

# **Economic Development and Skills Policy Committee**

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**Wednesday 30 November 2022  
at 3.00 pm**

**To be held in the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Martin Smith  
Councillor Ben Miskell  
Councillor Paul Turpin  
Councillor Kurtis Crossland  
Councillor Jayne Dunn  
Councillor Tom Hunt  
Councillor Barbara Masters  
Councillor Henry Nottage  
Councillor Minesh Parekh

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## PUBLIC ACCESS TO THE MEETING

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The Economic Development and Skills Policy Committee discusses and takes decisions on:

- Economic Development, Skills and Culture
- Business growth and economic strategy
- Arts development and projects
- Theatres. Museums, galleries etc
- City and community events
- Employment policy and programmes
- Adult education and Skills
- Enterprise, employment and digital skills
- Adult skills policy and programmes

Meetings are chaired by Councillor Martin Smith.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpage](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in advance of the date of the meeting, by email to the following address: [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

It is recommended that you wear a face covering within the venue. Please do not attend the meeting if you have COVID-19 symptoms.

If you require any further information please email [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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## FACILITIES

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE AGENDA  
30 NOVEMBER 2022**

**Order of Business**

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- 1. Welcome and Housekeeping**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meetings** (Pages 11 - 22)  
To approve the minutes of the meeting of the Committee held on 7<sup>th</sup> September 2022 and the Extraordinary Meeting held on 19<sup>th</sup> October 2022.
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 23 - 40)  
Report of the Interim Director of Legal and Governance.

**Formal Decisions**

- 8. Approval to procure partners for delivery of Multiply Funding Grant from South Yorkshire Mayoral Combined Authority (SYMCA)** (Pages 41 - 48)  
Report of the Executive Director, City Futures
- 9. Business Recovery Plan Update: Cost-of-Living Crisis and Support for Business** (Pages 49 - 78)  
Report of the Executive Director, City Futures.
- 10. Business Recommendations from the Race Equality Commission**  
Report of the Executive Director, City Futures
- 11. Revenue Budget Monitoring Report - Month 6** (Pages 79 - 86)  
Report of the Director of Finance and Commercial Services.

**12. Budget Position for Year 2023/2024**

(Pages 87 - 104)

Report of the Director of Finance and Commercial Services

**NOTE: The next meeting of Economic Development and Skills Policy Committee will be held on Wednesday 22 February 2023 at 3.00 pm**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its Policy Committees, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.



Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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**Economic Development and Skills Policy Committee**

**Meeting held 7 September 2022**

**PRESENT:** Councillors Martin Smith (Chair), Ben Miskell (Deputy Chair), Paul Turpin (Group Spokesperson), Kurtis Crossland, Jayne Dunn, Tom Hunt, Barbara Masters, Henry Nottage and Minesh Parekh

**1. WELCOME AND HOUSEKEEPING**

1.1 The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

2.1 There were no apologies for absence.

**3. EXCLUSION OF PRESS AND PUBLIC**

3.1 No items were identified where resolutions may be moved to exclude the press and public.

**4. DECLARATIONS OF INTEREST**

4.1 There were no declarations of interest made.

**5. MINUTES OF PREVIOUS MEETING**

5.1 The minutes of the meeting of the Committee held on 20<sup>th</sup> June 2022 were approved as a correct record.

**6. PUBLIC QUESTIONS AND PETITIONS**

6.1 Question regarding Workforce and Skills Gap

Jean Miller asked the following question:

Everyone recognises that we will immediately face a workforce and skills gap once money becomes available for retrofitting, and that this gap cannot be filled quickly. If we look around us we see that Manchester is training over 1000 people through its Retrofit Academy, Harrogate College has its retrofit courses and North East Derbyshire is training retrofit apprentices through its retrofit programme. What provision is Sheffield Council making for such training? What provision is being built into the Gleadless Valley Master Plan?"

In response, the Chair responded that:

We do recognise that this is a gap in Sheffield and we are working with partners to close it.

The Local Plan and new Council housing – The Local Plan is currently under consultation. It outlines the minimum requirements for developments to meet to gain planning permission. These standards go above and beyond the national building regulations updated this year to reduce carbon emissions. The workforce building these developments will need to be trained to the correct standards to meet the requirements. All new Council Housing developments also work to those same higher standards. With plans to build 40,000 new houses in Sheffield in the coming 17 years, this will create significant training opportunities for the existing workforce as well as apprentices and new entrants to the industry.

We are working with Sheffield College to develop its retrofitting curriculum. The College are developing a 5000 sq metre Sustainable Construction Centre which is expected to be ready by 2025 if not before. In the meantime, we are in discussion to lend them empty Council buildings to train apprentices and other learners in retrofitting and then provide them with experience of “live” projects as we improve our existing large estate of housing, offices, schools etc. The College representatives have provided a specification for the vacant building(s) and are visiting the various options.

The Council have agreed a £3m budget to install additional renewable technologies onto buildings in our estate which will create further training opportunities for these students and apprentices.

We are also working closely with the MCA as they develop both their Retrofit Taskforce as outlined in the Mayor’s manifesto and the new Skills Strategy, for which one of the key themes is “green” jobs and training. We are exploring opportunities created by the devolution of the Adult Education Budget to direct funds towards retrofitting and other environmental training such as Electric Vehicle technology.

The Gleadless Valley Masterplan includes plans to both take advantage of Sheffield-wide employment and skills programmes by running them in Gleadless as well as locally developed projects.

## **7. WORK PROGRAMME**

- 7.1 The Economic Strategy Manager presented the Work Programme and drew Members attention to the Pride in Sheffield item referred from Full Council, along with the response provided by the Equalities and Engagement Team.
- 7.2 Councillor Turpin noted that there was no mention of a Green Job Strategy within the Work Programme and requested that it be added. A discussion took place regarding cost of living and business recovery which would be the focus of the November meeting of the Committee.

**7.3 RESOLVED UNANIMOUSLY that:-**

1. the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. 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; and
4. the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out, be agreed.

**8. DEVELOPING A STRATEGIC APPROACH TO CULTURE IN SHEFFIELD**

- 8.1 Culture has moved organisationally within Sheffield City Council from Leisure to Economic Development, opening up new opportunities to use culture to make Sheffield a great and inclusive place to work, study, invest, and live.

The report proposed some strategic actions which would strengthen the cultural leadership role of Sheffield City Council and help the sector to develop.

Surriyah Falconer, Vice Chair of Sheffield Culture Collective and Jo Towler, Executive Director of Music in the Round attended the meeting a gave a short [presentation](#) on adopting Sheffield Cultural Collective Strategy.

The importance of SCC acting in an ambassadorial role and being the accountable body for proposals was stressed to encourage more bid proposals which it was hoped would lead to more funding being awarded in the city.

- 8.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee:-

1. Formally adopt the Sheffield Culture Collective Strategy on behalf of Sheffield City Council as an interim, while SCC works with partners to develop a full city Culture Strategy;
2. Note the submission of three Expressions of Interest to the Create Growth Fund; Cultural Development Fund 3; and Place Partnership Fund; and
3. Support in principle the creation of a Cultural Feasibility Fund through external funding sources such as SYMCA.

**8.3 Reasons for Decision**

- 8.3.1 Three strategic actions were proposed in the report:

Action 1: Adopt a clear strategy which can underpin funding applications in the sector.

Action 2: Engage with immediate external funding opportunities

Action 3: Support the creation of a Cultural Feasibility Fund and project pipeline

8.3.2 These actions will help to create a context where the cultural sector can develop further and SCC can show cultural leadership:

- The adoption of an interim Strategy will give clarity and confidence to funders
- SCC's clear support with external funding bids will improve the likelihood of success
- A Cultural Feasibility Fund will start to create a cultural project pipeline, and will begin to address inequalities in provision and access to resources.

#### 8.4 **Alternatives Considered and Rejected**

##### 8.4.1 **Do Nothing**

By undertaking none of the proposed actions, the cultural sector in Sheffield will continue to experience under-investment from external funders and SCC will suffer ongoing reputational damage in its cultural leadership.

##### 8.4.2 **Develop an SCC Cultural Strategy without adopting the Culture Collective Strategy as an interim**

It will take a number of months to craft an effective city Cultural Strategy. If we waited for the creation of a new document without having an adopted strategy document, this would continue to undermine external funding bids and reduce clarity and profile for culture. The Sheffield Culture Collective Strategy was developed for a particular purpose with 19 local organisations and individuals, and does not include all the elements (e.g Net Zero) or methodology (co-creation) which would feature in a city Culture Strategy. However, the general approach and priorities of the Collective Strategy are in line with Council policy, and provide a valuable immediate strategic hook for strengthening the cultural landscape in the city.

## 9. **BUDGET PROPOSALS FOR YEAR 2023/2024**

9.1 The report set out the budget pressures and risks facing the services that are the responsibility of the Economic Development and Skills Policy Committee (EDSC), and a budget action plan to mitigate these as far as possible in the 23/24 financial year.

It provided recommendations for approval which will allow the services to contribute to Sheffield City Council's ability to set a balanced budget.

Councillor Ben Miskell informed the meeting that whilst Labour Group colleagues intended to vote in favour of item 1.4.3, entitled 'more effective and efficient delivery of Special Educational Needs and Disabilities', following discussions with Councillor Mick Rooney and Councillor Dawn Dale, Co-Chair's of the Education, Children and Families Policy Committee, further assurance and clarification was sought.

Whilst the proposal fell within the scope of the Economic Development and Skills Policy Committee, we understand that statutory responsibility for the impact of this proposal falls on Councillor Rooney, who under Section 19 of the Children's Act 2004 is designated as the named Lead Member for Children's Services. The statutory guidance for local authorities from 2013 stated that despite our current committee system, Councillor Rooney had political responsibility for 'the leadership, strategy and effectiveness' of the wider service and is democratically accountable'.

Councillor Ben Miskell raised that Councillors Rooney and Dale had flagged concerns and say that they were still awaiting a full briefing on the proposal. This was troubling, given the recent Ofsted inspection on SEND provision and the written statement of action that has been drawn up following this.

Kevin Straughan, Head of Service Lifelong Learning, assured Councillor Miskell that briefings of Councillors Mick Rooney and Dawn Dale were scheduled to take place, along with a briefing of the whole Education, Children and Families Policy Committee.

9.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee:-

1. Note the Council's challenging financial position;
2. Note the pressures and risks identified in relation to the Economic Development and Skills Policy Committee budget for the 23/34 financial year and commit to work with officers to mitigate these risks where possible;
3. Note the work undertaken over the summer to develop the Budget Action Plan; and
4. Approve the budget action plan to deliver savings for 23/24 of £525K, against a pressure of £595K, for submission to the Strategy and Resources Policy Committee.

9.3 **Reasons for Decision**

- 9.3.1 A balance has been sought to strike a balance between meeting the budget challenges in Committee and still delivering as much impact as possible for Sheffield's economy and residents in line with the priorities set in the one-year plan and Business Recovery Plan. The contribution and commitment of the Service in supporting the city economy through covid has been noted, and losing

the momentum built as we face a cost-of-living crisis would be damaging to the broader City economy.

9.3.2 Furthermore, removal of the services and budgets would also dramatically reduce the City's ability to bid for and win external funding, which maximises the Council's investment.

9.3.3 This is the preferred option as it allows the Committee to contribute substantially to the Council's budget position. Further options can be considered by Strategy and Resources Committee with the EDSC, as the range of options across all Committees are considered together.

9.3.4 In setting this Budget Action Plan the intended outcome is to continue to deliver services which are pivotal to economic development within the city and support the wider regional economy and maximise our limited financial resource by working in partnership and bringing in external funding.

#### 9.4 **Alternatives Considered and Rejected**

##### 9.4.1 **Do nothing**

By undertaking none of the proposed actions, we would be unable to contribute to delivering a balanced budget.

##### 9.4.2 **Deliver Balanced Budget**

Make further savings by accepting the options, currently rejected, by the Committee.

