



## Report to Finance Committee

**1 August 2023**

---

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

---

**Subject:** Committee Work Programme

---

**Author of Report:** Rachel Appleyard, Principal Democratic Services Officer

---

### **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 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.

---

## 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 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

## 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:

Issue	
Referred from	
<i>Details</i>	
Commentary/ Action Proposed	

### 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.

## 2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Future High Streets Fund / Heart of the City	Site visit	4 <sup>th</sup> July 2023

## 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 review of Sheffield’s Council Tax Reduction Scheme	October 2023	The Council is required, on an annual basis, to review its Council Tax Reduction Scheme.
Amended Items	Proposed Date	Note
<b>MOVED:</b> Sale of Land at Junction Road Woodhouse	September 2023	

### 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.

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i>
<b>Type of item</b>	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
<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 3 (23/24)	1 August 2023	2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>•Decision</li> <li>•Referral to decision-maker</li> <li>•Pre-decision (policy development)</li> <li>•Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Capital Approvals Month 3 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
The Sheffield NHS Health check programme	<p>The proposal is that permission is given to commit £185,000 per year for a period of 5 years to secure a provider for the NHS Health Check programme in Sheffield.</p> <p>It is proposed that an open tender process will be used to secure a provider who will meet the specifications</p>	Karen Harrison / Greg Fell	Decision	Discussion of the proposal with the Chair, Vice chair and spokesperson	It is a mandated service and in being so there is a structure that must be followed. However, during the open tender process potential providers will be asked to describe how they will approach public	This Cttee

	of the NHS health check programme, reduce health inequalities and improve the health and wellbeing of the residents of Sheffield.				participation and engagement to provide a service that will improve the health of the residents of Sheffield in a way most appropriate to them.	
Youth Investment Fund Grants	To approve the Council becoming accountable body for multiple grants up to a maximum combined value of £7.9 million from the Youth Investment Fund for the refurbishment and/or creation of youth and community facilities across the city.	Chelsea Renehan / Ian Turner	Decision	An initial drop-in session was organised for all members as part of the site identification process. Some members were also involved in broader community engagement during the early stages of the programme. An update was sent out to all members on progress against the youth strategy that highlighted all sites that could potentially receive funding. Local Councillors in the Stannington ward have been involved as part of the community engagement on the replacement of Stannington Pavilion.	Young people have been consulted about the larger projects through the youth voice and influence team who have attended youth clubs, visited schools, attended sports sessions and accompanied detached youth workers in some areas. Their views have been taken into account in the design work that has taken place to date and will continue to be involved as and when the projects progress. Building users have been consulted where appropriate. Community groups across Stannington have been engaged as	This Cttee

					the project involves the demolition and re-building of the Stannington Park Pavilion. Voluntary and Community partners have been involved in the identification of possible sites during the early stages of the programme.	
Lease of Land at Millhouses Park	Consider terms of the lease of land in Millhouses Park to True North Brew Co for the purposes of an external trading area to the Wagon and Horses Public House	Tammy Whitaker	Decision	Briefings with finance committee members. Local Cllrs updated.	Friends Group aware. Online public consultation undertaken in 2021.	This Cttee

Meeting 4 (23/24)	<b>11 September 2023</b>	2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>•Decision</li> <li>•Referral to decision-maker</li> <li>•Pre-decision (policy development)</li> <li>•Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items</i></li> </ul>					

	<i>eg finance or service monitoring]</i>					
2023/24 Quarter 1 Budget Monitoring		Philip Gregory / Jane Wilby	Decision			This Cttee
Capital Approvals Month 4 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
Parkwood Springs	Decision on redevelopment of the former ski village	Tammy Whitaker/ Alan Seasman	Decision	Written briefing	TBC	This Cttee
<b>MOVED:</b> Sale of Land at Junction Road Woodhouse	Following the publication of an open space notice, two written responses were received from local residents. These are to be treated as objections to the sale of an open space. Given this they are now to be considered by Finance Sub Committee.	Tammy Whitaker/ James Dibaj	Decision	Approved by ICM on 12/11/2021 see: <a href="#">click here</a>	The proposed sale of land (which constitutes open space) was published in the Sheffield Telegraph on 3rd February 2022 (week one) and 10th February 2022 (week two) and the Councils website: <a href="#">click here</a> and generated the attached objections.	This Cttee
Economic Recovery Fund – Funding Approvals	Approval to enter into contract with those who are successful in Round 2	Sarah Lowi Jones	Decision	EDS Policy Committee have been regularly briefed throughout the development and launch of ERF2 and the	There is a stakeholder plan that aims to inform and engage the	This Cttee



