

Policy Committee and Other Committee Remits 2024-25

Adult Health and Social Care Policy Committee

Chair: Cllr Angela Argenzio

Council Functions

The following functions are within the remit of Adult Health and Social Care Policy Committee:

- Adult social work, care and support including specialist social work
- Adult Future Options
- Access, Mental Health and Wellbeing
- Adult Living and Ageing Well
- Care Governance and Financial Inclusion
- Adult Safeguarding

Community, Parks, and Leisure Policy Committee

Chair: Cllr Kurtis Crossland

Council Functions

The following functions are within the remit of Community, Parks and Leisure Policy Committee:

- Communities
 - Community Development
 - Cohesion and Migration
 - Community Safety including Anti-Social Behaviour
 - Prevention and Early Intervention
 - Youth Services
- Parks, Leisure and Libraries
 - Sport, physical activity and leisure facilities
 - Community events
 - Parks and Countryside (including non-highway Trees and Woodlands)
 - Allotments
 - Ecology
 - Bereavement Services
 - Libraries
- Voluntary Sector
 - Voluntary Sector Liaison
 - Voluntary Sector Grant Aid Programme
 - Relationships and development with the Voluntary, Community and Faith Sector

Matters Reserved to Communities, Parks and Leisure Policy Committee

Decision making in respect of Public Space Protection Orders (PSPOs):

- To approve a draft PSPO, including the proposed restrictions, and to carry out consultation;
- To consider the outcome of the consultation and to approve the making of the PSPO with such amendments as are necessary or to decide not to proceed;
- To approve the making of an expedited PSPO.

The Committee oversees any communities or localism strategy within which Area Committees operate.

The Committee is the Council's Crime and Disorder Committee and exercises the functions under Section 19, Police and Justice Act 2006.

Economic Development and Skills Policy Committee

Chair: Cllr Martin Smith

Council Functions

The following functions are within the remit of Economic Development and Skills Policy Committee:

- Business growth and economic strategy
- Arts development and projects
- Theatres, Museums, galleries etc
- Major and City Centre events
- Employment policy and programmes
- Enterprise, employment and digital skills
- Adult skills policy and programmes

Education, Children and Families Policy Committee

Chair: Cllr Dawn Dale

Council Functions

The following functions are within the remit of Education, Children and Families Policy Committee:

- Education, including
 - Schools (including sufficiency of school places)
 - Mainstream and specialist education (early years, children and young people)
 - Special Educational Needs and Disabilities
 - Learning and Skills policy, programmes and interventions (children and young people)
- Children and Families
 - Children and family support and social work
 - Fostering and adoption
 - Children in care, care leavers and corporate parenting
 - Residential services
 - Youth justice
 - Children's wellbeing
 - Child safeguarding
 - Early childhood services

The Education, Children and Families Policy Committee has political oversight of the statutory functions of the Director of Children's Services under the Children's Act 2004. The Chair of the Committee is the Council's designated Lead Member for Children's Services.

Matters Reserved to the Education, Children and Families Policy Committee

Decision making in respect of the establishment, alteration or discontinuance of schools, other than those that must be referred to the Schools Adjudicator

Finance and Performance Policy Committee

Chair: Cllr Zahira Naz

Council Functions

The following functions are within the remit of Finance and Performance Policy Committee:

- Finance and Commercial Services
- Legal and Information Governance
- Policy and Democratic Engagement
- People and Organisational Culture
- Transformation
- ICT and Digital Innovation

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

Matters Reserved to Finance and Performance Policy Committee

The Finance and Performance Policy Committee may take decisions in respect of the Performance, Finance and Property matters (but for the avoidance of doubt not those matters which are reserved to the Charity Trustee Sub-Committee) more particularly detailed below.

Performance:

- Receiving and considering reviews of Service, Financial and Corporate performance and reports on any performance issue;
- Referring performance matters to the relevant Policy Committee (notifying Strategy and Resources of all referrals) and escalating significant concerns to Strategy and Resources Policy Committee for consideration.

