

Notification of Item for Committee Work Programme

Purpose of this form:

To add an issue to the internal Committee Work Programme list for SLB (Strategy Leadership Board) and CMT (Council Management Team) and approval to include the issue on a Committee Work Programme

1	Title of Report <i>Easy to understand and acronym free</i>	Sensory Strategy Report
2	Description <i>Describe the issue; outline the proposal and the reasons for it. This description will be included in the published Work Programme</i>	Issue People in Sheffield with sensory impairments do not have equal access to services such as home carers, day centres, care homes, GPs and hospitals.
Proposal To seek approval of a sensory strategy report that will enable equality for people with sensory impairments. To develop an Authority-wide strategy to improve the experience of living in Sheffield and access to services for those with a sensory impairment. The strategy will be embedded in AHSC prior to rolling out wider.		
Reasons for the proposal To enable joint working with commissioners and other strategy groups.		
Cross-Cutting Issue <i>Is this a cross cutting issue that relates to more than one Policy Committee requiring a steer from SLB and CMT on the most appropriate Committee for consideration?</i>		No *Delete as appropriate. If yes, please provide details of the cross-cutting nature of the issue: The strategy will initially commence in AHSC with potential to roll out across other areas of the council. Relevant briefings will be provided.
4	Committee	<input type="checkbox"/> Strategy & Resources <input type="checkbox"/> Finance Sub Committee

		<input checked="" type="checkbox"/> Adult Health & Social Care <input type="checkbox"/> Communities, Parks & Leisure <input type="checkbox"/> Education, Children & Families <input type="checkbox"/> Economic Development & Skills <input type="checkbox"/> Housing <input type="checkbox"/> Transport, Regeneration & Climate <input type="checkbox"/> Waste & Streetscene
5	Date of Meeting when decision is proposed to be taken	Proposed date: 11 / 12 / 2024
6	Type of issue	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Strategy/Policy Development <input type="checkbox"/> Performance/Monitoring, other
7	Final Decision Maker	<input checked="" type="checkbox"/> The Policy Committee <input type="checkbox"/> another Policy Committee <input type="checkbox"/> Full Council <input type="checkbox"/> Officer
8	Outline the prior engagement with Members required and/or development activity (e.g. political group briefings and knowledge briefings for committee) <i>See Appendix 1</i>	Alexis Chapel has requested that a sensory strategy report is produced.
9	Outline approach to Public Participation and engagement <i>See Appendix 2</i>	<ul style="list-style-type: none"> Engagement and collaboration with Health Watch prior to their “Not Equal” report being published in 2016. Feedback gathered from social workers. Feedback / opinions gathered from members of the Sheffield Deaf Club.
10	Will the report or appendices contain any confidential or exempt information? <i>If YES, add number of relevant paragraph of Schedule 12A of the Local Government Act 1972, as amended</i>	YES <input type="checkbox"/> Paragraph Number: NO <input checked="" type="checkbox"/>
11	Name of Executive Director with whom the issue has been discussed	Name: Alexis Chapel Title: Strategic Director, Adult care and wellbeing.
12	Lead Officer	Name: Sharon Hirshman

		Title: Adult Experienced Social Worker
13	Report Author/ Officer Contact <i>This will be included on the published plan</i>	Name: Sharon Hirshman Telephone: [text only] 07876 391334 Email: sharon.hirshman@sheffield.gov.uk

Please complete the form and send it to democratic services committee@sheffield.gov.uk

Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision

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 2

Appendix2 - Public Participation and Engagement Toolkit

The toolkit could include (but would 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.

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