##### 9.4.3 **Offer greater budget savings by stopping services**

Make further savings by stopping non statutory services.

### 10. **ECONOMIC RECOVERY FUND UPDATE**

10.1 Sarah Lowijones, Economic Policy Officer, gave a [presentation](#) which updated the Committee on the work carried out so far on the Economic Recovery Fund. The presentation gave an overview of the ERF and a summary of activity which had taken place over the summer. It also gave information on how the next phase would be developed.

10.2 Members complimented officers on the work done to implement the first phase of the ERF and the projects that had benefitted. The Economic Policy Officer thanked Members and explained that the quick implementation of the first round had been a learning curve and that the Council was looking to implement the second round in the new calendar year to allow due diligence on bids received. It was hoped to speed up the process of getting grants distributed this year.

10.3 In the longer term, it was hoped to hand over administration of the project to the



LAC's. The fund was about economic recovery, so needed to be focussed where the economic activity was.

10.4 **RESOLVED UNANIMOUSLY:-**

That Committee note the presentation.

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# SHEFFIELD CITY COUNCIL

## Extraordinary Economic Development and Skills Policy Committee

### Meeting held 19 October 2022

**PRESENT:** Councillors Martin Smith (Chair), Ben Miskell (Deputy Chair), Paul Turpin (Group Spokesperson), Jayne Dunn, Tom Hunt, Barbara Masters, Henry Nottage, Minesh Parekh and Simon Clement-Jones (Substitute Member)

#### **1. APOLOGIES FOR ABSENCE**

- 1.1 An apology for absence was received from Councillor Kurtis Crossland. Councillor Simon Clement-Jones acted as substitute.

#### **2. EXCLUSION OF PRESS AND PUBLIC**

- 2.1 No items were identified where resolutions may be moved to exclude the press and public.

#### **3. DECLARATIONS OF INTEREST**

- 3.1 Councillor Jayne Dunn declared a personal interest in Agenda Item No. 7 - Decision to approve the second round of the Economic Recovery Fund, as a business owner in the Broomhill area. Councillor Dunn confirmed that she had not been part of the ERF grant fund project and her business had not benefitted from grant monies.

#### **4. PUBLIC QUESTIONS AND PETITIONS**

- 4.1 To petitions or questions had been received from members of the public relating to items to be discussed on the agenda.

#### **5. REVENUE BUDGET MONITORING REPORT - MONTH 5**

- 5.1 The report brought the Committee up to date with the Council's financial position as at Month 5 2022/23.

- 5.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee Policy Committee:-

1. Note the Council's challenging financial position as at the end of August 2022 (month 5).

- 5.3 **Reasons for Decision**

- 5.3.1 To bring the Committee up to date with the current in year financial position for 22/23 as at Month 5.

**5.4 Alternatives Considered and Rejected**

- 5.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

**6. DECISION TO APPROVE THE SECOND ROUND OF THE ECONOMIC RECOVERY FUND**

- 6.1 The report provided a set of proposals for how the Economic Recovery Fund round 2 will be structured and operate. These proposals had been developed taking into account an in-depth evaluation study, workshops held with the ERF Steering Group and incorporating the views of the Committee. The report also provided an overview of the evaluation findings and sets out for ERF round 2:

1. Updated objectives
2. A new budget structure
3. Amended processes
4. Strengthened governance and management
5. A delivery timescale from establishment to delivery end point.

Representatives from Kada gave a [presentation](#) on the evaluation carried out on round 1 and officers gave a [presentation](#) which focussed on the proposals for round 2.

- 6.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee Policy Committee:-

1. Welcomes and notes the findings of the ERF evaluation;
2. Supports the Establishment of Economic Recovery Fund Round 2 as proposed in this report (sections 1.13. – 1.44.); and
3. Notes that decisions on funding approvals over £50,000 will need to be taken by the Strategy and Resources Committee. Those under £50,000 will be taken, in line with existing delegated authority, by the Director for Economic Development, Culture and Skills in consultation with the Economic Recovery Fund Steering Group.

**6.3 Reasons for Decision**

- 6.3.1 The report makes these recommendations to support delivery against the Council's priorities, as set out in the Business Response Plan and One Year Plan (see section 2). It will enable the Economic Recovery Fund to deliver a new phase of the scheme, having built on the success of and learned from a first year of

delivery. In doing so the Fund will continue supporting district and local centres and building relationships with business communities across the city.

#### **6.4 Alternatives Considered and Rejected**

##### **6.4.1 Option 1: Using Indices of Multiple Deprivation as one of the criteria to allocate funding**

This was discounted as being a primary criteria to allocate money as it was felt this does not work within the spirit of the ERF, in terms of being a competitive process and established to support high street businesses. While helpful for identifying the most deprived small areas, IMDs do not take account of economic activity, business density, empty unit rates and so forth – they are primarily social not economic measures. It was felt that using a mixture of these social and economic measures would be more useful in guiding Steering Group as to which areas might need more support and assistance in becoming aware of and accessing the Fund, but not as a strict measure to allocate funding.

##### **6.4.2 Option 2: Allocating amounts to each LAC area based on previous ERF investment**

It was felt that allocating funding in this way would be overly complicated and might make communicating about the new round of ERF more difficult. It was decided that areas that received large grants previously would not be eligible to receive large grants in ERF round 2, though they would be eligible to access the Flexible fund for a small grant.

##### **6.4.3 Option 3: Aligning ERF activity with the Cost of Living Action Plan**

This work has been focused very much on individuals and individual households rather than businesses or district centres. Business support around this crisis is being led by Business Sheffield and intelligence is building through a number of different sources about the issues that local businesses are facing. However, in the same way that ERF could not answer individual business need resulting from the impacts of Covid lockdowns, it cannot also answer cost of living issues for individual businesses. The collaborative, broader view that ERF has taken means that we will still be seeking ideas that benefit the high street as a whole. Creative ideas that address the impacts of the cost of living crisis at that level will be welcomed.

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## 1. **Report to Economic Development and Skills Policy Committee**

### **30<sup>th</sup> November 2022**

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**Report of:** David Hollis, Interim Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Abby Hodgetts, Democratic Services Team Manager

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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 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 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; and
4. (Add specific recommended actions for issues requiring a steer from the Committee eg in respect of items identified in Section 2 - referrals from other committees and petitions/questions etc)

**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:

Issue	
Referred from	
Details	
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.

3.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Economic Overview	Presentation giving overview of Sheffield and Local area data, including employment and skills	Completed - June Committee saw presentation of the new economic assessment
Introduction to the Culture Collective	Offer of briefing with Culture Collective chair	Completed

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note

### 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>	The Family Adult Community Education Service (FACES) are seeking approval from the committee to update the current Adult Education Budget (AEB) Commissioning strategy for the procurement of Adult Learning Skills programmes and activities.
<b>Description</b>	<p>The current Commissioning strategy (2019-2023) for Adult Learning and Skills is in its final year and needs to be updated to meet the changing learning needs of the city over time and secure the appropriate commissioned (supplier base) activity to meet that need.</p> <p>The Family Adult Community Education Service (FACES) receives Adult Education Budget (AEB) funding from the South Yorkshire Mayoral Combined Authority (SYMCA). This funding is used to provide innovative, high quality, learning activities in the heart of the community, that look to improve the life chances of Sheffield Adults and their families through a pathway of learning.</p> <p>FACES intends to continue to use a proportion of this budget to commission and procure these activities and the service now needs to develop a similar model for this commission.</p> <p>Commissioning activities above and beyond the core FACES staffing structures will:</p> <ol style="list-style-type: none"> <li>1. Help widen participation amongst niche groups that would otherwise be hard to reach</li> <li>2. Address high demand in a specific curriculum that the service does not have the capacity to meet learner need through current staffing</li> <li>3. Add diversity in the types of curricula the service can offer to meet employment and skills priorities for the region</li> </ol>

	4. Secure expertise and skills that address key policy issues such as climate change and sustainability and increase skills within learning cultures to solve local issues.
<b>Lead Officer/s</b>	Kevin Straughan, Director of Education and Skills
<b>Item suggested by</b>	Eleanor Churchward, Service Manager - Family Adult and Community Education Service
<b>Type of item</b>	Decision
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Preparing to meet with LAC chairs in November to explain purpose of this intent.
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	Consultation and Data Analysis done with learners and strategy and proposals on curriculum consulted with partners and advocates in March 2022 (results of these are found in the FACES strategy attached below)
<b>Lead Officer Commentary/Proposed Action(s)</b>	

<b>Topic</b>	Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events.
<b>Description</b>	<p>Following a review by DCMS and Visit Britain/VisitEngland (the De Bois Review The de Bois review: an independent review of Destination Management Organisations in England published   VisitBritain) current Destination Marketing Organisations (DMOs) will need to apply for LVEP (Local Visitor Economy Partnership) status from January 2023 in order to continue to have official recognition, engagement and the ability to bid for funds within the new national framework.</p> <p>This deliberately coincides with an SCC review of the future organisational and funding models for delivering growth in Sheffield's visitor economy, which addresses current challenges and proposes future solutions. This review sets out a series of recommendations.</p>

<b>Lead Officer/s</b>	Emma France, Service Manager, Marketing Sheffield, Diana Buckley,
<b>Item suggested by</b>	
<b>Type of item</b>	Decision
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Informal briefing meeting (14/11/22)
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	We have engaged with many stakeholders and visitor economy businesses
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 3	November 2022	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<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> </ul>	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>	<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>

			<ul style="list-style-type: none"> <li><b>Post-decision (service performance/ monitoring)</b></li> </ul>			
<p>Multiply (This forms part of the replacement funding for European Structural Funds now the UK Shared Prosperity Fund (SPF)).</p>	<p>The Government has introduced a scheme to improve numeracy across the UK where 17m still have skills roughly aligned to the level of primary education.</p> <p>It is aligned to the Adult Education Budget pathways to encourage more take up for adults to achieve maths skills up to level 2 and beyond.</p> <p>Multiply is a nationwide numeracy programme (approx. £559m) with £7.25m allocated to the south Yorks region.</p>	Eleanor Churchward	Decision	Briefings with the Leader and Chair, Vice Chair and Group Spokesperson of Finance Committee and Economic Development and Skills Committee	Not considered necessary for the proposal	This Committee
Business Recovery Plan	This report gives an overview of the progress against the delivery of the Business Recovery Plan, and what continuing support is needed given to new economic context,	Diana Buckley / Jen Rickard / Yvonne Asquith	Service Performance / Policy Development	Requests for information from Business Information Officers and partners including the Chamber of Commerce.	Stakeholder engagement undertaken as part of the production of the plan, and Business Response Sub-Group will be	This Committee

	Energy Price pressure and Cost of Living Crisis,				engaged in informing the report.	
Business Recommendations from the Race Equality Commission	The item gives an overview of the actioned and proposed response to the Race Equality Commission. Including the establishment of a new diverse and inclusive business board, and how we will respond to the Business and Economic elements of the Race Equality Commission Report	Diana Buckley / Yvonne Asquith	Decision	Requests for information to inform response from B.A.M.E businesses and partners including the Chamber of Commerce.	Business Response Sub-Group will be engaged in informing the report.	This Committee
Budget Monitoring Reports	Update on 2022/2023 Budget Report	Ryan Keyworth / Jane Wilby	Monitoring			
Budget Position for year 2023/2024	This report will seek the Policy Committee's final agreement to any changes to the proposals presented to the Policy Committee's September meeting.  Notwithstanding to any late changes in government funding, this report will represent the Policy	Diana Buckley / Kevin Straughan	Decision	Officers will work with Members to action any changes required by Strategy and Resources to the proposals presented to the September meeting	Each Committee will need to consider any public engagement that it wishes to undertake at this stage of the process.	This Committee

	Committee's final budget position for 2023/24.					
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 4	22 <sup>nd</sup> February 2023	Time				
Topic	Description	Lead Officer/s	<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 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>  <i>(with reference to toolkit in Appendix 2)</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>

