



## Report to Finance Committee

23 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:** Rachel Appleyard, Principal Democratic Services Officer

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### Summary:

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

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

The following potential sources of new items are included in this 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 Committee's work programme, as set out in Appendix 1, be agreed including any additions and amendments identified in Part 1;
2. 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
3. That any 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                          |  |
| Referred from                  |  |
| <i>Details</i>                 |  |
| Commentary/<br>Action Proposed |  |

### 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      |
|--|----------------------|-----------|
| Future High Streets Fund / Heart of the City | Site visit           | Completed |
| Future High Streets Fund                     | Briefing tour        | Completed |

## Appendix 1 – Work Programme

### 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>   |
|---|----------------------|---|
| <b>NEW:</b> Long Term Empty and Second Homes Premiums                                 | February 2024        | Subject to approval from S&R to refer to Finance Committee.   |
| <b>NEW:</b> Advertising and Sponsorship Policy  | March 2024           | Subject to approval from S&R to refer to Finance Committee.   |
| <b>Amended Items</b>  | <b>Proposed Date</b> | <b>Note</b>   |
| <b>MOVED:</b> Lease of land in Millhouses Park, Sheffield – update on previous report | February 2024        |   |
| <b>MOVED:</b> Parkwood Springs  | TBC                  | Confirmation being sought on whether report/decision is for Transport, Regeneration and Climate Policy Committee. |

### 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>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> <i>(with reference to options in Appendix 2)</i> |  |

|   |  |
|---|--|
| <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 8<br>(23/24)                | <b>23 January 2024</b>   | 2pm                               |   |  |  |   |
| <b>Topic</b>                        | <b>Description</b>   | <b>Lead Officer/s</b>             | <b>Type of item</b><br><ul style="list-style-type: none"> <li>•<i>Decision</i></li> <li>•<i>Referral to decision-maker</i></li> <li>•<i>Pre-decision (policy development)</i></li> <li>•<i>Post-decision (service performance/ monitoring)</i></li> </ul> | <i>(re: decisions)</i><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 2)</i> | <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><i>(with reference to toolkit in Appendix 3)</i> | <b>Final decision-maker (&amp; date)</b><br><ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul> |
| Standing items                      | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |                                   |   |  |  |   |
| Capital Approvals Month 8 (2023/24) |  | Philip Gregory / Damian Watkinson | Decision  |  |  | This Cttee  |

|                      |                         |                       |   |                        |                        |  |
|----------------------|-------------------------|-----------------------|---|------------------------|------------------------|--|
| Meeting 9<br>(23/24) | <b>19 February 2024</b> | 2pm                   |   |                        |                        |  |
| <b>Topic</b>         | <b>Description</b>      | <b>Lead Officer/s</b> | <b>Type of item</b><br><ul style="list-style-type: none"> <li>•<i>Decision</i></li> </ul> | <i>(re: decisions)</i> | <i>(re: decisions)</i> | <b>Final decision-maker (&amp; date)</b> |

|   |   |   | <ul style="list-style-type: none"> <li>•Referral to decision-maker</li> <li>•Pre-decision (policy development)</li> <li>•Post-decision (service performance/ monitoring)</li> </ul> | <b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 2)</i> | <b>Public Participation/ Engagement approach</b><br><i>(with reference to toolkit in Appendix 3)</i> | <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul> |
|---|---|---|---|--|--|---|
| Standing items  | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>  |   |   |  |  |   |
| Capital Approvals Month 9 (2023/24)   |   | Philip Gregory / Damian Watkinson             | Decision  |  |  | This Cttee  |
| <b>MOVED:</b> Lease of land in Millhouses Park, Sheffield – update on previous report | Approval to grant a new lease.  | Angela Glentworth / Ian Wrightson / Ruth Bell | Decision  |  |  | This Cttee  |
| <b>NEW:</b> Long Term Empty and Second Homes Premiums                                 | <p>Changes to the Council Tax Long Term Empty Premium and introduce a Second Home Premium.</p> <p>The proposal is that the Council gives consideration to amending the Long Term Empty Premium so that dwellings that have been empty and unfurnished for</p> | Tim Hardie / John Squire                      | Decision  | Member briefing  | n/a  | This Cttee, subject to approval from S&R to refer to Finance Committee.   |

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | <p>1 year are classed as long term empty, and that the Council introduces a Second Homes Premium.</p> <p>In both cases the premium will have the effect of increasing the council tax charge by 100%.</p> |  |  |  |  |  |
|--|---|--|--|--|--|--|

| Meeting 10<br>(23/24)                | 18 March 2024  | 2pm                               |              |   |   |                               |
|--------------------------------------|--|-----------------------------------|--------------|---|---|-------------------------------|
| Topic                                | Description  | Lead Officer/s                    | Type of item | <i>(re: decisions)</i><br>Prior member engagement/ development required<br><i>(with reference to options in Appendix 2)</i> | <i>(re: decisions)</i><br>Public Participation/ Engagement approach<br><i>(with reference to toolkit in Appendix 3)</i> | Final decision-maker (& date) |
| Standing items                       | <ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Any other committee-specific standing items eg finance or service monitoring]</li> </ul> |                                   |              |   |   |                               |
| 2023/24 Quarter 3 Budget Monitoring  |  | Philip Gregory / Jane Wilby       | Decision     |   |   | This Cttee                    |
| Capital Approvals Month 10 (2023/24) |  | Philip Gregory / Damian Watkinson | Decision     |   |   | This Cttee                    |

|   |   |  |                            |   |     |   |
|---|---|--|----------------------------|---|-----|---|
| Changes to the Constitution:<br>Part 4 –<br>Financial Procedure Rules (Financial Regulations) | Annual refresh of the Financial Regulations following consultation with Finance colleagues.   | Liam Darling /<br>Jane Wilby /<br>Philip Gregory | Referral to decision maker |   |     | Full Council  |
| <b>NEW:</b><br>Advertising and Sponsorship Policy   | To adopt a modern authority wide policy to govern advertising and sponsorship opportunities/outputs across the City Council's assets and land. The policy will support the values and priorities of the Council, with restrictions included to support our commitments and priorities on health and the environment, while allowing for increases in income generation within the set criteria. | Nicola Allen                                     | Decision                   | Written or verbal briefing for the committee<br>Briefing for political groups if required | n/a | This Cttee, subject to approval from S&R to refer to Finance Committee. |

| 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<br>• Decision<br>• Referral to decision-maker<br>• Pre-decision (policy development) | (re: decisions)<br>Prior member engagement/ | (re: decisions)<br>Public Participation/ | Final decision-maker (& date)<br>• This Cttee |
|  |             |                |   |   |  |   |



|                         |   |              | <ul style="list-style-type: none"> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul> | <b>development required</b><br><i>(with reference to options in Appendix 2)</i> | <b>Engagement approach</b><br><i>(with reference to toolkit in Appendix 3)</i> | <ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul> |
|-------------------------|---|--------------|--|---|--|---|
| Levelling Up Prospectus | Prospectus setting out Sheffield's Levelling Up ambitions | Kate Martin  | Decision or pre decision policy development  |   |  | This Cttee  |
| Parkwood Springs        | Decision on redevelopment of the former ski village       | Alan Seasman | Decision   | Written briefing  | TBC  | TBC, confirmation being sought on whether report/decision is for Transport, Regeneration and Climate Policy Committee.    |

## **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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