

Policy Committee Decision Report

Title of Report:	Committee Work Programme
Date of Decision:	20 November 2024
Report To:	Strategy and Resources Policy Committee
Report Of:	Director of Policy and Democratic Engagement
Report Author:	Craig Rogerson, Democratic Services

Executive Summary: The Committee Work Programme 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. The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion.

Council Plan outcomes:

[A place where all children belong and all young people can build a successful future](#)

[Great neighbourhoods that people are happy to call home](#)

[People live in caring, engaged communities that value diversity and support wellbeing](#)

[A creative and prosperous city full of culture, learning, and innovation](#)

[A city on the move – growing, connected and sustainable](#)

Policy Committee remit:

This report is to be considered by the Strategy and Resources Policy Committee as it includes agenda items for forthcoming meetings, relating to its remit as set out in : [Part 3C - 3.3 Matters Delegated to Committees May 2024.pdf \(sheffield.gov.uk\)](#)

Does the report contain confidential or exempt information? No

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including the additions and amendments identified in Paragraph 4 of the report and any agreed by members at the meeting;
2. That the referrals from Council and Committees (petition and resolutions) detailed in Paragraph 2 of the report be noted and the proposed responses set out be agreed; and
3. That approval be given to the consideration of cross cutting issues as detailed in Paragraph 5 the report.

Background Papers: None.

Appendices: Appendix 1 – Latest Work Programme containing proposed additions and amendments.

1. Background to the issue

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. 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	Restore Winter Fuel Allowances
Referred from	Council Petition 6/11/24
Details	We, the undersigned, are completely opposed to the Labour government's withdrawal of the Winter Fuel Allowance for most pensioners, especially when the energy price cap is being increased by 10% (average £149) over winter. An estimated 75,000 pensioners in Sheffield will lose this vital payment. In view of the fact that all the council party leaders signed a letter to the Chancellor asking her to suspend and review this policy, we call on Sheffield City Council to expand its Household Support Fund in order to restore the withdrawn payment to any pensioner requiring it.
Commentary/ Action Proposed	This issue will be considered alongside the response to the Council Motion (4/9/24) on Winter Fuel Allowances that will be submitted to the Strategy and Resources Policy Committee to be held on 11 December 2024.

Issue	Safe Square
Referred From	Council Motion 6/11/24 "Reaffirming Sheffield's Commitment to Tackling Violence Against Women and Girls and Supporting the White Ribbon Campaign"
Details	Minute extract: (o) resolves to request the Strategy and Resources Policy Committee urgently work with and request funds from those organisations that have benefited from the resource, such as police, ambulance services, and partners, to urgently launch a permanent Safe Square, to be operating ahead of the festive season
Commentary/ Action Proposed	To note that a bid had been submitted in this regard for Violence Reduction Unit grant funding for this year. It is currently expected that a decision will be made by 15th November 2024. In terms of a permanent arrangement, it is recommended that this be considered by the Safer Sheffield Partnership Board (SSPB), which is the place where partners are engaged on priorities such as this. The SSPB reports into the Communities, Parks and Leisure Policy Committee, therefore it is recommended that the outcome be reported to that Committee.

3. 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.

4. Proposed additions and amendments to the work programme since the last meeting:

New Items	Proposed Date	Note
Roadmap to a restored, refurbished, sustainable Town Hall	January 2025	
Adoption of the Gambling Harm Prevention Strategy for Sheffield 2024-2034	January 2025	Cross cutting issue. CPL, AHSC and ECF Members to be briefed.
International Update 2024-25	February 2025	
Amended Items		
Sheffield Growth Plan	December 2024	Moved from November meeting.
Housing Growth Delivery Plan 2024-2029	December 2024	Moved from November meeting.
Sheffield City Council's Ethical Procurement Policy	Finance & Performance	The enactment of the new Procurement Act 2023 (PA23) and the associated National Procurement Policy Statement (NPPS) is not now expected to go live until February 2025 – four months later than the previously scheduled date of 28th October 2024. This delay is to allow time for a new National Procurement Policy Statement (NPPS) to be finalised and published. The Cabinet Office highlighted that the NPPS published under the previous Government “does not meet the challenge of applying the full potential of public procurement to deliver value for money, economic growth, and social value.” Under the new administration, a new NPPS will

		<p>be produced, which “clearly sets out this Government’s priorities for public procurement” in line with its missions. Consequently, the NPPS laid in Parliament in May 2024 was withdrawn. As a result of this delay, it is proposed that we pause the release of the EPP until after PA23 is enacted and the new NPPS is produced. This delay will ensure that we can fully leverage the new provisions to directly support our local SME and VCSE organisations and bolster our powers regarding exclusion.</p> <p>It is proposed that the Finance and Performance Committee consider this issue.</p>
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5. Cross-Cutting Issues for noting/requiring S&R Steer:

Item	Committee	Proposed Date	Note
Adoption of the Gambling Harm Prevention Strategy for Sheffield 2024-2034	S&R	22/1/25	The harms from gambling industry products and practices have considerable negative impacts on health and wellbeing across the life course. Recommended that S&R to take decision. CPL, AHSC and ECF to be briefed.
Future provision of People’s Network Computers	CPL	11/2/24	Considered at SLB on 29/10/24: To brief S&R Members as this links into the Council’s Customer Experience Strategy and Digital Transformation Programme. The decision is with CPL as this is part of the statutory provision for Libraries.

6. Outstanding responses to Full Council Motions:

Item	SLT lead officer	Proposed Date	Note

<p>Petition: Seeking the creation of a dedicated BAMER (Black, Asian, Minority Ethnic and Refugee) Community Infrastructure Fund</p>	<p>James Henderson /</p>	<p>TBC</p>	<p>The issues raised by the petition to be the subject of a report to a future Strategy & Resources Policy Cttee. Latest: Director of PDE meeting with Members to progress.</p>
<p>Helping Vulnerable Residents Impacted by Changes to Winter Fuel Payment Eligibility (Council Motion 4/9/24)</p>	<p>Tom Smith/ James Henderson</p>	<p>Dec 24</p>	<p>Response to be submitted to 11/12/24 Strategy and Resources meeting</p>

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
- 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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