

## Sheffield 'To Be' Model - Options Summary and calculations

This Appendix sets out some calculations in support of the discussion about how many policy committees (and how many committees overall) the council should have in its new system. This includes:

1. A very rough calculation showing the frequency of Policy Committee meetings that could hypothetically be sustained within current Democratic Services resources, depending on how many Policy Committees are created (assuming, amongst other things, that any one Policy Committee meeting would be about the same amount of work to support as a Scrutiny Committee)
2. A report of how many committees each Sheffield City Councillor currently sits on (demonstrating that the 'average' number of committees split across councillors is not a true picture of members' committee commitments).
3. Calculations approximating the amount of councillor time required in committees (and the number of committee meetings overall) for various hypothetical committee structures. These examples match those set out in the diagrams in Appendix 4.

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1. A very rough calculation showing the frequency of Policy Committee meetings that could hypothetically be sustained within current Democratic Services resources, depending on how many Policy Committees are created (assuming, amongst other things, that any one Policy Committee meeting would be about the same amount of work to support as a Scrutiny Committee)

	<b>How many committees?</b>	<b>How often can each committee meet, within cost-neutral dem services resources?</b>
	(not counting any 'urgency committee', on the assumption that this only meets occasionally, as-and-when)	(very rough calculation. Not counting occasional extraordinary meetings, or various inquiries and T&F groups etc which used to happen, or the equivalent activity for the new cttees. Not accounting for the extra admin overheads per additional cttee. Not counting for any additional inertia or bureaucratic load on whole organisation per additional cttee)
<b>Previous model</b>	~12 scheduled Cabinet meetings / year ~30 scheduled Scrutiny meetings / year (x5 committees meeting every other month)  (LACs funded and resourced separately)  (TCs temporary funding, also separate)	=42 scheduled meetings per year across 6 cttees (different levels of frequency)
<b>Option 1</b>	<b>10</b> policy committees	42/10 = average of <b>4.2</b> scheduled meetings per year for each committee (quarterly)
<b>Option 3</b>	<b>7</b> policy committees	42/7 = average of <b>6</b> scheduled meetings per year for each committee (every other month)
<b>Option 2</b>	<b>5</b> policy committees	42/5 = average of <b>8.4</b> scheduled meetings per year for each committee (six-weekly)
<b>Option 4</b>	<b>3</b> policy committees	42/3 = average of <b>14</b> scheduled meetings per year for each committee (every 4 weeks)

## Appendix 5

2. A report of how many committees each Sheffield City Councillor currently sits on (demonstrating that the 'average' number of committees split across councillors is not a true picture of members' committee commitments).

As at 21.11.2021:

- 7 councillors sit on 1 committee
- 19 councillors sit on 2 committees
- 28 councillors sit on 3 committees
- 12 councillors sit on 4 committees
- 12 councillors sit on 5 committees
- 4 councillors sit on 6 committees
- 2 councillors sit on 7 committees

The mean number of committees is 3.3.

The median and the mode are 3 committees.

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## Appendix 5

3. Calculations approximating the amount of councillor time required in committees (and the number of committee meetings overall) for various hypothetical committee structures. These examples match those set out in the diagrams in Appendix 4.

### Caveats:

- The change in frequency has only been applied to the new Policy Committees and not any other committees, hypothetical or otherwise.
- For the new Policy Committees, we have added in an approximate 2hr per meeting value as an estimate. This is considered a likely minimum.
- We have used the seats estimates as located within the Appendix A OSM Report from 2019, ie the submission to the 2019 scrutiny inquiry about the likely redistribution of seats and their costs, if the objective were to keep member commitments flat while increasing or decreasing the number of committees.
- Option 5a will not match the diagram for the Option 5a model diagram as it does not include the previous 5 O&S Committees that the diagram does for fair comparison purposes - this is because there are only 3 live currently.

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## Option 1a

Data reference- Table 3- Appendix A OSM Report 2019

Description- illustrates a structure of 10 new Committees (to replace the Cabinet & Scrutiny Cttees) based on the portfolios of the Cabinet now Co-Op Executive Members (with a Policy & Scrutiny Cttee as replacement for the Leader's portfolio)

<b>Members Resource</b>		<b>Monthly</b>	<b>Every 2 Months</b>	<b>Quarterly</b>
<b>Number of Bodies in Model</b>		30	30	30
<b>Total seats available</b>		343	343	343
<b>Politically proportionate seats available</b>		254	254	254
<b>Amount of Cllr time taken for the whole model annually</b>	hours	7038	6198	5918
	days	938	826	789
	weeks	188	165	158
<b>Number meetings annually</b>	over the year	274	214	194
	per month	23	18	16
<b>Average per 1 Committee from this Model</b>	hours annually	235	207	197
	working days	31	28	26
	weeks	6	6	5
	meetings per year	9	7	6
	(rounded up) per month	1 (0.75)	1 (0.59)	1 (0.5)
<b>Average attendance for Cllrs</b>	seats to fill	3	3	3
	hours per annum	657	578	552
	days per annum	88	77	74
	weeks per annum	18	15	15
	Committee meetings to attend	26	20	18
	meetings per month	2	2	1

## Option 2a

Data reference- Table 2- Appendix A OSM Report 2019

Description- establish 5 new Cttees (to replace the Cabinet & Scrutiny Cttees) based on the remit of the previous Scrutiny Cttees i.e. (1) Children, Young People & Family Support, (2) Economic & Environmental Wellbeing, (3) Healthier Communities & Adult Social Care, (4) Safer & Stronger Communities and (5) Finance & Resources (as replacement for the Overview & Scrutiny Management Cttee).

