



Report to Education, Children and Families Policy Committee

19th March 2024

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

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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 Co-Chairs, 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:

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.

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

Title	Description & Format	Date
None to report		

Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
NEW: Pupil Outcomes in Sheffield School Settings and the impact of the Learn Sheffield Commission	March 2024	To provide the Committee with an update on the Pupil outcomes in Sheffield School settings and the impact of the Learn Sheffield Commission.
NEW: Review of Fostering Payments	March 2024	Sheffield City Council are committed to expanding our in-house fostering service whilst continuing to work in partnership with the independent fostering sector. To be able to operate competitively Sheffield City Council need be able to pay allowances in recognition of the need to recruit and retain experienced carers able to commit to the varied challenges of the fostering task. The fostering payment scheme is a reflection of the real need within Sheffield City Council to retain skilled and experienced carers and reward carers for their loyalty and commitment.
NEW: Commissioning of Social Care Case Management System	March 2024	In 2017 the Council Carried out a procurement exercise to replace its Social Care System. The Liquidlogic system was selected. The contract had a term of 5 years with the option to extend by 2 years. This option was exercised in 2022. The service will come to an end on 4 th May 2024.
NEW: The creation of a Task and Finish Group to oversee work to develop the new Homes to School Transport Strategy	March 2024	This report seeks approval to appoint a Task and Finish Group overseeing work and review the Homes to School Transport policy. Membership will be drawn from the Education Children and Families Committee.
Rescheduled Item	Proposed Date	Note
MOVED: All Age Emotional and Mental Health and Wellbeing	June 2024	Moved from March to June

Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	
Description	
Lead Officer/s	
Item suggested by	
Type of item	
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	19 th March 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
2023/24 Q3 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families

Renewal of contract with Nexus multi-academy trust to deliver the Medical Needs Education Service	The recommissioning of our Medical Needs Education contract which provides education for children medically unable to attend school.	Emma Bryant/Polly McKinlay	Decision	None considered.	We will be undertaking consultation with Sheffield Parent Carer Forum as well as with the children and their families who attend Chapel House.	Education, Children and Families
Update on the Development of a Children's Services Belonging Framework	<p>This paper provides an update about our work to develop a Belonging Framework.</p> <p>As a reminder, we are developing a Belonging Framework because we want to improve the outcomes of children and young people in Sheffield and support their transitions into adulthood – for all our children.</p> <p>To ensure we remain child-centred and family focussed, we want to put belonging at the heart of all we do.</p>	Andrew Jones /Joe Horobin	Strategy/Policy and Development	Member briefing	To work with Community Youth Services and others in the coming weeks and months to engage children and young people. We will also work with schools and other stakeholders to discuss Belonging and seek views.	Education, Children and Families

An update on work related to Race Equality by Children's Services	The purpose of this report, is to demonstrate the work of Children's Services in matters of race equality within the service and with our customers since presented at last committee in November 2023.	Meredith Teasdale	Performance and Monitoring	There is no consultation needed this demonstrating steps taken from the previous committee in November 2023.		Education, Children and Families
Annual update of the Building Successful Families programme	The report is to provide an annual update to the Education, Children and Families Committee on the Building Successful Families (BSF) programme, referred to nationally as the Supporting Families programme. To request that the Education, Children and Families Committee receives and notes the 2024 annual report of Building Successful Families (BSF).	Emily Ward/ Amy Buddery	Performance and Monitoring	Briefings with the Chair, Vice Chair and Spokesperson of the Education, Children and Families Committee will be undertaken in January/February 2024		Education, Children and Families
Update report from the Strategic Director of Children's Services	To provide a Strategic Director's update regarding the performance and governance of Children's services, including progress in meeting DCS (Director of Children's Services) accountabilities and	Meredith Teasdale	Performance monitoring and other	N/A	N/A	Education, Children and Families

	delivering on our statutory requirements. It also provides an update regards progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon.					
School Calendar 2025/26	<p>The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under Section 32 of the Education Act 2002.</p> <p>Schools that are their own Admission Authority usually follow the City Council model calendar but are free to set their own. Religious schools sometimes operate different dates around Easter.</p> <p>To ensure that the City Council is carrying out its statutory duty to set a school calendar for the 2025/26 academic year.</p>	John Bigley	Decision	Member Briefing		Education, Children and Families

<p>NEW: Review of Fostering Payments</p>	<p>Sheffield City Council are committed to expanding our in-house fostering service whilst continuing to work in partnership with the independent fostering sector. To be able to operate competitively Sheffield City Council need be able to pay allowances in recognition of the need to recruit and retain experienced carers able to commit to the varied challenges of the fostering task. The fostering payment scheme is a reflection of the real need within Sheffield City Council to retain skilled and experienced carers and reward carers for their loyalty and commitment.</p>	<p>Isobel Fisher</p>				<p>Education, Children and Families</p>
<p>NEW: Pupil Outcomes in Sheffield School Settings and the impact of the Learn Sheffield Commission</p>	<p>To provide the Committee with an update on the Pupil outcomes in Sheffield School settings and the impact of the Learn Sheffield Commission.</p>	<p>Pat Butterell / Stephen Betts / Bob Cuff</p>	<p>Performance and Monitoring</p>	<p>There is no consultation required as this is sharing existing data of school performance with members.</p>	<p>N/A</p>	<p>Education, Children and Families</p>
<p>NEW: Commissioning of Social Care Case</p>	<p>In 2017 the Council Carried out a procurement exercise to replace its Social Care</p>	<p>Dominic Sleath</p>	<p>Decision</p>	<p>TBC</p>	<p>TBC</p>	<p>Education, Children and Families and</p>

Management System	System. The Liquidlogic system was selected. The contract had a term of 5 years with the option to extend by 2 years. This option was exercised in 2022. The service will come to an end on 4 th May 2024.					briefing to Adult Health and Social Care
NEW: The creation of a Task and Finish Group to oversee work to develop the new Homes to School Transport Strategy	This report seeks approval to appoint a Task and Finish Group overseeing work and review the Homes to School Transport policy. Membership will be drawn from the Education Children and Families Committee.	Meredith Teasdale	Other	N/A	N/A	Education, Children and Families
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

Items which the Committee has agreed to add to an agenda, but for which no date is set.						
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&R)/Full Council/Officer</i>

NEW: Developing an Integrated Resource at Broomhall Nursery	Awaiting narrative	Zanib Mushtaq/Matt Peers				Education, Children and Families
NEW: Commissioning of Short Breaks Framework	Awaiting narrative	Amy Buddery/Becky Towle				
MOVED: All Age Emotional and Mental Health and Wellbeing	Awaiting narrative	Tim Gollins/Amy Buddery/Louisa King				Education, Children and Families and Adult Health and Social Care

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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