 2022. In the meantime, a statutory duty under the Domestic Abuse Act 2021 required us to produce a Safe Accommodation and Domestic Abuse Strategy which runs until 2024. | Alison Higgins |
| Rescheduled Items | Proposed Date | Note | |
| MOVED: DASS Local Account and Annual Performance Report | November 23 | Item moved from September's Committee to November's Committee | Liam Duggan/Jonathan McKenna-Moore |
| MOVED: Adult Care Budget Programme 2024/25 | November 23 | Item moved from September's Committee to November's Committee | Liam Duggan/Liz Gough |
| MOVED: Domestic Abuse Annual Report | November 23 | Item moved from September's Committee to November's Committee | Joe Horobin/Sam Martin |
| MOVED: Adults with a Learning Disability Strategy and Delivery Plan and Adults future options (Inc Day service and Respite/ Short Breaks) | November 23 | Item moved from September's Committee to November's Committee | Andrew Wheawall/Christine Anderson |
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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.

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| 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 2 | September 20 th , 2023 | 10am | | | | |
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| Topic | Description | Lead Officer/s | Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy</i> | Prior member engagement/ development required | Public Participation/ Engagement approach | Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer |
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| | | | <i>development)/Post-decision (service performance/ monitoring)</i> | <i>(with reference to options in Appendix 1)</i> | <i>(with reference to toolkit in Appendix 2)</i> | |
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| 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. | Alexis Chappell | Post Decision – Assurance and Scrutiny | Member Briefing | N/A | Adult Health and Social Care |
| Adult Working with People Delivery Plan | Adult Care and Wellbeing will be subject to a CQC Assurance process. Theme One of that process is Working with People and this report covers what will be involved in that. | 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 | Tony Middleton/Andrew Whewall | Decision | Member briefing – 23.8.23 and 6.9.23 | Included in Report | Adult Health and Social Care NOTE: Cross Cutting issue requiring briefings for ECF |
| 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 | Dawn Bassinder/Janet Kerr/Jenna Tait | Post Decision – Assurance and Scrutiny | Member Briefing | Included in report | Adult Health and Social Care |

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| Adult Care and Wellbeing Budget, Risk and Financial Governance | Adult Care Budget and Financial Governance. Financial Thematic Update on Purchasing, Reviews and Contract Register | Liam Duggan/ Jonathan McKenna- Moore | Post Decision – Assurance and Scrutiny | Member Briefing | N/A | 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> | Alexis Chappell | 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 a number of Services providing short term housing | The contracts for several services that provide accommodation and support to vulnerable people who are at risk of | Tony Ellingham | Decision | Member Briefing | A strategic review has invited a wide variety of stakeholders to submit evidence. | Adult Health and Social Care Note: Briefing also required for Housing |

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| <p>related support to vulnerable adults</p> | <p>homelessness and other poor health and wellbeing outcomes come to an end in 2024.</p> <p>Some contracts have run the full contractual term.</p> <p>Some other contracts need to have extensions agreed because of unforeseen developments. These developments mean there is not time to reprocur the contract with a new provider and the only option to avoid leaving people without service is to extend the contracts.</p> <p>Following the Review of Housing Related Support. Report, approved by Adult Health and Social Care Committee on 15th March 2023, responsibility for commissioning and contract managing these services is going to change before any of the newly commissioned services start. Decisions need to be</p> | | | | <p>Workshops with people who have complex and multiple needs.</p> <p>In person service design workshops directly with people experiencing multiple disadvantages as experts by experiences to discuss key aspects of the design of each service.</p> <p>Online consultation events with professional stakeholders.</p> <p>Online and paper surveys and a variety of ways to complete the surveys such as pop up events at venues where recipients of surveys are likely to visit and help to</p> | |
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| | made about the services in the report before the organisational changes are completed. | | | | complete surveys if it is required. Synthesising learning from events and using the learning to inform service design. | |
| 2023/24 Q1 Budget Monitoring | Budget Monitoring report | Jane Wilby | Monitoring | | | Adult Health and Social Care |
| Adult Care and Wellbeing Directorate Plan | Summary plan for the Adult Care & Wellbeing Directorate setting out priorities, objectives and measures across the service for 2023/24 | Alexis Chappell | Decision | Member briefing | The plan is informed by wide ranging involvement and co-production across our services. | Adult Health and Social Care |
| Commissioning a Community Infection Prevention and Control Service | A key learning from Covid was that a range of settings lacked consistent confidence or skills in Infection Prevention and Control as they could be. This affected services ability to provide safe care and reduce the risk of infectious diseases and outbreaks. A number of settings particularly need to be the | Ruth Granger | Decision | Members would require briefing on this work. It has been referenced at the Health and Well Being Board as an issue emerging from Covid debrief but this specific proposal has not been discussed there because it is | Providers sought Infection Prevention and Control support, good practice and advice during the Covid pandemic so there is a broad understanding of the operational issues based on recent feedback. | Adult Health and Social Care |

