



Report to Strategy & Resources Committee

20 November 2023

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Craig Rogerson, Principal Democratic Services Team Manager

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. The report also sets out the priority issues for the Committee, as agreed at the Strategy and Resources Committee meeting on 28 June 2023.

Any changes since the Committee's last meeting, including any new items, have been added for approval, 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 priority issues for the Committee, as agreed at the meeting on 28 June 2023, and presented at Appendix 1 be noted;
2. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
3. That, as a result of the volume of items to be considered at the 13 December meeting the Committee are asked to note that an Extraordinary S&R meeting has been scheduled for 21 December. The Director of Policy and Democratic Engagement, in consultation with the Chair will give consideration to the distribution of items between the respective agendas;
4. That approval be given to the consideration of cross cutting issues as detailed in Appendix 1 of the report; and
5. that the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

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	Investing in Renewable Energy Projects
Referred from	Council Motion 4 October 2023
<i>Details</i>	"resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income"
Commentary/ Action Proposed	It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing with each Committee to

	<p>develop these. The sections in respect of each Policy Committee will set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The sections for each Committee will include a direct reference to the issues raised in this motion.</p> <p>In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.</p>
Issue	More Cash in People’s Pockets
Referred from	Council Motion 4 October 2023
<i>Details</i>	“requests that Strategy and Resources Policy Committee look at fully costed proposals to help put cash in people’s pockets, increasing and extending direct awards to those who most need it, with a report to Strategy and Resources setting out further options as soon as possible”
Commentary/ Action Proposed	Response to be incorporated in to the Cost of Living report to be submitted to the December Strategy and Resources Policy Committee Meeting.
Issue	Stopping Genocide in Gaza
Referred from	Council Motion 1 November 2023
<i>Details</i>	“(iii) request that the Strategy and Resources Policy Committee consider whether the Council should join the Sheffield Coalition Against Israeli Apartheid.”
Commentary/ Action Proposed	A report of the Director of Policy and Democratic Engagement will be submitted to Strategy and Resources Policy Committee early in the new year,
Issue	Protected Characteristics for Care Experienced People
Referred from	Council Motion
<i>Details</i>	<p>“(d) therefore resolves to request that the Strategy and Resources Policy Committee, as part of the forthcoming Equalities Framework, consider:-</p> <p>(i) introducing a requirement that, when making any policy decisions, the Council recognises Care Experienced people are a vulnerable group who face discrimination;</p> <p>(ii) treating care experience as if it were a Protected Characteristic so that future services and policies consider care experience through Equality Impact Assessments;</p> <p>(iii) putting the needs of vulnerable people at the heart of decision-making through co-production and collaboration;</p> <p>(iv) calling upon other bodies to support the Council in its Corporate Parenting responsibility for children in care and care experienced people until such time as it may be introduced by legislation;</p> <p>(v) formally supporting the LGA’s Step Ahead campaign;</p> <p>(vi) continuing to build on the existing ringfenced apprenticeship opportunities for care experienced people by committing to an</p>

	<p>agreed number of apprenticeships places each year delivered through the Council's levy funding;</p> <p>(vii) taking an intersectional approach and commit to tackling the systemic discrimination and disproportionality faced by specific groups of care experienced people;</p> <p>(viii) the impact on people with other protected characteristics such as race, sexual orientation or disability, as well as issues of intersectional or multiple discrimination;</p> <p>(ix) the scope for a trial scheme for a basic income pilot for care leavers, as piloted by the Welsh Government; and</p> <p>(x) requesting the Government to ensure full funding that is needed to meet all the recommendations of the independent review of children's social care by Josh MacAlister."</p>
Commentary/ Action Proposed	Response to be incorporated in the Equalities Objectives report scheduled to be considered by this Committee in December.

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.

