



Report to Waste and Street Scene Policy Committee

27th September 2023

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Rachel Appleyard, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;

2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 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	Actions set out in Annex A of the 'Learning from the past and moving ahead: Response to the Sheffield Street Tree Inquiry'
Referred from	Strategy and Resources Policy Committee on 19 June 2023
<i>Details</i>	The report 'Learning from the past and moving ahead: Response to the Sheffield Street Tree Inquiry' set out a number of actions that the Council would take in response to the inquiry report. Some of these actions fall under the responsibility of this Committee, see Annex A for full details: Annex A Tree Response actions table.pdf (sheffield.gov.uk)
<i>Commentary/ Action Proposed</i>	Report to this Committee providing a progress update on the actions.

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.

3.2 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	Completed
Street Scene & Regulation	Teams presentation on the services within SS&R and the lead officers	Completed
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	Completed
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
Sheffield Street Tree Partnership	These sessions are being run specifically for elected members and will offer the opportunity to find out more about Sheffield Street Tree Partnership; who they are and their work to deliver the vision of a network of street trees that Sheffield can be proud of *book via Eventbrite (Email gone out to all Cllrs)	Completed

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW: Review of Annual Parking Report	November 2023	The Annual Parking report 2022/23- containing finance and performance figures – statutory publication.
NEW: 2024 to 2027 Revenue and Capital Budget	November 2023	
NEW: Kennelling Project Update	December 2023	Update report on the decision to outsource via Committee on the 23 November 2022.
NEW: Connected by Water, assets and infrastructure and sewer management	December 2023	Consultation on Yorkshire Water’s Business Plan.
NEW: Review of the Graffiti and Fly tipping Project	February 2024	Report to provide a review of the project and identify the impact of the work.
MOVED: Review of General Licensing Fees and Charges	November 2023	Moved from September to allow for consultation.
MOVED: Food Waste Collection trial and future options	November 2023	Moved from September.
MOVED: Review of Taxi Licensing Fees and Charges	November 2023	Moved from September to allow for consultation with the trade.
MOVED: Review of Crystal Peaks Market Service Charge	November 2023	Moved to allow session with Cllrs and Traders in September.
MOVED: Future Waste Collection Service Options for Consultation	February 2024	Moved from November as the new Government guidance has not been published yet.
MOVED: Review of Hostile Vehicle Mitigation (HVM) measures	2024	Review delayed due to long term sickness. Current measures compliant with SYP recommendations.
MOVED: Safety at Sports Grounds Policy	2024	Moved from November meeting.
MOVED: Review of District Energy Network and future opportunities	2024	Moved from November meeting.

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	
Type of item	
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 23/24	27 September 2023	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

			• <i>Post-decision (service performance/ monitoring)</i>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>Any other committee-specific standing items eg finance or service monitoring</i> 					
2023/24 Quarter 1 Budget Monitoring		Jane Wilby / Philip Gregory	Decision			This Cttee
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
Review of glyphosate trials and options	Review following trials and setting out options	Davina Millership	Pre-decision	Written briefing for the committee or all members		This Cttee
Potential Christmas Parking Offer	Awaiting details	Sabia Hanif	Decision	Written briefing for the committee or all members	Consult Retail sector	This Cttee
Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	Further discussion with W&SS members prior to meeting.	Public consultation taken place including online citywide consultation and engagement with disability access groups. Consultation with councillors will take place	This Cttee

					as part of ongoing monthly briefings	
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Meeting 3 23/24	15 November 2023	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Standing items	<ul style="list-style-type: none"> • Public Questions/ Petitions • Work Programme • Any other committee-specific standing items eg finance or service monitoring 					
Update on Hackney Carriage Vehicles	Progress on introducing greener vehicles into the hackney carriage vehicle fleet	Craig Harper	Post-decision			This Cttee
NEW: 2024 to 2027 Revenue and Capital Budget	Budget papers setting out Members recommendations for mitigating the pressures plus any new/emerging pressures or investment choices	Philip Gregory / Richard Eyre	Decision			

