



## Report to Strategy & Resources Committee

24 January 2024

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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:** Craig Rogerson, Principal Democratic Services Team Manager

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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. The report also sets out the priority issues for the Committee, as agreed at the Strategy and Resources Committee meeting on 28 June 2023.

Any changes since the Committee's last meeting, including any new items, have been added for approval, 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 covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, 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 (the source of the items is specified)

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

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## Recommendations:

1. That the priority issues for the Committee, as agreed at the meeting on 28 June 2023, and presented at Appendix 1 be noted;
2. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
3. That approval be given to the consideration of cross cutting issues as detailed in Appendix 1 of the report, in particular that the following items be considered by Finance Committee:
  - Long Term Empty and Second Homes Premiums; and
  - Advertising and Sponsorship Policy; and
4. that the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

**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	Investing in renewable energy projects
Referred from	Council Meeting 6th December
<i>Details</i>	Item 2 - paragraph (c)(v) - request the Strategy and Resources Policy Committee to consider placing on its work programme consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income.
Commentary/ Action Proposed	Note: This Committee on 20/11/23 considered a Council Motion of 4 October 2023 as follows "resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable

	<p>energy projects on Council land and buildings to generate energy and income"</p> <p>The response given was as follows: It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing with each Committee to develop these. The sections in respect of each Policy Committee will set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The sections for each Committee will include a direct reference to the issues raised in this motion. In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.</p> <p>The report referred to above was considered and welcomed at the Strategy and Resources Policy Committee meeting on 13 December 2023. Each Policy Committee was also requested to consider, if not previously agreed, to agree (with or without amendments) their respective statement to ensure that the proposed actions contained in such statement are reflected in their Work Programme.</p>
Issue	Council to consider how to protect the rights of its workers to strike
Referred from	Council Meeting 6th December
<i>Details</i>	Item 3 – paragraph (c)(i) - to ask the Strategy and Resources Policy Committee to consider how the Council will, if it can use provisions in the Act, including the discretion not to issue work notices, continue to protect the rights of its workers to strike and how it should be reflected in our policies, such as the ethical procurement policy.
Commentary/ Action Proposed	Report being prepared for consideration at S&R Committee in March/April

### **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.

**Appendix 1 – Work Programme. Priority Issues for 2023/34:**

<b>Continuous development of our system of democratic committee governance</b>	Working alongside the Governance Committee, continue to develop our model and how we modernise and embed the committee system. Embed approaches and policies and need to support Member development
<b>Establish a new strategic framework for the city and organisation</b>	Endorsement of the City Goals as they are developed during the summer, which will provide a shared, co-developed statement of our collective ambitions for Sheffield
	Development of a new 5-year Corporate Plan for the organisation which connects to the developing City Goals, sets out what we want to achieve and our priorities and gives clear direction for the whole council, citizens and partners
<b>Cost of living crisis</b>	Continuing and strengthening Sheffield’s citywide response to the cost of living crisis, working with communities and partners to support the people of Sheffield, communities businesses.
<b>Street Trees recommendations and reconciliation</b>	Agreeing the actions we will take forward to deliver the wider recommendations in the Lowcock Report to ensure good progress has been made by the end of the year, with a clear approach to monitoring achievement of these.
<b>Continuing to develop our community involvement and neighbourhood and locality working arrangements</b>	Working with the Governance Committee to <ol style="list-style-type: none"> <li>1. consider further devolution of powers and funding to the LACs this year;</li> <li>2. making neighbourhood working more integral to the culture of the wider organisation (including through the Future Sheffield programme);</li> <li>3. taking further steps to ensure community voice and community development practices are developed and embedded in the ways of working for the LACs and policy committees</li> </ol>
<b>Future Sheffield - our 3-year organisational change plan</b>	Overseeing the organisational change programme which will be focused on becoming the organisation that we need to be to continue to deliver for the people of Sheffield alongside rapid service improvement activity where needed.
<b>Customer Services Strategy</b>	In line with our Future Sheffield transformation programme, developing a new Customer Services strategy that will be focused on the experience that the people of Sheffield have when accessing our services.
<b>Budget delivery and medium-term financial stability</b>	To agree a medium term financial plan (MTFP), and, working with the Finance Committee, oversee delivery of agreed savings and development of budget proposals for 2024/25 – 2026/27 in line with the emerging Corporate Plan priorities
<b>SYMCA relationship</b>	We will work collaboratively with the MCA as part of our regular approach to delivering for Sheffield. This will include taking forward our Inclusive Economic Plan as our place-based plan which will feed into the MCA’s broader economic strategy.

