Report to Adult Health and Social Care Policy Committee

31st January 2024

Report of: Director of Policy and Democratic Engagement

_____

Subject: Committee Work Programme

_____

Author of Report: Fiona Martinez, Principal Democratic Services Officer

_____

Summary:

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

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

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

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

_____

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration too any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and
4. If items are referred from LACs, these should be highlighted to the Principal Democratic Services Officer to ensure they are dealt with appropriately

Background Papers: None

Category of Report: Open

_____

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

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

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

2.0 References from Council or other Committees

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

2.2 None received

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
	None	

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note	Lead
NEW: Update on the 24/25 Recovery Plan	January 2024	Recurring finance item	Liam Duggan/Jonathan McKenna-Moore
NEW: Adult Health and Social Care Committee Climate Statement	January 2024	The Council has committed to address the climate emergency, adapt our city and council for a changing climate, and set an ambitious target to become a net zero council and city by 2030.	Catherine Bunten
NEW: Sheffield Care Sector Workforce Development Strategy 2023-2026 Update	January 2024	The Workforce Strategy sets out our ambitious vision for the future of Adult Social Care and explains how we will work towards addressing some of the systemic issues affecting the Adult Social Care workforce.	John Chamberlin
NEW: Hospital Discharge and Urgent Care Delivery Plan Update Report	January 2024	The hospital Discharge and Urgent Care Delivery Plan Update and Approval of the New Mondel and Winter Plan was approved at the Adult Health and Social Care Policy Committee on the 14th June 23. This report provides update on the delivery of phase one of the delivery plan that started in September 23 and runs until March 23.	Jo Pass and Kelly Siddons
NEW: Update on Complaints	January 2024	Adult Care and Wellbeing receive complaints, when we do receive these it is necessary we provide an appropriate response in the timeframes defined in the corporate process. Whilst taking the learning from complaints, identify themes and putting necessary actions in place to improve services where necessary.	Andrew Drummond
Rescheduled Items	**Proposed Date**	**Note**	
MOVED: Direct Payments and Personalisation Annual Report	January 2024	Item moved from March's Committee to January's Committee	Mary Gardner Catherine Bunten

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 5	January 31st, 2024	10am				
Topic	**Description**	**Lead Officer/s**	**Type of item** Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)	**Prior member engagement/ development required** (with reference to options in Appendix 1)	**Public Participation/ Engagement approach** (with reference to toolkit in Appendix 2)	**Final decision-maker (& date)** This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Adult Care workforce Strategy Update	Workforce Strategy Delivery update regarding implementation following decisions at Committee during 22/23.	Dawn Bassinder/John Chamberlin	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Adult Health & Social Care Target Operating Model and Partnerships Model Update	Sheffield's Adult Health & Social Care Strategy was approved by the Co-operative Executive on 16th March 2022. The Strategy was developed through significant co-production and formal consultation, involving people receiving services, carers, providers, partners, and our social care workforce across the sector. An operating model to deliver on the strategy was subsequently approved by the Adult	Alexis Chappell	Decision	Member briefings throughout 2022, staff consultation as part of implementation of the Target Operating Model. Full committee in November 2022.	-	Adult Health and Social Care

	Care Policy Committee in November 2022. This paper provides a further scheduled update, aligned to our cycle of assurance, setting out our delivery progress in relation to our Target Operating Model and the next steps for implementation in 2024 to 2025. This paper replaces the primary and social care model update previously on the work programme.					
NEW: Update on the 24/25 Recovery Plan	Recurring finance item	Liam Duggan/Jonath an McKenna-Moore	Decision	Member briefing	N/A	Adult Health and Social Care
NEW: Adult Health and Social Care Committee Climate Statement	The Council has committed to address the climate emergency, adapt our city and council for a changing climate, and set an ambitious target to become a net zero council and city by 2030.	Nicola Maskrey	Decision	• Briefing to committee chair at S&R strategic briefing 8/11/2023 to shape draft statements. • Discussion undertaken between other	N/A	Adult Health and Social Care

				committees/political groups and lead directors (or delegated deputy officers) 20/12/2023 Written briefing and draft for review and comments provided to committee members in advance of the meeting. • Further review by committee members by email and teams channel document. • Item taken to S&R Committee Meeting 13/12/2023, attended by Housing Committee chair and leading to decision:		

				a) Welcomes the Committee Climate Statements, as detailed in the report now submitted, and notes that these are work in progress and will evolve over time; and b) requests that each Policy Committee consider and, if not previously agreed, agree (with or without amendments) their respective statement to ensure that the proposed actions contained in such statement are reflected in their work programme		

| NEW: Sheffield Care Sector Workforce Development Strategy 2023-2026 Update | The Workforce Strategy sets out our ambitious vision for the future of Adult Social Care and explains how we will work towards addressing some of the systemic issues affecting the Adult Social Care workforce. | John Chamberlian | Performance/Monitoring | Member Briefing | We carried out public participation and engagement to support with the development of the Workforce Strategy. Details of the engagement was included within the committee report in March 23.