Sheffield City Goals	Update on the development of Sheffield City Goals, in setting a new inclusive economic framework for the City.	Diana Buckley / James Henderson	Monitoring of decision in June Committee	All members written briefing.	Stakeholder and Public engagement embedded within the City Goals Development.	Full Council will adopt final Sheffield City Goals Summer 2023
Self Assessment Report	Self Assessment Report - Annual reporting to Ofsted on the performance of service delivery for Lifelong Learning and Skills teams that come under their inspection regime.	Kevin Straughan	Briefing for information		Advisory Board	This Committee
Employment and Skills Strategy Development	Overview of policy context - Local Skills Improvement plan, and MCA draft skills strategy and exploring commitment to develop City / SCC Employment and Skills Strategy and / or adopt these strategic documents	Diana Buckley / Kevin Straughan / Laura Hayfield	Pre - Decision / Policy Development	Facilitated policy workshop with external experts	Stakeholder Engagement will inform the development of the recommendations	This Committee
Progress Update on adopting culture strategy	Update item, to inform Committee of progress made on the key elements of development in the Culture Report taken by	Diana Buckley / Rebecca Maddox	Post Decision Monitoring / progress from September Committee Report		Stakeholder Engagement will inform the update report	This Committee



	Committee in September.					
Budget Monitoring Reports	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 5	29 <sup>th</sup> March 2023	Time				
Topic	Description	Lead Officer/s	<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 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>  <i>(with reference to toolkit in Appendix 2)</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>

Shared Prosperity Fund Year 2 (SPF ).	Overview of the proposals for Year 2 programmes of activity to be funded from SPF.	Diana Buckley / Ben Morley	Decision	All committee briefing and regular written updates	Stakeholder Engagement will inform the development of the proposed projects	This Committee (with referral to S&R / Finance Sub to accept any grant)
Business Start Ups	An in depth look at start up performance and provision in Sheffield and South Yorkshire.	Diana Buckley / Yvonne Asquith	Pre-decision policy development	Full committee briefing and workshop	Stakeholder Engagement will inform the update report	This Committee
Budget Monitoring Reports	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme [any other committee-specific standing items eg finance or service monitoring]</li> </ul>					

Meeting 6	???	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) <ul style="list-style-type: none"> <li>This Cttee</li> </ul>
			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> </ul>			

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

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>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> </ul>	<b>Prior member engagement/ development required</b>	<b>Public Participation/ Engagement approach</b>	<ul style="list-style-type: none"> <li>• This Cttee</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
<b>Inclusive Economy and Wellbeing Economy</b>	<p>Referral from full council February 2022:</p> <p>Appropriate committee should look into how Sheffield Council and Sheffield can support our ambition for an Inclusive Economy in the One Year Plan with the wellbeing economy model, and in order to put Sheffield's health and well-being front and centre of our aims, decision making and expenditure</p>	Greg Fell / Diana Buckley	Policy Development	Facilitated policy development workshop through the development of the City Strategy (report went to committee June 2022)	Public engagement and consultation will take place as part of the new City Strategy development process	Strategy and Resources and EDS Committee
<b>Green Job and Skills</b>	Policy discussion and item to inform the development of Green skills and Jobs for Sheffield.	Diana Buckley / Wil Stewart	Policy Development	Full Committee Briefing to be planned to bring together range of activity underway to	Appropriate stakeholders and businesses will be invited briefing session.	EDS and to recommend to S&R and other committees as appropriate

				inform next steps. Briefing to include an analysis of which industries are particularly vulnerable to energy prices.		
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## **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.**

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## Report to Economic Development and Skills Policy Committee

**Author/Lead Officer of Report:**

**Ellie Churchward**

**Head of Service, Lifelong Learning & Skills**

Telephone: 0114 4741612

Mobile: 07867 199853

**Report of:** Executive Director, City Futures

**Report to:** Economic Development and Skills Policy Committee

**Date of Decision:** 30/11/2022

**Subject:** Approval to procure partners for delivery of Multiply Funding Grant from South Yorkshire Mayoral Combined Authority (SYMCA)

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input 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:-				
<p><i>"The <b>(report/appendix)</b> is not for publication because it contains exempt information under Paragraph <b>(insert relevant paragraph number)</b> of Schedule 12A of the Local Government Act 1972 (as amended)."</i></p>				

### Purpose of Report:

To seek Committee approval for the commissioning of up to £1m (over 3 years to March 2025) in order to maximise the Multiply Numeracy Grant awarded by the South Yorkshire Combined Mayoral Authority (SYCMA) for the benefit of Sheffield residents.

**Recommendations:**

- Approve the option to subcontract funding awarded to SCC from SYMCA over 3 financial years to March 2025.

**Background Papers:**

Multiply DfE National Initiative papers:

[Multiply: funding available to improve adult numeracy skills - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/multiply-funding-available-to-improve-adult-numeracy-skills)

SYMCA overview of Multiply as part of the UKSPF:

[News - South Yorkshire MCA \(southyorkshire-ca.gov.uk\)](https://www.southyorkshire-ca.gov.uk/news/symca-overview-of-multiply-as-part-of-the-ukspf)

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.	<div>Finance: Mark Wassell/Gerard Higgins</div> <div>Legal: Rike Ridings</div> <div>Equalities &amp; Consultation: <i>Bashir Khan</i></div> <div>Climate: <i>Jessica Rick</i></div>
	<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	<b>SLB member who approved submission:</b>	<i>Andrew Jones</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Martin Smith</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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Ellie Churchward</i>	<b>Job Title:</b> <i>Head of Lifelong Learning, Skills and Employment</i>
	<b>Date:</b> <i>1<sup>st</sup> November 2022</i>	

## **1. PROPOSAL**

- 1.1 The City Council has received grant funding to deliver adult education and training to those aged 19+ for many years now channelled through the South Yorkshire Mayoral Combined Authority (SYMCA) from the Department for Education (DfE).
- 1.2 Multiply is a new national initiative for adults aged 19+ that aims to raise awareness of the benefits of understanding numeracy and creating pathways into gaining skills/qualifications in maths, equipping adults with the maths skills they need to progress in work and life.
- 1.3 This funding is part of the government's Levelling Up agenda replacing ESF with the UK Shared Prosperity Fund – with Multiply as a direct initiative for adult training provision to deliver this for adults who do not have a maths qualification at Level 2/GCSE G4 or below.
- 1.4 The range of interventions cannot displace learning delivered within the boundaries of the Adult Education Budget, but rather be a pathway to it to encourage adults to work towards a Level 2 in Maths.
- 1.5 The priority themes for this activity will be Numeracy for Work (employers and a focus on ESOL learners), Community Family Learning Education, and with adults being economically active as well as those that are unemployed.
- 1.6 The activities will focus on large scale engagement in the initial stages, with short and targeted skills activity, support to increase employment opportunities, succession planning for employers, and raising skills with employers using sector specialist numeracy activity.
- 1.7 All reporting will be completed using the existing mechanisms used for the Adult Education Budget provision, where staffing will be enhanced to meet the capacity requirements.
- 1.8 This funding will be available across all wards in Sheffield and will target vulnerable/marginalised adults and will encourage participation in learning that leads to employment, further learning and/or training.
- 1.9 Targeted activity will be sought via procurement of Voluntary, Community and Faith, Schools, and provider partners to ensure capacity for the project can be met utilising existing networks and local intelligence.
- 1.10 Learning activity may be subject to inspection scrutiny when the Lifelong Learning and Skills Service is inspected by Ofsted.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 There are approximately 17m adults in England that have everyday maths skills equivalent to those expected of a primary aged school child. People who improve their numeracy skills are more likely to be in employment, have higher wages, and better well-being – all further hampered by the current cost of living crises.
- 2.2 Adults/parents are influential in the choices young people make and are the first source of home education support – often failing in the subject of maths due to confidence and/or low numeracy skills.
- 2.3 Statistics demonstrate that attainment in maths across South Yorkshire is falling. Low maths skills influence future choices for skills acquisition, further education/training thus limiting earning potential and career choice. This will impact negatively on levelling up the localised skills/workforce of the future.
- 2.4 This funding will provide an opportunity for SCC to engage with a large number of potential learners and/or employers/future employers to raise the profile of why they should upskill their knowledge and understanding of numeracy.
- 2.5 Current intelligence demonstrates that numeracy is a less likely programme for adults to engage in and/or achieve well compared to other adult learning programmes.
- 2.6 Increasing adult numeracy across the population will improve labour market outcomes/sustained employment destinations.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 SYMCA have continued consultation across South Yorkshire authorities to raise the profile of the benefits of Multiply and will continue to be cited as part of the overall future skills strategy.
- 3.2 The Service continues to conduct 'learner focus groups', learner voice, and gather localised intelligence on the numeracy levels of adult learners.
- 3.3 DfE have launched a national campaign as part of their Skills for Life initiative.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality Implications**

- 4.1.1 See EIA 925

## 4.2 Financial and Commercial Implications

### 4.2.1 **S31 Grant (Ring-Fenced) for Multiply (£2.194m)**

Key features (not exclusive) of the grant terms and conditions are summarised below. The Portfolio Grant Manager will need to: read, understand and comply with all of the grant terms and conditions

- Funding originally passported from DfE to SYMCA and then to SCC
- Multiply aims to boost maths ability /achieve formal qualifications
- SYMCA to develop investment plans for adult numeracy programmes
- Delivering targeted numeracy provision to adults (19+)
- Grant paid in one instalment / subject to DFE to approving investment plans
- Maximum funding allocation is set out at Annex B.

### 4.2.2 **Grant Conditions**

- Grant is ring-fenced and only for 'Eligible Expenditure'.
- 'Eligible Expenditure': 1/4/22 to 31/3/23 to deliver the Multiply programme.
- Interventions should not displace, replace, duplicate existing adult numeracy provision, such as e.g. existing Adult Education Budget (AEB) provision.
- Certain costs are excluded from Eligible Expenditure (see details):
- Grant is inclusive of any irrecoverable VAT
- Grant shall be used to deliver the activities that it has set out in its approved investment plan for the Multiply programme (see activity details)
- Grant can contribute to a fund made up of contributions by the Authority from both the Multiply grant and other sources of LA funding etc (see details).
- Grant usage is expected to meet the indicative outputs/outcomes detailed in each Authority's Investment Plan (as per Annex F).
- Comply with the ways of working set out in such MoU re: this grant.
- Certified by Chief Executive / Section 151 Officer by 30/4/23
- Grant may be subject to External Audit
- SCC to comply with monitoring and reporting requirements (See Annex E)
- Grant subject to clawback if terms and conditions are not complied with.
- Ensure VFM obtained in the procurement of goods/ services funded by grant.
- Where Authorities act in a consortium a signed agreement is needed
- Consult with DFE before making material change to consortium

agreement

- Records to be kept for 7 years
- DFE will assess any net under/ over delivery against the grant for FY 22-23.
- At the end of FY 22-23, DFE will recover any net underspend below 100% of grant by setting off any recovery against future payments to the Authority. Where there are insufficient future payments planned, the Authority will be invoiced for the material difference.
- All the conditions that apply to the use of the grant will continue to apply to any funds carried over.
- DFE will engage a third party to undertake an evaluation of Multiply.
- See Appendix C of the Multiply MOU for details of the schedule of reporting.

