



## Report to Housing Committee

21<sup>st</sup> March 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 Marshall, 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 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.

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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 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

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## 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	SHEFFIELD'S DIVERSE COMMUNITIES STANDING TOGETHER
Referred from	Full Council 6th December 2023
Details	Raise the alarm locally about the refugee homelessness crisis and request the Housing Policy Committee to engage with VCS, faith groups, universities and housing providers to urgently discuss this.
Commentary/ Action Proposed	Chair of the Committee to speak with Director of Neighbourhood Services to explore how this can be taken forwards.

### **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
NEW: Response to the DLUHC consultation on the Competence and Conduct Standard for social housing staff	March 2024	Approval of the Council's response to DLUHC consultation
NEW: Rough Sleeping Health Interventions	March 2024	Added to the March agenda
NEW: Response to DLUHC Consultation on Awaab's Law	March 2024	Approval of the Council's response to DLUHC consultation
NEW: Housing Cleared Sites Maintenance Contract 2024-28	March 2024	Added to the March agenda
NEW: Neighbourhood Management Policy	June 2024	Added to the June Agenda
NEW: SCC submission to the Regulator and Housing Ombudsman	June 2024	Oversight of the Tenant Satisfaction Measure return to the RSH and the Complaint Handling Code response to the Ombudsman
NEW: Single Homelessness Accommodation Programme – Accept and Release Ring Fenced Funds	June 2024	Added to the June agenda
MOVED: Damp and Mould Update	Meeting 2 24/25	Update on the delivery of the Damp and Mould Action Plan and outcome of consultation on Awaab's Law.
REMOVED: Update on the development of an Asset Management Policy for council housing stock	N/A	Changed to Knowledge Briefing.
REMOVED: Re-affirming City of Sanctuary and reviewing the powers and resources to in place to protect migrants from discriminatory housing conditions	N/A	Changed to Knowledge Briefing.
REMOVED: HNS and Repairs Performance Reports	N/A	Removed from March 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.

<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 6 2023	21 March 2024	Time				
Topic	Description	Lead Officer/s	Type of item <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> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <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>Work Programme</i></li> <li>• <i>National Policy and Regulation responses</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
2023/24 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
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
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
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 Committee
Private Housing Standards Intervention and Enforcement Policy Review	Review of the Private Housing Standards Intervention and Enforcement Policy	Alun Whitaker / Catherine Hughes	Decision	Yes	N/A	This Committee
<b>NEW:</b> Rough Sleeping Health Interventions	Approval of grant expenditure to support health interventions for rough sleepers	Laura Costa	Decision		N/A	This Committee
<b>NEW:</b> Competence and Conduct Standard for social housing staff	Response to the DLUHC consultation on the Competence and Conduct Standard for social housing staff	Janet Sharpe	Decision	Yes	N/A	This Committee

<b>NEW:</b> Response to DLUHC Consultation on Awaab's Law	Response to the DLUHC consultation on changes to the law around damp and mould interventions	Janet Sharpe	Post-decision	Prior work with Members through briefings	N/A	This Committee
<b>NEW:</b> Housing Cleared Sites Maintenance Contract 2024-28	Seeks approval to commission services to manage and maintain Housing cleared sites under a four-year contract.	Luke Simpson	Decision			This Committee

Meeting 1	June? 2024	Time				
Topic	Description	Lead Officer/s	Type of item	(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)
			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<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>Public Questions/ Petitions</li> <li>Work Programme</li> </ul>					



	<ul style="list-style-type: none"> <li>• <i>National Policy and Regulation responses</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
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
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
<b>NEW:</b> Council Housing Neighbourhood	Approval of policy setting out the overall approach to managing council	Dean Fearon	Decision	Prior work with Members through briefings	Through a range of tenant consultation	This Committee

Management Policy	housing tenancies and neighbourhoods					
<b>NEW:</b> SCC submission to the Regulator and Housing Ombudsman	Oversight of the Tenant Satisfaction Measure return to the RSH and the Complaint Handling Code response to the Ombudsman	Director	Post-decision (service performance/ monitoring)	Prior work with Members through briefings	Through a range of tenant consultation	This Committee
<b>NEW:</b> Single Homelessness Accommodation Programme – Accept and Release Ring Fenced Funds	Accept and release ring fenced funds from the Department of Levelling up	Laura Costa	Decision	Prior work with Members through briefings	N/A	This Committee

Meeting 2	Sept? 2024	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <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</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <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>

			<i>performance/monitoring)</i>			
<b>MOVED:</b> Damp and Mould Action Plan	Update	Dean Butterworth	Pre-decision (policy development)	Deep Dive session for the whole committee on the 17 <sup>th</sup> January 2024.		This Committee

<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> <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> <b>Prior member engagement/development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <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>
Approval of a new Housing Strategy for the City	Consideration of a new Housing Strategy for the City following significant	Georgina Parkin	Decision	Significant engagement with Members through Task and Finish	Creative use of online engagement channels; working with	This Committee

	consultation and policy development				VCF networks; stakeholder reference groups; formal and informal discussion groups	
Asset Management Strategy	Approval of the Council Housing Asset Management Strategy	Janet Sharpe	Through Knowledge Briefings and LACs	Through a range of tenant consultation	Yes - TBC	This 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.**