

# **Economic Development and Skills Policy Committee**

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**Wednesday 22 February 2023 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).

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

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  
22 FEBRUARY 2023**

**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 Meeting** (Pages 11 - 20)  
To approve the minutes of the last meeting of the Committee held on
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 21 - 32)  
Report of the Interim Director of Legal and Governance

**Formal Decisions**

- 8. Shared Prosperity Fund Year - Local Business Support Projects** (Pages 33 - 78)  
Report of the Executive Director, City Futures
- 9. Progress Update on Adopting the Culture Strategy** (Pages 79 - 86)  
Report of the Executive Director, City Futures
- 10. Sheffield City Goals (to include Inclusive Economy and Wellbeing Economy which was referred from Full Council in February 2022)** Presentation  
Report of the Executive Director, City Futures

**Other Items**

**NOTE: The next meeting of Economic Development and Skills Policy Committee will be held on Wednesday 15 March 2023 at 10.00 am**



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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 Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Economic Development and Skills Policy Committee

Meeting held 18 January 2023

**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. APOLOGIES FOR ABSENCE**

1.1 There were no apologies for absence.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 It was reported that the appendix to the following report was not available to the public and press because it contained exempt information described in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), relating to information relating to the financial or business affairs of any particular person (including the authority holding that information). Accordingly, if the content of the appendix was to be discussed, the public and press would be excluded from the meeting:-

Item No.	Title	Excluded Appendix
11	Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and Proposals for Future Structure of Tourism and Strategic Events	Appendix 3

**3. DECLARATIONS OF INTEREST**

3.1 Councillor Paul Turpin declared a personal interest in Agenda Item No. 8 – UK Shared Prosperity Fund - Sustainable Cultural and Community Facilities, as Director of a company which retrofitted green energy equipment. Councillor Turpin declared that he had an open mind and his business was not yet operational

3.2 Councillor Tom Hunt declared a personal interest in Agenda item No. 9 - Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service, as previous Chair of the Trustee Board at Zest which had received a small amount of AEB funding and as a representative of the Council on the Board of Upperthorpe Healthy Living Centre which was a sister board to Zest.

3.3 Councillor Paul Turpin declared a personal interest in Agenda item No. 9 - Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service, as

Trustee of Source Academy which had received a small amount of AEB funding

#### **4. MINUTES OF PREVIOUS MEETING**

##### **4.1 RESOLVED UNANIMOUSLY That:-**

1. subject to the correction of Councillor Crossland's name in paragraph 4.1, the minutes of the meeting of the Committee held on 30<sup>th</sup> November 2022 were approved as a correct record.

#### **5. PUBLIC QUESTIONS AND PETITIONS**

5.1 Loveday Herridge from Sheffield Visual Arts Group asked the following question:

5.2 In the absence of a Cultural Strategy for Sheffield, we rely on the Culture Collective's strategy document relating to Culture, which was adopted by the Council. This said, *A commitment has been made that in 2021, plans and next steps for the redevelopment of Graves Gallery and Central Library will be agreed in recognition of the huge amount of work that has been undertaken to date and the identification of this project as a priority for Sheffield City Council. Museums Sheffield and Sheffield Libraries and Archives Service have developed outline visions for the gallery and the library. Graves Gallery will be nationally recognised as one of the UK's leading art museums, renowned for exhibitions, displays, events and an approach that makes visitors feel connected and valued in a space where they have the opportunity to think, create and connect. The Central Library will be a destination not only for the people of Sheffield but also for visitors, providing world class reading resources, digitally enabled flexible spaces and a place where learning, exploration and creation is available to all. The opportunity will be taken to refine and progress the vision for this building and the services currently based within it and to position its redevelopment as a catalyst for the transformation of Sheffield city centre.*

**Now that it is clear that the Surrey Street building is actually crumbling, what reassurance can the Committee give that these commitments will be maintained?'**

5.3 The Chair responded that:

The Economic Development and Skills Policy Committee adopted the Culture Collective Strategy at its September meeting in 2022 and endorsed the priorities within it. This includes, working with partners to progress the future redevelopment of Graves Gallery and the Central Library.

There has been a delay in the development of plans for the building due to Covid pressures, a change in the economic environment and budget pressures. However, the Accommodation Review underway is supporting a condition review and an assessment of the necessary investment. Alongside this, the Culture Collective, Museums Sheffield and Sheffield City Council are progressing the

options work on the future vision for the building. Resources have been made available to undertake this visioning and feasibility work on the potential opportunity of the Graves Gallery.

## **6. WORK PROGRAMME**

6.1 The Democratic Services Team Manager presented the Work Programme and drew Members attention to the referral from Full Council at paragraph 2 regarding the Renewable Energy Strategy for Sheffield, along with the officer response.

6.2 **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 of the Work Programme;
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. Members note the referral from Full Council, along with the officer response.

## **7. UK SHARED PROSPERITY FUND - SUSTAINABLE CULTURAL AND COMMUNITY FACILITIES**

7.1 The Head of Programmes and Accountable Body presented the report and requested that an additional recommendation be added to include energy efficiency grants to enable low carbon skills training.

The report sought approval from the Economic Development and Skills Policy Committee of the proposals for the use of £2.2m the UK Shared Prosperity Fund (UKSPF) to improve the energy performance of community and cultural buildings within Sheffield.

Members asked various questions regarding emerging technology, increase in property rental value, support for organisations putting bids together and match funding.

The Head of Programmes and Accountable Body responded and explained that there were no restrictions on the type of technology that the funding covered. The grants would not be tied to property values and it was expected that community groups would be the applicants rather than landlords. Some of the funding would be used to fund officer appointments to support groups in putting bids together. The use of energy audits had been included to remove some of the technical aspects from the bid process. The applications would be actively monitored to

ensure equal distribution around the city. Applicants would be expected to have any match funding in place before monies were released.

7.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee approve that:-

1. £2.2m UKSPF capital funding is used to provide grants to improve the energy efficiency performance of buildings used primarily in the cultural and community sectors; and
2. the draft eligibility criteria and grants levels are progressed as part of the detailed funding application to SYMCA.
3. the eligibility criteria could include energy efficiency grants where the purpose of the facility is to enable low carbon skills training.

7.3 **Reasons for Decision**

7.3.1 The underlying benefit that this proposal brings to secure external funding to deliver a programme of activity in Sheffield that will cover:

- Addressing the Cost-of-Living crisis
- Support the community sector
- Support to the cultural and visitor economy
- Improvements to the built environment and reduce carbon emissions.

7.3.2 The estimated value of support from SPF to Sheffield is a minimum £2.2m over two years with an expectation of additional private and public match funding.

7.4 **Alternatives Considered and Rejected**

7.4.1 A do-nothing option would require an alternative capital project to be developed. The proposal as developed specifically looks to address immediate financial pressures faced by organisations in the community and culture sectors as well as having carbon benefits.

7.4.2 Alternative proposals for capital investments in the community sector would bring benefits but would have less alignment with the themes developed in the SY SPF Investment Plan and might not be supported by SYMCA.

8. **DECISION SEEKING APPROVAL TO UPDATE THE ADULT EDUCATION BUDGET (AEB) COMMISSIONING STRATEGY FOR FAMILY ADULT COMMUNITY EDUCATION SERVICE**

8.1 The Head of Service, Lifelong and Skills presented the report. Lifelong Learning and Skills received and managed the Adult Education Budget (AEB) grant from the South Yorkshire Mayoral Combined Authority (SYMCA). A proportion of the grant was used to commission adult learning provision from partner suppliers that had the capability to deliver learning that included employment skills activities and learning to Adults 19+ across the communities of Sheffield.

They were procured via a framework arrangement in accordance with Regulations 74 – 76 of the Public Contracts Regulations 2015. The current framework arrangements were scheduled to terminate at the end of the current academic year, and it was recommended that a successor framework be commissioned for the next four academic years commencing 2023/24.

The Family Adult Community Education Services (FACES) which managed and administered the grant funding was seeking approval from the Committee to update the procurement framework to ensure the service could continue to diversify its offer for adult learning in community settings from August 2023.

Members asked various questions regarding formal exams, types of subjects, local providers, family learning, digital inclusion, future priorities and ongoing delivery.

The Head of Service, Lifelong and Skills responded that not all learning resulted in formal exams, it was up to the learner which pathway they wanted to take. Learning could be on many subjects and the intent was to address confidence issues. The criteria would remain fundamentally the same and it was open to any provider who could deliver. The tender criteria included sections on understanding the community, which helped local providers. The service liaised with schools to support and enable adults to enter learning pathways and ensure that curriculums remain fit for purpose. Essential digital skills were part of the offer. The framework allowed diversity to be built in and was Ofsted rated. Anecdotal evidence suggested that many learners stayed on pathways and gained recognised qualifications. Funding was issued on an annual basis which meant that multi year contracts could not be issued.

Councillor Tom Hunt suggested that the Committee open up dialogue with SYMCA regarding the importance of multiyear funding for the continuation of learning.

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

1. To enable a new framework so that FACES can commission adult learning provision across the city, undertaking the necessary due diligence and quality assurance; and
2. To liaise with the Head of Commercial Services and the Director of Legal and Governance to procure and award contracts for the delivery of AEB funded adult learning provision by means of a framework arrangement in accordance with Regulations 74 – 76 of the Public Contract Regulations 2015.
3. That the Committee open up discussions with SYMCA regarding the importance of multi-year funding

**8.3 Reasons for Decision**

8.3.1 The intended outcome is the commissioning of a framework which supports the

delivery of adult learning in community settings. This will adhere to the Adult Education Budget Funding regulations to allow the service to procure niche delivery or curriculum high in demand that the service does not have the capacity to meet. It will also meet the demands of OFSTED criteria which are critical as the service is in scope for an imminent inspection.

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

8.4.1 The service could explore the option to extend the existing framework arrangement and contracts thereunder with current suppliers. However, the funding is now received via SYMCA and not direct from government (Education and Skills Funding Agency – ESFA) and this should allow more localised flexibilities, the service recognises this is an opportunity to update the commissioning strategy to align to this.

8.4.2 Commissioning of a new framework will allow the service to take account of any fundamental changes in the context of delivery of adult learning in the city, and ensure it aligns to local, regional and national skills demands.

### **9. MARKETING SHEFFIELD'S APPLICATION FOR LVEP STATUS (LOCAL VISITOR ECONOMY PARTNERSHIP) AND PROPOSALS FOR FUTURE STRUCTURE OF TOURISM AND STRATEGIC EVENTS.**

9.1 The Head of Service Marketing Sheffield and the Marketing Manager Visitor Economy presented the report. The report proposed that Marketing Sheffield submit an EOI/applies for Local Visitor Economy Partnership (LVEP) accreditation in January 2023 via the Visit Britain formal process and undertakes any additional work to ensure the Council meets the eligibility criteria. If the Council did get LVEP status, it could affect other bids and Sheffield could disappear from the national agenda for tourism.