#### 4.2.3 **Memorandum of Understanding**

- Entered into between each Authority and DFE and contains details on the objectives/ principles for the use of funding and the responsibilities of each Authority.
- Agree to deliver Multiply programme (covers a no of measures (see details)
- MoU is to establish ways of working /an agreed approach delivery responsibilities and builds upon the Multiply investment prospectus
- Applies to Financial Year 22-23, and also 23-24 and 24-25 if grant is received
- MOU should be read together with relevant documents and Grant Determination.
- Parties will ensure that appropriate arrangements are in place for the receipt/and disbursement of Multiply funds as set out in the Grant Determination.
- Commissioning -Complying with Public Contracts Regulations 2015,
- MOU Amendments require agreement of the relevant Parties.
- The MoU is not exhaustive or intended to be legally binding. No legal obligations or legal rights shall arise between the Parties.
- MoU will commence on the date stated at the beginning

#### 4.2.4 **Commercial Implications.**

- External Funding colleagues need to be comfortable with the grant conditions and SCC accepting the funding and a signed funding agreement needs to be in place before procurement can proceed.
- As stated above the timescales for the timescales associated with the procurement of provision, particularly for Year 1, are

challenging and may impact on the market response.

- One aspect not mentioned in the report is the lack of clarity regarding delivery in years 2 and 3 and how the specification has the potential to change.
- All public sector procurement is governed by and must be compliant with the Grant Agreement and the relevant UK National Law. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).
- CSO requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase / acquire services, goods or works must go via a competitive process

#### 4.3 Legal Implications

- 4.3.1 The Secretary of State has a duty under the Apprenticeship, Skills, Children and Learning Act 2009 to secure the provision of such facilities considered appropriate for adults aged 19 or over (other than those with an EHC Plan). The Act contains a power for the Secretary of State to secure the provision of financial resources to persons providing or proposing to provide education or training; goods or services in connection with education or training; and information, advice or guidance about education or training.
- 4.3.2 By virtue of the statutory instrument South Yorkshire Mayoral Combined Authority (SI 2020/806), the South Yorkshire Mayoral Combined Authority (SYMCA) exercises, in relation to their area, certain adult education functions of the Secretary of State under the Apprenticeships, Skills, Children and Learning Act 2009
- 4.3.3 Sheffield City Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act which enables the Council to accept the funding.
- 4.3.4 The Grant Funding from the Department for Education to the SYMCA will be made pursuant to section 31(4) of the Local Government Act 2003. Section 31 Grant Conditions tend to be light touch in nature.
- 4.3.5 Upon delivery of the Multiply Programme, the Council must ensure that any contracting authority will adopt such policies and procedures that are required to ensure value for money has been obtained in the procurement of goods or services funded by the Grant.
- 4.3.6 The Council will enter into Grant Conditions by way of a Memorandum of Understanding with the Department for Education. If any terms of the

Grant Conditions are breached, the Council are at risk of reduction, suspension, or clawback of funds.

- 4.3.7 The Council will ensure that this risk is 'mirrored down' in any agreements with Voluntary, Community and Faith and Employer partners following a compliant procurement process. The onward grant agreement with Voluntary, Community and Faith and Employer partners will be for a period of three years until 2025.

#### **4.4 Climate Implications**

- 4.4.1 The Service curriculum intent and planning considers sustainability and climate impact and fully embeds key themes of learning in every programme. There is a commitment to development of 'Carbon Literacy' with both families and adults across the provision. The service will embed a sustainability policy into the due diligence of procured provision.

#### **4.5 Other Implications**

None

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 There are no alternative viable options for this funding. The only alternative would be to not accept the funding, which would mean we miss out on this investment in adult learning.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 To maximise the opportunity to raise aspirations and attainment in numeracy skills and maths achievement in Sheffield, working in partnership with those that can increase engagements and activity in learning.





## Report to Policy Committee

**Author/Lead Officer of Report:** Yvonne Asquith, Head of Business Sheffield and Jen Rickard, Economic Policy Officer

**Tel:** 0114 223 2381

**Report of:** Kate Martin – Executive Director of City Futures

**Report to:** Economic Development and Skills Policy Committee

**Date of Decision:** 30<sup>th</sup> November 2022

**Subject:** Business Recovery Plan Update: Cost-of-Living Crisis and Support for Business

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1270				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input 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:

This report provides the Economic Development and Skills Policy Committee with an overview of activity undertaken as part of the Business Recovery Plan: both in terms of what has been achieved so far and future proposed activity.

The new activity proposed in this report reflect the ambitions contained within the original Business Recovery Plan as well as the city's response to the new challenges facing Sheffield businesses due to the cost of living crisis. This report identifies initial steps required to enable Sheffield City Council to support businesses through this period.

**Recommendations:**

That the Economic Development and Skills Policy Committee:

- Notes the progress made in delivering the Business Recovery Plan so far;
- Notes the effects of the cost-of-living-crisis on the business base and the Council's response; and
- Endorses the Council's priorities for the SPF business support programme.

**Background Papers:**

- [The Business Recovery Plan](#) which was [endorsed by Cabinet](#) on the 21<sup>st</sup> October 2020.

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.	<div>Finance: Kerry Darlow</div> <div>Legal: Marcia McFarlane</div> <div>Equalities &amp; Consultation: Bashir Khan</div> <div>Climate: Jessica Rick</div>
	<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	<b>EMT member who approved submission:</b>	<i>Kate Martin, Executive Director of City Futures</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Martin Smith</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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	

<b>Lead Officer Name:</b> <i>Diana Buckley</i>	<b>Job Title:</b> <i>Director of Economy, Skills and Culture, City Futures</i>
<b>Date:</b> 21 <sup>st</sup> November 2022	

## 1. PROPOSAL

### 1.1 Background

- 1.1.1 During the height of COVID pandemic, Sheffield City Council worked swiftly to deliver immediate help and support for businesses. From March through to October 2020, the Council allocated £200million in grant funding to businesses and organisations during this time and Business Sheffield responded to over 10,000 calls and provided over 6,000 1-2-1 business advisor sessions.
- 1.1.2 As businesses started to reopen, the Council developed the 'Make Yourself At Home' campaign to boost consumer confidence, and the Temporary Coronavirus Pavement Café Scheme allowed businesses to apply for short-term licenses as quickly as possible.
- 1.1.3 To augment this immediate response to the pandemic, the Business Recovery Plan was developed between Sheffield City Council and the Business Response Group as a framework for action to help address the economic impacts of COVID in the short, medium and long-term. In Oct 2020 Cabinet endorsed the plan.
- 1.1.4 The plan highlighted the need to support businesses through reopening and recovery to help retain businesses, safeguard jobs and maintain incomes. It concluded that immediate action at city and district level was required to: promote consumer confidence; help businesses to adapt and survive; and ensure that the foundations for economic renewal were not eroded during the pandemic.
- 1.1.5 On the 9<sup>th</sup> June 2021, Co-operative Executive endorsed and approved [Phase 1 of the Recovery Delivery Programme](#), a programme of activity that delivered against the Business Recovery Plan over the medium term.
- 1.1.5 There have been significant achievements in the delivery of the Business Recovery Plan since its development and launch in 2020. Appendix 1 includes a summary of activity against each of the six priorities.

We recognise that the context around the delivery plan has changed, and the economy now faces multiple other economic pressures. We

need to adapt our delivery of the Business Recovery plan, to align to these challenges, as well as shaping a longer term plan.

## **1.2 New Challenges for Sheffield's Economy**

- 1.2.1 The global economy has recently faced a series of unprecedented shocks. These include the UK exiting the European Union, the impact of COVID, the challenges associated with the constrained labour supply across different sectors, the global implications of the war in Ukraine, and the scale of the worsening cost-of-living crisis. Many of the consequences of these shocks are interrelated and, while they are playing out at a national and global level, there have already been clearly observable impacts on Sheffield's residents and businesses.
- 1.2.2 The sharp rise in energy prices, food prices, imports and labour shortages as a result of these shocks not only increases overheads for businesses but also reduces demand. For those businesses that are consumer facing, they are affected by consumers cutting back on spending as they prioritise essentials. The recent [Office for National Statistics' Opinions and Lifestyle Survey](#) found that the most popular course of action for people who have experienced a rising cost of living is to spend less on non-essentials.
- 1.2.3 Impacts are being felt across sectors, but for some sectors such as hospitality and retail, the care sector and voluntary and community/charity sector organisations, the cumulative impact of COVID followed by the cost-of-living crisis is being felt more keenly.
- 1.2.4 High street businesses are feeling the impact acutely. Business Sheffield is Sheffield City Council's business support programme situated in the Economy, Skills and Culture directorate within City Futures. It offers a number of business support interventions including high street support, early-stage businesses support and advice and grant support for small and medium sized enterprises (SMEs) from all different sectors. Business Sheffield's Business Information Officer team are dealing with business closures and businesses on the brink of closure on an increasing scale. More businesses are being faced with bills that they are struggling to pay including business rates and rental agreements on top of increases in energy prices and inflation and supply of goods, especially food supplies, which in turn is affecting local food producers whose orders have in some instances reduced.
- 1.2.5 There are also wider risks as businesses try to manage costs. Business Sheffield is aware of rogue energy brokers preying on local high street businesses to sign up to new deals as soon as the Government announced that the uplift in energy prices would be covered by direct payment to energy companies.

- 1.2.6 Voluntary and community sector organisations, charities and social enterprises are also struggling especially where they feel unable to pass on increases in overheads to their customer base who themselves are affected by the cost-of-living increases. Care homes significantly affected during Covid are now facing pressures as energy prices increase, especially where heating systems need updating in older buildings, in some cases with poor insulation.
- 1.2.7 In the short-term, central government has responded in part to the challenge, most notably through the [Energy Bill Relief Scheme](#). However, businesses still face many uncertainties this winter. In the case of the Energy Bill Relief Scheme, the CBI has expressed concerns about what will happen after the 6-month period, with businesses now seeking further clarity to assist with their long-term planning decisions. Many businesses are also affected by rising inflation and the increased costs associated with the weaker pound.
- 1.2.8 In normal times Sheffield has a resilient business base: business survival rates for Sheffield are among the highest of all the Core Cities and above average for England. It remains to be seen whether these unprecedented challenges to businesses change this dynamic.
- 1.2.9 Taking a longer-term view, there is a risk that weakening economic and business confidence, impacts on investment decisions, by firms and potential funders, which would create a longer term drag on productivity. Business Sheffield's Tech Scale Up Advisors report that whilst the tech sector appears to be less vulnerable, they are hearing 'angel investors' appetite to make higher risk investments is changing, which could affect the tech start-up and scale-up landscape in the more medium to longer term, with less tech sector businesses being able to access early-stage investment.
- 1.2.10 Growing businesses are also facing recruitment issues due to low levels of unemployment and its impact on the employment market. Businesses are struggling to employ to their expanding teams: a unique position economically not seen for some time.

### 1.3 **Response to the Cost-of-Living Crisis**

- 1.3.1 The council's Business Recovery Plan was a response to an unprecedented set of circumstances facing Sheffield's businesses during COVID. The cost-of-living crisis presents a new set of challenges for Sheffield businesses. Some of the initiatives that were already in place as a result of the Council's COVID response have become an important part of the Council's support for businesses, particularly support that can be offered around improving cashflow, reducing energy usage and increasing demand.
- 1.3.2 However, the nature of the challenge the city faces now is different to COVID and so we need to ensure we have the right support in place. With the pandemic, a significant part of the Council's role was to

support businesses to apply for grants that effectively helped them through the period. There are no government grants for businesses during this economic crisis and the tools that the Council has available to support businesses will not be enough to prevent some businesses closing, without further Government intervention. For some business owners, business closure will be the right decision from both a financial and personal perspective: the challenges of the last few years means there is an element of fatigue with some business owners, an increase anecdotally in mental health issues and also personal debt. Therefore, helping some businesses to survive alongside helping others to close safely is where the Council can support businesses the most.

- 1.3.3 Business Sheffield can be a source of support to help businesses as much as possible with critical issues relating to the economic crisis including helping them to understand energy bills, avoid rogue energy brokers, understand cashflow issues, help with accessing finance, extending bounce back loan periods, helping businesses access other council services quickly. Key actions that are taking place within Business Sheffield to support businesses now are:

#### **Business Information Officers**

- Business Information Officers work across the 40 local high streets and 15 shopping precincts. Their more recent support has focussed on providing real hands-on support to high street businesses who are now more than ever affected by the Cost of Living Crisis. They have been helping businesses to understand their energy prices, bills and contracts and finding ways to save money and increase profits, resolving issues with cashflow and working closely with officers in Food Safety to help businesses meet food regulatory requirements.
- They have also helped support groups of businesses come together for Economic Recovery Fund project submissions.
- In total they have supported 1317 individual businesses with multiple 1-2-1 engagements since the pandemic.