Appendix 1 – Work Programme

Priority Issues for 2023/34:

Continuous development of our system of democratic committee governance	Working alongside the Governance Committee, continue to develop our model and how we modernise and embed the committee system. Embed approaches and policies and need to support Member development
Establish a new strategic framework for the city and organisation	Endorsement of the City Goals as they are developed during the summer, which will provide a shared, co-developed statement of our collective ambitions for Sheffield
	Development of a new 5-year Corporate Plan for the organisation which connects to the developing City Goals, sets out what we want to achieve and our priorities and gives clear direction for the whole council, citizens and partners
Cost of living crisis	Continuing and strengthening Sheffield’s citywide response to the cost of living crisis, working with communities and partners to support the people of Sheffield, communities businesses.
Street Trees recommendations and reconciliation	Agreeing the actions we will take forward to deliver the wider recommendations in the Lowcock Report to ensure good progress has been made by the end of the year, with a clear approach to monitoring achievement of these.
Continuing to develop our community involvement and neighbourhood and locality working arrangements	Working with the Governance Committee to <ol style="list-style-type: none"> 1. consider further devolution of powers and funding to the LACs this year; 2. making neighbourhood working more integral to the culture of the wider organisation (including through the Future Sheffield programme); 3. taking further steps to ensure community voice and community development practices are developed and embedded in the ways of working for the LACs and policy committees
Future Sheffield - our 3-year organisational change plan	Overseeing the organisational change programme which will be focused on becoming the organisation that we need to be to continue to deliver for the people of Sheffield alongside rapid service improvement activity where needed.
Customer Services Strategy	In line with our Future Sheffield transformation programme, developing a new Customer Services strategy that will be focused on the experience that the people of Sheffield have when accessing our services.
Budget delivery and medium-term financial stability	To agree a medium term financial plan (MTFP), and, working with the Finance Committee, oversee delivery of agreed savings and development of budget proposals for 2024/25 – 2026/27 in line with the emerging Corporate Plan priorities
SYMCA relationship	We will work collaboratively with the MCA as part of our regular approach to delivering for Sheffield. This will include taking forward our Inclusive Economic Plan as our place-based plan which will feed into the MCA’s broader economic strategy.

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

New Items	Proposed Date	Note
NOTE: As a result of the volume of items to be considered at the 13 December meeting the Committee are asked to note that, at the request of the Chair, an Extraordinary S&R meeting has been scheduled for 21 December. The Director of Policy and Democratic Engagement, in consultation with the Chair will give consideration to the distribution of items between the respective agendas.	21 December 2023	Extraordinary Meeting
Council's consent for the PCC powers to be transferred to the SY Mayor	November 2023	
Committee Climate Statements	December 2023	
New Housing Strategy Development – Let's Talk About Housing	December 2023	
Update on proposed agreement for lease of the Former Cole Brothers Building	December 2023	
Amended Items	Proposed Date	Note
Cost of Living Strategy Update	December 2023	Moved from November
Equalities Objectives	December 2023	Moved from November
Stannington RCG Report	December 2023	Moved from November Moved from November meeting. Delayed due to need for multi-agency sign off.
Council Plan	December 2023	Moved from November
Budget Updates and delivery options	December 2023 (Extraordinary Mtg)	Moved from November

Cross-Cutting Issues requiring S&R Steer:

Item	Committee	Proposed Date	Recommended
None			

Outstanding responses to Full Council Motions:

Item	Committee	SLT lead officer	Proposed Date	Note
Tackling the Stigma of Menopause and Period Poverty (Council Motion 2/11/22)	S&R	James Henderson/Adele Robinson	TBC - January 2024?	Response: Report to be submitted in January 2024?
Adopting the All-Party Parliamentary Group (APPG) on British Muslims' Definition of Islamophobia (Council Motion 14/12/22)	S&R	James Henderson/Adel Robinson?	December 2023	Response: To be part of new report being prepared on Equality Objectives – December 2023.
Driving Forward the Heritage Strategy for Sheffield Response to Council motion (20/2/23). NOTE: Also Members Q 5/7/23	S&R	Kate Martin/Diana Buckley	TBC – Dec 23/Jan 24	Response: Report being prepared for consideration at S&R in November.
Risk and Opportunities Framework NOTE: Members Q 5/7/23	S&R	Claire Taylor	TBC	Response: To be picked up as part of revised risk management arrangements, as part of a suite of supporting plans that will align with the Council Plan.
Cost of Living: Allocation of Unallocated Resources (Council Motion 5/7/23)	S&R	Keith Leyland	Nov 23	Response: Report to update progress against the cost-of-living strategy, to seek committee's endorsement for a winter plan, and to agree funding arrangements to be submitted to November S&R 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.