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

<b>New Items</b>	<b>Proposed Date</b>	<b>Note</b>
Major Event Hosting Opportunity 2026 and 2029	January 2024	
Consideration of Council resolution relating to adopting the All-Party Parliamentary Group (APPG) on British Muslims' definition of Islamophobia	January 2024	
Advertising and Sponsorship Policy	February 2024	
Consideration of Council resolution relating to Sheffield City Council joining the Sheffield Coalition Against Israeli Apartheid	February 2024	
Equality Framework –Equality is Everyone's Business (Final)	March 2024	
Response to Council Motion "Opposing Minimum Service Levels"	March/ April 2024	
Joint Ombudsman Complaint Handling Code	March 2024	
A framework for Growth: Principles and Priorities	March 2024	
<b>Amended Items</b>		
Heritage Strategy for Sheffield Workplan	Moved to February 2024	Moved to allow for a workshop for Lead members from Economic Development and Skills; Planning and Highways; and Transport, Regeneration and Climate Change and with members of the Heritage Board in January.
Housing Strategy Development – Let's Talk About Housing	Moved to March 2024	

**Cross-Cutting Issues requiring S&R Steer:**

<b>Item</b>	<b>Committee</b>	<b>Proposed Date</b>	<b>Recommended</b>
Long Term Empty and Second Homes Premiums	Finance	February 24	Changes to the Council Tax Long Term Empty Premium and introduce a Second Home Premium. <b>Recommended</b> that the issue be considered by Finance Committee.
Advertising and Sponsorship Policy	Finance	February 2024	To adopt a modern authority wide policy to govern advertising and sponsorship opportunities/outputs across the City Council's assets and land.

			<b>Recommended</b> that the issue be considered by Finance Committee.
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**Outstanding responses to Full Council Motions:**

Item	Comm ittee	SLT lead officer	Proposed Date	Note
Tackling the Stigma of Menopause and Period Poverty (Council Motion 2/11/22)	S&R	James Henderson/Adele Robinson	February 2024	Response: Report to be submitted in January 2024(TBC)
Driving Forward the Heritage Strategy for Sheffield Response to Council motion (20/2/23). NOTE: Also Members Q 5/7/23	S&R	Kate Martin/Diana Buckley	TBC – Feb 24	Response: Report being prepared for consideration at S&R in November.
Risk and Opportunities Framework NOTE: Members Q 5/7/23	S&R	Claire Taylor	TBC	Response: To be picked up as part of revised risk management arrangements, as part of a suite of supporting plans that will align with the Council Plan.
Consideration of Council resolution relating to Sheffield City Council joining the Sheffield Coalition Against Israeli Apartheid	S&R	James Henderson	February 2024	
Opposing Minimum Service Levels	S&R	Caroline Nugent	March/ April 2024	Council 6/2/23. Item 3 – paragraph (c)(i) - to ask the Strategy and Resources Policy Committee to consider how the Council will, if it can use provisions in the Act, including the discretion not to issue work notices, continue to protect the rights of its workers to strike and how it should be reflected in our policies, such as the ethical procurement policy. Response: Report being prepared for consideration at S&R in March/April

**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>	<b>None</b>
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i>
<b>Type of item</b>	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
<b>Prior member engagement/ development required</b>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