#### **Growth/Specialist Advisors**

- 4 Recovery Action Plan Advisors, funded through the SYMCA's Recovery Action Plan fund, 2 Tech Scale Up Advisors and 2 Growth Advisors have all worked with businesses throughout the pandemic and into recovery, providing 1-2-1 advice to businesses, helping them to get back to pre-covid turnover and profit levels, look at new markets, and refer them to employability and recruitment support.
- These Advisors have used specific tools to help businesses to tackle the issues slowing their progress and concentrating on increasing productivity and digital innovation:

#### **Productivity Grant ERDF**

- The Council (through Business Sheffield) is a delivery partner for the programme, where businesses can access 50% grant funding towards small items/equipment that increase productivity in the business, total project costs are up to £24,999.
- Business Sheffield through a strong communications campaign and a team of active Growth Advisors have funded 103 Sheffield businesses with productivity grants. In all instances businesses look to make productivity efficiencies on processes so they can utilise their team on more skilled areas of production and in many cases create jobs.
- In addition to the outputs listed below, the project has helped many businesses hit during covid to bring forward growth plans that they would otherwise have put on hold and in many instances, it has opened-up businesses to new markets and efficiencies.
- Outputs: 103 Sheffield businesses out of 307 total South Yorkshire applications.

#### **Digital grants project**

- Growth Advisors have supported Sheffield's businesses to apply for digital adoption grants which offer grants of up to £5,000 for total project costs of £10,000 that help businesses adopt new technologies.
- Many sector businesses are still utilising old technology and paper based administrative, stock management and order processing and at a time when cash readiness within businesses has been limited because of COVID the project has been well received.
- Outputs – 99 Sheffield businesses out of 196 total South Yorkshire applications

#### **Low Carbon ERDF Project**

- The South Yorkshire wide programme has been inundated since its inception in December 2021. It is designed to get businesses on a carbon reduction journey, the project has coincided with an increase in energy prices resulting in substantial interest in the programme which provides free audits of carbon usage for business and access to a grant towards specific carbon reduction measures highlighted in the audit.
  - Total number of audits – 160 total - 65 of which for Sheffield businesses
  - Total number of grants – 81 total - 33 of which for Sheffield businesses)
  - Total annual carbon reduction – 802 Tonnes.

1.3.4 The Council has a Cost-of-Living Action Plan – of which business is a core part, with Business Sheffield feeding in information on a regular basis. Working with other services in the Council whose main customers are businesses, the role of the group is to share knowledge

and navigate our services on behalf of the customer more seamlessly, and work together on pertinent communications and resources for businesses in a very challenging time. High street businesses, as one of the key sectors affected the most by the crisis presently, are the current focus of activities and communication. The workstream involves officers from City Centre Team, Licensing, Environmental Health, Business Rates and Planning.

1.3.5 Energy price inflation is one the biggest issues facing businesses. The Council are planning to work with the Chamber of Commerce to actively engage with businesses on energy price inflation and raise awareness of the issues and their options, for example through a 'myth-busting' event with question and answer sessions.

1.3.6 For issues that go beyond the Council's control, such as regulation of the energy market, it can also play a role in working with other organisations and networks to highlight at a national level the issues facing businesses.

#### **1.4 Priorities for Future Funding: Shared Prosperity Fund and Cost of Living Funds**

1.4.1 In addition to the activity already highlighted, future funding through the UK Shared Prosperity Fund and potentially SYMCA's Cost of Living Funds provide further opportunities to support businesses through the current economic crisis.

1.4.2 The UK Shared Prosperity Fund (SPF) is the Government's major economic development fund, replacing EU Structural and Investment Funds (ESIF) and aims to contribute to the 'Levelling Up' agenda by providing financial assistance (largely revenue) to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas. In total £38m has been allocated to South Yorkshire with a notional allocation of £15.5m for activity in Sheffield. SYMCA has been appointed the Lead Body for SPF by Government and has been working closely with all four Local Authorities to develop an Investment Plan and potential activity.

1.4.3 SYMCA submitted the SY Investment Plan to Government on 1<sup>st</sup> August which identified seven core themes against the three Investment Priorities for SPF:

##### **Communities and Place (C&P)**

1. Supporting communities to address cost of living and pandemic recovery
2. Promoting the cultural and visitor economy

##### **Local Businesses Support (LBS)**

3. Providing a broad and inclusive 'total business support' offer
4. Stimulating enterprise and growth
5. Accelerating R&D and innovation



### **People and Skills (P&S)**

6. Building pathways to participation and accessing the benefits of being economically active
7. Promoting a skills-driven green economy

#### **1.4.4 The funding is expected to be made available in three Phases:**

Phase 1: Communities & Place and Local Business Support (Sheffield only)

- Working with the Voluntary and Communities sector the Council's Communities Team have developed a £2.7m revenue programme over three years that will initially focus on helping community organisations get through the immediate Cost of Living crisis. Years 2 and 3 will continue to support the sustainability of such organisations and enable them to be the 'front door' for community engagement.
- A three year capital programme of £2.1m is being developed to improve the energy efficiency of some of the city's community and cultural buildings. This will have a dual benefit of reducing running costs and reducing carbon emissions.
- A three year programme of £900k to support the culture and visitor economy focussing initially on events in the city to drive footfall with years 2 and 3 still to be developed with partners in the sector.
- The first year of a Business Support programme that will initially focus on support within Sheffield. SPF will fund 'Information Officers' to support high street businesses across the city this year and enable ERF to continue the activity into 2023/24, at a critical time for local high streets and in line with the second phase of ERF.

#### **1.4.5 Cost of Living: Year 1 Business Support**

In addition to the first Phase of SPF the MCA has also indicated additional Business Support funding may be available to help mitigate the Cost of Living impact on SMEs. Activity could include:

- Productivity grants to the end of the financial year to meet the demand for Sheffield businesses to access the grants programme as the current contracts are at capacity and before the SPF Business Support Phase 1 begins.

- Low Carbon Support Project – allow the reserve list of Sheffield businesses for audits and grants to be actively engaged and receive funding up to the end of 2022/23 and before the SPF Business Support Phase 2 begins.

#### 1.4.6 **Phase 2: Years 2 and 3 Local Business Support**

The activity is being progressed at a regional level and developed with partner organisations including the other South Yorkshire local authorities, SYMCA and both universities. As such it is expected that the activity will look to maximise efficiencies across South Yorkshire partners and encourage collaborative working and the submission of programmes of activity rather than seeking multiple projects which risks duplication.

We have proposed a series of priorities for this second phase of funding which coincides with the ending of current ERDF contracts highlighted in section 1.3 above. Work continues with this business support working group and for the first time brings operational leads across all local authorities, both universities and SYMCA together to develop programmes. Priorities agreed with regional partners include.

- **Start-up activity** – using South Yorkshire's Launchpad programme with local nuances. In Sheffield we will actively engage with Sheffield Hallam who have their own start up programme to avoid duplication in future activity.
- **Specialist advisors** based on the success of the Recovery Action Plan Advisors – advisors will be based locally and meet the needs of the local area. In Sheffield we anticipate this will work in the same way as present, working across all sectors and actively engaging businesses in activity that will increase their productivity, access to wider markets, digital innovation, an overall uplift in turnover and profit alongside specialist advice on carbon reduction across sectors.
- A Toolkit for specialist advisors to access including **low carbon audit and grants, productivity grants and digital adoption grants** linked with the specialist advisor support listed above.
- **Innovation programmes and access to graduate retention, recruitment** – linking businesses to the research and development expertise of both universities. Innovation priorities will be developed with SPF funding in mind as well as other funds such as Innovate UK and Gainshare. Proposals will be based on the Council's involvement in the Sheffield Innovation Programme and RISE and the sustainability innovation assets at both universities.

#### 1.4.7 **Phase 3: Years 2 and 3 People and Skills**

The People and Skills programme is still in development but will be expected to replace a number of existing programmes currently funded with ESF and is expected to place considerable emphasis on the provision of 'green' skills.

- 1.4.8 The Finance Sub-Committee have approved that the Council acts as Accountable Body for the UK Shared Prosperity Fund. Operationally we continue to develop these priorities with our local authority partners, the universities and SYMCA.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 The One Year Plan in 2021 committed the Council to working with businesses to deliver the Business Recovery Plan. Undertaking new activity aligned to the Business Recovery Plan is an extension of this commitment. The activity outlined in this report also support the Council's strategic goal for 'clean economic growth' set out in its recent Delivery Plan.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Consultation with other regional local authority partners, the two universities and SYMCA have allowed for an agreed set of priorities for future business support.

The Business Information Officers provide ongoing local high street support and consult with local businesses on a daily basis. This allows Business Sheffield to have a very good barometer of small business sentiment and immediate weekly feedback of the impact of the cost of living crisis on our small business base and how we can better support those businesses.

In addition, the work undertaken on the [Synergy Report](#) for South Yorkshire, which outlines the current start up ecosystem as uncollaborative and duplicative and confusing for the market, is at the core of the development of future business support priorities.

We have also held a bespoke Business Response Group session with key representatives from the local economy to test the contents of this report, and hear first-hand the critical issues facing different sectors of the economy.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

- 4.1 Equality Implications

- 4.1.1 Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. This is the duty to have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

An Equality Impact Assessment has been carried out and highlights that positive impacts across several characteristics as the activity is aimed at supporting businesses that are experiencing challenges associated with the cost-of-living crisis.

#### 4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications arising from the recommendations in this report. Proposals for funding activity set out in this report will be part of separate decisions taken by the Finance Sub-Committee.

#### 4.3 Legal Implications

- 4.3.1 There are no direct legal implications arising from recommendations in this report. Implementation of priorities for SPF business support programme will require further decisions at a later stage.
- 4.3.2 Those decisions may need to consider the application of Subsidy Control principles for grants, publicly procurement principles for contracts and equality implications in line with the Public Sector Equality Duty.

#### 4.4 Climate Implications

- 4.4.1 Due to the nature of this report a full Climate Impact Assessment using the CIA tool is not considered appropriate, however it is recognised that the Council's activity in this space can support the reduction of emissions from the commercial and industrial sectors.

[A report by ARUP](#) commissioned by Sheffield City Council, shows that in 2017, the direct emissions and those as a direct result of electricity consumption from the commercial and industrial sector contributed 801ktCO<sub>2</sub>, equivalent to 35% of Sheffield's emissions. The analysis considered buildings and transport within Sheffield and found that energy used by businesses within commercial buildings accounted for 54% of these emissions, whilst that in industrial buildings accounted for 46%. Within emissions from transport, light and heavy goods vehicles contribute approximately 184ktCO<sub>2</sub> (28% of all transport emissions). Therefore reducing business emissions further is crucial if the target of reaching net zero by the beginning of the next decade is to be achieved.

Businesses face multiple barriers to reducing their direct emissions and energy consumption. These include: costs, feasibility, lack of information for the individual businesses and more generally a lack of supply chain capacity for delivery and lack of investment in skills. Rising energy prices has provided a new impetus for businesses to consider their climate impacts and it is important that the Council offers support to these businesses whilst also cognisant of the continuing barriers.

The Low Carbon Support Project has demonstrated there is a high demand for this type of support and the proposals within this report would see that project being extended. However the proposals in this report will not by themselves adequately address the scale of the issue faced in terms of business and industry impact on climate. Longer term strategic approaches, such as the future City Goals and Decarbonisation Routemaps will be required to set out how Sheffield will transition to a low-carbon economy. More detailed Climate Impact Assessments will be conducted as specific projects come forward.

