



## **Report to Education, Children and Families Policy Committee**

**21<sup>st</sup> June 2023**

**Report of:** Director of Policy and Democratic Engagement

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**Subject:** Committee Work Programme

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### **Summary:**

The Committee's Work Programme is attached at Appendix 1 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 Co-Chairs, 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 report, where applicable:

- Questions and petitions from the public, 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 (See Appendix 1)

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

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## **Recommendations:**

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme

**Background Papers:** None

**Category of Report:** Open

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

### **2.0 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:

2.2 None received

### **3.0 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.

3.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
None to report		

## Appendix 1 – Work Programme

### Part 1: Proposed additions and amendments to the work programme since the last meeting:

New Items	Proposed Date	Note
<b>NEW:</b> Annual update of the Building Successful Families Programme	21 <sup>st</sup> June 2023	
<b>NEW:</b> Future of School Improvement – SCC activities and contracting with Learn Sheffield	21 <sup>st</sup> June 2023	
<b>NEW:</b> Early Years Strategy	TBC	
<b>NEW:</b> Commissioning intention- Supported Accommodation Framework for 16- and 17-year-olds in care	TBC	
Rescheduled Item	Proposed Date	Note
<b>MOVED:</b> Primary and Secondary School Sufficiency Plans	TBC	
<b>MOVED:</b> Commissioning Plan 2023-2026: Early Education & Childcare, Primary, Secondary & Post 16 Sectors	TBC	
<b>MOVED:</b> Commissioning Intention - Short breaks framework for disabled children and young people	TBC	

### Part 2: List of other potential items not yet included in the work programme

Issues that 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	
Description	

<b>Lead Officer/s</b>	
<b>Item suggested by</b>	
<b>Type of item</b>	
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 1	21 <sup>st</sup> June 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)  This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Sheffield Threshold of Need Refresh 2023	The Department for Education sets out Local Authorities statutory duty to work with partners to produce a Threshold Document in its guidance 'Working Together to	Mark Storf	Decision	The usual engagement methods outlined in Appendix 1 are thought to be appropriate for this piece of work.	Changes to the Threshold of Need Guidance do not require public consultation. Extensive work has taken place with	Education, Children and Families

	Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children (2018)' Sheffield's Threshold of Need Guidance is held by Sheffield Childrens Safeguarding Partnership and was last reviewed in 2017. Changes in practice, partnership working protocols and new challenges means it is time to refresh Sheffield's Threshold of Need Guidance.			Further briefings can be arranged at Members request.	key partners to develop the Draft Threshold of Need Guidance. Practitioner Testing of the Guidance has taken place across a range of agencies, including, professionals and the voluntary, community and faith sectors.	
<b>NEW:</b> Annual update of the Building Successful Families Programme ( <i>Referred to nationally as the National Supporting Families Programme</i> )	This report is to provide an annual update to the Education, Children and Families Committee on the Building Successful Families programme, referred to nationally as the Supporting Families programme.	Joe Horobin	Performance/Monitoring	Briefings with the Chair, Vice Chair and Spokesperson of the Education, Children and Families Committee will be undertaken.	Partnership workshops to discuss the Early Help System Guide Self-Assessment have been held in February 23 with a further workshop scheduled for May 23.	Education, Children and Families
2022/23 Financial Outturn		Jane Wilby	Monitoring			Education, Children and Families

<p><b>NEW:</b> Future of School Improvement – SCC activities and contracting with Learn Sheffield</p>	<p>This follows the report presented to Committee on 13 December which presented options for the future funding of Sheffield City Council school improvement activities and outlined further investigative work that needed to be undertaken as to how best to deliver these activities. The purpose of this report is to update on the outcome of that further investigative work.</p> <p>The current contract for School Improvement activities with Learn Sheffield Expires on 31 August 2023. The report makes recommendations for the delivery of School Improvement activities from 1 September 2023 onwards.</p>	<p>Steven Middleton</p>	<p>Decision</p>	<p>Member briefing</p>	<p>N/A</p>	<p>Education, Children and Families</p>
<p>Standing items</p>	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 2	27 <sup>th</sup> September 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Child and Adolescent Mental Health Services	Overview of emotional health and wellbeing services and specialist CAMHS- for information and performance this is a collective report with the ICB, SCC and Sheffield Children's Hospital Foundation Trust (Awaiting Form 1)	Joe Horobin	Performance/Monitoring			Education, Children and Families
2023/24 Q1 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> </ul>					

Meeting 3	2 <sup>nd</sup> November 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer



Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 4	19 <sup>th</sup> December 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
2023/24 Q2 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 5	8 <sup>th</sup> February 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer

Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 6	19 <sup>th</sup> March 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&amp;R)/Full Council/Officer</i>
2023/24 Q3 Budget Monitoring	Budget Monitoring	Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

Items which the Committee has agreed to add to an agenda, but for which no date is set.						
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <i>This Cttee/Another Cttee (eg S&amp;R)/Full Council/Officer</i>
<b>NEW:</b> Early Years Strategy		Marie McGreavey	Decision			Education, Children and Families
Sufficiency Strategy for Looked After Children		Paul Johnson				Education, Children and Families
Commissioning Intention Youth Justice Services			Decision			
<b>NEW:</b> Commissioning intention-Supported Accommodation Framework for 16- and 17-year-olds in care			Decision			
<b>MOVED:</b> Primary and Secondary School Sufficiency Plans	The purpose of this report is to provide Committee Members with an update on the citywide mainstream primary and secondary school places strategy, following the	Sam Martin	Strategy/Policy Development	Briefing with CSLT to take place 24/05/2023		Education, Children and Families

	annual data review and planned actions.					
<b>MOVED:</b> Commissioning Plan 2023-2026: Early Education & Childcare, Primary, Secondary & Post 16 Sectors	To provide committee with the final version of the Commissioning Plan 2023-2026: Early Education & Childcare, Primary, Secondary & Post 16 Sectors.	Cathie Tandy	Decision	A draft version of the Commissioning Plan was presented to the January 2023 Education, Children and Families Policy Committee	At the June 2023 Committee meeting, we are seeking Committee approval to publish the final version of the "Commissioning Plan 2023-2026: Early Education & Childcare, Primary, Secondary & Post 16 Sectors".  We consulted on a draft of the plan via a <a href="#">public consultation</a> on the Council's engagement platform, Have Your Say Sheffield, from 6 <sup>th</sup> February to 15 <sup>th</sup> March 2023. We also held a consultation session with committee members as part of the consultation.	Education, Children and Families
<b>MOVED:</b> Commissioning Intention	Short breaks framework for disabled children and young people					

## **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, 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 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.**