LVEP status would:

- Not formally change the nature of Marketing Sheffield's remit.
- Help the Council capitalise on Marketing Sheffield's current successful work for the benefit of the Sheffield visitor economy for 2023 and beyond.
- Be the starting point for more significant private sector engagement around visitor economy promotion.
- Allow Sheffield to apply for national funding schemes administered via Visit England as and when they become available.
- Allow strategic support from Visit England, involvement in national strategy development and involvement in Visit Britain/Visit England marketing and other activity.
- Allow Sheffield to lead the way in South Yorkshire on developing national and international audiences and reputation.
- Strengthen SCC's relationship with SYMCA in this area by providing expertise and access to the national framework.
- Take the first step to addressing the challenges within the current Marketing Sheffield structure (financial and capacity)



Members asked various questions regarding packaging of attractions, implementation of a 'tourist tax', transport links and regional support. Members also expressed their happiness that Sheffield had been voted the 2<sup>nd</sup> best destination for a city break in Europe by Time Out magazine and thanked officers for their hard work.

Officers responded and explained that Sheffield had a finite number of attractions and officers were always looking at ways to market the city. There were many different ways to approach a 'tourist tax' and the model was different for each city. LVEP status would enable conversations to take place. The Council worked closely with councils in Manchester and Leeds and the importance of transport links was always in discussions. Other cities in South Yorkshire were supportive of the Sheffield bid and in the long term the LVEP would expand to include South Yorkshire.

Councillor Kurtis Crossland felt that Members would benefit from a briefing on the work of Market Sheffield. The Director of Economic Development and Culture suggested that it be added to the Work Programme.

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

1. Marketing Sheffield submit an EOI for LVEP accreditation in January 23 via the Visit Britain formal process and undertake any additional work to ensure it meets the eligibility criteria.
2. An information briefing on Market Sheffield be added to the Work Programme

9.3 **Reasons for Decision**

- 9.3.1
- Marketing Sheffield has achieved much success even within tight budgets. The small but highly experienced team has achieved many successes through creative work with partners which could be scaled up with the right support. LVEP status will help us capitalise on this work for the benefit of the Sheffield visitor economy for 2023 and beyond.
  - It should be a catalyst for more significant private sector engagement.
  - It will allow Sheffield to apply for national funding schemes administered via Visit England as and when they become available.
  - It will allow strategic support from Visit England, involvement in national strategy development and involvement in Visit Britain/Visit England marketing and other activity.
  - It allows Sheffield to lead the way in South Yorkshire on developing national and international audiences and reputation.
  - It will strengthen SCC's relationship with SYMCA in this area by providing expertise and access to the national framework.
  - It is the first step to addressing the challenges within the current Marketing Sheffield structure (financial and capacity)

9.4 **Alternatives Considered and Rejected**

- 9.4.1 Should Marketing Sheffield not apply for LVEP status Sheffield 'loses its seat' at the table within the new national framework. Sheffield will disappear from the national agenda for tourism. Inclusion in the national and regional tourism agenda, and opportunities to access match-funded or grant-funded tourism campaigns will be lost. Sheffield will not be able to achieve its aspiration to be recognised as a European City Break destination without support of the national tourist board. We would lose strategic support from Visit England, involvement in national strategy development or involvement in Visit Britain/Visit England marketing and other activity. There would be no lead LVEP for South Yorkshire thus the subregion would not be part of the new national framework.

## **10. MONTH 8 BUDGET MONITORING**

- 10.1 The Head of Accounting presented the report. The report brought the Committee up to date with the Council's financial position as at Month 8 2022/23. The Committee budget area was very stable and currently had a £100k underspend.

Members asked questions regarding mitigation of risk from income from the SPF and the outlook for the Education, Children and Families Policy Committee budget area.

Officers explained that it was hoped that the SYMCA would give assurances around the SPF by the end of February 2023 and full details of all the budget areas would be delivered to Finance Sub Committee.

Councillor Tom Hunt suggested that the Chair of the Committee write to the SYMCA to seek assurances that the end of the ERDF funding would be covered by the SPF.

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

1. Note the Council's financial position as at the end of November 2022 (month 8).
2. The Chair of the Economic Development and Skills Policy Committee write to the SYMCA to seek assurance of continuation of year 2 Business Support Programme by the end of February 2023.

### **10.3 Reasons for Decision**

- 10.3.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23.

### **10.4 Alternatives Considered and Rejected**

- 10.4.1 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.



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

22<sup>nd</sup> February 2023

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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; and
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme;

**Background Papers:** None**Category of Report:** Open

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**COMMITTEE WORK PROGRAMME****1.0 Prioritisation**

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

**2.0 References from Council or other Committees**

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	
Referred from	

<i>Details</i>  <i>Commentary/ Action Proposed</i>	
<i>Commentary/ Action Proposed</i>	

### **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
Briefing on Market Sheffield		Added by Committee on 18 <sup>th</sup> January 2023
Shared Prosperity Fund Year 2 (SPF )	22/02/2023	Moved from 29/03/2023
Employment and Skills Strategy Development	29/03/2023	Moved from 22/02/2023
Green Job and Skills	29/03/2023	Moved from 22/02/2023 and combined with the Employment and Skills Strategy Development
Budget Monitoring		Will now be bi monthly
Self Assessment Report	Removed	Will now be an information briefing

### Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	
<b>Type of item</b>	



<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

**Part 3: Agenda Items for Forthcoming Meetings**

Meeting 5	22 <sup>nd</sup> February 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</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 (to include Inclusive Economy and Wellbeing Economy which	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

was referred from Full Council in February 2022)						
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)
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 Committee in September.	Diana Buckley / Rebecca Maddox	Post Decision Monitoring / progress from September Committee Report		Stakeholder Engagement will inform the update report	This Committee
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 6	29 <sup>th</sup> March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <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>
Employment and Skills Strategy Development to include Green Job and Skills	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 (GJS) Policy discussion and item to inform the development of Green Skills and Jobs for Sheffield	Diana Buckley / Kevin Straughan / Laura Hayfield  (GJS) Diana Buckley /Will Stewart	Pre - Decision / Policy Development	Facilitated policy workshop with external experts (GJS) Full Committee Briefing to be planned to bring together range of activity underway to inform next steps. Briefing to include an analysis of which industries are particularly vulnerable to energy prices.	Stakeholder Engagement will inform the development of the recommendations (GJS) Appropriate stakeholders and businesses will be invited briefing session.	This Committee  (GJS) EDS and to recommend to S&R and other committees as appropriate
Business Start Ups	An in depth look at start up performance and provision in Sheffield and South Yorkshire.	Diana Buckley /	Pre-decision policy development	Full committee briefing and workshop	Stakeholder Engagement will	This Committee

		Yvonne Asquith			inform the update report	
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 1	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	<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>• <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>			<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>
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>					
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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> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</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>(with reference to options in Appendix 1)</i>	<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>
LGBTQ Quarter		Di Buckley				

Briefing on Market Sheffield		Di Buckley/Emma France	Briefing			N/A
Tinsley Art Project – new project shape	The Tinsley Art Project was envisioned in 2016 as a series of sculptural chimneys from Meadowhall to Rotherham. Due to complex ground conditions, additional costs and difficulties in raising additional funds, the project has been reimagined by the artist to become more affordable and deliverable, while delivering benefits to local communities and the wider area.	Rebecca Maddox	Briefing	Chair Briefing	There is a stakeholder Board for the Tinsley Art Project which includes Tinsley Forum members. An engagement programme will be developed alongside the physical installation.	This Committee

## **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.**





## Report to Economic Development and Skills Policy Committee

**Author/Lead Officer of Report:** Yvonne Asquith,  
Interim Head of Business Growth, City Futures

**Tel:** 07909898754

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

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

**Date of Decision:** 22<sup>nd</sup> February 2023

**Subject:** UKSPF – Local Business Support Projects

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 checked="" type="checkbox"/>	No	<input 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:-				
<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>				

### Purpose of Report:

The report seeks approval from the Economic Development and Skills Policy Committee of the proposals for the use of £4.55m of the UK Shared Prosperity Fund (UKSPF) to provide business support to Sheffield businesses.

## Recommendations:

That the Economic Development and Skills Policy Committee:

- a) Approve the use of £4.55 million of UKSPF revenue funding to provide business support to Sheffield businesses through the following four key projects –
- Launchpad – £850,000 UKSPF revenue funding for start-up and early stage business support including workshop programme, specialist advisor 1-2-1 support and a small grants programme for start up businesses.
  - Productivity and digital innovation grants – £2.1 million UKSPF revenue funding for SME's to access grants to support productivity gains and digital adoption in the business.
  - Low carbon – £1.3 million UKSPF revenue funding used to provide sustainability audits and grants to improve the energy efficiency, reduce carbon consumption of Sheffield SME businesses.
  - RISE – £300,000 UKSPF revenue funding to provide graduate jobs in Sheffield SME's, partnership programme with both Sheffield Hallam University and University of Sheffield.

## Background papers

Lead Officer to complete:-	
1	<div style="display: flex;"> <div style="flex: 1;"> <p>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.</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>Finance: James Lyon</p> <p>Legal Tarmina Saville</p> <p>Equalities &amp; Consultation: Ed Sexton</p> <p>Climate: Jessica Rick</p> </div> </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	<div style="display: flex;"> <div style="flex: 1;"> <p><b>EMT member who approved submission:</b></p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>Kate Martin, Executive Director, City Futures</p> </div> </div>
3	<div style="display: flex;"> <div style="flex: 1;"> <p><b>Committee Chair consulted:</b></p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>Martin Smith</p> </div> </div>
4	<p>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.</p>

<b>Lead Officer Name:</b> Yvonne Asquith	<b>Job Title:</b> Interim Head of Business Growth
<b>Date: 31<sup>st</sup> January 2023</b>	

1.	<b>PROPOSAL</b>
1.1	This report seeks approval from the Economic Development and Skills Policy Committee of the proposals for the use of £4.55m of the UK Shared Prosperity Fund (UKSPF) to provide business support to Sheffield businesses through four business support projects.
1.2	<p><u>Background</u></p> <p>1.2.1 The UKSPF 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. The financial restrictions for the funding are limited to the priorities outlined in the UKSPF Investment Plan.</p>
1.2.3	<p>The SPF has three Investment Priorities and will operate over the next three years. The Investment Priorities and their objectives are:</p> <ul style="list-style-type: none"> <li>• Communities and Place</li> <li>• Local Business Support</li> <li>• People and Skills</li> </ul>
1.2.4	<p>The South Yorkshire Mayoral Combined Authority (SYMCA) acting as the lead body for the UKSPF in South Yorkshire submitted an Investment Plan to Government in August 2022. The core themes of the plan were:</p> <ul style="list-style-type: none"> <li>• Supporting communities to address cost of living and pandemic recovery</li> <li>• Promoting the cultural and visitor economy</li> <li>• Providing a broad and inclusive “total business support” offer</li> <li>• Stimulating enterprise and growth</li> <li>• Accelerating R&amp;D and innovation</li> <li>• Building pathways to participation and accessing benefits of being economically active</li> <li>• Promoting a skills-driven green economy</li> </ul> <p>As such the South Yorkshire UKSPF will:</p> <ul style="list-style-type: none"> <li>• Contribute to the Council’s response to the Cost of Living (Col) crisis, support recovery post pandemic and encourage engagement and participation of some of our most vulnerable communities.</li> <li>• Support the cultural and visitor economy.</li> <li>• Replace EU funding to support South Yorkshire regional programmes in respect of Business Support and Skills development.</li> </ul> <p>SY used to receive c£25m of funding per year under ESIF funding whereas UKSPF funding is c£15m per year. In total £38.9m SPF has been allocated to South Yorkshire of which £32m is revenue and £7m capital. The notional</p>