There are significant opportunities that come with the adapting to a low-carbon economy: [Sheffield is forecast to host 8,000 green economy jobs by 2030 and over 13,100 by 2050](#). Start-up and scale up support for businesses, like that set out in this report, will help businesses in Sheffield make the most of these opportunities.

#### 4.4 Other Implications

##### 4.4.1 **Public Health Impacts**

Since the pandemic, Business Sheffield has worked increasingly closely with the Council's Health Protection Team to deliver joined up advice to businesses on matter of food safety. This work is continuing through the support being offered through the cost-of-living crisis, and in identifying the risks of a reduction in food safety.

More generally, as set out in the Cabinet report accompanying the Business Recovery Plan in October 2020, good work is recognised as one of the wider determinants of health, and a strong local economy

which provides good, secure, work for people is key to health and well-being in Sheffield.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The Council has the option to do nothing beyond business-as-usual in supporting businesses, but this has several disadvantages:
- It will lead to business closures that could have been prevented with support tailored to businesses needs during this crisis
  - A lack of bespoke advice could lead to vulnerable businesses and organisations being exploited, for example by unscrupulous energy brokers
  - By not setting out a coherent and joined-up set of interventions and services ahead of time, there may be unrealistic expectations of what the Council is able to do for businesses in the coming months
- 5.2 The Council also has the option to deliver these services through centrally delivered business support, rather than utilising the Business Information Officers in the district centres. This has the following disadvantages:
- It is less proactive on the Council's part and relies on businesses making the effort to contact the Council. The risk is that this leads to businesses in distress delaying their access to support and increasing the chance of unnecessary business closures.
  - This model also is more likely to miss out smaller businesses who do not have the networks or capacity to engage with business support and as a consequence may miss out on opportunities for growth.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The Business Recovery Plan created a framework to support the city's long-term recovery from the COVID pandemic. The city now faces a new economic crisis. Many of the interventions and initiatives set out in the Business Recovery Plan are still relevant to supporting businesses but new activity is also required. This report sets out how the Council is already responding to the crisis and puts forward proposals for new activity that will help to protect jobs and businesses and support new growth.

Appendix 1.

***Stimulating Demand in the Local Economy***

- The Economic Recovery Fund (ERF) is a grant fund open to collaborations led by the private sector, third sector, partners or from within the council itself. In the first year of activity, £2 million was allocated with 15 district centre projects successfully launched. Following this first year of activity Full Council committed to continuing the ERF in the financial year 2022-23, with £2m for this work ringfenced to district centres. An evaluation of the first round of funding found that business and project lead feedback has been very positive and ERF has had a significant positive effect upon local business retail infrastructure with the planned creation of up to six new business forums. Local feedback has also been positive with many welcoming tangible improvements to their district high streets. More details of the evaluation and how the second round of ERF will operate are in the report that went to the Economic Development and Skills Committee Extraordinary Meeting, which took place on the 19<sup>th</sup> October 2022.
- A 'Summer in the Outdoor City' visitor campaign, funded through the Economic Recovery Fund included a range of events in the city centre over the summer months of 2021 designed to stimulate footfall. Events supported included Pollen Market, Sheffield Music Trails, Division Street Markets and the Castlegate Festival. According to data collected by Centre for Cities, Sheffield city centre saw a huge increase in footfall in September 2021, with the level reaching 89% of the pre-pandemic average.
- The Low Carbon Business Support project, delivered by Business Sheffield, provides SMEs in South Yorkshire help to identify and implement measures that reduce energy consumption and carbon emissions. The support available consists of 1-2-1 business advisor support, a free energy audit and a grant of up to £12,499 towards project costs. The scheme has supported investments in Solar PV, LED lighting, insulation and glazing upgrades. One of the key objectives of the project is to start businesses on their carbon reduction journey. Due to the changes in the economic climate and in particular energy prices, the project has been inundated with interest and the pipeline is now closed to new enquiries. Of the 135 businesses currently receiving support, 78 are Sheffield businesses.
- A new, more dynamic Welcome to Sheffield website has been launched. This is used as a landing page destination for many aspects of the city including both the universities. Since the launch in April 2022 the website has had between 20% and 60% uplift in traffic and sessions but most importantly it has raised the bar and profile of the city in terms of how Sheffield should be perceived and recognised.

### ***Opening our City Centre and District Centres safely and securely***

- The city's local high street independent businesses were supported through the continuation of Business Sheffield's Business Information Officers. Their role during recovery was helping businesses to open safely, understanding government guidance and working closely with Environmental Health Food Safety Teams, as well as helping businesses access the Pavement Café Licence at a time when businesses were not able to fully operate in a pre-covid capacity inside due to restrictions.
- The Council continues to promote active travel and has introduced a series of schemes since 2020 to help support a transition to more sustainable journeys within the city. The implementation of the Sheaf Valley Cycle Route, two trial active neighbourhoods in Crookes and Walkley, and Nether Edge are a couple of examples of how the Council is promoting infrastructure change to support walking and cycling. The wider programme of works through the Connecting Sheffield continues, with future schemes within the design stage, including cycling and walking routes from the City Centre to Nether Edge, Kelham Island and Attercliffe (continuing to Meadowhall, Tinsley and Rotherham).
- The City Centre Vision sets out plans to create a thriving, liveable and sustainable city centre. Consultation on the City Centre Strategic Vision took place between January and February 2022. The Vision has now been approved by the Council.
- Sheffield City Council successfully bid for £15.8m of Future High Streets funding in 2021 and it is being used to deliver three projects: transforming part of Fargate into a community culture hub named Event Central; improvements to the street on Fargate and High Street; and a 'Front Door Scheme' to open upper floor access and improving frontages on Fargate, High Street and connecting routes.
- In terms of progress with the Sheffield Plan, public consultation on the Issues and Options document took place in 2020 and further work is now taking place on an Emerging Draft Sheffield Plan.
- Sheffield City Council's published its 10 Point Plan for Climate Action in 2021 and adopted in March 2022 identified the need to work with and support businesses and build the skills and economy we need for the future.
- The last two years has also seen delivery of city centre projects such as Grey to Green, Heart of the City 2, and West Bar as well as new plans for Castlegate.



### ***Developing our skills base as a city to help communities get back to work***

- The Council reacted to the launch of the national Kickstart Scheme – which offered funded six-month work placements for 18 to 24-year-olds on Universal Credit – by forming the Sheffield Partnership for Jobs and Skills alongside JCP, Sheffield Chamber of Commerce and Sheffield Hallam University, among other stakeholders. The partnership established a streamlined gateway for local employers to identify and recruit eligible candidates, with SCC's employer engagement staff delivering practical recruitment support to hiring managers (e.g. formulating job descriptions). The gateway successfully delivered 135 Kickstart work placements across 127 Sheffield employers, with many of these roles developing into permanent jobs for young people.
- In the last year, with demand for staff at an all-time high and skills shortages jeopardising the wider economic recovery, the Council has sharpened its focus on engaging economically inactive people (those who do not claim out-of-work benefits and therefore cannot access Job Centre Plus provision) to return to work or enter the labour market for the first time. This acknowledged a significant rise in people unable to work due to poor health or care responsibilities. SCC commissioned targeted keyworker and community-based pre-engagement activity for those with barriers to entry (e.g. poor mental health, homelessness and English language support needs), while employer engagement staff worked to create viable progression routes.

### ***Helping to stimulate the conditions to encourage more start-ups in the city***

- The South Yorkshire programme Launchpad has continued to deliver start up and early stage support for individuals and businesses in the city
- Business Sheffield has been an active partner in the Sheffield Incubation and Acceleration Network in the city which has now stretched to a regional group of like-minded incubation spaces and acceleration programmes to share best practise and build a better joined up ecosystem.
- The European Funded Team South Yorkshire Programme has delivered new accelerator programmes for indigenous businesses and businesses outside of South Yorkshire.
- The recently contracted Tech Welcome programme, funded through South Yorkshire Mayoral Combined Authority's (SYMCA) Recovery Action Plan funding will entice new tech businesses into South

Yorkshire with grants towards the first 12 months rental costs in incubator spaces.

- A more detailed report on start-up progress and delivery will be scheduled in a future Committee agenda.

***Stimulating investment in culture to help rebuild confidence and visitor numbers***

- Freelancers in the culture sector were particularly badly hit with many sources of support not available to them. The Sheffield Culture Consortium set up a Freelancer Fund with Sheffield City Council Economic Development and Culture funding, plus cultural partner contributions. The success of the Fund led to a second, larger round funded through the Council's allocated Additional Restrictions Grant (ARG) and the South Yorkshire Mayor's Fund, channelling £297,000 into a part of the sector which needed support, and using ARG in an innovative way.
- Sheffield Showcase showcased small festivals with umbrella promotion through the first weekend of September 2021 and 2022
- SCC match funding for Create Sheffield (Sheffield's Cultural Education Partnership) to strengthen the cultural education offer for children and young people, focusing on activity designed with, by and for young people living in areas of socio-economic deprivation
- Harmony Works, S1 Artspace and Castlegate have been awarded central government Levelling Up Funding
- SCC has adopted the Culture Collective Strategy as an interim strategy

***Working with business leaders on a longer-term economic strategy for Sheffield***

- As set out in a report to the Economic Development and Skills Policy Committee in June 2022 on the Local Economic Assessment, Sheffield City Partnership are leading the development of a new City Strategy (now referred to as City Goals) which will incorporate an inclusive economic framework for the city. Work so far has involved business leaders and networks and will continue to do so.
- The original Business Recovery Plan highlighted the need for a new partnership with the private sector, building on the previous City Growth Board and the Business Response Group's approach. In a separate report to the Economic Development and Skills Policy Committee on the 30<sup>th</sup> November, the committee is asked to endorse the development of a new Sheffield Business Board which is representative of the city's

diverse business base. The board will be developed with other business facing services of the Council and in collaboration with the Sheffield Chamber.

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**PART A****Initial Impact Assessment****Introductory Information****Proposal name****Business Recovery Plan****Brief aim(s) of the proposal and the outcome(s) you want to achieve**

A report to Economic Development and Skills Policy Committee sets out progress against the Business Recovery Plan which was endorsed by SCC Cabinet in 2020. The report outlines new activity which forms part of the city's response to the new challenges facing Sheffield businesses due to the cost of living crisis. This report identifies initial steps required to enable Sheffield City Council to support businesses through this period.

**Proposal type**☐ Budget ☒ Non Budget**If Budget, is it Entered on Q Tier?**☐ Yes ☒ No

If yes what is the Q Tier reference

**Year of proposal (s)**

<input type="radio"/> 21/22	<input checked="" type="radio"/> 22/23	<input checked="" type="radio"/> 23/24	<input checked="" type="radio"/> 24/25	<input type="radio"/> other
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**Decision Type**

- ☐ Coop Exec
- ☒ Committee (Economic and Skills Policy)
- ☐ Leader
- ☐ Individual Coop Exec Member
- ☐ Executive Director/Director
- ☐ Officer Decisions (Non-Key)
- ☐ Council (e.g., Budget and Housing Revenue Account)
- ☐ Regulatory Committees (e.g. Licensing Committee)

**Lead Committee Member****Cllr Martin Smith****Lead Director for Proposal****Diana Buckley**

**Person filling in this EIA form**

Yvonne Asquith

**EIA start date**

08/11/2022

**Equality Lead Officer**

- |  |                                    |
|--|------------------------------------|
| <input type="radio"/> Adele Robinson         | <input type="radio"/> Ed Sexton    |
| <input type="radio"/> Annemarie Johnston     | <input type="radio"/> Louise Nunn  |
| <input checked="" type="radio"/> Bashir Khan | <input type="radio"/> Beverley Law |

**Lead Equality Objective ([see for detail](#))**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="radio"/> Understanding Communities | <input type="radio"/> Workforce Diversity | <input type="radio"/> Leading the city in celebrating & promoting inclusion | <input checked="" type="radio"/> Break the cycle and improve life chances |
|--|---|---|---|

**Portfolio, Service and Team****Is this Cross-Portfolio**

- ☒
- Yes
- ☐
- No

**Portfolio/s**

City Futures , People

**Is the EIA joint with another organisation (e.g. NHS)?**

- ☐
- Yes
- ☒
- No Please specify

**Consultation****Is consultation required? (Read the guidance in relation to this area)**

- ☐
- Yes
- ☒
- No

**If consultation is not required, please state why**

The paper is for the Committee to note the progress made on the Business Recovery Plan, to note the effects of the cost of living crisis and endorse the priorities for future UK Shared Prosperity Funding (UKSPF) based on this information.