This is an update on progress as part of the cycle of assurance therefore further engagement for this report has not taken place.

Engagement to support the development of initiatives within the Strategy has | Adult Health and Social Care |

						been noted within the report.	
NEW: Hospital Discharge and Urgent Care Delivery Plan Update Report	The hospital Discharge and Urgent Care Delivery Plan Update and Approval of the New Mondel and Winter Plan was approved at the Adult Health and Social Care Policy Committee on the 14th June 23.

This report provides update on the delivery of phase one of the delivery plan that started in September 23 and runs until March 23. | Jo Pass and Kelly Siddons | Decision | Members briefings have been arranged and this paper will be outlined in those briefings | None | | Adult Health and Social Care |
| MOVED: Direct Payments and Personalisation Annual Report | Direct Payments and Personalisation Annual Report and delivery against strategy | Mary Gardner Catherine Bunten | Post Decision | Member Briefing | Undertaken as part of development of report | | Adult Health and Social Care |
| NEW: Update on Complaints | Adult Care and Wellbeing receive complaints, when we do receive these it is necessary we provide an appropriate response in the timeframes defined in the corporate process. | Andrew Drummond | Decision | High level report to be submitted before committee deadline for members to read before 31/01/24 | The report will be publicly available following publication though there hasn't been any | | Adult Health and Social Care |

	Whilst taking the learning from complaints, identify themes and putting necessary actions in place to improve services where necessary.				wider public participation and engagement on this at this time.	
Standing items	• *Public Questions/ Petitions* • *Work Programme*					

Meeting 6	**March 20th, 2024**	10am				
Topic	**Description**	**Lead Officer/s**	**Type of item** *Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Adult Care Strategy Delivery and Service Performance Update	Quarterly update on Adult Care Strategy Delivery and Service Performance Update including update against Council Delivery Plan.	Jon Brenner	Post Decision – Assurance and Scrutiny	Member Briefing	N/A	Adult Health and Social Care
Adult Care and Wellbeing Budget, Risk Management and Financial Governance	Update on Adult Care Budget, Financial Governance and Risk Register. Thematic Overview (Timeline for 25/26 of business planning,	Liam Duggan and Jonathan McKenna Moore	Post Decision	Member Briefing	N/A	Adult Health and Social Care

	financial risks and challenges)					
Providing Support, Market Sustainability Commissioning Plan 2023 - 2025	Quarterly update on progress with commissioning plan 2023 – 2025.	Catherine Bunten	Post Decision	Member Briefing	N/A	Adult Health and Social Care
Adult Safeguarding and Ensuring Safety Delivery Plan Update and Safeguarding Board Annual Report	Six-monthly update on Adult Safeguarding and Ensuring Safety Delivery Plan and Safeguarding Responsibilities Consultation	Chief Social Work Officer	Post Decision – Assurance and Scrutiny	Member Briefing	Included in report	Adult Health and Social Care
Adult Care Working with People Delivery Plan	Six Monthly update of Adult Care Working with People Delivery Plan	Janet Kerr	Post Decision – Assurance to Committee	Member Briefing	Included in report	Adult Health and Social Care
Carers Strategy Annual Report	Carers Strategy Annual Report and update on delivery against strategy	Mary Gardner Janet Kerr	Post Decision	Member Briefing	Undertaken as part of development of report	Adult Health and Social Care
2023/24 Q3 Budget Monitoring	Budget monitoring report	Jane Wilby	Monitoring			Adult Health and Social Care

New Violence against Women and Girls, Domestic and Sexual Abuse Strategy	Our strategy covering this area was agreed in 2018 and was due to expire in 2022. In the meantime a statutory duty under the Domestic Abuse Act 2021 required us to produce a Safe Accommodation and Domestic Abuse Strategy which runs until 2024.	Alison Higgins	Strategy/Policy Development	Political group briefings and committee briefings – in writing then in person if needed.	There will be consultation with stakeholders and the public building on consultation already undertaken this year specifically in relation to domestic abuse.	Adult Health and Social Care and Education, Children and Families
Technology and Digital Commissioning Strategy and Delivery Model	Technology and Digital Commissioning Strategy, update on progress since approval of Strategies and update regards information and advice offer	Paul Higginbottom/ Catherine Bunten	Decision	Member Briefing	As Part of development of the plan	Adult Health and Social Care
All Age Mental Health and Emotional wellbeing Strategy	Update on strategy and delivery plan following approval at S & R Committee in March 23.	Louisa King Tim Gollins	Post Decision	Member Briefing	As part of development of the plan	Adult Health and Social Care with briefing for Education, Children and Families
Standing items	• *Public Questions/ Petitions* • *Work Programme*					

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

<u>**Public Engagement Toolkit**</u>

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.

This page is intentionally left blank