



Report to Policy Committee

Author/Lead Officer of Report: Jo Wright-Coe
(Programme Director)

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Report of: *Claire Taylor – Chief Operating Officer*

Report to: *Strategy & Resources Committee*

Date of Decision: *2nd August 2023*

Subject: *Future Sheffield Members Assurance*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

Purpose of Report:

Following the Strategy & Resources Committee on 31st May 2023, this paper seeks agreement to put in place Member assurance for the Future Sheffield change programme.

Recommendations:

That Strategy & Resources approve

1. *the establishment of a Future Sheffield Members Working Group*
2. *Cllr Fran Belbin – Deputy Leader, as the chair of said working group*
3. *the appended Terms of Reference for the Future Sheffield Members Working Group*

Background Papers:

[\(Public Pack\)Item 8 - Strategic Framework 2023/24 Agenda Supplement for Strategy and Resources Policy Committee, 31/05/2023 14:00 \(sheffield.gov.uk\)](#)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Tony Kirkham
		Legal: David Hollis
		Equalities & Consultation: <i>James Henderson</i>
		Climate: N/A
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	Claire Taylor – Chief Operating Officer
3	Committee Chair consulted:	<i>Cllr Tom Hunt</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>(Insert name)</i> Jo Wright-Coe	Job Title: <i>(Insert job title)</i> Programme Director
Date: 24 th July 2023		

1. PROPOSAL

1.1 Future Sheffield is the city council's 3 year programme for organisational development, improvement and change.

It has been developed in response to our challenges and aspirations for the future and will deliver both pieces of rapid improvement work in the next 18 months and be a catalyst for longer term transformational change. With our values at the core, this programme aims simply to 'improve the way things are done around here'.

In order to ensure Members have an assurance role on delivery of the activities within Future Sheffield, it is intended to establish a Member Working Group led by Cllr Fran Belbin – Deputy Leader. The Member Working group will have representation from the three political groups, ensuring that input is reflective of the political make-up of the Council.

The draft Terms of Reference for this working group are attached in Appendix 1.

2. HOW DOES THIS DECISION CONTRIBUTE ?

2.1 The paper that was presented to S&R Committee on 31st May outlined the Future Sheffield programme and set out that through Future Sheffield our workforce and the people of Sheffield will see:

- A culture that is founded on trust, openness, and inclusivity
- Collective accountability
- A modern council where equality and diversity are celebrated, staff have a voice, are engaged in developing our future and are proud to work for SCC
- More connection to our communities, support to design and implement a new approach to working in neighbourhoods and improved community engagement
- Better outcomes for citizens by working in partnership with them and other partners; enabling staff to spend more time doing the right things
- A single change plan that is collectively owned, has senior level assurance and the right level of resources allocated to it to ensure outcomes are delivered
- Use of digital services and new technologies to improve our systems and processes.

The paper also suggested Strategy & Resources Committee might want to consider setting up a Member Working Group to provide assurance on delivery led by Cllr Fran Belbin – Deputy Leader

3. HAS THERE BEEN ANY CONSULTATION?

3.1 The council is not required to consult on this proposal.

The Strategic Leadership Board and the Future Sheffield Board have been briefed on the need to ensure there is Member involvement in the Future Sheffield change programme.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 There are no specific equality implications arising from the establishment of the Member working group.

Future Sheffield will have equality, diversity and inclusion embedded throughout and equalities is a standing agenda item on the Future Sheffield Board. It is suggested that equality, diversity and inclusion is also a standing agenda item for the Member Working Group.

EIAs will also be completed for all activities within scope of Future Sheffield and kept under review as the programme progresses.

4.2 Financial and Commercial Implications

4.2.1 There are no direct financial and commercial implications in establishing a Member working group.

4.3 Legal Implications

4.3.1 There are no direct legal implications of establishing a Member Working Group. The setting up of the group is permitted by the Council's constitution. As the group is not a formal committee the requirement of political proportionality does not apply.

4.4 Climate Implications

4.4.1 There are no direct climate implications as a result of this proposal however Climate Impact Assessments will be completed for all activities in scope of the change programme.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 **Rely solely on officer assurance** – this was rejected because it would not provide Members with assurance over the delivery of activities in Future Sheffield and would prevent Member input.

Provide Member updates via newsletters or written briefs - this was rejected because this engagement method would prevent direct involvement and would not enable constructive discussions to take place.

Provide Member assurance via regular reports to Strategy and Resources Committee - this was rejected because the amount of time that could be dedicated to Future Sheffield at committee meetings would be insufficient for the scale of the programme. Regular update and monitoring reports will however be brought to the committee to provide broader public oversight and transparency about the progress being made.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The recommendations are critical in ensuring that Future Sheffield has Member oversight and assurance.

Draft Terms of Reference for the Future Sheffield Members Working Group (FSMWG)

Purpose

The “Future Sheffield” Members Working Group will be established to ensure that there is Member oversight and assurance over delivery of the Future Sheffield Change Programme. It will be a forum through which Members can fully engage in and help shape the activities and change resources within the change programme, ensuring that the Council’s improvement journey is taken together by Members and officers and reflects the priorities of the organisation.

Membership

The working group Chair will be Cllr Belbin – Deputy Leader of the Council

The working group will comprise of up to 2 Members (including the Chair) from the each of the three largest political parties. Membership will be by nomination of the relevant group.

Officer attendees will include Kate Martin (Executive Director City Futures and Senior Responsible Officer for Future Sheffield), Claire Taylor (Chief Operating Officer) and Jo Wright (Programme Director) plus any other officers as required dependant on agenda items.

Officers will provide relevant material for the meetings and take action notes for the working group.

Members in the working group will liaise with their relevant political parties in advance of meetings and be empowered to input within the remit of the working group.

Escalation if decision making is required

The group is not a decision-making group but will provide regular updates to the Strategy & Resources committee and may, if required to, any other relevant committee from time to time.

Officers will seek the advice of the Group where it is felt:

- a political steer is necessary due to the potential for an issue to be controversial
- a choice within the change programme could have a significant impact on the economy, the environment or social inclusion, or
- a choice within the change programme may have a significant impact on other services the Council provides

It will be open to Members of the Group to request certain issues in relation to Future Sheffield are considered by the Working Group where this is practicable.

Meeting Frequency and Format

Meetings will take place every 6 weeks and last for 2 hours maximum. The meetings will be in person where practicably possible but online options can be arranged with advance notice.

Additional meetings can be requested by working party members by exception.

In line with the proposed timelines for the Future Sheffield Change Programme, it is envisaged that the member working party will be in place for approximately 3 years but this will be reviewed on a regular basis.

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