**If consultation has already been carried out, please provide details of the results with equalities analysis**

The original Business Recovery Plan involved consultation with businesses and was co-produced with the Business Response Group.

South Yorkshire Mayoral Combined Authority has undertaken consultation in respect to UKSPF which has demonstrated a need for support across a range of activities potentially supported by the funding. Consultation with other regional local authority partners, including the two universities have resulted in an agreed set of priorities for the funding. Business Sheffield's ongoing support to businesses means the service consults with businesses across all sectors on a daily basis giving the service an insight into the affects the cost of living crisis is having on businesses. Business Information Officers providing ongoing local high street support consult with local businesses on a daily basis allowing us to have a very good barometer of the small business sentiment and immediate weekly feedback of the impact of the cost of living crisis on our small business base. Consultation with other council services and how we collectively work together better including Licensing and Environmental health teams also adds to this ongoing consultation process.

**Are Staff who may be affected by these proposals aware of them?**

☒ Yes ☐ No

**Are Customers who may be affected by these proposals aware of them?**

☒ Yes ☐ No

**If you have said no to either please say why**

## Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Identify Impacts

**Identify which characteristic the proposal has an impact on tick all that apply**

<input checked="" type="radio"/> Health	<input type="radio"/> Transgender
<input checked="" type="radio"/> Age	<input type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> Voluntary/Community & Faith Sectors
<input type="radio"/> Pregnancy/Maternity	<input checked="" type="radio"/> Cohesion
<input checked="" type="radio"/> Race	<input checked="" type="radio"/> Partners
<input checked="" type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion

<input type="radio"/> Sex	<input type="radio"/> Armed Forces
<input type="radio"/> Sexual Orientation	<input type="radio"/> Other
<input checked="" type="radio"/> Cumulative	

## Cumulative Impact

**Does the Proposal have a cumulative impact?**

☒ Yes ☐ No

<input checked="" type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input checked="" type="radio"/> Geographical Area	<input type="radio"/> Other

*If yes, details of impact*

UKSPF is a three programme of support with funding increasing from Year 1 (22/23) to Year 3 (24/25). There is potential for SPF to be matched with other funding to increase impact of existing and new activity.

The funding will be available across the City.

**Local Area Committee Area(s) impacted**

☒ All ☐ Specific

*If Specific, name of Local Committee Area(s) impacted*

## Initial Impact Overview

**Based on the information about the proposal what will the overall equality impact?**

The report to Committee outlines new activity which forms part of the city's response to the new challenges facing Sheffield businesses due to the cost of living crisis and identifies initial steps required to enable Sheffield City Council to support businesses through this period.

The impact of the proposals are positive across several characteristics as they are aimed at supporting businesses that are experiencing challenges associated with the cost-of-living crisis.

**Is a Full impact Assessment required at this stage?** ☒ Yes ☐ No

**If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.**



## PART B

### Full Impact Assessment

#### Health

**Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?**

☒ Yes    ☐ No    *if Yes, complete section below*

#### Staff

☐ Yes

☒ No

#### Customers

☒ Yes

☐ No

#### Details of impact

Work is recognised as one of the wider determinants of health, and a strong local economy which provides good, secure, work for people is key to health and well-being in Sheffield. The proposals in the report help to support businesses as part of a strong economy.

An element of the UKSPF programme will specifically address the Cost of Living crisis through a range of interventions for businesses – short and medium term. These interventions will, in part, mitigate some of the worst effects of the Cost of Living crisis which has already seen a clear link to the mental health of business owners in particular sole business owners and smaller business owners.

#### Comprehensive Health Impact Assessment being completed

☐ Yes    ☒ No

*Please attach health impact assessment as a supporting document below.*

#### Public Health Leads has signed off the health impact(s) of this EIA

☐ Yes    ☐ No

**Name of Health Lead Officer**

#### Age

#### Impact on Staff

☐ Yes    ☒ No

#### Impact on Customers

☒ Yes    ☐ No

#### Details of impact

An element of the UKSPF programme will specifically address the Cost of Living crisis through a range of interventions – short and medium term. Anecdotally it is the older business owners on the high street in particular who are affected by the cost-of-living-crisis and are more likely to face business closure because of it.

## Disability

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

An element of the UK SPF Communities and Place programme is designed to support community organisations through the cost-of-living crisis. Research suggests that the disabled population will suffer disproportionately negative effects from the cost-of-living crisis and are likely to benefit from support from community organisations.

Disabled people should also be expected to benefit from other elements of the programme, such as inclusive business support. The focus on local district centres will be particularly beneficial to those who have barriers to travelling to the city centre

## Race

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

An element of the SPF programme will specifically address the cost-of-living crisis through a range of interventions – short and medium term. Evidence strongly suggests that the Black, Asian and Minoritised Ethnic population will suffer disproportionate negative effects from the cost-of-living crisis.

People from Black, Asian and Minoritised Ethnic communities should also be expected to benefit from other elements of the programme, including:

- participation pathways to being economically active
- inclusive business support, that is not centrally provided but is delivered across all of our communities.

## Sex

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

Women are under-represented amongst business owners. Whilst there is little available data on the proportion of BAME women business owners, there is some research to suggest women of mixed ethnicity were more entrepreneurial than white women and there is virtually no gender gap amongst black entrepreneurs (data from [Women in business facts and statistics \(prowess.org.uk\)](https://prowess.org.uk)).

This research is a little dated as it is from 2006-2007, however it illustrates the importance of recognising the intersectional needs of women. Women can be expected to benefit from wider elements of the programme, including:

- participation pathways to being economically active
- inclusive business support, that is not centrally provided but is delivered across all of our communities.

## Sexual Orientation

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

The LGBTQ+ community would be expected to benefit from all elements of the programme, including inclusive business support.

## Carers

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

Unpaid carers (e.g. family members) would be expected to derive indirect benefits from the programme's measures to promote economic participation and inclusion for disabled people, as well as directly benefiting themselves.

## Poverty & Financial Inclusion

### Impact on Staff

☐ Yes ☒ No

### Impact on Customers

☒ Yes ☐ No

### Details of impact

The initial use of UKSPF will be to mitigate the impact of the cost-of-living crisis through a range of interventions. Activity in Years 2 and 3 will move towards creating interventions that create opportunities to start a business alongside Business Support programmes that will support existing businesses to grow, to be more productive and indeed to survive.

**Impact on Staff**☐ Yes☒ No**Impact on Customers**☒ Yes☐ No**Details of impact**

UKPSF will fund a range of activity designed to 'Level Up' business support in the city, contributing to wealth creation across all of our city including local high streets and local business base.

**Partners****Impact on Staff**☐ Yes☒ No**Impact on Customers**☒ Yes☐ No**Details of impact**

The Council is working with local partners including other regional local authorities, the South Yorkshire Mayoral Combined authority (SYMCA) and the two universities to develop a range of interventions to address Cost of Living, and the future of business support generally. We have a focus and priority to avoid future duplication of business support delivery and agree regional business support priorities with local nuances that reflect real local issues.

## Action Plan and Supporting Evidence

**What actions will you take to mitigate any equality impacts identified? Please include an Action Plan with timescales**

With the use of UKSPF the Council, together with partners such as both universities and other regional local authorities we will develop a range of business support programmes that will:

- Address the cost-of-living crisis and support recovery from the pandemic.
- Develop a business support programme to improve the economy, creating jobs and income for residents.

Part of the UKSPF funding will be used to encourage participation across the groups identified above.

**Supporting Evidence** (Please detail all your evidence used to support the EIA)

SCC's Cost of Living Strategy

**Following mitigation is there still significant risk of impact on a protected characteristic.** ☐ Yes ☒ No

If yes, the EIA will need corporate escalation? Please explain below

### Sign Off – Part B (EIA Lead to complete)

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?

☒ Yes

☐ No

Date agreed

17/11/22

Name of EIA lead officer

Bashir Khan

Review Date

31/11/23

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## Report to Policy Committee

**Author/Lead Officer of Report:** Ryan Keyworth,  
Director of Finance and Commercial Services

**Tel:** +44 114 474 1438

**Report of:** *Ryan Keyworth*

**Report to:** *Economic Development & Skills Committee*

**Date of Decision:** *30<sup>th</sup> November 2022*

**Subject:** *Month 6 Monitoring*

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:-				
<p><i>"The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended)."</i></p>				

### Purpose of Report:

*This report brings the Committee up to date with the Council's financial position as at Month 6 2022/23*

### Recommendations:

#### The Committee is recommended to:

1. Note the Council's financial position as at the end of September 2022 (month 6).

### Background Papers:

[2022/23 Revenue Budget](#)

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.	<div>Finance: <i>Ryan Keyworth, Director of Finance and Commercial Services</i></div> <div>Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i></div> <div>Equalities &amp; Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></div> <div>Climate: n/a</div>
	<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	<b>EMT member who approved submission:</b>	<i>Eugene Walker</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Bryan Lodge</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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Ryan Keyworth</i> <i>Jane Wilby</i>	<b>Job Title:</b> <i>Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
	<b>Date:</b> 31 <sup>st</sup> October 2022	



## 1. PROPOSAL

1.1 This report sets out the 2022/23 Month 6 financial monitoring position for the Council overall (1.2); by committee (1.3); and for the Economic Skills and Development Policy Committee (1.4).

### 1.2 Council Portfolio Month 6 2022/23

1.2.1 The Council is forecasting a £18.6m overspend against the 2022/23 budget as at month 6.


Full Year £m	Outturn	Budget	Variance
Corporate	(464.6)	(463.2)	(1.4)
City Futures	46.7	46.8	(0.1)
Operational Services	113.3	113.4	(0.1)
People	313.5	295.9	17.6
Policy, Performance Comms	3.2	2.9	0.4
Resources	6.4	4.2	2.2
<b>Total</b>	<b>18.6</b>	<b>(0.0)</b>	<b>18.6</b>

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans ("BIPs") not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(1.4)	(1.4)
City Futures	(0.1)	0.0	(0.0)	(0.1)
Operational Services	(5.8)	3.2	2.6	(0.1)
People	(0.4)	14.2	3.8	17.6
Policy, Performance Comms	(0.1)	0.3	0.2	0.4
Resources	(0.7)	1.7	1.3	2.2
<b>Total</b>	<b>(7.1)</b>	<b>19.3</b>	<b>6.3</b>	<b>18.6</b>

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M6 is set to be £18.6m leaving a remaining risk allocation of £16.7m

	£m	
<b>Allocated reserves</b>	<b>70.0</b>	
21/22 Budget overspend	19.8	
22/23 Base budget committed	15.0	
22/23 BIP shortfall	19.3	
22/23 pressures	6.3	
22/23 in year mitigations	(7.1)	
Reserves used @ M6	53.3	
<b>Remaining reserves</b>	<b>16.7</b>	


  
 (£18.6m overspend @ M6)