Finance:

- Monitoring Council budget each quarter;
- Agreement of Council policies in respect of fees and charges;
- Agreement upon virements of £500,000 and over or representing a major change of policy (any value) from one division of a Service to another or between Services within Directorates or between Directorates and within the approved budget;
- Reviewing proposals for the medium term financial plan and the budget prior to their consideration by Strategy and Resources Policy Committee;
- Responsibility for decisions up to the value of £500,000 on commitments to funding in future years not covered within the Council's medium term financial plan;
- Reserved decisions in relation to grants where they are cross-cutting or do not fall within the remit of another Policy Committee..

Capital Programme:

Subject to decisions being not contrary to the Capital Strategy, agreement of reports on the implementation of the capital programme provided under the Capital Programme Financial Reporting and Control Procedures, including:-

- (a) approval of all new schemes; except expenditure relating to feasibility works up to the value of £100,000 in accordance with the Financial Procedure Rules;
- (b) approval of a variation to an existing scheme which increases the value of the scheme by more than £100,000; and
- (c) acceptance and issue of capital grant funding (and where appropriate associated revenue grant funding) to enable capital scheme implementation.

Property:

- (1) Acquisitions of Property where the consideration to be paid by the Council exceeds £250,000, but not including any acquisition of Property that the Council is obliged by law to complete;
- (2) Disposals of Property, being of the freehold or leasehold but not including a mortgagee sale or disposal that Council must by law complete such as Right to Buy, lease enfranchisement or easements to certain service providers
 - o Where the Council has been required by Law to publicly advertise the proposed Disposal (e.g. public open space); and one or more objections to the proposed Disposal has been received;
 - o Which are not subject to a competitive process where the consideration to be received by the Council exceeds £300,000;
 - o For less than the best consideration reasonably obtainable;
 - o Which for any statutory or other legal reason need to be decided by a committee, not an officer
 - o Which involve the transfer of a freehold interest, the grant of a lease for a term of not less than twenty-five years or the assignment of a lease with a remaining term of not less than twenty-five years AND a relevant councillor or parish/town council has objected
- (3) Appropriation to another purpose of surplus property that has not been identified for disposal by the Finance and Performance Policy Committee.

The Committee may refer matters to Strategy and Resources Policy Committee but (except for performance matters) to no other Policy Committee and is responsible for delivery on matters referred by Strategy and Resources Policy Committee.

Housing Policy Committee

Chair: Cllr Douglas Johnson

Council Functions

The following functions are within the remit of Housing Policy Committee:

- Functions of the Council as Local Housing Authority, including
 - Public sector
 - Private sector
 - Homelessness
- Supported housing
- Relationships with other social housing providers
- Refugee resettlement programmes
- Gypsy and traveller sites

Matters Reserved to Housing Policy Committee

Delivery of the Housing Revenue Account (HRA) Business Plan.

Strategy and Resources Policy Committee

Chair: Cllr Tom Hunt

Corporate responsibilities

The following Corporate responsibilities are within the remit of the Committee:

- Cross-cutting responsibility for development and submission to Full Council for adoption of the Budget and Policy Framework
- Providing strategic direction to the operation of the Council by developing and recommending the Corporate Plan (including determination of the priorities set out therein) to Full Council and making decisions on cross-cutting policies and practice (except those decisions in relation to grants which are reserved to Finance and Performance Policy Committee) where such decisions are not reserved to full Council
- Responsibility for decisions on any commitments to funding in future years not covered within the Council's medium term financial plan
- Responsibility for any issue identified as being of significant strategic importance or financial risk to the Council (which is considered to be by its nature cross-cutting)
- Responsibility, including referral to another Policy Committee for consideration if appropriate, for any policy matter not otherwise allocated to a Committee
- Lead responsibility for complaints including monitoring of complaint handling performance
- Considering reports which an Ombudsman requires to be published by the Council where it is proposed that the Council take the recommended action

The Committee will take decisions within its remit on any reserved matter. When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work
- Equality, diversity and inclusion implications
- Climate and Bio-diversity

Relationship with the other Policy Committees

The Committee is responsible for:

- Developing an annual work plan (including work programming), with reference to the Corporate Plan, in consultation with the other Policy Committees. The Committee co-

ordinates and implements the Corporate Plan and will consider the combined Policy Committee Work Programme every other meeting to ensure corporate objectives are being achieved.