<b>Members Resource</b>		<b>Monthly</b>	<b>Every 2 Months</b>	<b>Quarterly</b>
<b>Number of Bodies in Model</b>		25	25	25
<b>Total seats available</b>		338	338	338
<b>Politically proportionate seats available</b>		249	249	249
<b>Amount of Cllr time taken for the whole model annually</b>	hours	6918	6138	5878
	days	922	818	784
	weeks	184	164	157
<b>Number meetings annually</b>	over the year	214	184	174
	per month	18	15	14
<b>Average per 1 Committee from this Model</b>	hours annually	277	246	235
	working days	37	33	31
	weeks	7	7	6
	meetings per year	9	7	7
	(rounded up) per month	1 (0.7)	1 (0.6)	1 (0.56)
<b>Average attendance for Cllrs</b>	seats to fill	3	3	3
	hours per annum	930	825	790
	days per annum	124	110	105
	weeks per annum	25	22	21
	Committee meetings to attend	29	25	23

	meetings per month	2	2	2
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### Option 3a

Data reference- N/A

Description- illustrates a structure of 7 new Committees (to replace the Cabinet & Scrutiny Cttees) remits to be confirmed, as an interim model between minimum viable product model and the largest model we have documented. We have estimated membership as 11 members per committee though this is subject to further work.

<b>Members Resource</b>		<b>Monthly</b>	<b>Every 2 Months</b>	<b>Quarterly</b>
<b>Number of Bodies in Model</b>		26	26	26
<b>Total seats available</b>		339	339	339
<b>Politically proportionate seats available</b>		250	250	250
<b>Amount of Cllr time taken for the whole model annually</b>	hours	6942	6150	5886
	days	926	820	785
	weeks	185	164	157
<b>Number meetings annually</b>	over the year	226	190	178
	per month	19	16	14
<b>Average per 1 Committee from this Model</b>	hours annually	267	237	226
	working days	36	32	30
	weeks	7	6	6
	meetings per year	9	7	7
	(rounded up) per month	1 (0.72)	1 (0.6)	1 (0.55)
<b>Average attendance for Cllrs</b>	seats to fill	3	3	3
	hours per annum	863	764	731
	days per annum	115	102	98
	weeks per annum	23	20	20

	Committee meetings to attend	28	24	22
	meetings per month	2	2	2

## Option 4a

Data reference- Table 1- Appendix A OSM Report 2019

Description- illustrates how this minimum structure may work in practice. The 3 new Cttees, for example, could be based on the structure of the Council (People, Place & Resources).

<b>Members Resource</b>		<b>Monthly</b>	<b>Every 2 Months</b>	<b>Quarterly</b>
<b>Number of Bodies in Model</b>		23	23	23
<b>Total seats available</b>		314	314	314
<b>Politically proportionate seats available</b>		225	225	225
<b>Amount of Cllr time taken for the whole model annually</b>	hours	6342	5850	5686
	days	846	780	758
	weeks	169	156	152
<b>Number meetings annually</b>	over the year	190	172	166
	per month	16	14	14
<b>Average per 1 Committee from this Model</b>	hours annually	276	254	247
	working days	37	34	33
	weeks	7	7	7
	meetings per year	8	7	7
	(rounded up) per month	1 (0.68)	1 (0.61)	1 (0.59)
<b>Average attendance for Cllrs</b>	seats to fill	4	4	4
	hours per annum	1007	929	903
	days per annum	134	124	120
	weeks per annum	27	25	24

	Committee meetings to attend	30	27	26
	meetings per month	2	2	2

## Option 5a

Data reference- N/A

Description- The below is based upon our 'As Is' model, currently in place; including Co-Op Executive, 3x Scrutiny Committees,

<b>Members Resource</b>		<b>Monthly</b>
<b>Number of Bodies in Model</b>		27
<b>Total seats available</b>		354
<b>Politically proportionate seats available</b>		166
<b>Amount of Cllr time taken for the whole model annually</b>	hours	5585
	days	745
	weeks	149
<b>Number meetings annually</b>	over the year	230
	per month	19
<b>Average per 1 Committee from this Model</b>	hours annually	207
	working days	28
	weeks	6
	meetings per year	9
	(rounded up) per month	1 (0.7)
<b>Average attendance for Cllrs</b>	seats to fill	3
	hours per annum	644
	days per annum	86

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	weeks per annum	17
	Committee meetings to attend	27
	meetings per month	2



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