	allocations to Sheffield have been calculated as being £12.8m revenue and £2.7m capital.
1.2.5	Government approved the SY Investment Plan in December 2002 and since then SYMCA has approved two Year One revenue projects based in Sheffield:  Year 1 – Building Thriving Communities (£1.04m) Year 1 – Business Sheffield High Street Business Information Officers (£245k)
1.2.6	In November 2022 Finance Sub-Committee approved that Sheffield City Council should act as Accountable Body for the UK Shared Prosperity Fund for activity within Sheffield and South Yorkshire (where necessary) and authorised the Council to enter into funding agreements with the SYMCA to accept grants associated with UKSPF.  It was agreed to delegate authority to the Executive Director, City Futures in consultation with the Director of Finance and Commercial Services, Co-Chairs, grant agreements of up to £250,000 in value with partners as part of the Community and Place Programme.
1.2.7	<u>Local Business Support – revenue projects</u>  There is £5.4m revenue available in Sheffield over the three year programme to support activity under the Local Business Support theme. This report relates to £4.55m to fund the core elements of business support.
	Working with regional business support leads, SYMCA and both Hallam University and University of Sheffield the regional task and finish group have developed priorities for UKSPF business support.  The approach in the regional group is that proposals are developed and delivered regionally with one accountable body, for each priority, based on experience of ERDF funded programmes and allowing for local nuances.  It is important to note that the regional group has identified wider priorities for business support that require more development to access the remaining SPF allocation and wider investment outside of UKSPF, highlighted in 1.4.1 below. The below proposals for recommendation to approve highlight the four core elements of future business support.
	The drafted proposals have already been ratified by the regional working group and will be recommended for approval in the SYMCA Business Recovery Board on 9 <sup>th</sup> February 2023.
	<u>Background to the core business support proposals –</u>  The regional working group has taken on board its experience of delivering on key ERDF funded projects, feedback from businesses involved in them and stakeholder feedback. The core elements of business support recommended for approval are based on the following key business support programmes. The

	<p>below outlines what those priorities are based on and background to what has already been achieved and delivered, which the proposals for UKSPF funding will build on:</p> <p><b>Start up activity</b> – using South Yorkshire’s Launchpad programme (in its sixth year of operation with ERDF funding). Business Sheffield is the deliverer in Sheffield, the programme has provided start up support and support to early stage businesses through a team of advisors, a workshop programme delivered by advisors and specialist private sector organisations. The programme provides a front door for all start up enquiries, the ambition is that the new programme will bring together key stakeholders to avoid duplication of support in the future a key driver for the working group going forward.</p> <p>The Accountable body Barnsley MBC for the programme with the Council via Business Sheffield acting as a delivery partner in Sheffield, ensuring a front door to all Sheffield start-up enquiries and working with other stakeholders in the city to avoid duplication and ensure the recommendations of the Synergy report are taken on board in any future delivery.</p>
	<p><b>Specialist advisors</b> – based on the success of the Recovery Action Plan Advisors, funded with Recovery Action Plan monies for the last two years from SYMCA. The Advisors are specialist consultants and work across sectors. The Advisors actively engage with businesses in activity that will increase their productivity, access to wider markets, digital innovation, an overall uplift in turnover and profit alongside specialist advise on carbon reduction across sectors. (This is not a UKSPF ask but will be funded from separate funds available through SYMCA but part of the key approach to the core elements of business support identified by the regional working group). There are four Specialist Advisors who provide a route for businesses to access strategic support and the toolkit of grants including productivity, digital adoption and low carbon support (see below).</p>
	<p><b>A toolkit for specialist advisors including-</b></p> <p><b>Low Carbon</b> – audit and grants. Inundated since its inception in December 2021. The current project has coincided with an increase in energy prices resulting in substantial interest in the programme which provides free audits of carbon usage for businesses and the ability to be able to access a grant towards specific carbon reduction measures highlighted in the audit. So far the project has delivered 160 audits of which 65 are Sheffield businesses and a total of 81 grants across South Yorkshire of which 33 are Sheffield businesses (still rising as the project completes). Total annual carbon reduction of 802 tonnes.</p> <p>Sheffield City Council is the Accountable Body for the regional project.</p>
	<p><b>Digital Innovation Grants</b> – Specialist Advisors have supported Sheffield 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 utilising old technology and paper</p>

	<p>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. 99 out of a total of 196 South Yorkshire applications (still rising as the project completes).</p>
	<p><b>Productivity Grants</b> – businesses have been able to access 50% grant funding towards small items/equipment that increase productivity in the business, total project costs are up to £24,999.</p> <p>Through a strong communications campaign and active specialist advisors Business Sheffield has supported 103 Sheffield businesses (out of a total 307) with productivity grants. In all instances businesses have produced productivity efficiencies on processes so they can utilise their team on more skilled areas of production in many cases have created jobs. In addition 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.</p>
1.3	<p><b>Core UKSPF Local Business Support proposals</b></p> <p>That £4.55 million of UKSPF revenue funding is used to provide business support to Sheffield businesses through the following four core projects in the financial years 23/24 and 24/25. Whilst the funding available is significantly less than ERDF monies, by concentrating on avoiding duplication and prioritising core activity, the following proposals will retain staffing to current levels. An overview of the core elements is below:</p>
	<p><b>Launchpad</b> – £850,000 UKSPF revenue funding for start-up and early stage business support including workshop programme, specialist advisor 1-2-1 support and a small grants programme for start-up businesses.</p> <p>Launchpad is a regional business support programme and will act as Accountable Body for the programme, Business Sheffield will function as the accountable body in Sheffield, Barnsley. The project funding will be split into two financial years 2023/24 and 2024/25 Barnsley MBC are the accountable body for the project and Business Sheffield, SCC the delivery partner for Sheffield.</p> <p>The project provides entrepreneurs in SY with the opportunity to explore and challenge their business ideas. Aimed at those wanting to start in business and those in their early stages in business.</p> <p>The project costs for the proposal for Sheffield are to fund the existing Advisor Team which is currently match funded by ERDF and consists of 2 x Start Up Advisors, 2 General Business Advisors, part fund a Marketing and Sales Advisor and support with marketing and project support. Other key costs will cover flexible costs for the delivery of a workshop programme both face to face and virtually and for costs to fund space for workshop delivery to take place both in the city centre and in our neighbourhood centres. The remaining revenue funding of the staffing posts is secured through core costs.</p>

	<p>The Council will contribute £77,250 in Year 1 and £103,000 in Year 2 towards staffing costs. Utilising UKSPF for the project will mitigate some of the budget issues faced by losing ERDF on both staffing costs and on delivery for the Launchpad programme. These costs are already accounted for and available in budget.</p> <p>Outputs for the Sheffield Launchpad project include –</p> <ul style="list-style-type: none"> <li>• Number of potential entrepreneurs provided with assistance to be business ready – 260</li> <li>• Number of businesses receiving grant – 80</li> <li>• Number of businesses receiving non financial support 103</li> <li>• Number of jobs created 51</li> <li>• Number of new businesses created 61</li> </ul>
	<p><b>Productivity grants</b></p> <p>Productivity grants – £2.1 million UKSPF revenue funding for SME’s to access grants to support productivity gains in the business. The funding split for the two years is £800k in 2023/24 and £1.3 million 2024/25.</p> <p>The project will support SME’s to improve their productivity through grants to improve how they capture and measure productivity gains. The root cause of any productivity issue tends to be one of three factors, cost, capacity and response. Resolving them will provide businesses the opportunity to improve their productivity.</p> <p>In Sheffield we will combine the success of the digital adoption grants project to utilise two size of grant pots for smaller digital adoption projects aswell.</p> <p>A relatively small delivery team in Sheffield with specialist consultants to support helping businesses to identify productivity opportunities and support businesses with their applications. Alongside advisors to support businesse the project will part fund programme support consisting of 0.7 Grants and Claims Officer, 0.3 Programme Manager and 0.2 Business Growth Manager resulting in match funding for Business Sheffield and Programme Management teams for substantive positions, match funding from the Council of £32,698 in Year 1 and Year 2 mitigating some of the key issues identified by ERDF funding coming to an end. These costs to the Council are accounted for within existing budgets.</p> <p>The grant funding has been split into the following for Sheffield SME’s:</p> <p>110 productivity grants – £12,500 grant for projects – 50% match funding minimum (financed by the business).  75 digital adoption grants - £5,000 grant for projects – 50% match funding minimum (financed by the business)</p> <p>The outputs for the Sheffield delivery include –</p>



	<ul style="list-style-type: none"> <li>• Number of businesses receiving grant 185</li> </ul> <p>Changes to the current productivity and digital grant programmes include flexibility around total project costs, to support larger capital expenditure, the ability to work with sectors that have been precluded from support in the current productivity project, especially the care sector which is a critical sector of support in Sheffield and one which can benefit from productivity and digital adoption improvements.</p> <p>Business Sheffield already has a pipeline of businesses that have missed out on grants due to the financial completion of the current digital adoption project and reaching the Sheffield limit for productivity grants. We fully expect to hit the ground running with these grants.</p>
	<p><b>Low Carbon/Net Zero</b> – £1.3 million UKSPF revenue funding used to provide sustainability audits and grants to improve the energy efficiency, reduce carbon consumption of Sheffield SME businesses.</p> <p>Sheffield City Council will be the regional Accountable Body for the project with delivery partners in the other three local authorities. The total project across South Yorkshire is estimated to be £6.4m which includes private match from the individual businesses and the other SY SPF (total UKSPF allocation £3,424,482) allocations will be utilised for the specialist support, audits and grants in their areas.</p> <p>Building on the current low carbon project the following key things take on board feedback from businesses and the key delivery partners already engaged in the current programme –</p> <p>The low carbon audits provided by a framework of sustainability consultants will build on the current programme, the audit approach will be more flexible and highlight wider sustainability improvements for businesses including waste reduction measures and supply chain improvements. Example interventions could include LED lighting, insulation air/ground source heat pumps and associated works (eg replacement radiators), double/triple glazing and solar panels.</p> <p>Alongside Specialist support for businesses the project will contribute SPF funding to a full time Project Support Officer and 0.7 of a Programme Manager supporting the existing staffing costs of the team, mitigating the risks identified by ERDF ending.</p> <p>Also building on feedback to the existing project it will provide access to the following grant package to allow for bigger carbon reduction measures and larger projects:</p> <p>Grants up to 5,000 – 10,000 total project costs  Grants up to 12,500 – 25,000 total project costs  Larger grants for projects above £12,500</p>