- Determining key cross-cutting policies and key plans that impact on more than one Policy Committee, decisions that have a significant impact on a cross cutting issue, strategy or plan, and determining any matter that has a major impact on a number of Council services or the Council as a whole.
- Determining any matter of dispute or difference between any Policy Committees.
- A co-ordinating role across all other Policy Committees and exercising a corporate view of outcomes, performance, budget monitoring and risk management.
- Considering the overall performance of the Authority and the performance of other Policy Committees, including holding them to account with regard to delivery against the Corporate Plan. Where there is a serious performance concern, the Committee may refer this concern to Full Council for consideration.
- The exercise of any function not otherwise allocated and, if it considers appropriate, the exercise of functions of any Policy Committee or Sub-Committee.
- Monitoring referrals from Area Committees to Policy Committees, including monitoring patterns and lessons to be learned, in consultation with Area Committee chairs. For the avoidance of doubt an Area Committee may only refer a matter to the Committee if it is the appropriate Policy Committee for that referral.

Strategy and Resources Policy Committee may refer any issue falling within its remit to another Policy Committee or Sub-Committee for decision if it considers appropriate.

Another Policy Committee or Sub-Committee may refer any matter within its remit to Strategy and Resources Policy Committee if it considers appropriate.

Strategy and Resources Policy Committee may refer any matter (within its own remit or the remit of another Policy Committee or Sub-Committee) to Full Council only in exceptional circumstances

Transport, Regeneration and Climate Policy Committee

Chair: Cllr Ben Miskell

Council Functions

The following functions are within the remit of Transport, Regeneration and Climate Policy Committee:

- Regeneration and Development, including
 - Heart of the City 2
 - City Centre and Central Area major developments
 - Development and Regeneration Partnerships
 - Housing Growth
 - Strategic Development
- Investment, Climate Change and Sustainable City
- Planning policy
- Flood protection
- Building Standards and Public Safety
- Strategic Transport Sustainability and Infrastructure

Within its remit the Committee champions heritage.

Matters Reserved

Functions arising from the Council's roles as Highways Authority and Road Traffic Authority, including transport and parking matters, where these relate to:-

- The Capital Programme;
- Policy and strategy statements;
- matters that have drawn objections from members of the public; or
- strategic issues and schemes with a value in excess of £250,000.

Review and scrutiny of the exercise by risk management authorities of flood risk management functions under section 9JB of the Local Government Act 2000.

Waste and Street Scene Policy Committee

Chair: Cllr Joe Otten

Council Functions

The following functions are within the remit of Waste and Street Scene Policy Committee:

- Highway maintenance and management
- Waste management
- Parking Services (management and enforcement)
- City Centre management
- Markets
- Regulatory licensing policy
- Statutory licensing policy development (to be referred to Strategy and Resources Policy Committee for decision on submission to Full Council as part of Budget and Policy Framework)
- Environmental Regulation

Matters Reserved to Waste and Street Scene Policy Committee

The 'Streets Ahead' Project (Highways PFI):

Decisions taken pursuant to the Highways Maintenance PFI Contract dated 31st July 2012 between (1) the Council and (2) Amey Hallam Highways Limited ('the Streets Ahead Contract') are reserved to the Committee where they relate to:-

- termination of the Streets Ahead Contract;
- the final approval of the making of High Value Changes (as defined in the Streets Ahead Contract); or
- step-in by the taking of any Required Action (as defined in the Streets Ahead Contract).

SUB COMMITTEES

Charity Trustee Sub-Committee

Chair: Cllr Richard Williams

The Charity Trustee Sub-Committee shall take all decisions of the Council as charitable trustee, including but not limited to

- Disposals of and other dealings with charitable land
- Matters about which the Charity Commission must be contacted
- Matters of which charitable trustees should be aware in accordance with Charity Commission Guidance
- Use of charitable assets by the Council for purposes that do not directly meet the charitable aims
- Any other matter that has a significant impact on the use of a charitable asset for the charitable purposes for reasons of duration, area of the asset impacted, or other restriction, including that permission may be granted or withdrawn for the

regular or exclusive use of an area of charitable land for recreational, business or other purposes by a single person or organisation

- Matters relating to land that is not itself charitable and other incidental matters which depend on or are directly related to a decision that must be made by the Charity Trustee Sub-Committee

Health Scrutiny Sub-Committee

Chair: Cllr Ruth Milsom

The Adult Health and Social Care Policy Committee is responsible for the review and scrutiny of local health services under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. It has established a politically proportionate Health Scrutiny Sub-Committee, whose membership comprises members of this Committee and Education, Children and Families Policy Committee, as a standing sub-committee solely for the purpose of exercising the statutory health scrutiny functions described in Article 7 at Part 2 of this Constitution. NHS bodies and health service providers must consult the Health Scrutiny Sub-Committee on any proposals for a substantial development of the health service in Sheffield or for a substantial variation in the provision of such a service.