**Part 3: Agenda Items for Forthcoming Meetings**

Meeting (23/24)	24 January 24	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b>
HRA Budget and Business Plan						Full Council 7/2/24
Endorsement of City Goals		James Henderson/ Diana Buckley	Decision			This Committee
Major Event Hosting Opportunity 2026 and 2029	Funding request from Sheffield City Council to support the City of Sheffield's bid to host 2 major sporting events.  Should either bid be successful, the SCC	Gary Clifton/ Lisa Firth	Decision	Engagement with members will be required	n/a	This Committee



	funding request will form part of the overall event delivery budget.					
Consideration of Council resolution relating to adopting the All-Party Parliamentary Group (APPG) on British Muslims' definition of Islamophobia	To ask Strategy and Resources Committee to consider whether or not Sheffield City Council should adopt the APPG's definition of Islamophobia and, if so, to recommend to the committee that as part of action planning following the committee's endorsement of the of the draft Equalities Framework in December 2023, that specific work should be undertaken by the council to embed and promote the elimination of Islamophobia within the city.	James Henderson	Decision	Proposed Strategy and Resources Committee Briefing item on this topic, to be supplemented with group briefings if requested	Engagement to be undertaken with Faith groups/leaders in the city in advance of the item being considered by the committee and following decision (regarding action planning).	This Committee
Stannington RCG report		Kate Martin/ Claire Hanson				
Proposed Capital Programme for 2024/25 for the Strategy and Resources Policy Committee		Tom Smith				

Meeting (23/24)	<b>21 February 24</b>	Time				
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Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
Revenue and Capital Budget Approval		Phillip Gregory	Decision			Full Council 6/3/24
Council Plan		James Henderson	Decision			Full Council
Community Buildings Policy and Community Asset Transfer Policy (TBC)	To seek approval and adopt Community Building and Community Asset Transfer Policies. Both policies will set out how the Council will work in a consistent and proactive manner, setting out a clear, transparent management of Community Buildings / Assets.	Peter Bartle	Decision	Briefed Leaders Board, and knowledge briefing for committee to follow.	Programme Board established with representatives from VCS.	Agreed at SLB on 2/10/23 that this item be considered at S&R. CPL to be briefed.
Heritage Strategy for Sheffield Workplan	Full Council has asked for the Heritage Strategy for Sheffield to be added to the S&R Committee workplan. The endorsement of Strategy and Resources Policy Committee is requested, to explore options for creating and	Rebecca Maddox/ Diana Buckley	Decision	Briefing for Committee Chair/Vice Chair/Lead  Workshop for Lead members from Economic Development and Skills; Planning and Highways; and Transport, Regeneration and Climate Change.	Close working with Sheffield Heritage Partnership Board	<b>Cross Cutting Issue.</b> Discussed at SLB on 7/8/23. <b>Agreed to be considered at S&amp;R at it's meeting on 7/9/23</b>

	sustaining an SCC Heritage Officer post.					
Consideration of Council resolution relating to Sheffield City Council joining the Sheffield Coalition Against Israeli Apartheid	To ask Strategy and Resources Committee to consider whether or not Sheffield City Council should join the Sheffield Coalition Against Israeli Apartheid.	James Henderson	Decision	Proposed Strategy and Resources Committee Briefing item on this topic, to be supplemented with group briefings if requested	Engagement will be undertaken with the Coalition and other interested stakeholders in advance of the item being considered by the committee.	This Committee
Tackling the Stigma of Menopause and Period Poverty		James Henderson	Decision			This Committee

Meeting (23/24)	12 March 24	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date)
2023/24 Q3 Budget Monitoring	Finance monitoring update.	Jane Wilby	Decision			This Committee
Equality Framework –Equality is Everyone’s Business (Final)		James Henderson	Decision			This Committee
Housing Strategy Development – Let’s Talk About Housing	The current Housing Strategy is due to run out at the end of 2023. Work to develop the new Housing Strategy has been started and this is being overseen	Georgina Parkin/ Suzanne Allen	Decision	Previous Member engagement includes Housing Committee consultation and the appointment of a Task and Finish Group to	The report will set out the options for consultation including co-production with the public and partner organisation/stakeholders,	S&R briefing 11/10/23 acknowledged Housing Strategy as a cornerstone