	<p>(match funding required at 50% minimum from the business for all of the above).</p> <p>Marketing and comms to promote the grant to a large Sheffield business base will be utilised alongside existing relationships within Business Sheffield and the businesses already on the reserve list for the current project will be actively targeted to meet these ambitious targets.</p> <p>The main outputs for the project are as follows:</p> <p>Number of businesses receiving non financial support – 260 SY (104 Sheffield)  Number of businesses receiving financial support – 220 SY (88 Sheffield)  Increased amount of low or zero carbon energy infrastructure installed (SY 2,000 sq metres)</p> <p>The programme will be administered by the Programme and Accountable Body Team within City Growth who have experience of delivering the current Low Carbon project.</p> <p>A Steering Group for the project will be developed to include Sustainability Team representation, SY local authority partners and private sector representation.</p>
	<p><b>RISE</b> – £300,000 UKSPF allocation for a business support programme that will place graduates into SME business vacancies, the new programme will operate in a slim down approach and work with the business support teams to find job vacancies, advertise vacancies and support from the universities to assist graduates to successfully apply for those positions with Sheffield Hallam University and University of Sheffield providing ongoing support.</p> <p>Sheffield City Council will be the regional Accountable Body for the project with delivery partners in the other three local authorities. The total project across South Yorkshire is in development will not exceed £500,000 (remaining budget required from other SY local authority partners).</p> <p>It is expected that the slimmed down version of the programme will provide 100 graduate jobs and;</p> <ul style="list-style-type: none"> <li>• Number of businesses receiving non financial support – 100</li> </ul> <p>The Council will operate as accountable body for the regional programme.</p>
	<p><b>Specialist Advisors</b></p> <p>The link into the toolkit and wider strategic support required by the business base will be provided by a team of Specialist Advisors. Not a UKSPF funding requirement SYMCA will continue to fund four Specialist Advisors in Sheffield over the next 24 months to engage a wide SME business base to access the above products and support businesses to reach their full potential during a challenging time for many business sectors.</p>

1.4	<b>Additional priorities identified</b>
1.4.1	UKSPF will support the funding of those individuals and products that have been funded by ERDF and keep going the good support and momentum built. However this is only going to keep us where we are or marginally move us forward without addressing the significant and entrenched issues in our business support ecosystem. For transformational change a series of wider priorities and transformational priorities have been identified by SYMCA and the regional working group.
	<p>These wider transformational priorities are listed below with estimated SY costs:</p> <p>Acceleration programmes –£3m with private sector match  Entrepreneurship and intrapreneurship - £1m  Early-stage finance  Co-working space and incubation - £1m capital  Culture and creative programmes - £1m  Innovation activities - £2m  Ownership Hub models - £1.4m  Supply Chain - £tbc  Social Enterprise - £tbc</p>
1.4.2	There is no identified funding source for these wider priorities outside the small amount of remaining UKSPF Funding. To date SYMCA report spending £2.24m of the initial £6.91 has been committed from Recovery Action Plan programmes. The proposal to fund the Specialist Advisors will take up £1.6m of the budget. This will leave £3m of the initial allocation not yet committed. Leaving an overall funding gap for the additional transformational priorities as £7.4m.
1.4.3	Further development of the priorities will take place by SYMCA and the regional task and finish working group over the coming weeks including exploring the funding gap and access to wider regeneration funds. Progress of these priorities will be brought to the Committee through additional workshops and formal Committee papers.
<b>2.</b>	<b>HOW DOES THIS DECISION CONTRIBUTE?</b>
2.1	The Shared Prosperity Fund Prospectus outlines the investment priority to support local businesses and this fits the objective to increase private sector investment in growth activities, through targeted support for small and medium sized businesses to undertake new to firm innovation, adopt productivity enhancing, energy efficient and low carbon technologies and techniques and start and grow their export.
2.2	The South Yorkshire Shared Prosperity Fund Investment Plan highlights the key challenges and priorities for South Yorkshire under the local business support objective this project will specifically target Objective 29 to support decarbonisation and improve the natural environment whilst growing the local economy. Maximising existing or emerging local strengths in low carbon

	technologies, goods and services to take advantage of the growing global economy and by funding a direct grants programme to support businesses to take substantive action to decarbonise consequently the low carbon project directly meets theme seven of the green economy under this measure supported also by private sector match funding which is key part of the proposal – with private sector contribution for all three level of grants at 50% intervention rate as a minimum.
2.3	The activity will directly contribute to the Council’s Cost of Living Crisis Strategy and Action Plan. In addition, support to the businesses aligns with the Covid Business Recovery Plan.
2.4	The project will support the Council’s low carbon ambitions by supporting businesses to reduce their carbon usage. The Council has a 10 point plan and is developing a business decarbonisation plan of which the low carbon project is a specific and effective tool to encourage better understanding from businesses about their carbon emissions and how they can reduce them, alongside grant incentives to fund specific actions to reduce their carbon usage and look to more efficient and less damaging solutions. By supporting businesses, the project will help businesses to actively survive and grow.
<b>3.</b>	<b>HAS THERE BEEN ANY CONSULTATION?</b>
3.1	The core proposals have been developed by a Task and Finish Working Group involving all four local authority business leads, Hallam University, University of Sheffield and SYMCA.
3.2	The priorities for future UKSPF funding were highlighted in the Economic Development and Skills Committee Meeting on 30 <sup>th</sup> November 2023, in the item ‘Cost of Living Crisis and Support for Business’ which committee members were supportive.
3.3	A further workshop with Economic Development and Skills Committee members on 30 <sup>th</sup> January 2023 was undertaken to outline the specific proposals outlined in the paper and all were supportive of the content of the proposals covered in this paper.
3.4	We will seek further consultation on additional priorities and proposals as they are developed through both Committee workshops and formal Committee papers for approval.
<b>4.</b>	<b>RISK ANALYSIS AND IMPLICATIONS OF THE DECISION</b>
4.1.1	<p><u>Equality of Opportunity Implications</u></p> <p>An EIA was undertaken for the wider UKSPF Programme as part of the Finance Sub Committee report in November 2022, EIA 1270, Appendix 1. The assessment determined that the proposals should have a positive impact as the purpose of UKSPF is to Government’s ambition to ‘level up’. The South Yorkshire Investment Plan for UKSPF had further developed this to a series of</p>

	<p>themes that directly relate to the local economy and social needs and should see positive interventions across a range of vulnerable sections of our community.</p>																																																		
4.1.2	<p>The initial EIA identified potentially positive impacts in relation to several protected characteristics and equality impacts, including Age, Disability, Race, Financial Inclusion and Cohesion.</p> <p>The proposals maintain the position of the EIA by supporting the ability to support businesses to survive and grow, access grants at a time when costs in businesses are high and ability to fund growth is limited without support.</p>																																																		
4.1.3	<p>Finally, the EIA undertaken for the Race Equality Commission, EIA 1323, Appendix 2, and the Business Growth Response highlights in detail the development of Business Sheffield and all its business support projects. This EIA in particular will form the basis of developing our approach across these core projects with a view to better reporting of equalities data alongside developing business support to reach wider business bases and individuals looking to start a business.</p>																																																		
4.2	<p><u>Financial and Commercial Implications</u></p> <p>Estimated Budgets 2023/24 to 2024/25</p> <p>The draft Sheffield costs for the four proposals are outlined below, including the budget for UKSPF and remaining allocation:</p> <table border="1"> <thead> <tr> <th>Local Business Support UKSPF</th> <th></th> <th>2023/24</th> <th>2024/25</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>REVENUE BUDGET</td> <td>255159</td> <td>1606544</td> <td>3565462</td> <td>5427165</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Priority</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Info Officers</td> <td>255,159</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low Carbon</td> <td></td> <td>593,368</td> <td>698,086</td> <td>1,291,454</td> </tr> <tr> <td>Launchpad</td> <td></td> <td>415,000</td> <td>426,500</td> <td>841,500</td> </tr> <tr> <td>Productivity</td> <td></td> <td>770,209</td> <td>1,295,209</td> <td>2,065,418</td> </tr> <tr> <td>RISE</td> <td></td> <td>150,000</td> <td>150,000</td> <td>300,000</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>1,928,577</b></td> <td><b>2,569,795</b></td> <td><b>4,498,372</b></td> </tr> <tr> <td><b>REMAINING</b></td> <td>-</td> <td><b>322,033</b></td> <td><b>995,667</b></td> <td><b>673,634</b></td> </tr> </tbody> </table>	Local Business Support UKSPF		2023/24	2024/25	TOTAL	REVENUE BUDGET	255159	1606544	3565462	5427165	Priority					Info Officers	255,159				Low Carbon		593,368	698,086	1,291,454	Launchpad		415,000	426,500	841,500	Productivity		770,209	1,295,209	2,065,418	RISE		150,000	150,000	300,000	<b>TOTAL</b>		<b>1,928,577</b>	<b>2,569,795</b>	<b>4,498,372</b>	<b>REMAINING</b>	-	<b>322,033</b>	<b>995,667</b>	<b>673,634</b>
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4.3	<p>The estimated budgets have been proposed to SYMCA and all the regional partners. Costs take into account current ERDF projects ending in June 2023.</p>																																																		

	<p>All revenue funding will be secured via UKSPF revenue funding. Important to note that the remaining £673,634 of UKSPF will be considered under wider priority setting. It is important to note that in addition the funding could be used to top up grant numbers.</p>
4.4	<p><u>Third Party Grants</u></p> <p>Acting as Accountable Body for the Low Carbon project and RISE the Council will be required to enter into grant funding agreements with third parties; Barnsley Council, Doncaster Council and Rotherham Council. The relevant terms and conditions of the Funding Agreement with SYMCA will be transferred across to the third party to mitigate any risk of clawback.</p> <p>The Council will enter into a contract with Barnsley Council on Launchpad and Productivity, who will act on behalf of SYMCA for the two regional projects.</p>
	<p>In November 2022 Finance Sub-Committee approved that Sheffield City Council should act as Accountable Body for the UK Shared Prosperity Fund for activity within Sheffield and South Yorkshire (where necessary) and authorised the Council to enter into funding agreements with the SYMCA to accept grants associated with UKSPF.</p> <p>Finance Sub-Committee have already approved the ability for the Council to enter into a grant agreement with SYMCA and award grants up to £250,000. However, in the unlikely event that the grant terms from SYMCA significantly differ from the draft example received then further approval will be sought prior to entering into the Agreement.</p>
4.5	<p><u>Procurement</u></p> <p>All public sector procurement is governed by and must be compliant with UK National Law and the Grant Agreement. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).</p> <p>Contracts Standing Orders 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.</p> <p>Procurement requirements will also be passed on to grant beneficiaries where the Council provides UKSPF to a third party via a grant agreement.</p>
4.6	<p><u>Legal Implications</u></p> <p>The Council is expected to be awarded up to £3.43m UKSPF funding by SYMCA for the UKSPF for the delivery of the Low Carbon project, £1.3m is allocated from Sheffield's UKSPF allocation for spend in Sheffield.</p>

