Sheffield City Council

Report to Housing Committee

2nd November 2023

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

Subject: Committee Work Programme

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

Summary:

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

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

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

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

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme;

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

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

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:
- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue 1	Reaffirming Sheffield as a City of Sanctuary (Council Motion 5/7/23)
Referred from	Full Council 5 July 2023
Details	"Request that the Housing Policy Committee considers adding to its work programme an item on Council powers and resources to protect migrants from discriminatory housing regulations, upholding locally defined standards and inspection processes"
Commentary/ Action Proposed	Janet Sharpe to bring a report on this item to the January2024 meeting.
Issue 2	Investing in Renewable Energy Projects

Referred from	Council Motion 4 October 2023
Details	"resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income"
Commentary/ Action Proposed	Details to be provided.

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
Net Zero Roadmap – for existing public and private homes	March 2024	Moved from November 2023 meeting to March 2024 meeting
SCC Response to Regulatory Consultations	November 2023	Merged with Housing Regulation on the agenda for November 2023. Item now Housing Regulation and SCC Response to Regulatory Consultations.
Conditions of Tenancy	December 2023	Moved from November 2023 meeting to December 2023 meeting
2024 to 2027 Revenue & Capital Budget	N/A	Removed from November 2023 meeting
Asset Management Strategy	March 2024	Moved from December 2023 meeting to March 2024 meeting
Community Heating Meter Contract	November 2023	New item added to the Forward Plan
Housing Subsidy loss update	December 2023	New item added to the Forward Plan
Housing Repairs Policy	January 2024	New item added to the Forward Plan
Housing Policy Committee Savings and Pressures 2024 - 25	November 2023	Housing Revenue Account Savings Proposals 24/25 and Housing General Fund Savings Proposals 24/25 items merged on the agenda for November 2023. Item now Housing Policy Committee Savings and Pressures 2024 – 25.
Capital Finance Monitoring Report	November 2023	Removed from agenda.

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

Part 3: Agenda Items for Forthcoming Meetings

Meeting 3 2023	**2 November 2023**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring)	*(re: decisions)* **Prior member engagement/ development required** (with reference to options in Appendix 2)	*(re: decisions)* **Public Participation/ Engagement approach** (with reference to toolkit in Appendix 3)	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Housing Regulation and SCC Response to Regulatory Consultations	Overview of new legislative requirements around Consumer and Building Safety Regulations. To include the Council's response to recent Government consultations on regulatory reforms	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	Prior work with Members through briefings	Briefings provided for tenants on impact of new frameworks. Tenants have also attended external events facilitated by the Regulator of Social Housing	This Committee
Commission of a new Furnished Accommodation Framework	The purpose of the report is to obtain approval for Sheffield City Council to commission a new Furnished Accommodation goods Framework. This new framework will be used to purchase all furnished items for Sheffield and Rotherham's furnished service,	Jonathan South	Decision	Briefings will be offered and more information provided at pre agenda meetings.		This Committee

	replacing the current agreement.					
NEW: Community Heating Meter Contract	Report seeking approval to commission a services contract for the management and administration of meters in properties on the community heating scheme.	Dean Butterworth	Decision			
Housing Policy Committee Savings and Pressures 2024 - 25	**To provide an update on the budget setting process for the revenue budgets within the remit of the Housing Policy Committee for 24/25**	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on options	Strategy and Resources
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *National Policy and Regulation responses* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 5 2023	**14 December 2023**	Time				

Topic	Description	Lead Officer/s	Type of item • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Housing Revenue Account Business Plan	Consideration of planned financial pressures to achieve a balanced Business Plan (including the 5-year capital programme)	Janet Sharpe	Referral to decision-maker	Prior work with Members through briefings	Consultation with tenants on Business Plan options	Strategy and Resources
NEW: Update on Housing Subsidy loss	Report updating Members on proposals to fund the deficit in housing subsidy payments	Suzanne Allen Jane Wilby	Referral to decision-maker	Prior work with Members through briefings	N/A	Strategy and Resources
Update of the Tenant and Leaseholder Engagement Strategy	Report updating Committee on arrangements for tenant involvement and empowerment and approval of revised strategy	Janet Sharpe	Decision	Through Knowledge Briefings and LACs	Through a range of tenant consultation	This Committee
HNS and Repairs Performance Reports	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	N/A	Performance is shared with tenants through newsletters, the website and tenant meetings	This Committee

Conditions of Tenancy	An update on minor changes to the current Conditions of Tenancy	Janet Sharpe	Decision	Prior work with Members through briefings	Through a range of tenant consultation	This Committee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *National Policy and Regulation responses* • *[any other committee-specific standing items eg finance or service monitoring]*					
2023/34 Q3 Budget Monitoring Report	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 5 2023	11 January 2024	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Older Persons Independent Housing Living Strategy	5-year strategy setting out Sheffield's strategic approaches for helping our growing older population to live independently in their own homes across all housing tenures.	Suzanne Allen	Decision	Yes; written briefings, all member briefings	Creative use of online engagement channels; working with VCF networks; stakeholder reference groups; formal and informal discussion groups	This Committee
NEW: Powers and resources to protect migrants from discriminatory housing conditions	Housing Policy Committee are asked to reaffirm Sheffield as a City of Sanctuary and review the powers and resources to in place to protect migrants from discriminatory housing conditions	Janet Sharpe and Beth Storm	Post-decision (service performance/ monitoring)	Yes; written briefings, all member briefings	N/A	This Committee
NEW: Housing Repairs Policy	Approval of a revised Repairs Policy for council housing tenants	Tom Smith	Decision	Through Knowledge Briefings and LACs	Through a range of tenant consultation	This Committee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *National Policy and Regulation responses* • *[any other committee-specific standing items eg finance or service monitoring]*					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

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

Meeting 6 2023	21 March 2024	Time				
Topic	Description	Lead Officer/s	Type of item • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Approval of a new Housing Strategy for the City	Consideration of a new Housing Strategy for the City following significant consultation and policy development	Georgina Parkin	Decision	Significant engagement with Members through Task and Finish	Creative use of online engagement channels; working with VCF networks; stakeholder reference groups; formal and informal discussion groups	This Committee
NEW: HNS and Repairs Performance Reports	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe Tom Smith	Post-decision (service performance/ monitoring)	N/A	Performance is shared with tenants through newsletters, the website and tenant meetings	This Committee
Net-Zero Roadmap - for existing public and private homes	Consideration of plans for achieving Net Zero across SCC homes	Nathan Robinson	Decision	Yes	TBC	This Committee

NEW: Asset Management Strategy	Approval of the Council Housing Asset Management Strategy	Janet Sharpe	Decision	Through Knowledge Briefings and LACs	Through a range of tenant consultation	This Committee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *National Policy and Regulation responses* • *[any other committee-specific standing items eg finance or service monitoring]*					
2023/34 Q4 Budget Monitoring Report	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 2)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 3)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

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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