Sheffield City Council

Report to Waste and Street Scene Policy Committee

22nd June 2022

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Report of: **Gillian Duckworth, Director of Legal and Governance**

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Subject: Committee Work Programme

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Author of Report: Alice Nicholson, Policy and Improvement Officer and Rachel Marshall, Principal Committee Secretary

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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.

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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
Introduction to Street Scene & Regulation	Each HoS presents an overview of their service & key officers Overview including key forthcoming decisions, risks and issues	TBA as soon as practicable
Site Visits to key areas	Visit to the Energy Recycling Facility	TBA
Contract Insight	Bitesize insight into the Streets Ahead and Waste contract	TBA
Licensing Policy	Training on Private Hire and Hackney Licensing* Training on Sex Establishment Licensing* *All Licensing Committee are required to complete this and recommend that W&SS Cttee Members do the same*	(June) (Before November)

3.0 Public Questions

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

1.
2.

4.0 Petitions

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

1.
2.
3.

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. Public Question at Council 01/06/2022: Taxi Matters – CAZ and Licensing Policy (?) – this Policy Committee and/or Transport, Regeneration & Climate – refer to S&R?
2. Petition at Council 01/06/2022: Sheldon Road (highway maintenance/street trees) – this Policy Committee and/or Transport, Regeneration & Climate
3.

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	*[delete as appropriate from this column]*
Description	
Lead Officer/s	
Item suggested by	*Officer, Member, Committee, partners, public question, petition etc*
Type of item	• *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* *Post-decision (service performance/ monitoring)*
(re: decisions) **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	
(re: decisions) **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	
Final decision-maker (& date)	• 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	22 June 2022 @ 10am					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Food Waste Trial	Gillian Charters	Decision	Written briefing for the committee or all members		This Cttee
Item 2	Plan for 500k budget amendment for Street Scene improvements	Ian Ashmore	Decision	Written briefing for the committee or all members		This Cttee
Item 4	Review of Private Hire and Hackney Carriage Driver Policy	Claire Bower / Craig Harper	Decision	Licensing Committee briefed prior to consultation 22/11/2021	Public consultation	This Cttee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*		• Public Question and Petition – Part referral from Council x2 (?) shared with Transport.. • Work Programme • Month 1 Monitoring, Financial			

			Position, and budget timetable			

Meeting 2	**28 September 2022 @ 2pm**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Highway Verge Maintenance Policy	Gill Charters	Decision	Written briefing for the committee or all members	?	This Cttee
Item 2	Future of the Animal Kennels	Ian Ashmore	Decision	Written briefing for the committee or all members	?	This Cttee
Item 3	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee
Item 4	Private Hire Vehicle & Operator Policy	Claire Bower / Craig Harper	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Item 5	Hackney Carriage Vehicle Policy	Claire Bower / Craig Harper	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Standing items	• *Public Questions/ Petitions* • *Work Programme*					

	• *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 3	**23 November 2022 @2pm**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1	Street Tree Community Planting Scheme	Gill Charters	Decision	Written briefing for the committee or all members	Street Tree Partnership	This Cttee
Item 2	Sex Establishment Policy	Claire Bower / Shimla Finch	Decision	Written briefing for the committee or all members	Public consultation	This Cttee
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 4	**21 December 2022 @2pm**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision*	*(re: decisions)*	*(re: decisions)*	**Final decision-maker (& date)**

			• Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring)	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	• This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

Meeting 5	**15 February 2023 @2pm**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items*					

	eg finance or service monitoring]					

Meeting 6	**22 March 2023 @10am**	Time				
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						
Item 2						
Standing items	• *Public Questions/ Petitions* • *Work Programme* • *[any other committee-specific standing items eg finance or service monitoring]*					

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** • *Decision* • *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	*(re: decisions)* **Prior member engagement/ development required** *(with reference to options in Appendix 1)*	*(re: decisions)* **Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	**Final decision-maker (& date)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Item 1						

Item 2						
Item 3						