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| | <p>focus of support to deliver good practice. These are settings where the users of the service are vulnerable to serious effects of poor infection control because of their own health or ability to take action such as effectively washing hands. These settings include: care homes, supported living, domiciliary care, nurseries and early years settings, special schools, children's residential homes and homelessness settings.</p> <p>Sheffield City Council could be accountable and liable (i.e. legal action be taken) in the event of a critical incident resulting from poor IPC, where the organisation had a direct contracting or purchasing arrangement.</p> | | | not a decision-making Board. | <p>This is not a public facing service but we know from debriefs of serious incidents/outbreaks that the public are affected when Infection Prevention and Control practice is poor.</p> <p>We have sought advice from our IPC working group on consultation with stakeholders from different settings. We plan to discuss what the service will offer, with providers, when we have plans in a more developed form.</p> | |
| <p>NEW: Endorsement of: <i>Sheffield Physical Health Improvement Strategy for</i></p> | <p>People living with Severe Mental Illness, People with Learning Disabilities and Autistic People are three different groups of people, but they share</p> | Liz Tooke | Strategic/Policy Development | <p>This is scheduled to go to Children, Education and Families Members Briefing on 01/08/2023 and</p> | <p>In 2022 we started the process of reviewing and updating the strategy. This included asking</p> | <p>Adult Health and Social Care, with briefing for Education, Children and Families</p> |

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| <p><i>People Living with Severe Mental Illness, People with Learning Disabilities and Autistic People – 2023-2028</i></p> | <p>inequities in terms of physical health and disparity in health outcomes. For too many people this means living for many years with a long term physical health condition and with reduced quality of life, as well as on average a dramatically reduced life expectancy.</p> <p>Deaths are mostly from preventable causes and in part due to physical health needs being overlooked. “Diagnostic overshadowing” can be a contributing factor through which symptoms of physical ill health are mistakenly attributed to the person’s learning disability, autism or mental illness.</p> <p>The average life expectancy for someone with a long term mental health illness is at 15 - 25 years shorter than for someone without and it is estimated that for people with severe mental illness, 2 in 3 deaths are from</p> | | | <p>Adults Members Briefing 16/08/23</p> | <p>people with lived experience and their carers for their views about what has helped with their physical health over the last three years, what the challenges have been, and what the priorities for action over the next three years should be.</p> <p>This feedback has been through a survey on the strategy, review of recent consultations such as the Autism Strategy engagement, the Health Experiences engagement by Disability Sheffield, the “What Matters to You” engagement, and feedback from providers. It has helped to shape the ambitions in this 2023 - 28 Strategy.</p> | |
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| | <p>physical illnesses that can be prevented. On average men with a learning disability die 23 years earlier than men without a learning disability and for women it's 27 years earlier. Autistic people die on average 16 years earlier than the general population (and more than that for people who have a learning disability). Research through the LEDER programme has also shown that people with a learning disability and people who are autistic do not always receive the same quality of care as people without a learning disability or who are not autistic, and that this can contribute to health inequalities and early death. Many of those who have severe and enduring mental illness in adulthood are diagnosed when they are children or young people.</p> | | | | | |
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| Advocacy – Permission to go out to tender | <p>The current advocacy contract has recently been extended by 12 months and is due to expire on the 1st of April 2024.</p> <p>The current advocacy contract has run since 2017 and has been extended twice already due to new LPS legislation requirements but it has recently been announced that LPS will be delayed beyond the life of current parliament.</p> | Avi Derei | Decision | <p>May 2023 Committee attendance.</p> <p>June 2023 member briefings</p> | <p>Advocacy hub staff survey</p> <p>Health and social care staff survey</p> <p>Feedback interviews in care homes (RPR advocacy)</p> <p>Engagement session at Sheaf College (Care Act Advocacy + Non statutory LD Advocacy)</p> <p>Engagement session at Mental Health Unit (IMHA, IMCA advocacy)</p> | Adult Health and Social Care |
| NEW: Homecare: Care and Wellbeing Contract | Permission to award contracts for the provision of our new model of homecare in the City | Catherine Bunten | Decision | Previous committee reports in 2019 and 2022, plus members briefings | Engagement informed service design and specification | Adult Health and Social Care |
| Standing items | <ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> | | | | | |