NEW: 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
MOVED: 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
MOVED: Review of Taxi Licensing Fees and Charges	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	The report will be informed by consultation with taxi trade bodies and the Taxi Trade Forum, as well as online consultation promoted via Gov.Delivery	This Cttee
MOVED: 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 via the Traders Forum Meeting, online platforms and routine feedback.	This Cttee
MOVED: Food Waste Collection trial and future options	Report to committee setting out parameters for a new city wide, weekly food waste collection,	Neil Townrow	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene	This report will be informed by feedback from the trial service	This Cttee

	incorporating the lessons learnt from trial service (Sept – Nov 22)			Policy Committee, 22nd June.	and seeks approval for consultation and the methodologies to be used.	
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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"> • Public Questions/ Petitions • Work Programme • Any other committee-specific standing items eg finance or service monitoring 					
2023/24 Quarter 2 Budget Monitoring		Jane Wilby / Philip Gregory	Decision			This Cttee
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

Moor Markets Service Charge Review	Awaiting details	Liam Pond / Ben Brailsford	Decision	Awaiting details	Awaiting details	This Cttee
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	Richard Eyre	Post-decision			This Cttee
NEW: Kennelling Project Update	Update report on the decision to outsource via Committee on the 23 rd November 2022	Ian Ashmore	Post Decision	Shared via knowledge briefing with Cllrs.	Staff and Cllrs	This Cttee
NEW: Connected by Water, assets & infrastructure and sewer management	Update from Yorkshire Water on their business plan This will be for information-sharing and informal feedback to YW	Tim Myatt (External) Facilitated by Richard Eyre	Post Decision	Consultation	Awaiting details	This Cttee

Meeting 5 23/24	14 February 2024	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

			• <i>Post-decision (service performance/ monitoring)</i>			
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>Any other committee-specific standing items eg finance or service monitoring</i> 					
Sexual Entertainment Venues	Report on developing a policy on Sexual Entertainment Venues		Decision			This Cttee
NEW: Review of the Graffiti and Fly tipping Project	Report to provide a review of the project and identify the impact of the work	Ian Ashmore	Post-Decision			This Cttee
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	Ben Brailsford	Pre-Decision			This Cttee
MOVED: 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)	Neil Townrow	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation to include citywide online consultation via Have Your Say Sheffield, engagement through LACs, targeted discussions with Access	This Cttee

	and our consultation strategy.				Liaison Group, Universities and VCF partners.	
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Meeting 6 23/24	13 March 2024	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Standing items	<ul style="list-style-type: none"> • Public Questions/ Petitions • Work Programme • Any other committee-specific standing items eg finance or service monitoring 					
2023/24 Quarter 3 Budget Monitoring		Jane Wilby / Philip Gregory	Decision			This Cttee

Items which the committee have agreed to hold a committee briefing on or 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"> • Decision • Referral to decision-maker 	(re: decisions) Prior member engagement/	(re: decisions) Public Participation/	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>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>	<ul style="list-style-type: none"> • Another Cttee (eg S&R) • Full Council • Officer
Surface water flooding and climate mitigation	Requested by Committee in February 2023. 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
Pest Control	Review of approach to concessions for pest control and keeping private land free of infestations.	Ian Ashmore / Craig Bebbington	Referral to decision-maker	Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach. Will bring some outline discussion documents re. the issues to future briefings.	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.	
NEW: Public engagement session	Requested by Committee in June 2023 to take place over the summer. Format and topic(s) to be confirmed.	Richard Eyre	Pre-decision		Public to be invited to make statements to the committee on a specific area(s) of the committee work programme.	This Cttee

MOVED: 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
MOVED: 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
MOVED: Review of District Energy Network and future opportunities	Progress update on how the plans for district heating are progressing, particularly in relation to connecting SCC assets.	Neil Townrow	Post-decision			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.