	<p>by the Housing Policy Committee Task and Finish Group. It is clear from this work that the Housing Strategy is a cornerstone strategy for the Council which includes many cross-cutting issues and far-reaching links and dependencies. It will be a 10 year strategy.</p> <p>Therefore, it is important to clarify the governance and accountability process for the further development and final decision making on the Housing Strategy.</p> <p>Because of the importance of the strategy in setting out our future vision and priorities for it is urgent to progress this work in a timely way.</p>			<p>oversee the development of the new housing strategy.</p> <p>Committee Chairs and LAC Chairs have been asked how they would like to be involved in this process and some LAC meetings have been attended.</p> <p>This was discussed at the Strategy and Resource Briefing 11 October 2023.</p>	<p>the timescales and the resources required.</p>	<p>strategy for the Council and indicated that it should come under the remit of the Strategy and Resource Committee.</p>
<p>Response to Council Motion “Opposing Minimum Service Levels” Date TBC</p>		<p>Caroline Nugent</p>				
<p>A framework for Growth: Principles and Priorities</p>	<p>The city does not currently have an overarching narrative that sets out its</p>	<p>Andy Kempster</p>	<p>Decision</p>	<p>Regeneration Board has oversight of the development of the</p>	<p>We have engaged consultants to support with 70 1-2-1 interviews and up to 10 focus</p>	<p>This Committee</p>

	ambitions for growth, nor a document that sets out the wide range of strategies and plans that would support this ambition. We are therefore looking to address this over the next 6 months, producing: An initial 'growth framework' (March 2023) A Growth Plan for 2024-2035 (June 2023)			framework, which includes an extraordinary meeting of the group to work with consultants on the proposal.  We will be briefing TRC, EDS, Adult Health and Social Care, Communities and Housing committees prior to S&R.	groups with key stakeholders in the city to help develop the framework.	
Joint Ombudsman Complaint Handling Code	The Local Government & Social Care (LGSCO) & Housing Ombudsman (HO) Ombudsman are currently consulting with Local Authorities regarding the implementation of a new Joint Complaint Handling Code which will become a statutory code by 1 April 2024. The consultation period will end on 23 November 2023 and we are required to provide 'a single co-ordinated and complete response.'	Corleen Bygraves-Paul	Decision	The consultation response must include: Chief Exc.; Monitoring Officer; Member(s) responsible for complaint performance within the Council; Director/Senior officer responsible for complaint handling; Director of Housing (If applicable).	This consultation represents an opportunity for interested persons and organisations to provide feedback about the operation of the Code and to influence development of the regime for monitoring compliance with it. This includes, HOS's statutory consultees, private registered providers, local authority registered providers, voluntary members of the Scheme, tenants and residents, and any other stakeholders who have an interest in social housing in England. The government's launch of 'Making It Right' campaign on	This Committee

					9 October 2023, also encourages tenants to report issues and make complaints to address hazards in their home. The government wants to inform tenants of their rights and ensure they escalate complaints to the Housing Ombudsman if concerns are not addressed swiftly or appropriately.	
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Meeting (23/24)	<b>17 April 24</b>	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b>

<b>Items which the committee have agreed to add to an agenda, but for which no date is yet set.</b>						
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b>
Street Tree Inquiry Report Progress	S&R have agreed to receive a report against progress on actions	Lucy Heyes	Progress Reports			This Committee

	during winter 2023 and <b>summer 2024.</b>					
Civic Honours	To bring forward a further paper for decision.	James Henderson/ Jason Dietsch		To be considered by the Governance Cttee in the first instance.		This Committee/Governance Cttee (TBC)

Note:

- Type of item = Decision; Referral to decision-maker; Pre-decision (policy development); or Post-decision (service performance/ monitoring).
- Final decision-maker = This Committee; Another Cttee; Full Council; or Officer decision

## **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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