| Meeting 3 | November 8 th , 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-</i> | Prior member engagement/ development required | Public Participation/ Engagement approach | Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i> |
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| | | | <i>decision (service performance/ monitoring)</i> | <i>(with reference to options in Appendix 1)</i> | <i>(with reference to toolkit in Appendix 2)</i> | |
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| 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 Lorraine Wood Tim Gollins | Decision | Member Briefing | Included in report and development of strategy | Adult Health and Social Care and Communities, Parks and Leisure Member Briefing |
| 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 |

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| Approval of Care Fees 24/25 | Approval of Care Fees for 24/25 | Catherine Buntten | 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 Buntten | 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 Buntten | Decision | Member Briefing | As Part of development of the plan | Adult Health and Social Care |
| DASS Local Account and Annual Performance report | Approval of Local Account and annual performance report | Liam Duggan/ Jonathan McKenna-Moore | Decision | Member Briefing | As part of development of the account | Adult Health and Social Care |

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| 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 |
| NEW: Overnight Short Breaks | Awaiting Form 1 | Rachel Baig | TBC | TBC | TBC | Adult Health and Social Care |
| NEW: 2024 to 2027 Revenue and Capital Budget | Awaiting Form 1 | Philip Gregory | Decision | TBC | TBC | Adult Health and Social Care |
| NEW: MOVED: Domestic Abuse Annual Report | The annual Domestic Abuse Report will coincide neatly with the recommendation to committee that we engage in the coproduction and consultation on future Domestic Abuse Strategy for the city which we would expect to bring back to committee for final sign off in Spring 2024. | Alison Higgins | Performance/Monitoring | None | Partners and stakeholders will be invited to submit information | Adult Health and Social Care decision maker, item also going to Education, Children and Families |

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| MOVED: 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 NOTE: Cross Cutting issue requiring briefings for ECF |
| Standing items | <ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> | | | | | |

| Meeting 4 | December 13 th , 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 |
| 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 Bunten | Post Decision – Assurance to Committee | Member Briefing | N/A | Adult Health and Social Care |

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| | 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 |

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| 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> | Alexis Chappell | 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 |
| 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 Buntin | Decision | Member Briefing | As Part of development of the plan | Adult Health and Social Care |

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| Standing items | <ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> | | | | | |
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| Meeting 5 | January 31 st , 2024 | 10am | | | | |
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| Topic | Description | Lead Officer/s | Type of item Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring) | Prior member engagement/ development required (with reference to options in Appendix 1) | Public Participation/ Engagement approach (with reference to toolkit in Appendix 2) | Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer |
| 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 |

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| Primary and Social Care Neighbourhood Model | Proposals for joint working between health and social care | Alexis Chappell Andy Hilton | Decision | Member Briefing | Included in report | Adult Health and Social Care |
| <i>Standing items</i> | <ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> | | | | | |

| Meeting 6 | March 20 th , 2024 | 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 |
| 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 |

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| Providing Support, Market Sustainability Commissioning Plan 2023 - 2025 | Quarterly update on progress with commissioning plan 2023 – 2025. | Catherine Buntun | Post Decision | Member Briefing | N/A | 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> | Alexis Chappell | 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 | 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 |

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| Board Annual Report | | | | | | |
| 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 Buntun | Post Decision | Member Briefing | Undertaken as part of development of report | Adult Health and Social Care |
| 2023/24 Q3 Budget Monitoring | Budget monitoring report | Jane Wilby | Monitoring | | | Adult Health and Social Care |
| NEW: New Violence against Women and Girls, Domestic and Sexual Abuse Strategy | Our strategy covering this area was agreed in 2018 and was due to expire in 2022. In the meantime a statutory duty under the Domestic Abuse Act 2021 required us to produce a Safe Accommodation and Domestic Abuse Strategy which runs until 2024. | Alison Higgins | Strategy/Policy Development | Political group briefings and committee briefings – in writing then in person if needed. | There will be consultation with stakeholders and the public building on consultation already undertaken this year specifically in relation to domestic abuse. | Adult Health and Social Care and Education, Children and Families |

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|----------------|--------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| 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.

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