	following an application period and scoring process.			<p>main three members sit on the ERF Steering Group. LAC Chairs have been kept informed throughout as well.</p> <p>It is expected that on this specific decision the EDS Policy Committee will be briefed, alongside LAC Chairs and political group briefings will be offered.</p>	public in ERF progress and delivery.	
--	--	--	--	--	--------------------------------------	--

Meeting 5 (23/24)	16 October 2023	2pm				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date)
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Any other committee-specific standing items eg finance or service monitoring]</li> </ul>		<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>

Capital Approvals Month 5 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
<b>NEW:</b> Annual review of Sheffield's Council Tax Reduction Scheme	The Council is required, on an annual basis, to review its Council Tax Reduction Scheme.	Tim Hardie / Jon West / John Squire	Decision	Members were briefed at the Finance Briefing on 11.07.23 where it was agreed that a report should be prepared for consideration by the Finance Committee on 16.10.23. A draft report will be presented at the pre-agenda meeting on 19.09.23 with a further opportunity for scrutiny at the pre-meet on 11.10.23.		This Cttee

Meeting 6 (23/24)	<b>6 November 2023</b>	2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>•Decision</li> <li>•Referral to decision-maker</li> <li>•Pre-decision (policy development)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul>

			• <i>Post-decision (service performance/ monitoring)</i>	<i>(with reference to options in Appendix 2)</i>	<i>(with reference to toolkit in Appendix 3)</i>	
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Capital Approvals Month 6 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 7 (23/24)	<b>18 December 2023</b>	2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>•<i>Decision</i></li> <li>•<i>Referral to decision-maker</i></li> <li>•<i>Pre-decision (policy development)</i></li> <li>•<i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Capital Approvals Month 7 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 8 (23/24)	23 January 2024	2pm				
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 2)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 3)	Final decision-maker (& date) •This Cttee •Another Cttee (eg S&R) •Full Council •Officer
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Any other committee-specific standing items eg finance or service monitoring]</li> </ul>					
2023/24 Quarter 2 Budget Monitoring		Philip Gregory / Jane Wilby	Decision			This Cttee
Capital Approvals Month 8 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 9 (23/24)	19 February 2024	2pm				
Topic	Description	Lead Officer/s	Type of item •Decision •Referral to decision-maker •Pre-decision (policy development)	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date) •This Cttee •Another Cttee (eg S&R) •Full Council

			•Post-decision (service performance/ monitoring)	(with reference to options in Appendix 2)	(with reference to toolkit in Appendix 3)	•Officer
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Capital Approvals Month 9 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee

Meeting 10 (23/24)	<b>18 March 2024</b>	2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>•Decision</li> <li>•Referral to decision-maker</li> <li>•Pre-decision (policy development)</li> <li>•Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>•This Cttee</li> <li>•Another Cttee (eg S&amp;R)</li> <li>•Full Council</li> <li>•Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
2023/24 Quarter 3 Budget Monitoring		Philip Gregory / Jane Wilby	Decision			This Cttee

Capital Approvals Month 10 (2023/24)		Philip Gregory / Damian Watkinson	Decision			This Cttee
--------------------------------------	--	-----------------------------------	----------	--	--	------------

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"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Moving Towards an Ethical Debt Collection: Policy and Ending the Use of Bailiffs	Response to Council Motion (14/12/22) Full Council, referred to Finance Committee from S&R Policy Committee. View motion on Council agenda <a href="#">Sheffield City Council - Agenda for Council on Wednesday 14 December 2022, 3.00 pm</a>	Tim Hardie	Decision	Motion debated at Full Council on 14 December 2022		This Cttee
Levelling Up Prospectus	Prospectus setting out Sheffield's Levelling Up ambitions	Kate Martin	Decision or pre decision policy development			This Cttee

## **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.**