



Report to Strategy & Resources Committee Insert date

Report of: Gillian Duckworth, Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Abby Hodgetts, Principal Committee Secretary

Summary:

The Committee's Work Programme is attached at Appendix 3 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 covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, 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 (the source of the items is specified)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Type of item:

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Briefing paper for the Committee	
Other	X

Recommendations:

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

Background Papers:

Category of Report: OPEN

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 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 Member engagement, learning and policy development outside of Committee

2.1 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

3.0 Public Questions

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

4.0 Petitions

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

5.0 References from Council or other Committees

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

1. A
2. B
3. C

6.0 List of other potential items not yet included in the work programme

6.1 The following issues 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.

Topic	<i>[delete as appropriate from this column]</i>
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i>
(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	
(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	
Final decision-maker (& date)	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Lead Officer Commentary	

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

Appendix 2 – Public engagement and participation toolkit

Toolkit to follow.

Appendix 3 – Work Programme

Meeting 1	Tuesday 31 May					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Priority setting	Our Sheffield – our priorities for the year ahead and approach to developing the Corporate Plan	Eugene Walker / James Henderson	Decision		Approach to public and staff participation in the development of the Corporate Plan will be outlined in the report	This Committee
Month 1 Monitoring, Financial Position and Budget Timetable	<i>This report brings the Committee up to date with the Council's financial position as at Month 1 2022/23. The report also seeks the Committee's agreement to a proposed budget timetable for the development of the 2023/24 budget.</i>	Jane Wilby	Monitoring	TBC – Committee briefing?	N/A	TBC

Cost of Living Crisis	Responding to the Cost-of-Living Crisis	James Henderson	Decision or pre-decision policy development			
Local Plan	Roadmap for the development of the Local Plan during 2022/23	Michael Johnson	Pre-decision policy development		n/a	This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>Bi Monthly Disposals List</i> 					

Meeting 2	Tuesday 5 July	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Levelling Up prospectus	Prospectus setting out Sheffield's Levelling Up ambitions	Kate Martin	Decision or pre-decision policy development			This committee
LUF Round 2	Levelling Up Fund round 2 bid submission	tbc	Decision	Written Briefing	TBC	Strategy and resources

						(Finance sub cttee) - referenced in Transport, Regeneration and Climate Committee
Disposals Framework	Policy on disposal of Council property	Tammy Whitaker	Decision	All Committee briefing	TBC	This Cttee
Rural Estate Management Plan	Strategy for management of Council's Rural Estate and future work programme	Tammy Whitaker/Ruth Bell	Decision	All Committee briefing	TBC	This Cttee
Acquisition of Buildings in Attercliffe	Acquisition of Property in Attercliffe to support delivery of Levelling Up Fund	Alan Seasman	Decision	Written briefing	TBC	This Cttee
Centre for Child Health Technology	Decision to enter into agreement with Sheffield Children's Hospital Trust to enable delivery of Centre for Childhealth technology	Neil Jones	Decision	Written briefing	TBC	This Cttee
Castlegate	Disposal of Market Tavern and Mudfords	Alan Seasman	Decision	Written briefing	TBC	This Cttee
Parkwood Springs	Decision to enter into Agreement with Skyline Luge for the delivery of Regional visitor Attraction at Parkwood Springs	Alan Seasman	Decision	Written briefing	TBC	This Cttee
Barkers Pool Building	Decision on future of site	Tammy Whitaker	Decision	Written briefing	TBC	This Cttee - also referenced in Transport,

						Regeneration and Climate Committee
Land at Fitzwilliam St	Disposal of Freehold reversion at Swifts Autocare, Fitzwilliam street	Edwin Standbrook-Shaw	Decision	Written briefing	TBC	This Cttee
Land at Allen Street	Disposal of land at Allen Street	Alan Seasman	Decision	Written Briefing	TBC	This Cttee
Clough Dike, Deepcar, capital works, strategic mandate for direct SCC contribution	Currently significant ongoing revenue cost of emergency pumping, permanent capital solution a priority. OBC to Env Agency for Flood Risk GiA will be required to be matched by SCC funds. Highway and Parks collaboration needed	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee
Carbrook, Capital maintenance, Business cases (SCC & Env Agency)	Env Agency & SCC business cases for partnership funding to be submitted	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee
Item 1	2021/22 Outturn Report (i/cs Treasury Management Outturn and Collection Fund Reports)	Ryan Keyworth / Jane Wilby	Decision			This Committee

Item 2	Budget Monitoring Month 2	Ryan Keyworth / Jane Wilby	Decision			This Committee
Item 3	Capital Approvals Month 2	Ryan Keyworth / Jane Wilby	Decision			This Committee
Item 4	Medium Term Financial Analysis	Ryan Keyworth / Liz Gough	Decision			This Committee
Item 5	Committee Budget Targets for 2023/24	Ryan Keyworth / Liz Gough	Decision			This Committee
Item 6	Race Equality Report – Sheffield City Council’s response	James Henderson	Decision	Pre-work with S&R Committee required	Public involvement in the REC has been substantial including open call for evidence and a series of public hearings to gather views and testimony	This Committee
Item 7	Overview of Performance Management Arrangements	James Henderson	Post-decision	Pre-work with S&R Committee required	n/a	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>Bi Monthly Disposals List</i> 					