	The Council is expected to be awarded up to £2.95 funding on behalf of SYMCA by Barnsley Council for Launchpad and Productivity projects.
	The Council is expected to be awarded up to £500k funding by SYMCA for the delivery of the RISE programme.
	The 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.
	The Council will be required to enter into grant agreements with SYMCA, officers working on this project must be aware of these requirements and ensure they are complied with. Any subsequent onward grant agreements with key delivery partners will mirror down the grant terms between the Council and SYMCA.
	The Council must comply with all applicable legislation and regulations.
4.7	<ul style="list-style-type: none"> <li>• Subsidy Control</li> </ul> <p>It is anticipated that the majority of support to businesses will represent a subsidy under the terms of the Subsidy Control Act 2022.</p> <p>Where grants are considered to be Subsidy the Council will apply one of three approaches:</p> <ul style="list-style-type: none"> <li>- Award funding under the Minimal Financial Assistance scheme that allows subsidy awards up to £315k in a three-year period.</li> <li>- Award an ad hoc subsidy which will need to be notified on the Subsidy Control database once a justification has been written and considered by the Executive Director of City Growth.</li> <li>- Award funding under streamlined rates.</li> </ul>
4.8	<p><u>Climate Implications</u></p> <p>A Climate Impact Assessment has been completed and is attached at Appendix 3. The international and national position in respect to climate change is well established and in 2019 the UK became the first major economy to pass laws to end its contribution to global warming by getting to Net Zero by 2050.</p> <p>In the same year the Council declared a Climate Emergency and subsequently set a target for city wide emissions to be net zero by 2030. Following the production of the Zero Carbon Mitigation Pathways for reducing both city wide emissions and emissions from the Council's own estate and operations by 2030, the Council adopted its 10 Point Plan for climate action in March 2022.</p> <p>The four programmes will be able to make a substantial contribution to reducing carbon emissions from SME's in Sheffield. Whilst the low carbon programme has a full focus on carbon reduction, the other 3 programmes may also contribute to emissions reductions through digital innovation and efficiency</p>

	improvements. All 4 programmes are likely to have positive climate benefits in the areas of energy use, economy and influence, and also support businesses to better manage other areas of impact such as transport, resource use and waste.
	The low carbon project will support the Council's low carbon ambitions by supporting businesses specifically to reduce their carbon emissions. With the requirement of an Energy Audit to be undertaken for each grant award the Council will be to accurately determine the carbon savings for each intervention. This information will be useful for identifying activity in the future and establishing a cost per CO2e benchmark. The project will also enable the provision of wider 'wraparound' sustainability advice on topics such as sustainability strategy, monitoring and measurement, supply chain management water and waste management.
<b>5.</b>	<b>ALTERNATIVE OPTIONS CONSIDERED</b>
<b>5.1</b>	<p>A do-nothing option would result in core business support programmes stopping altogether. The proposal as developed specifically looks to address strategic and financial support to increase productivity, reduce carbon emissions, reduce energy costs and help individuals to start businesses in the city.</p> <p>Alternative proposals would have less alignment with the themes developed in the SYSPF Investment Plan and might not be supported by SYMCA.</p>
<b>6.</b>	<b>REASONS FOR RECOMMENDATION</b>
<b>6.1</b>	<p>The underlying benefit that this proposal brings to secure external funding to deliver a programme of activity in Sheffield that will cover:</p> <ul style="list-style-type: none"> <li>- Addressing the Cost-of-Living crisis</li> <li>- Support the community sector</li> <li>- Support to the cultural and visitor economy</li> <li>- Improvements to the built environment and reduce carbon emissions.</li> </ul> <p>The estimated value of support from SPF to Sheffield is a minimum £4.55 over two years with an expectation of additional private and public match funding.</p>



## PART A

### Initial Impact Assessment

#### Introductory Information

Proposal name

**UK Shared Prosperity Fund**

#### Brief aim(s) of the proposal and the outcome(s) you want to achieve

Secure approval for the Council to act as Accountable Body for a number of UKSPF programmes covering the following areas:

- Cost of Living Crises
- Pandemic Recovery
- Pride of Place
- Business Support
- Skills Development
- Culture and the Visitor Economy

The total amount of funding available to Sheffield may exceed £12.8m

#### 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"/> 23/23	<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 (Finance)  
 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

**Mr Brian Lodge**

## Lead Director for Proposal

Kate Martin

## Person filling in this EIA form

Ben Morley

## EIA start date

10/10/2022

### Equality Lead Officer

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

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

<input 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
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## Portfolio, Service and Team

### Is this Cross-Portfolio

- Yes       No

### Portfolio/s

City Growth , 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 proposal is to seek approval to act as Accountable Body for funding. Consultation with key groups such as VAS will take place for the development of the Communities and Place activity and the other SY LA's and both universities will be engaged in respect to Business Support and Skills development.

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

SYMCA has undertaken consultation in respect to the UKSPF which has demonstrated a need for support across a range of activities potentially supported by the funding. Acting as A/B the Council will be able to make funding available to address a number of these demands.

**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?**

**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

An element of the SPF programme will specifically address the Cost of Living crisis through a range of interventions – short and medium term. These interventions will, in part, mitigate some of the worst effects of the CoL crisis which has already seen a clear link to physical and mental health of residents.

#### 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 SPF programme will specifically address the Cost of Living crisis through a range of interventions – short and medium term. It is strongly suggested that the older population will suffer disproportionate negative effects from the CoL crisis.

However, this also applies to working-age people and younger people, for whom further programme themes are also aimed, including:

- participation pathways to being economically active
- skills-driven green economy
- measures to promote the cultural economy

## Disability

### 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. It is strongly suggested that the disabled population will suffer disproportionate negative effects from the CoL crisis.

Disabled people should also be expected to benefit from other elements of the programme, including:

- participation pathways to being economically active
- measures to promote the visitor economy, and
- inclusive business support

## 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. It is strongly suggested that the BAME population will suffer disproportionate negative effects from the CoL crisis.

People from BAME communities should also be expected to benefit from other elements of the programme, including:

- participation pathways to being economically active
- skills-driven green economy
- measures to promote the cultural economy, and
- inclusive business support

## Sex

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

## 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:

- measures to promote the cultural economy, and
- 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 CoL crisis through a range of interventions developed with the Vol-Com sector. Activity in Years 2 and 3 will move towards creating interventions that create employment opportunities by encouraging engagement in the economy (targeting NEETS) and offering skills development opportunities. This will sit alongside Business Support programmes that will support existing and new business to establish and grow.

## Cohesion

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

UKPSF will fund a range of activity designed to 'Level Up' the city and will target vulnerable communities and residents as well as businesses to create employment opportunities. Support to residents and improvements to the physical infrastructure will contribute to wealth creation across the City.

## Partners

### Impact on Staff

Yes

No

### Impact on Customers

Yes

No

### Details of impact

The Council will work with local partners such as VAS and other community groups to develop a range of interventions to address the CoL crisis and increase community participation and engagement. Other areas will see working closely with other groups such as the Culture Collective and both Universities.

## 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 VAS, will develop a range of programmes that will:

- Address the cost-of-living crisis and support recovery from the pandemic.
- Support measures to improve the built/physical environment for our communities.
- Develop a business support programme to improve the economy, creating jobs and income for residents.
- Develop a skills programme to enhance residents' ability to access employment opportunities.

Part of the UKSPF funding will be used to encourage participation across the groups identified above. These actions will be developed by the Communities Team alongside partners such as VAS as part of delivery proposal.

**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**

The proposal should result in positive impacts on the various protected characteristics by providing support for a number of interventions to address Cost of Living and improving the economy.



**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

Name of EIA lead officer

**Review Date**

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## PART A

### Initial Impact Assessment

#### Introductory Information

Proposal name

Race Equality Commission and the Business Growth Response

#### Brief aim(s) of the proposal and the outcome(s) you want to achieve

The report seeks to update the Committee on the progress of Business Sheffield towards the Race Equality Commission (REC) final report recommendations and to approve a specific action for the development of a diverse Business Board for the city.

#### 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 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

Kate Martin

Yvonne Asquith

EIA start date

14/11/2022

**Equality Lead Officer**

- Adele Robinson
- Annemarie Johnston
- Bashir Khan
- Ed Sexton
- Louise Nunn
- 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 Growth

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

- Yes
- No

Please specify

Sheffield Chamber

**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 of Business Sheffield and the Sheffield Chamber towards the recommendations of the Race Equality Commission Final Report published in July 2022 and to ask for endorsement of a diverse Business Board.

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

Business Sheffield and Sheffield Chamber have consulted with a diverse business base and stakeholders from community organisations since reporting to the REC Hearing these are wide ranging and include:

1. Continuation of support to the retail and hospitality businesses across all Sheffield's local high streets which continues to provide intelligence of the key issues our smaller business base in Sheffield are facing and how we can best support and work with other business facing services in Sheffield.
2. Consultation with larger business base with Black, Asian and Minoritised ethnic leaders to build a better understanding of how businesses access support and advise and how Business Sheffield and Sheffield Chamber can better support the diverse business base of Sheffield. With a number of critical friends identified within this group of businesses who have provided specific challenge and support around the make up and terms of reference for a City Business Board.
3. Consultation with other council services and how we collectively work together to meet the needs of Sheffield's diverse business base 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*

The journey that Business Sheffield and the Chamber are on to contribute to the REC Report Recommendation 1 to be an antiracist city is far reaching and the more we learn and change and alter business support provision the more cumulative the impact on our business base will be.

The longer term impact of a diverse Business Board for the city will have impact for years to come on future delivery and design of economic policy.

**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 Committee is being updated on the progress of Business Sheffield towards the Race Equality Commission (REC) final report recommendations.

There is an overall equality impact of the continuation of progress towards the recommendations of the Race Equality Commission and a new diverse business board.

**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

The inclusive healthy community's recommendation of the REC outlines the necessary actions to ensure wellbeing and longevity for all. The continued progress of a more inclusive business support programme will mitigate some of the health impact on BAME business owners and especially on the mental health of business owners and in particular sole business owners by being more responsive to their individual business needs, including ensuring they are linked into other council services in a prompt manner thus reducing the impact on their overall mental health especially during the current cost of living crisis which is already anecdotally having an impact on mental health of small 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

The data of age of business owners for the city is unknown, however understanding that the working age population of Sheffield provided in the Annual Equalities Report, SCC 2020/21 was 65%. Having a business support programme and a Chamber membership which is made up of a diverse age range and represents business owners of all ages is important.

The cost of living crisis is creating a number of issues for many businesses but most vulnerable are those small businesses; sole traders, especially older sole traders whose businesses were affected by Covid quite recently too.

The terms of reference for the business board and the make up of age of its Board Members will need to reflect a diverse age range of owners.

### Disability

#### Impact on Staff

Yes       No

#### Impact on Customers

Yes       No

### Details of impact

The intention of the Commission final report to drive progress on all areas of inequality including intersections with race such as disability, ensuring that the culture and the delivery of the Council's business support programme in the Council is more inclusive is essential. Ensuring our business data is accurate and that disability data is been collected by the customer service team and advisor team is now a focus for the following six months. Similarly, business support targeted at individuals looking to start a business as well a established businesses is important.

During April 2021/22 Business Sheffield data showed 7% of individuals looking to start a business classed themselves as disabled and just 3% of businesses. 25% of individuals at pre start stage did not answer the question or were not asked and 42% of established businesses in the database was left blank. Training advisors and customer service team to collate this data systematically will be a focus for the next 6 months.

The business support programme is actively exploring how it better supports individuals with additional learning needs and working with colleagues in employability and partners in DWP. Business workshops and 1-2-1 advise is made available via teams and recorded webinars for people to access advice and training is part of the offer and for larger face to face events we are also providing the ability for individuals to access recorded content.