Topic	None
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting (23/24)	20 November23	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
Domestic and Sexual Abuse Annual Report	The annual Domestic Abuse Report will coincide neatly with the recommendation to committee that we engage in the coproduction and consultation on future Domestic Abuse Strategy for the city which we would expect	Alison Higgins	Performance/Monitoring	None	Partners and stakeholders will be invited to submit information	Cross cutting issue. SLB on 7/8/23 recommended decision of S&R, briefing to AHSC, CPL and ECF. Agreed at S&R on 7/9/23

	to bring back to committee for final sign off in Spring 2024.					
Sheffield Children Safeguarding Partnership Annual Report 2021-22	Report is presented in line with statutory requirement detailed in Working Together 2018 to inform elected members and to invite questions and feedback. This report covers the period from April 2021 through to March 2022.	Amanda Boughton Brown	Performance, monitoring and other	No prior engagement is requested.	The report covers the purpose of the SCSP, the work undertaken in the reporting year and the successes and challenges arising.	Education, Children and Families To be considered by S&R after ECF
Adults Safeguarding report		Dawn Bassinder				
Community re-use of Steel Containers	Having put a process in place to seek expressions of interest from community organisations to re-use the containers for the benefit of Sheffield's communities, the report will recommend which organisations should be the council's preferred recipients of the eight containers.	Ben Brailsford	Decision	The process has had member representation in terms of agreeing the process and making the recommendations to S&R committee. Further engagement with S&R committee members via knowledge briefing required.	Process has been open to community groups and publicised via council communications team and Community Services / Local Area Committees.	This Committee

Establishing a new Partner City Policy	The establishment of a clear policy and framework for: a). The purposes of assessing new approaches, and b). Reviewing the effectiveness of existing international relationships.	Nik Hamilton	S&R consideration (and Governance Cttee) prior to Full Council decision	Engagement with Members has included presentation of a Briefing Paper considering the need to develop an International Strategy (of which this is a key element) at Leaders' Briefing on 21 August 2023. Individual Political Groups have also been consulted in-person / over Teams in respect of suggestions relating to the Assessment Criteria proposed.	No public participation or engagement has been undertaken, as this is seen as primarily an internal process issue.	This policy needs to be considered by both S&R Committee (from a resource perspective) and also Governance Committee. Full Council for decision as will require an amendment to the Council's Constitution.
The Sheffield Public Health Grant	To provide an overview of the Public Health Grant including how and where it is spent, what approach will be taken to address inflationary pay award uplifts and how the non recurrent Public Health Grant reserves will be allocated.	Greg Fell/ Beth Plant	Decision	Members will be briefed in advance via pre committee meeting briefings and also if appropriate individual committee members briefings (e.g. children, education and families member briefing).	Through formal/informal discussion groups.	This Committee
NEW: Council's consent for the PCC powers to	The mayor of South Yorkshire has proposed that the powers of the	James Henderson	Decision	Strategy and Resources Committee members have been briefed on	No public engagement required from SCC	This Committee