Meeting 3	Tuesday 30 August	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Budget Monitoring Month 4 including Month 3 Collection Fund Report	Ryan Keyworth / Jane Wilby				
Item 2	Capital Approvals Month 4	Ryan Keyworth / Damian Watkinson	Decision			This Committee
Item 3	Council Tax Support Scheme Review	Ryan Keyworth / Tim Hardie				
Item 4	Approval of Corporate Plan	James Henderson	Referral to decision-maker			Full Council
Item 5	Quarterly overview of SCC performance	James Henderson	Post-decision			
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>Bi Monthly Disposals List</i> 					

Meeting 4	Wednesday 12 October	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/monitoring) 	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	Budget Monitoring Month 5	Ryan Keyworth / Jane Wilby	Decision			This Committee
Item 2	Capital Approvals Month 5	Ryan Keyworth / Damian Watkinson	Decision			This Committee
Item 3	Committee Budget Proposals	Ryan Keyworth / Liz Gough	Decision	Each of the Policy Committees will need to have worked up their budget proposals in response to the Committee Budget		This Committee
Item 4	City Strategy	James Henderson / Diana Buckley	Referral to decision-maker		Significant engagement activity with partners and communities underway	Full Council?
Item 5	Approach to Engagement and Involvement	James Henderson	Decision			

Item 6	Decision on Occupational Health Contract	Mark Bennett	Decision			
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 5	Monday 5 December	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance / monitoring)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Treasury Management 6-monthly report	Ryan Keyworth / Jane Wilby	Decision			This Committee
Item 2	Budget Monitoring Month 7	Ryan Keyworth / Jane Wilby	Decision			This Committee

Item 3	Capital Approvals Month 7	Ryan Keyworth / Damian Watkinson	Decision			This Committee
Item 4	2023/24 Budget – Final Sign-off	Ryan Keyworth / Liz Gough	Referral to decision maker	Requires Policy Committee budget proposals to be complete – Includes the HRA Business Plan		Full Council on 1 March (Budget Council)
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 6	Tuesday 24 January	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision- maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Item 1	Budget Monitoring Month 8	Ryan Keyworth / Jane Wilby	Decision			This Committee
Item 2	Capital Approvals Month 8	Ryan Keyworth / Damian Watkinson	Decision			This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 7	Wednesday 15 March	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 2						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Staff Retirements</i> 					

	<ul style="list-style-type: none"> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
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Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Serviced Tenancies	Policy for the ongoing use of serviced tenancies and decision on future management and use and retention/disposal of associated properties	Tammy Whitaker/ Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Operational Depot Strategy	Strategy for optimisation of Council's operational	Tammy Whitaker/N	Pre- decision policy development	All Committee briefing		

	depots and decision on future management and use and retention/disposal of associated properties	athan Rodgers				
City Centre Office Accommodation	Strategy for optimisation of Council's City centre office accommodation and decision future management and use and retention/disposal of associated properties	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Locality Accommodation	Accommodation Strategy for locality based working and optimisation of Council's operational property portfolio. Decision on future management use/disposal and investment in locality property	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
Community Buildings and concessionary lettings	Policy for Community Buildings operated by SCC and let to third party groups including sessional lettings	Tammy Whitaker/Nathan Rodgers	Pre- decision policy development	All Committee briefing		
UDV Phase 1, Loxley, "adoption" of Flood Defences (Early 2023)	On completion of Loxley scheme we will inherit a number of flood walls in the public highway, these will need to be integrated into Amey's contracts	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and

						Climate Committee
Blackburn Brook, Ecclesfield/Whitley Brook Flood improvements works OBC (Spring 2023)	On SYMCA Priority Flood Programme. OBC for works around flood risk areas in Ecclesfield Park. Collaboration with Parks over improvements to park, potential habitat and amenity benefits. Highway works to culverts. Partnership funding: Flood Risk Grant, SCC, Environment, Highway benefits, Strategic Mandate likely to be required	Tom Finnegan-Smith / James Mead	Pre-decision	Facilitated policy development workshop	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee which Committee gets briefed/involved in the policy development?
Sheaf & Porter Flood Defence Project OBC (Summer 2023)	On SYMCA Priority Flood Programme. Potentially contentious options of parkland flood storage including Endcliffe park and Beauchief Golf Course, consultation in advance of OBC will be required. To be scoped Summer 2022, likely to need to brief committee late 2022?	Tom Finnegan-Smith / James Mead	Pre- decision policy development	Facilitated policy development workshop	TBC	Strategy and Resources Committee - also referenced in Transport, Regeneration and Climate Committee – which Committee gets briefed/involved in the policy development?
Budget Items						

Budget Monitoring Reports		Jane Wilby	Monitoring			
Committee Budget Proposals		Liz Gough	Pre decision – budget development			
Budget Sign Off		Liz Cough	Decision			
Item 2	Ombudsman Annual Report (1/7/22)					
Item 10	HR System - Renewal of contract (September?)	Mark Bennett				
Item 11	Organisational Health Update/Position Statement	Mark Bennett				
Item 12	Customer Experience (and Contact Centre Improvement)	Mark Bennett				
Item 13	Workforce Strategy (from 6-9 months time)	Mark Bennett				
Item 14	Future of Finance Systems	Ryan Keyworth				
Item 15	Future of Revs and Bens System	Ryan Keyworth				
Item 16	Digital Strategy (from 6-9 months time)	Mike Weston	<ul style="list-style-type: none"> Pre-decision (policy development) 			This Committee
Item 17	Funding of Legal Services (6 months time)	Gillian Duckworth				
Item 18	Change Programme (including review of 4 Change Projects)	Gillian Duckworth				