Business Sheffield has also just released a new webinar that will be sent via Gov Delivery to a large business database of how businesses can welcome customers with disabilities, [is now live on the Business Sheffield website](#).



## Race

### Impact on Staff

Yes

No

### Impact on Customers

Yes

No

### Details of impact

The impact of business support and the ability to deliver a business support programme which is meeting the needs of all diverse individuals/businesses who are business owners and/or senior leadership teams in established businesses is paramount. Continuing to develop our relationships with high street businesses through the Business Information Officer advice is essential to ensuring that our support to smaller independent businesses is reflective of their needs and also that we continue to work with other business facing council services to ensure that business issues are reflected quickly and resolved quickly across all our local high streets. In addition to ensuring that all other business support to start ups and bigger businesses in the city is reflective of business need and that we take our support out to businesses in the same way we approach independent businesses on the high street. We have piloted activity in a number of areas and are using this learning to reflect future business support including our approach to Shared Prosperity Funding priorities with SYMCA, universities and other local authorities. The report highlights a recommendation for a Business Board which is reflective of the diverse business base, we will utilise the individuals from different black and minoritized ethnic groups who have acted as critical friends and provided appropriate challenge as we develop this business board over the next few months.

Ethnicity data for April 2021/March 2022 for Information Officer high street reporting shows 25% are Black, Asian and minoritized ethnic businesses but the different categories requires further work to determine the percentages under each ONS category as advisors are currently writing free form into the customer records management system rather than using the ONS categories to record properly, and a further 34% is left blank. For all other business support including launchpad activity – start up and early stage support 19% of individuals and businesses supported are from Black, Asian and minoritized ethnicities but again there is still a significant number been left blank at 23%. We have put in place processes to deal with the collection and monitoring of the data so that we can use this data to compare against national data sets for businesses which indicate that 6% of SME's are BAME led with significant variations within the BAME communities, with Indian led businesses at 28% compared to Pakistani at 8% and Black African at 4%

## Sex

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

Gender data across Business Sheffield is much better than race and disability in terms of completion 61% of pre starts were female and 40% of established businesses were female. Nationally only 16% of businesses are led by women.

## Sexual Orientation

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

Through offering inclusive business support we would expect the LGBTQ+ community would be expected to benefit from all elements of the programme.

## Carers

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

Business Sheffield is providing start up support and workshops at weekends and evenings as well as during office hours as well as providing recorded content on a more regular basis.

## Poverty & Financial Inclusion

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

Sole traders are often financially vulnerable especially during the current Cost of Living crisis. Our support for businesses facing financial difficulty is at the forefront of high street business support, supporting businesses to understand their leases, energy bills and other costs is part of the support that advisors provide on a daily basis.

## Cohesion

### Impact on Staff

Yes

No

### Impact on Customers

Yes

No

### Details of impact

Providing business support across the city is essential on high streets going from door to door ensures that all businesses can get help, and in turn this ensures cohesion. Working with groups of businesses on high streets on Economic Recovery Fund projects has also helped with high street cohesion often with business owners from different Black, Asian and Minoritised Ethnic businesses working together on common goals.

## Partners

### Impact on Staff

Yes

No

### Impact on Customers

Yes

No

### Details of impact

Business Sheffield is working with stakeholders in the city such as the Chamber on the REC recommendations, we also work with colleagues from other services to actively support businesses with their individual needs and in particular with Local Area Committee (LAC) teams in local areas.

## Action Plan and Supporting Evidence

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

Alongside reporting to the Economic Development and Skills Policy Committee on the progress of Business Sheffield in meeting the REC recommendations our key actions for meeting the wider REC recommendations are listed below:

To consistently report ethnicity data across all business support programmes, including data refresh, consistent data input and monthly monitoring of ethnicity data by the Summer 2023.

To establish a Business Board reflective of the diversity of the business base and in conjunction with other Council services with business customers by the Summer 2023.

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

REC Final Report

REC Business and Employment Hearing Business and Investment Submission

**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**

The proposal should result in positive impacts across protected characteristics.

### 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

Name of EIA lead officer

**Review Date**

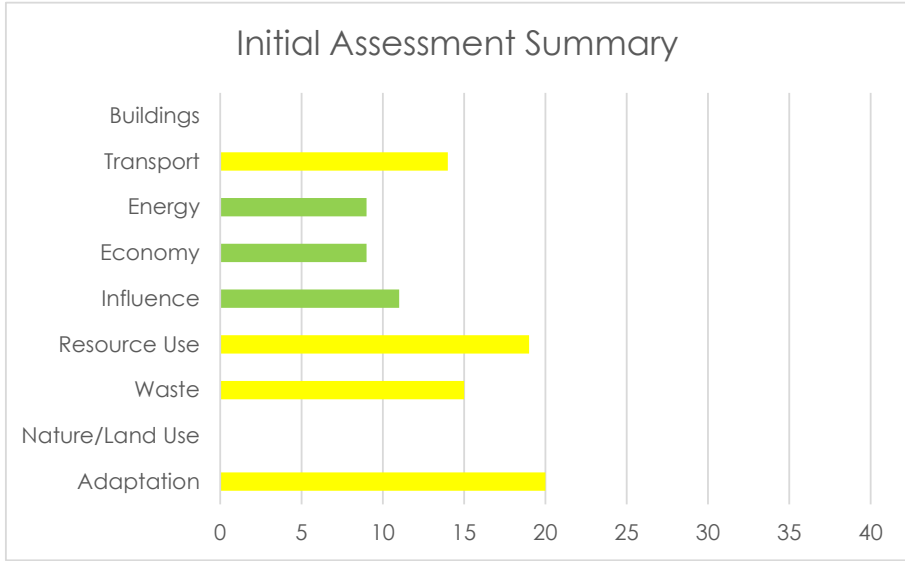
**Climate Change Impact Assessment Summary**

<b>Project/Proposal Name</b>	UKSPF Business Support Projects	<b>Portfolio</b>	City Futures
<b>Committee</b>	Economic Development and Skills	<b>Lead Member</b>	Martin Smith
<b>Strategic Priority</b>	Clean Economic Growth	<b>Lead Officer</b>	Kate Martin
<b>Date CIA Completed</b>	07/02/23	<b>CIA Author</b>	Jessica Rick
		<b>Sign Off/Date</b>	07/02/23

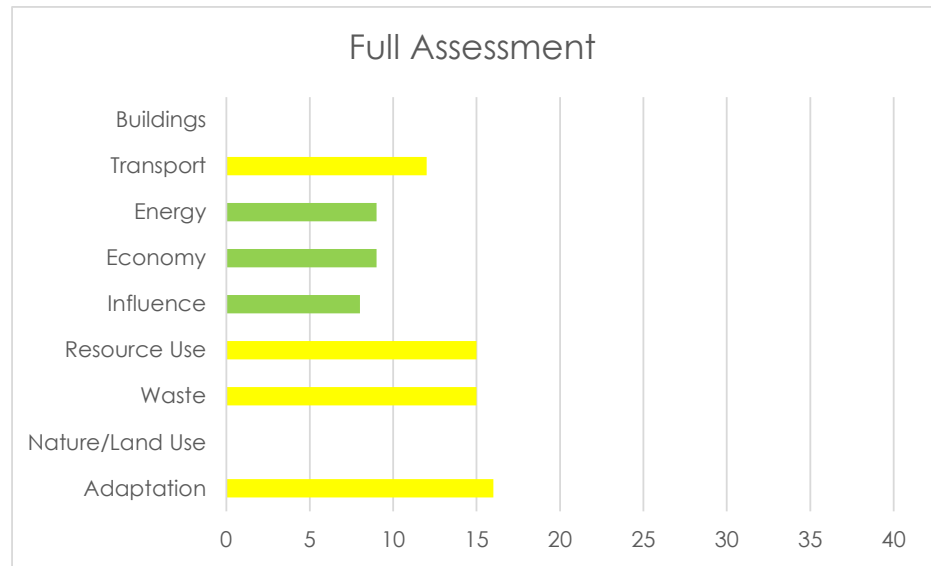
<b>Page 69</b>	<b>Project Description and CIA Assessment Summary</b>	<p>£4.55 million of UKSPF revenue funding is used to provide business support to Sheffield businesses through the following four key projects –</p> <ul style="list-style-type: none"> <li>•Launchpad – £850,000 UKSPF revenue funding for start-up and early stage business support including workshop programme, specialist advisor 1-2-1 support and a small grants programme for start up businesses.</li> <li>•Productivity and digital innovation grants – £2.1 million UKSPF revenue funding for SME's to access grants to support productivity gains and digital adoption in the business.</li> <li>•Low carbon – £1.3 million UKSPF revenue funding used to provide sustainability audits and grants to improve the energy efficiency, reduce carbon consumption of Sheffield SME businesses.</li> <li>•RISE – £300,000 UKSPF revenue funding to provide graduate jobs in Sheffield SME's, partnership programme with both Sheffield Hallam University and University of Sheffield.</li> </ul> <p>The four programmes will be able to make a substantial contribution to reducing carbon emissions from SME's in Sheffield. Whilst the low carbon programme has a full focus on carbon reduction, the other 3 programmes may also contribute to emissions reductions through digital innovation and efficiency improvements. All 4 programmes are likely to have positive climate benefits in the areas of energy use, economy and influence, and also support businesses to better manage other areas of impact such as transport, resource use and waste.</p>	
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<b>Rapid Assessment</b>	Does the project or proposal have an impact in the following areas? Select all those that apply. Only complete the sections you have selected here in the assessment.		
<b>Buildings and Infrastructure</b>	No	<b>Influence</b>	Yes
<b>Transport</b>	Yes	<b>Resource Use</b>	Yes
<b>Energy</b>	Yes	<b>Waste</b>	Yes
<b>Economy</b>		<b>Nature/Land Use</b>	No
		<b>Adaptation</b>	Yes

### Initial Assessment Summary



### Full Assessment Summary



<b>&gt;=27</b>	The project will increase the amount of CO2e released compared to before.
<b>21-26</b>	The project will maintain similar levels of CO2e emissions compared to before.
<b>12-20</b>	The project will achieve a moderate decrease in CO2e emissions compared to before.
<b>3-11</b>	The project will achieve a significant decrease in CO2e emissions compared to before.
<b>0-2</b>	The project can be considered to achieve net zero CO2e emissions.