be transferred to the SY Mayor.	Police and Crime Commissioner should be held by the mayor following the current PCC's term of office in May 2024. This transfer of powers requires the consent of all four constituent councils within the Mayoral Combined Authority, of which Sheffield is one.			the proposal at a joint briefing held with the mayor.	on this proposal. The MCA are the lead authority for this work and are engaging the public, stakeholders, and Government. SCC is required only to give (or withhold) its consent.	
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Meeting (23/24)	13 & 21 December 23 (Distribution of items to be agreed)	Time				
Topic	Description	Lead Officer/s	Type of item	Prior member engagement/ development required	Public Participation/ Engagement approach	Final decision-maker (& date)
Budget Updates and delivery options (Extraordinary mtg)		Philip Gregory/Liz Gough	Decision			
Council Plan	Development of a new 5-year Council Plan for the organisation which connects to the developing City Goals,	James Henderson	Decision			Full Council.

	sets out what we want to achieve and our priorities and gives clear direction for the whole council, citizens and partners					
Street Tree Inquiry Progress Report	S&R have agreed to receive a report against progress on actions during winter 2023 and summer 2024.	Lucy Heyes	Progress Report			This Committee
Update on Sheffield City Council's response to the Race Equality Commission	S&R have agreed to receive an update report against progress in December 2023.	Lucy Heyes/ James Henderson	Progress Report			This Committee
Equalities Objectives		James Henderson / Adele Robinson	Decision			
2023/24 Q2 Budget Monitoring	Finance monitoring update.	Jane Wilby	Decision			This Committee
Identifying the future role of Central Library and Graves Gallery Building	Central Library/Graves Gallery building is a beloved Sheffield landmark which needs to be reimaged for the future. Members need good information on the feasibility of various options for its future, to help decide a way forward.	Diana Buckley/ Rachel Maddox	Decision	Committee Chair/lead briefings for S&R, CPL and EDS Proposed workshop for S&R members extended to include CPL and EDS deputy chairs and spokespeople.	Not required at this stage, but essential as options become clearer.	

<p>New: Committee Climate Statements</p>	<p>The Committee Climate Statements will reaffirm the commitments made relating to the climate emergency and outline how climate change relates to each committee and the action that committees can take to contribute and support our commitments.</p>	<p>Mark Whitworth/ Laura Ellendale</p>	<p>Decision</p>	<p>· S&R Strategic Briefing 8th November 2023 to shape statements. · Discussion will be undertaken between other committees/political groups and lead directors before December committee to shape statements. · Written briefing will be provided to other committees/political groups before December committee.</p>	<p>n/a</p>	<p>This Committee</p>
<p>Cost of Living Strategy Update</p>	<p>Report to update progress against the cost-of-living strategy, to seek committee's endorsement for a winter plan, and to agree funding arrangements</p>	<p>Keith Leyland</p>				<p>This Committee</p>
<p>NEW: Update on proposed agreement for lease of the Former Cole Brothers Building</p>	<p>To update Members on the current position with the proposed agreement for lease of the former Cole Brothers store in Barkers Pool and seek approval to enter into the agreement</p>	<p>Neil Jones</p>		<p>The Chair, Deputy Chair and other senior Members of the Committee from all parties have been briefed on the proposals at the Regeneration & Development Board in November.</p>	<p>The developers have carried out some limited engagement with stakeholders on their proposals for the building but not the legal or financial aspects. More extensive public consultation will take place in advance of any</p>	<p>This Committee</p>

					planning application being submitted.	
Stannington RCG report		Kate Martin/ Claire Hanson				
NEW: New Housing Strategy Development – Let’s Talk About Housing	<p>The current Housing Strategy is due to run out at the end of 2023. Work to develop the new Housing Strategy has been started and this is being overseen by the Housing Policy Committee Task and Finish Group. It is clear from this work that the Housing Strategy is a cornerstone strategy for the Council which includes many cross-cutting issues and far-reaching links and dependencies. It will be a 10 year strategy.</p> <p>Therefore, it is important to clarify the governance and accountability process for the further development and final decision making on the Housing Strategy.</p> <p>Because of the importance of the strategy in setting out our future vision and priorities for it is urgent to</p>	Georgina Parkin/ Suzanne Allen	Decision	<p>Previous Member engagement includes Housing Committee consultation and the appointment of a Task and Finish Group to oversee the development of the new housing strategy.</p> <p>Committee Chairs and LAC Chairs have been asked how they would like to be involved in this process and some LAC meetings have been attended.</p> <p>This was discussed at the Strategy and Resource Briefing 11 October 2023.</p>	The report will set out the options for consultation including co-production with the public and partner organisation/stakeholders, the timescales and the resources required.	S&R briefing 11/10/23 acknowledged Housing Strategy as a cornerstone strategy for the Council and indicated that it should come under the remit of the Strategy and Resource Committee.

