



# Reviewing our Policy Committee Remits

Proposed Work Plan 2024/25

**Sheffield**  
City Council  
Plan 2024-28

**Together we get  
things done**



# Reviewing our Policy Committee Remits



This slidepack sets out a proposed work plan for the Governance Committee Review of Policy Committee Remits

(Governance Committee 11.07.2024)



# Remits review areas of focus

## 1. Alignment to strategic ambitions

- Alignment and arrangements to best deliver the Council Plan and our strategic outcomes
- Leadership of complex cross-cutting policy areas
- Consider ambition and vision for our committee model

## 2. Delivering Policy Committee responsibilities effectively

- Balance between policy development, decisions and review
- Relative workloads of committees
- Balance and whether decisions being made at the right level (devolution, delegations)
- PC / LAC relationships

## 3. Improving, clarifying and simplifying policy responsibilities

- Specific issues and anomalies
- Roles of specific committees (e.g. finance)
- Gaps
- Issues that fall between multiple policy committees
- Constitutional issues and procedure rules



# Governance Committee Remits Timescales

**April – May 2024**

What has happened already:

- Agreed scope and developed a project plan – project plan for agreement today
- Started discussions on change to the Finance Committee – workshop with Finance and Governance Committee members – another one scheduled to finalise changes
- Formally kick-off Review at first Governance Committee post-AGM – Governance committee is now 11<sup>th</sup> July

**June – July (August?) 2024**

- Discovery phase
- Evidence gathering on priority issues
- Engagement with Members and officers
- Working around but not constrained by General Election

**Autumn 2024**

- Initial and iterative development of proposals by Governance Committee with Chairs of Committees, and officers
- Use existing strategic leadership structures e.g. SLB

**Early 2025**

- Finalised proposals for implementation 2025/26
- Sharing the proposals with members and officers and other stakeholders

# Governance Committee Remits Work plan 2024/25



<b>Governance Committee</b>	<ul style="list-style-type: none"><li>• Remits work group – Governance Committee (all)</li></ul>
<b>Discovery Phase</b>	<ul style="list-style-type: none"><li>• June/July/August/early September 2024 to capture full round of Committees / members of all Committees</li></ul>
<b>Option Development Phase</b>	<ul style="list-style-type: none"><li>• October/November /December 2024 to allow for more than one iteration, sharing and developing proposals with members, officers, and other stakeholders</li></ul>
<b>Final Proposal</b>	<ul style="list-style-type: none"><li>• January/February/March 2025 to realise preferred option into a final proposal to Full Council</li></ul>
<b>Pre implementation</b>	<ul style="list-style-type: none"><li>• April 2025 to make all aware of the final proposal ready for implementation</li></ul>
<b>Go Live</b>	<ul style="list-style-type: none"><li>• Municipal year 2025/26 - AGM May 2025 new remits in place</li></ul>

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# Governance Committee Remits Work plan – Discovery Phase



**Discovery Phase  
(June/July/August/early  
September 24)**

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- Sessions with all Committee members - target pre/post Committee meetings
  - Schedule a slot with CLT Directors - workshop?
  - Schedule conversations with SLT members (and SLB agenda time)
  - Book slots with Committee Chairs – individual conversations (including with Chairs from last year who are now in different roles)
  - Invite views from external groups with an interest in this work
- 
- Heads of Service session to present findings/ideas/options (overlap into Development Phase)



# Governance Committee Remits Work plan – Discovery Phase Activities



June/July 2024

- Sessions with all Policy Committee members – including following Committee meetings

June/July/August 2024

- One to one slots with Committee Chairs and any group spokespersons that want them – individual conversations (including with Chairs from last year who are now in different roles).
- Schedule a slot with CLT Directors - workshop
- Schedule conversations with SLT members (and SLB agenda time)
- Heads of Service session to share findings/ideas/options (Schedule for September)
- Invite views from external groups with an interest in this work

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# Discovery Phase - Potential questions for sessions with Committee members and officers

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|----|--|
| 1. | <ul style="list-style-type: none"><li>• <b>For the Policy Committee you are a member of:</b> On a scale of 1-5 (1 the lowest), how do you feel the Policy Committee works now, why do you think this? What are 3 things that have gone well, and 3 things not so well, in the last year?</li></ul>   |
| 2. | <ul style="list-style-type: none"><li>• <b>Policy Committee's work balance - 3 core areas of Policy Development, Decision Making, Policy Review:</b> How well do you think the agendas achieve this? For example, do you feel you are undertaking policy development as a Committee? Or able to adequately review (scrutinise) policy and decisions on the agenda?</li></ul> |
| 3. | <ul style="list-style-type: none"><li>• <b>Agenda content – Policy Committee area of responsibilities:</b> Does the agenda content reflect accurately the existing remit and responsibilities of the Committee? Are items being considered at, or referred to, the right policy Committee?</li></ul>   |
| 4. | <ul style="list-style-type: none"><li>• <b>Agenda content – appropriate for a Policy Committee:</b> Do the items being considered need to be at Committees, do you feel the items are referred to the right place, are at the right level? For example, should they be at Full Council or delegated to Local Area Committee?</li></ul>                                       |
| 5. | <ul style="list-style-type: none"><li>• <b>Committee Remits:</b> Consider what we know now, if starting again with our Policy Committees what would you do?</li></ul>  |
| 6. | <ul style="list-style-type: none"><li>• <b>Delivering the work of the Council:</b> How do you feel committees can most effectively deliver the Council Plan and meet our budget challenges?</li></ul>  |



# Governance Committee Remits Work plan – Option Development Phase



## Option Development Phase (October/November /December 2024)

- Initial and iterative development of proposals by Governance Committee with Chairs of Committees, and officers
- Use existing strategic leadership structures e.g. SLB
- Consider how we engage stakeholders in the City and at which stages.
- Legal test of options
- Background test options with real agendas for a round of current Committees
- Review options into a preferred option

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# Governance Committee Remits Work plan – final proposal

**Final Proposal**  
**(January/February /March 2025)**

- Finalise preferred option proposals for implementation 2025/26
- Sharing the proposals with stakeholders, and including Members and Officers
- Final proposal to Full Council
- Develop implementation plan/roadmap

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# Governance Committee Remits Work plan – pre implementation and Go Live



## Pre implementation (April 2025)

- Final Legal test and Constitution changes
- Awareness and briefings for officers

## Go Live – May 2025

- AGM May 2025 for new municipal year



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