Governance Committee

Chair: Cllr Fran Belbin

- (a) To keep the Council's constitutional arrangements, including the Constitution and the governance system it describes, under review.
- (b) To consider officers' proposals for changes to the Constitution, other than those made by the Monitoring Officer under powers delegated by Full Council, and recommend such changes as it considers necessary to Full Council for approval.
- (c) To keep the thresholds for decisions reserved to Policy Committees under review and recommend any changes as it considers necessary to Full Council.
- (d) To seek direct engagement and participation of the public and stakeholders and partners in the Committee's ongoing consideration of the health of Sheffield's democratic environment.
- (e) To be responsible for the Council's Member Development Strategy and annual Member Development and Induction Plan, including to monitor, review and make recommendations to the Council with regard to the Learning and Development policy for Councillors, Co-opted members and Representatives.
- (f) To keep under review the effectiveness of the arrangements for a committee system of governance: a. Taking account of any changes to the local and national context; b. Including any agreed 'strategic aims' and 'design principles' in its assessment criteria; and c. Actively seeking and using feedback from residents, stakeholders, councillors, officers and partners to inform its judgements against those criteria.

Audit and Standards Committee

Chair: Cllr Mohammed Mahroof

Accounts

- (1) To approve the Council's Statement of Accounts and the Annual Governance Statement in accordance with the Accounts and Audit Regulations 2015.

(2) To consider and accept the Annual Letter from the Local Auditor in accordance with the Accounts and Audit Regulations 2015 and to monitor the Council's response to any issues of concern identified.

(3) To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

Audit Activity

(4) To consider the Internal Audit annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.

(5) To consider summaries of specific Internal Audit reports as requested.

(6) To consider reports dealing with the management and performance of the Internal Audit service, including compliance with Public Sector Internal Audit Standards.

(7) To consider reports dealing with the implementation of agreed Internal Audit recommendations.

(8) To consider any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.

(9) To consider specific reports as agreed with the local auditor.

(10) To comment on the scope and depth of external audit work and to ensure it gives value for money.

(11) To liaise with the Public Sector Audit Appointments or any relevant organisation over the appointment of the Council's local auditor and to decide upon the appointment process for the local auditor and to participate in the process, as and when required.

Regulatory Framework and Risk Management

(12) To maintain an overview of the Council's Constitution in respect of contracts standing orders, financial regulations and codes of conduct and behaviour.

(13) To monitor the effective development and operation of risk management in the Council.

(14) To monitor Council policies on the anti-fraud and anti-corruption strategy.

(15) To oversee the production of the Council's Annual Governance Statement and monitor progress on any issues and consider the Council's compliance with its own and other published standards and controls.

Standards

(16) To promote and maintain high standards of conduct by Councillors, Co-opted Members and Representatives on Committees and Sub-Committees.

(17) To assist Councillors, Co-opted Members and Representatives to observe the Councillor Code of Conduct.

(18) To advise the Council on the adoption or revision of the Councillor Code of Conduct and Protocols relating to Councillor and Officer behaviour.

(19) To monitor the operation of the Councillor Code of Conduct.

(20) To advise, train or arrange to train Councillors, Co-opted Members and Representatives on matters relating to the Councillor Code of Conduct.

(21) To discharge the functions of dealing with complaints against Councillors and Co-opted Members as set out in Procedure for Dealing with Complaints Regarding City, Parish and Town Councillors and Co-Opted Members.

(22) To advise the Council on the adoption and revision of its Whistle-blowing Policy and monitoring the operation of that Policy.

(23) To monitor and review procedures relating to gifts, hospitality and personal interests, for Councillors and officers.