### 1.3 Committee Financial Position

#### 1.3.1 Overall Position - £18.6m overspend at Month 6

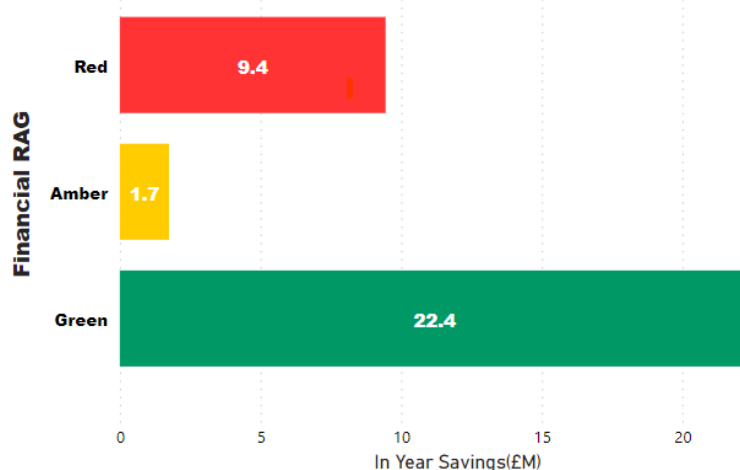
<b>There is a £11.8m overspend in the Adult Health and Social Care Committee and a £6.5m overspend in the Education, Children and Families Committee</b>	Full Year Forecast £m @ Month 6	Outturn	Budget	Variance
	Adult Health & Social Care	164.4	152.5	11.8
	Education, Children & Families	135.2	128.6	6.5
	Housing	8.6	8.8	(0.1)
	Transport, Regeneration & Climate	41.3	41.9	(0.6)
	Economic Development & Skills	11.0	11.0	(0.0)
	Waste & Street Scene	54.4	54.7	(0.3)
	Communities Parks and Leisure	44.9	45.4	(0.5)
	Strategy & Resources	(441.2)	(442.9)	1.7
	<b>Total</b>	<b>18.6</b>	<b>(0.0)</b>	<b>18.6</b>

<b>Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery</b>	Variance Analysis £m @ Month 6	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.5)	8.1	4.2	11.8
	Education, Children & Families	0.6	6.0	(0.1)	6.5
	Housing	0.0	0.0	(0.1)	(0.1)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.6)
	Economic Dev't & Skills	(0.1)	0.0	0.1	(0.0)
	Waste & Street Scene	(3.2)	0.4	2.6	(0.3)
	Communities Parks & Leisure	(0.8)	0.5	(0.2)	(0.5)
	Strategy & Resources	(1.0)	2.2	0.6	1.7
	<b>Total</b>	<b>(7.1)</b>	<b>19.3</b>	<b>6.3</b>	<b>18.6</b>

<b>£6.3m of one-off savings are mitigating part of the ongoing overspend</b>	Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues. The government's recent announcement on the energy price cap only gives us protection on current rates until the end of the financial year. Currently, the best open market prices we are able to achieve for 1 April 2023 onwards results in a doubling in the unit price of energy that we will face.
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<b>Balancing the 22/23 budget was only possible with £53m of BIPs, £33m are reported as deliverable in year</b>	Budget Savings Delivery Forecast @M6 £m	Total Savings 22/23	Deliverable in year	FY Variance
	People	37.7	23.5	14.2
	Operational Services	7.1	4.0	3.1
	PPC	1.2	1.0	0.2
	Resources	6.7	5.0	1.7
	<b>Total</b>	<b>52.7</b>	<b>33.4</b>	<b>19.3</b>

<b>Focus must be on delivering BIPs in 22/23 and preventing the budget gap from widening</b>	Of the £33m BIPs forecast as being deliverable, £9.4m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.
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Of the £19.3m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24 and form part of the baseline pressures captured in the draft medium term financial analysis presented to the Strategy and Resources Committee on 5<sup>th</sup> July 2022.

**Adult Health and Social Care are forecast to overspend by £11.8m**

The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.

**Education, Children and Families are forecast to overspend by £6.5m**

Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.

The committee position improved in M6 by £0.8m due to an additional grant contribution of £0.5m for Household Support mitigating an overspend in this area alongside reductions to staffing forecasts.

1.4 **Economic Development & Skills Committee – Underspend of £0.1m Month 6**

The revenue outturn position for the Economic Development & Skills Committee remains broadly balanced	Full Year Forecast £m @ Month 6			Outturn	Budget	Variance
	Education & Skills (Employment and Skills; Family and Community Learning)			0.8	0.8	0.0
	Economy, Culture & Skills (Business Development; Director of Economic Development and Culture; Economy and Business Support; Employment and Skills)			9.5	9.6	(0.1)
	Streetscene & Regulation (Events)			0.7	0.6	0.1
	Total			11.0	11.0	0.0

Whilst the net budget is £11m, the Committee is reliant on £14.4m of income to support the services	Service	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn (M6)	Total Variance
	Education & Skills	0.8	(6.9)	7.7	0.8	0.0
	Economy, Culture & Skills	9.6	(6.8)	16.3	9.5	(0.1)
	Streetscene & Regulation	0.6	(0.7)	1.4	0.7	0.1
	Grand Total	11.0	(14.4)	25.4	11.0	(0.0)

The impact of the proposed pay offer created an additional £0.2m pressure to the committee	The proposed pay award of £1,925 flat rate per employee has been factored into forecasts in M4. The proposal leaves an additional pressure of £0.2m for the Committee.
	It should be noted that the extra pay offer cost is an initial indicative estimate only and has been included within Economy, Culture & Skills activity for all services within the Committee, pending agreement with Unions.

The key Budget Implementation Plan (BIP) was delivered	The key BIP for 22/23 was to vacate the offices at Broad Street West, which has been achieved.
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## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The recommendations in this report are that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality Implications**

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

### **4.2 Financial and Commercial Implications**

- 4.2.1 There are no direct financial implications from this report.

### **4.3 Legal Implications**

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:
- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
  - the adequacy of the proposed financial reserves.
- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.
- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

### **4.4 Climate Implications**

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

### **4.4 Other Implications**

4.4.1 No direct implication

**5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

**6. REASONS FOR RECOMMENDATIONS**

6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 6 2022/23.



## Report to Policy Committee

**Author/Lead Officer of Report:** Ryan Keyworth,  
Director of Finance and Commercial Services

**Tel:** +44 114 474 1438

**Report of:** Ryan Keyworth & Diana Buckley

**Report to:** Economic Development and Skills Policy Committee

**Date of Decision:** 30 November 2022

**Subject:** 2023/24 Budget Position

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given?				
Proposals contained within appendix 1 are subject to EIAs 1233, 1234 and 1236.				
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 checked="" type="checkbox"/>	No	<input 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:-				
The <b>appendix</b> is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).				

### Purpose of Report:

This report updates in the Policy Committee on the progress of the 2023/24 budget process.

The appendix contains specific budget proposals that the Committee are asked to endorse

### Recommendations:

#### The Committee is recommended to:

1. Note the update on the Council's 2023/24 budget position.
2. Endorse the budget proposals set out in Appendix 1

### Background Papers:

12 October 2022 Strategy and Resources Committee  
Report[https://democracy.sheffield.gov.uk/documents/s50376/3 - Revenue Budget Report 2022-](https://democracy.sheffield.gov.uk/documents/s50376/3 - Revenue Budget Report 2022-23.pdf)  
23.pdf



<b>Lead Officer to complete: -</b>		
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.	<b>Finance:</b> <i>Ryan Keyworth, Director of Finance and Commercial Services</i>
		<b>Legal:</b> <i>David Hollis, Assistant Director, Legal and Governance</i>
		<b>Equalities &amp; Consultation:</b> <i>James Henderson, Director of Policy, Performance and Communications</i>
		<b>Climate:</b> <i>n/a</i>
	<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	<b>SLB member who approved submission:</b>	<i>Ryan Keyworth</i>
3	<b>Committee Chair consulted:</b>	<i>Martin Smith</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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Ryan Keyworth</i>	<b>Job Title:</b> <i>Director of Finance and Commercial Services</i>
	<b>Date:</b> <i>1<sup>st</sup> November 2022</i>	

## 1. PROPOSAL

- 1.1. This report updates in the Policy Committee on the progress of the 2023/24 budget process.

1.2. <b>S&amp;R received the sum of the Policy Committee Budget Proposals on 12 October. This left a £19.6m remaining gap assuming that all proposals Noted by Policy Committees are ultimately approved</b>	<b>General Fund Revenue Budget (£m)</b>	<b>Pressure</b>	<b>Noted by Committee</b>	<b>Mitigations to find</b>
	AHSC	25.0	-25.0	0.0
	ECF	12.4	-6.9	5.5
	Housing	0.7	-0.5	0.2
	TRC	3.4	-0.8	2.6
	EDS	0.6	-0.5	0.1
	WSS	11.5	-0.9	10.6
	CPL	2.3	-2.3	0.0
	S&R (Corporate)	16.7	-16.7	0.0
	S&R (Committee)	7.8	-7.2	0.6
	<b>Total</b>	<b>80.4</b>	<b>-60.8</b>	<b>19.6</b>

- 1.3. **There are some potential improvements to this position**
- Work is still in progress, particularly with the Education, Children and Families Committee which is resulting in further savings being identified.
- It is hoped that this will improve the position to leave around £15m still to be found.
- 1.4. **We need to find options to close most, if not all of this gap**
- Based on the latest budget monitoring, by the end of the financial year we will have used around £54m of the £70m reserves we earmarked to support a return to financial sustainability.
- That means we can't use reserves to balance next year's budget – we don't have the scope to fill recurrent overspends with one-off reserves and if we do, we'll find ourselves under increasing external scrutiny.
- 1.5. **We can afford some one-off costs for change**
- We can use the remaining £16m of reserves to help us change our organisation to both deliver on our plans and operate at a lower ongoing cost.
- 1.6. **Ultimately, it's for S&R to recommend a budget to Council**
- In the Council's constitution, it is for the Strategy and Resources Committee to recommend a budget to Full Council. This applies to both the Housing Revenue Account business plan and rent setting report to the 1 February 2023 full Council meeting and the rest of the budgets and Council Tax level report to the 1 March 2023 Full Council meeting.
- The process we have followed this year with Policy Committees was designed to provide the maximum level of individual Policy Committee involvement in the process that is allowed by the Constitution.
- Time is now against us, and it may be necessary for S&R to make recommendations to Council that have not been

explicitly approved by the relevant Policy Committee in a public meeting.

### **November Policy Committees and December Strategy and Resources Committee**

- 1.7. **The November Policy Committees can be the first step to approval**
- The original intention was for Policy Committees to endorse their overall budgets and recommend them to Strategy and Resources which would in turn recommend the budget to Full Council.
- That may still be possible for some Committees where proposals have widespread political support and where the necessary consultations with stakeholders have taken place to allow proposals to be set out in public.
- Where this is possible, a separate report on this agenda will set that out.
- 1.8. **5 December S&R will need an almost final position**
- There will be no time to alter the Housing Committee's Housing Revenue Account business plan and budget after Christmas if the Housing Rent setting decision is to be made at the 1 February Council.
- There may be time leading up to Christmas to make minor changes to the General Fund budget leading up to 1 March Council, but not much.
- There will also be significant work to do on public consultation, equality and climate impacts and other stakeholder engagement in the time between Christmas and mid-February.
- We need a solid position ahead of what could be an uncertain and late Local Government Finance Settlement.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

The recommendations in this report are central to the process of completing the Council's 2023/24 budget process in good time.

## **3. HAS THERE BEEN ANY CONSULTATION?**

There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1. Equality Implications**

There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

#### 4.2. Financial and Commercial Implications

There are no direct financial implications from this report.

#### 4.3. Legal Implications

Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

#### 4.4. Climate Implications

There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course. Please also refer to Appendix 1.

#### 4.5. Other Implications

No direct implication

### 5. **ALTERNATIVE OPTIONS CONSIDERED**

The Council is required to both set a balanced budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

### 6. **REASONS FOR DECISION**

The Council is required by law to set a balanced budget each year. This report is pursuant to that objective and is in line with the process and timetable agreed by the Strategy and Resources Committee on 31 May 2022 and 5 July 2022.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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