	progress this work in a timely way.					
Endorsement of City Goals (TBC)		James Henderson	Decision			Full Council
Community Buildings Policy and Community Asset Transfer Policy (TBC)	To seek approval and adopt Community Building and Community Asset Transfer Policies. Both polices will set out how the Council will work in a consistent and proactive manner, setting out a clear, transparent management of Community Buildings / Assets.	Peter Bartle / Tammy Whitaker	Decision	Briefed Leaders Board, and knowledge briefing for committee to follow.	Programme Board established with representatives from VCS.	Agreed at SLB on 2/10/23 that this item be considered at S&R. CPL to be briefed.
Heritage Strategy for Sheffield Workplan (TBC)	Full Council has asked for the Heritage Strategy for Sheffield to be added to the S&R Committee workplan. The endorsement of Strategy and Resources Policy Committee is requested, to explore options for creating and sustaining an SCC Heritage Officer post.	Rebecca Maddox/ Diana Buckley	Decision	Briefing for Committee Chair/Vice Chair/Lead Workshop for Lead members from Economic Development and Skills; Planning and Highways; and Transport, Regeneration and Climate Change.	Close working with Sheffield Heritage Partnership Board	Cross Cutting Issue. Discussed at SLB on 7/8/23. Agreed to be considered at S&R at it's meeting on 7/9/23

Meeting (23/24)	24 January 24	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date)

HRA Budget and Business Plan						Full Council 7/2/24
Tackling the Stigma of Menopause and Period Poverty (Date TBC)		James Henderson	Decision			This Committee

Meeting (23/24)	21 February 24	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
Revenue and Capital Budget Approval		Phillip Gregory	Decision			Full Council 6/3/24
Council Plan		James Henderson	Decision			Full Council

Meeting (23/24)	12 March 24	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
2023/24 Q3 Budget Monitoring	Finance monitoring update.	Jane Wilby	Decision			This Committee

Meeting (23/24)	17 April 24	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)

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	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
Street Tree Inquiry Report Progress	S&R have agreed to receive a report against progress on actions during winter 2023 and summer 2024 .	Lucy Heyes	Progress Reports			This Committee
Adopting the All-Party Parliamentary Group (APPG) on British Muslims' Definition of Islamophobia	Response to Council Resolution of 14/12/22	James Henderson/ Adele Robinson	Referral from Council			To be considered as part of the Equalities Objective report being submitted to this Committee.
Civic Honours	To bring forward a further paper for decision.	James Henderson/ Jason Dietsch		To be considered by the Governance Cttee in the first instance.		This Committee
Violence against Women and Girls, Domestic and	It is proposed to produce a strategy covering all of Violence Against Women	Sam Martin	Decision			This Committee. September 2024. Cross cutting issue.

Sexual Abuse Strategy	and Girls, Domestic and Sexual Abuse next year to cover the period 2024 to 2027 (in line with statutory requirements).					Discussed at SLB on 2/8/23. Relevant PCs to be briefed. Agreed at S&R on 7/9/23
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- Note: Type of item = Decision; Referral to decision-maker; Pre-decision (policy development); or Post-decision (service performance/ monitoring).
- Final decision-maker = This Committee; Another Cttee; Full Council; or Officer decision

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.