



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

**2<sup>nd</sup> November 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

Issue	Consider commissioning a review of the Home to School Transport Policy
Referred from	Admissions Committee
Details	At the Admissions Committee meeting of 26 September, the Committee heard a Home to School Transport appeal. An application for a child's travel pass had been refused, and the parents came to Admissions Committee to appeal the decision. The parents' concerns were that they had found the current policy

	difficult to navigate and believed that it discriminated against parental choice of those with religious beliefs.
Commentary/ Action Proposed	The Committee undertake to request that the Education, Children and Families Policy Committee consider commissioning a review of the Home to School Transport Policy, with particular regard to how other local authorities process applications for Zero Fare Bus Passes for travel to faith schools.
Issue	Consider an amendment to the Home to School Transport Policy
Referred from	Admissions Committee
Details	Below
Commentary/ Action Proposed	The Committee requests that the Education, Children and Families Policy Committee considers an amendment to the Home to School Transport Policy to the effect that Looked After Children in receipt of a bursary or scholarship be allowed to receive a bus pass if attending a private school within the City boundary.

### **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:**

<b>New Items</b>	<b>Proposed Date</b>	<b>Note</b>
<b>Rescheduled Item</b>	<b>Proposed Date</b>	<b>Note</b>
<b>MOVED:</b> Sheffield City Council Draft School Improvement Framework 2023-2024	December 23	Moved from November’s Committee meeting to December’s Committee meeting
<b>MOVED:</b> Increased cost of School Swimming Transport	December 23	Moved from November’s Committee meeting to December’s Committee meeting
<b>MOVED:</b> Corporate Parenting Plan	December 23	Moved from November’s Committee meeting to December’s Committee meeting

**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>	
<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 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
2024 to 2027 Revenue & Capital Budget		Philip Gregory	Decision			Education, Children and Families
Sheffield Children Safeguarding Partnership Annual Report 2021-22 and 2022-23	<p>Reports are presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback.</p> <p>The reports cover the period from April 2021 through to March 2022 and the period from April 2022 through to March 2023</p> <p>.</p>	Amanda Boughton Brown	Performance, monitoring and other	No prior engagement is requested.	The reports covers the purpose of the Sheffield Children Safeguarding Partnership, the work undertaken in the reporting year and the successes and challenges arising.	Education, Children and Families
Children and Families Sufficiency Strategy	<p>Our current sufficiency strategy runs from 2021-2023 and as such it is time to update our sufficiency strategy for 2023- 2026</p> <p>The Sufficiency Strategy is reviewed by the Education,</p>	Sally Williams	Decision	Member briefing	Changes to the Sufficiency Strategy do not require public consultation. However, extensive consultation with our looked after	Education, Children and Families

	<p>Children and Families Committee with a view to being approved by the Chair of the Committee and adopted by the council.</p> <p>The target date for the publication of the sufficiency strategy is November 2023</p>				children through the Bright Spots Survey informs both our Corporate Parenting Strategy and our Sufficiency Strategy.	
Update and Next Steps on the Race Equality Commission Recommendations pertaining to Children's Services	The purpose of this report, and a presentation to be made to the Committee, is to show steps taken to implement the Race Equality Commission's Recommendations	Meredith Teasdale	Update	Ongoing	Ongoing	Education, Children and Families
Update report from the Strategic Director of Children's Services	Strategic Director's update on the performance and governance of Children's services, including progress in meeting DCS (Director of Children's Services) accountabilities and delivering on our statutory requirements. It also provides an update regarding progress in relation to the Council's Delivery Plan, key strategic events and issues on the horizon	Meredith Teasdale	Update	N/A	N/A	

Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					
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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
<b>MOVED:</b> Sheffield City Council Draft School Improvement Framework 2023-2024	The framework sets out how the authority will carry out its core statutory responsibilities with maintained schools following the end of the commission to Learn Sheffield in September 2023. It sets out the processes and procedures by which Sheffield City Council (SCC) will work to ensure all maintained schools offer the highest quality of education to all pupils. It reaffirms the statutory roles and	Andrew Jones	Performance/Monitoring	We will need to discuss outline proposals with the Committee's leadership We will need a further discussion with the committee's leadership once the framework is formulated (post-consultation) We will need a item on the full committee's main agenda.	We will consult with all schools and academies via the Education and Skills Bulletin, and we will consult with Learn Sheffield and its Board of Directors.	Education, Children and Families



	<p>responsibilities of school governors and the Local Authority.</p> <p>Learn Sheffield is currently commissioned by SCC to deliver the core statutory duties relating to school improvement. This contract runs until 31 August 2023. From September 1, 2023, SCC will undertake these duties directly to maintained schools.</p>					
<p><b>MOVED:</b></p> <p>Increased cost of School Swimming Transport</p>	<p>The service seeks approval of the extra spend. The predicated contract total is now £1,311,975 over the 3.5yr contract.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>– The service is a traded service.</li> <li>– All of this contract will be paid by schools.</li> <li>– SCC School swimming Service pay the transport companies and then charge the schools at the end of the swimming</li> </ul>	Emma Banks	Decision	Member briefing	None required	Education, Children and Families

	<p>blocks (in February and July)</p> <ul style="list-style-type: none"> <li>– Therefore, the increased cost will not impact on SCC finances but will have an impact on how many lessons schools can afford.</li> </ul>					
<p><b>MOVED:</b> Corporate Parenting Plan</p>	<p>We are currently consulting and developing our new strategy for 2023-2026. We aim to have this presented to our Corporate Parenting Board in November 2023. This will set out our ambition for children and young people over the next 3 years and how we will hold ourselves to account. This will be informed by what our children and young people have told us, what our partners have told us, and today we invite you to contribute your thoughts and aspirations too.</p> <p>This strategy is about focusing on what really matters to children - family, love and a safe, stable and reliable place to call home. These are the things that ultimately make a</p>	Sally Williams	Performance, monitoring and other	Member briefing / Corporate parenting board	Engagement with Children and Young people / external partners	Education, Children and Families

	difference to children's happiness and success.					
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
The Childcare Reforms	The likely impact of implementation of the Chancellor's Spring Budget 2023 Announcement of proposed Childcare Reforms.	Cathie Tandy	Strategy/Policy Development	N/A	One key area of work to be undertaken will be to establish levels of expected demand amongst parents/carers, alongside existing capacity within the Early Education and Childcare Market, to help identify any gaps and to	Education, Children and Families



Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</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>Public Questions/ Petitions</li> <li>Work Programme</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-</i>	Prior member engagement/	Public Participation/	Final decision-maker (& date)

			<i>decision (policy development)/Post-decision (service performance/ monitoring)</i>	<b>development required</b> <i>(with reference to options in Appendix 1)</i>	<b>Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	This Cttee/Another Cttee (eg S&R)/Full Council/Officer

## **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.**