## Initial Assessment

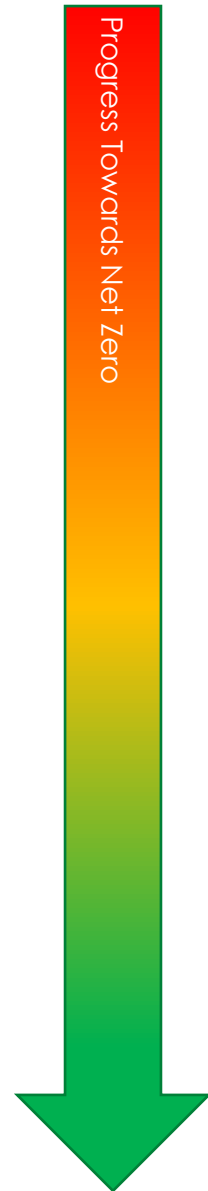
Category	Impact	Description of Project Impact	Score
Buildings and Infrastructure	Construction	N/A	NA
	Use	N/A	NA
	Land use in development	N/A	NA
Transport	Demand Reduction	The projects will involve the need to travel to client sites on occasion.	7
	Decarbonisation of Transport	As above - the project will result in increased transport which is likely to be fossil fuel powered.	7
	Public Transport	N/A	NA
	Increasing Active Travel	N/A	NA
Energy	Decarbonisation of Fuel	The remit of the low carbon project is to provide sustainability advice for SME's, make recommendations for carbon reductions and provide grant funding support for the implementation of recommendations. Recommendations may include measures to decarbonise fuel such as replacing gas boilers with heat pumps for space heating, or investigating connection to a heat network.	3
	Demand Reduction/Efficiency Improvements	As above - the remit of the low carbon project is to identify carbon savings and provide support to implement these, this will include efficiency measures such as LED lighting, heating and cooling controls, process efficiencies, improved monitoring and reporting etc. Productivity grants and digital innovation grants may also deliver energy efficiencies if they contribute to wider process efficiency or innovative service delivery methods.	3
	Increasing infrastructure for renewables generation	As above - the remit of the low carbon project is to identify carbon savings and provide support to implement these, this may include installation of renewables.	3
Economy	Development of low carbon businesses	The programme will provide a block of work for sustainability/energy consultancy businesses in the framework, as well as work for suppliers/installers of recommended works at the grant stage. This allows low carbon businesses to plan with a degree of certainty of work in the pipeline. Some of the businesses assisted may also be low carbon businesses. This is also try of the other 3 programmes which may support low carbon start up or provide digital solutions which support net zero.	3
	Increase in low carbon skills/training	As above, advisers and potentially suppliers/installers of grant funded carbon reduction measures will benefit from a block of work through which they can further training within their own organisations. The businesses receiving support will also benefit from softer engagement/support measures which may include carbon literacy training or other related skills development. There may also be elements of basic sustainability/carbon training included in the Launchpad workshop series. Low carbon businesses may benefit from the recruitment of a RISE graduate.	3
	Improved business sustainability	The remit of the low carbon project is to assist all types of SME's reduce carbon in their operations. Support given to businesses via the launchpad, productivity and digital grants programmes may also support low carbon activity - an increasing number of start ups want to include sustainability principles in their businesses and many digital and productivity innovations also have sustainability benefits. RISE programme could assist low carbon businesses struggling to recruit, and raise awareness amongst graduates of opportunities in the green economy.	3
Influence	Awareness Raising	All four project areas will increase awareness of low carbon opportunities at participating businesses. For example the launchpad workshop series could include a sustainability session, digital innovation programme could increase awareness of better carbon data gathering and management tools. The low carbon project will produce numerous case studies of how SME's have benefitted and reduced their carbon emissions which can be used in future communications and to leverage future funds.	5
	Climate Leadership	N/A	NA
	Working with Stakeholders	The projects expand the number of SME's we are engaging with and also offers opportunities for cross service working with S&CC team in areas such as district heating, community renewables and transport strategy, and partnership working across the 4 LA's.	6

Category	Impact	Description of Project Impact	Score
Resource Use	Water Use	The low carbon project will address wider sustainability issues including water usage which has a carbon impact due to the supply of clean water and treatment of wastewater. Opportunities for water savings could be identified as part of engagement with businesses.	5
	Food and Drink		NA
	Products	Where recommendations in the projects are taken forward to a grant, products will be procured to implement the recommended measures. There is nothing in the project specification that sets out requirements for the procurement of these products in terms of minimising climate impacts, but many of the grants (in particular the low carbon grants) will be for the purpose of reducing carbon emissions.	7
	Services	As above - where recommendations are taken forward to a grant, services will be procured to implement the recommended measures. There is nothing in the project specification that sets out requirements for the procurement of these services in terms of minimising climate impacts.	7
Waste	Waste Reduction	The low carbon project will address wider sustainability issues including waste production, which has a carbon impact due to the treatment and disposal of waste. Opportunities for waste reduction could be identified as part of engagement with businesses.	5
	Waste Hierarchy	As above	5
	Circular Economy	As above	5
Nature/Land Use	Biodiversity		NA
	Carbon Storage		NA
	Flood Management		NA
Adaptation	Exposure to climate change impacts	The SME's supported will benefit from increased awareness of measures they can take to mitigate their risks from climate impacts, including future proofing from energy price risk, in particular where recommendations are taken forward to a grant and implemented. Awareness of climate change implications is an increasingly important part of general business advice and therefore sustainability advice could be integrated into the offer for the other programmes as well.	6
	Vulnerable Groups	The remit of the project is to support SME's with no specific target groups, although efforts will be made to ensure the programmes are widely promoted across the city.	7
	Just Transition	The remit of the project is to support SME's with no specific target groups, although efforts will be made to ensure the programmes are widely promoted across the city.	7



## Initial Assessment

<b>10</b>	The project will significantly increase the amount of CO2e released compared to before.
<b>9</b>	The project will increase the amount of CO2e released compared to before.
<b>8</b>	The project will maintain similar levels of CO2e emissions compared to before.
<b>7</b>	
<b>6</b>	The project will achieve a moderate decrease in CO2e emissions compared to before.
<b>5</b>	
<b>4</b>	
<b>3</b>	The project will achieve a significant decrease in CO2e emissions compared to before.
<b>2</b>	
<b>1</b>	
<b>0</b>	The project can be considered to achieve net zero CO2e emissions.
<b>Carbon Negative</b>	The project is actively removing CO2e from the atmosphere.



## Full Assessment

Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Buildings and Infrastructure	Construction	N/A		NA		
	Use	N/A		NA		
	Land use in development	N/A		NA		

Transport	Demand Reduction	The projects will involve the need to travel to client sites on occasion.	The programmes aim to use local consultants and advisors in order to minimise travel, but it is not always possible. All consultants and advisors will be asked to consider their travel options, use public transport or electric vehicles where possible and combine visits to minimise travel.	6		
	Decarbonisation of Transport	As above - the project will result in increased transport which is likely to be fossil fuel powered.	As above.	6		
	Public Transport	N/A		NA		
	Increasing Active Travel	N/A		NA		

Energy	Decarbonisation of Fuel	The remit of the low carbon project is to provide sustainability advice for SME's, make recommendations for carbon reductions and provide grant funding support for the implementation of recommendations. Recommendations may include measures to decarbonise fuel such as replacing gas boilers with heat pumps for space heating, or investigating connection to a heat network.	No further measures specified - where CO2 emissions reduction measures are specified, the carbon savings will be recorded where measurable.	3		
	Demand Reduction/Efficiency Improvements	As above - the remit of the low carbon project is to identify carbon savings and provide support to implement these, this will include efficiency measures such as LED lighting, heating and cooling controls, process efficiencies, improved monitoring and reporting etc. Productivity grants and digital innovation grants may also deliver energy efficiencies if they contribute to wider process efficiency or innovative service delivery methods.	No further measures specified - where CO2 emissions reduction measures are specified, the carbon savings will be recorded where measurable.	3		
	Increasing infrastructure for renewables generation	As above - the remit of the low carbon project is to identify carbon savings and provide support to implement these, this may include installation of renewables.	No further measures specified - where CO2 emissions reduction measures are specified, the carbon savings will be recorded where measurable.	3		

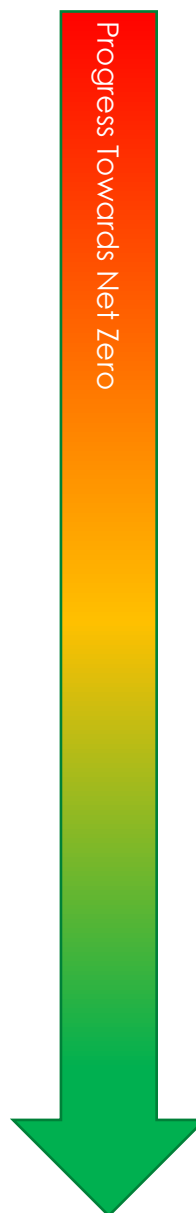
Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Economy	Development of low carbon businesses	The programme will provide a block of work for sustainability/energy consultancy businesses in the framework, as well as work for suppliers/installers of recommended works at the grant stage. The lack of supply chain capacity was an identified issue on the previous low carbon programme, and it is hoped that an assured pipeline of work will encourage more businesses into the market. This allows low carbon businesses to plan with a degree of certainty of work in the pipeline. Some of the businesses assisted may also be low carbon businesses. This is also try of the other 3 programmes which may support low carbon start up or provide digital solutions which support net zero.	No further measures specified.	3		
Page 75	Increase in low carbon skills/training	As above, advisers and potentially suppliers/installers of grant funded carbon reduction measures will benefit from a block of work through which they can further training within their own organisations. The businesses receiving support will also benefit from softer engagement/support measures which may include carbon literacy training or other related skills development. There may also be elements of basic sustainability/carbon training included in the Launchpad workshop series. Low carbon businesses may benefit from the recruitment of a RISE graduate.	No further measures specified.	3		
	Improved business sustainability	The remit of the low carbon project is to assist all types of SME's reduce carbon in their operations. Support given to businesses via the launchpad, productivity and digital grants programmes may also support low carbon activity - an increasing number of start ups want to include sustainability principles in their businesses and many digital and productivity innovations also have sustainability benefits. RISE programme could assist low carbon businesses struggling to recruit, and raise awareness amongst graduates of opportunities in the green economy.	No further measures specified.	3		

Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Influence	Awareness Raising	All four project areas will increase awareness of low carbon opportunities at participating businesses. For example the launchpad workshop series could include a sustainability session, digital innovation programme could increase awareness of better carbon data gathering and management tools. The low carbon project will produce numerous case studies of how SME's have benefitted and reduced their carbon emissions which can be used in future communications and to leverage future funds.	Ensure thorough data capture and case study development throughout the project and a forward plan for using this as a resource.	4		
	Climate Leadership	N/A	No further measures specified.	NA		
	Working with Stakeholders	The projects expand the number of SME's we are engaging with and also offers opportunities for cross service working with S&CC team in areas such as district heating, community renewables and transport strategy, and partnership working across the 4 LA's.	Ensure contacts made with SME's are not lost and that a plan is put in place with Business Sheffield for ongoing support/contact.	4		
Resource Use	Water Use	The low carbon project will address wider sustainability issues including water usage which has a carbon impact due to the supply of clean water and treatment of wastewater. Opportunities for water savings could be identified as part of engagement with businesses.	No further measures specified.	5		
	Food and Drink			NA		
	Products	Where recommendations in the projects are taken forward to a grant, products will be procured to implement the recommended measures. There is nothing in the project specification that sets out requirements for the procurement of these products in terms of minimising climate impacts, but many of the grants (in particular the low carbon grants) will be for the purpose of reducing carbon emissions.	Set requirements in procurement strategy for recommended measures that products should be low impact - many will be intrinsically (e.g. LED lights) but consideration could be given to environmental product accreditations for measures such as insulation.	5		
	Services	As above - where recommendations are taken forward to a grant, services will be procured to implement the recommended measures. There is nothing in the project specification that sets out requirements for the procurement of these services in terms of minimising climate impacts.	As above - set requirements in procurement strategy for recommended measures that suppliers should meet best practise in terms of environmental management in the provision of their services.	5		

Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Waste	Waste Reduction	The low carbon project will address wider sustainability issues including waste production, which has a carbon impact due to the treatment and disposal of waste. Opportunities for waste reduction could be identified as part of engagement with businesses.	No further measures specified.	5		
	Waste Hierarchy	As above	No further measures specified.	5		
	Circular Economy	As above	No further measures specified.	5		
Nature/Land Use	Biodiversity			NA		
	Carbon Storage			NA		
	Flood Management			NA		
Adaptation	Exposure to climate change impacts	The SME's supported will benefit from increased awareness of measures they can take to mitigate their risks from climate impacts, including future proofing from energy price risk, in particular where recommendations are taken forward to a grant and implemented. Awareness of climate change implications is an increasingly important part of general business advice and therefore sustainability advice could be integrated into the offer for the other programmes as well.	No further measures specified.	6		
	Vulnerable Groups	The remit of the project is to support SME's with no specific target groups, although efforts will be made to ensure the programmes are widely promoted across the city.	Use Business Sheffield network of Information Officers to ensure that uptake of the programme is maximised in more deprived areas of the City.	5		
	Just Transition	The remit of the project is to support SME's with no specific target groups, although efforts will be made to ensure the programmes are widely promoted across the city.	Use Business Sheffield network of Information Officers to ensure that uptake of the programme is maximised in more deprived areas of the City.	5		

## Full Assessment

<b>10</b>	The project will significantly increase the amount of CO2e released compared to before.
<b>9</b>	The project will increase the amount of CO2e released compared to before.
<b>8</b>	The project will maintain similar levels of CO2e emissions compared to before.
<b>7</b>	
<b>6</b>	The project will achieve a moderate decrease in CO2e emissions compared to before.
<b>5</b>	
<b>4</b>	
<b>3</b>	The project will achieve a significant decrease in CO2e emissions compared to before.
<b>2</b>	
<b>1</b>	
<b>0</b>	The project can be considered to achieve net zero CO2e emissions.
<b>Carbon Negative</b>	The project is actively removing CO2e from the atmosphere.



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## Report to Policy Committee

**Author/Lead Officer of Report:** Rebecca Maddox – Head of Business Development (Culture)

**Tel:** 07764 290497

**Report of:** Kate Martin

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

**Date of Decision:** For information/update – 22.02.23

**Subject:** **Update on developing a Strategic Approach to Culture in Sheffield**

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	/	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1217					
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	/	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	/	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input 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:-					

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.

This report gives an **update** on agreed strategic actions agreed at the September 2022 EDS Committee, which will strengthen the cultural leadership role of SCC and help the sector to develop.

### Recommendations:

*The Economic Development and Skills Committee is recommended to:*

- *Note the progress made in commissioning a wider, refreshed city Culture Strategy with the sector and partners, for completion in Autumn 2023.*
- *Note the outcomes of three Expressions of Interest and work being undertaken on other funding opportunities.*

- *Note the progress made in establishing a Cultural Pipeline Fund supported by SYMCA resources.*

**Background Papers:**

*(Insert details of any background papers used in the compilation of the report.)*

**Sheffield Culture Collective Strategy:**

[www.sheffield-culture-collective.co.uk](http://www.sheffield-culture-collective.co.uk)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <b>James Lyon/Kerry Darlow</b>
		Legal: <b>Patrick Chisholm</b>
		Equalities & Consultation: <b>Ed Sexton/Bashir Khan</b>
		Climate: <b>Jessica Rick</b>
	<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>	<b>Kate Martin</b>
3	<b>Committee Chair consulted:</b>	<b>Cllr Martin Smith</b>
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>  Rebecca Maddox	<b>Job Title:</b>  Head of Business Development (Culture)
	<b>Date: 13/02/23</b>	



## 1. PROPOSAL / UPDATE

- 1.1 Culture has moved organisationally within SCC from leisure to Economic Development, opening up new opportunities to build on previous work and use culture to make Sheffield a great and inclusive place to work, study, invest, and live in.
- 1.2 Sheffield City Council has limited funds of its own to invest in culture, but through leadership, championing and playing an accountable body role, SCC can do more to enable a successful environment for cultural organisations and projects in the city.
- 1.3 This update report sets out progress on three actions which were agreed by this Committee in September 2022.
- 1.4 **Action 1: Adopt a clear strategy which can underpin funding applications in the sector.**
  - 1.4.1 On 7<sup>th</sup> September 2022, the Economic Development and Skills Committee formally adopted the Sheffield Culture Collective Strategy as an interim cultural strategy for the city.
  - 1.4.3 The Culture Collective Strategy provides an initial strategic framework to provide direction and clarity, which we know is something which external funders expect. However, especially in the light of Covid recovery, Sheffield's Race Equality Commission recommendations and climate emergency, there is a need to refresh, update and co-create the strategy into a city document through wide consultation with the arts sector, communities and partners including the Culture Collective, Culture Consortium, and SYMCA.
  - 1.4.4 The September 2022 report 'proposed that SCC adopts the Sheffield Culture Collective Strategy to provide direction and clarity, as an interim before working with partners to create a city Culture Strategy, co-created with the sector and Sheffield's communities.'
  - 1.4.5 Since September 2022, a funding package for the refreshed cultural strategy has been negotiated with the University of Sheffield and Arts Council England, to match a contribution from SCC. There is no capacity within SCC to undertake this detailed piece of consultation and strategy development, so a commissioning process is about to commence to identify appropriate consultants who have the skills and capacity to undertake this important task. This commission will have a ceiling price of £65,000, which is appropriate for the level of engagement and consultation required.
  - 1.4.6 It is proposed that once commissioned, the revised strategy will be completed by Autumn 2023. Draft and final versions of the strategy will be presented to this committee.

## 1.5 **Action 2: Engage with immediate external funding opportunities**

- 1.5.1 The September 2022 report outlined three external funding opportunities for which SCC (or as a partner with South Yorkshire Combined Mayoral Authority) submitted an Expression of Interest. While these particular EOIs were not successful, this has established a role for SCC in fronting external funding opportunities which we will continue as staffing resource allows (Culture staff are 0.8 permanent, 1.0 temporary).
- 1.5.2 We continue to work closely with Harmony Works and S1 Artspace in support of their projects.
- 1.5.3 A revised Place Partnerships EOI is being planned, which aims to support a creative programme for Sheffield to benefit communities, creatives and visitors - to help all cultures and communities in Sheffield to be visible, and to tackle inequality in Sheffield through arts and culture.

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

- 1.6.1 For Sheffield to succeed in national funding rounds, we need to create a pipeline of activity, including for projects and activities in diverse Sheffield communities, which are strong and well-enough developed to be submitted for national funding rounds.
- 1.6.2 Since September 2022 when the Committee supported in principle the development of a 'Cultural Feasibility Fund' using external funding sources, a Cultural Pipeline Fund has been approved using part of Sheffield's SYMCA Feasibility Funds.
- 1.6.3 The proposal includes an officer post whose role will include outreach to groups and organisations as well as administration of the grants process and panel. There is a particular need to ensure that all communities in Sheffield have the opportunity to benefit from this fund, to work towards increasing the range and diversity of cultural projects in the city.

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

- 2.1 The actions within this proposal will continue to improve the landscape for increasing cultural funding in Sheffield. An enhanced and increasingly diverse cultural offer will support cohesion; develop skills; increase quality of life; further enhance the visitor economy; improve national visibility and reputation.

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

- 3.1 The brief for the renewed city Cultural Strategy has had input from Sheffield Culture Collective, Sheffield Culture Consortium, SYMCA and Arts Council England.
- 3.2 The process for developing the Cultural Strategy is based on co-creation and consultation. It is intended to be a co-created City strategy reflecting the views and input of the sector and relevant partners. We want all communities in Sheffield to recognise themselves within it.
- 3.3 The concept of a Cultural Pipeline Fund is based on discussions with a range of cultural organisations; it chimes in with the Collective Strategy Action 4; and supports Action 28 of the Race Equality Commission Report: 'Any cultural .....investment through funding in the city to facilitate authentic cultural representation...'

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

#### **4.1 Equality Implications**

- 4.1.1 This proposal should have positive equalities impacts on the cultural sector in Sheffield, including currently under-served communities, by bringing the voices of Sheffield's diverse communities and creatives into the development of a renewed Cultural Strategy. Once created, the Strategy will highlight the needs and aspirations of diverse Sheffield communities; and will creating a stronger strategic context and direction of travel for funding bids.
- 4.1.2 Any cultural funding which SCC fronts or administers will be designed so that it is as accessible and responsive to the needs of diverse communities as possible.
- 4.1.3 The Cultural Pipeline Fund has been designed to have cultural community development support built in, through a dedicated officer post. Improved access to development funding will start to create a progression of projects to meet diverse community need.

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

- 4.2.1 The majority of funding for the commissioning of the refreshed Sheffield Cultural Strategy has been secured from partners, with the balance to be found from within existing EDS budgets. We are very grateful to the

University of Sheffield and Arts Council England for their support. Consultants for the Strategy will be identified through an open call, and the decision of an appointment panel including SCC, University of Sheffield, Sheffield Culture Collective and Sheffield Culture Consortium.

4.2.2 The Cultural Pipeline Fund will be funded through the SYMCA Feasibility Fund.

#### 4.3 Legal Implications

4.3.1 The implementation of the strategy by the Council will involve reliance on specific statutory powers.

4.3.2 Section 145, Local Government Act 1972 permits the Council to arrange or contribute towards the expenses of anything necessary or expedient for any of the following:- (a) the provision of an entertainment of any nature or of facilities for dancing; (b) the provision of a theatre, concert hall, dance hall or other premises suitable for the giving of entertainments or the holding of dances; (c) the maintenance of a band or orchestra; (d) the development and improvement of the knowledge, understanding and practice of the arts and the crafts which serve the arts; (e) any purpose incidental to the matters aforesaid, including the provision of refreshments or programmes and the advertising of any entertainment given or dance or exhibition of arts or crafts held by them. Section 145 would therefore underpin the refreshed Cultural Strategy.

4.3.3 If Sheffield is invited to submit full bids to any funding scheme following successful EOIs, approval of SCC being the Accountable Body will sit with Strategy & Resources Committee or Finance Sub-Committee.

4.3.4 Awards from the Cultural Pipeline Fund will be £10,000 to £50,000. A decision panel will make recommendations for awards, which can be approved by the Director of Economic Development, Skills and Culture.

#### 4.4 Climate Implications

4.4.1 Sheffield has adopted a Net Zero 2030 City target.

While the focus of the proposed actions in this report are on cultural development, they will indirectly support Sheffield's work on climate change and reaching Net Zero.

The Sheffield Culture Collective Strategy, adopted as an interim, already acknowledges the importance of environmental priorities and the contribution of culture to the city's sustainable development.

The updated city Cultural Strategy will be more explicitly acknowledge climate change as a key challenge for the city, and build in additional measures which will help attain Net Zero 2030.

The cultural assets element of the updated Cultural Strategy will consider the importance of building reuse for cultural purposes, a less carbon-intensive approach to development.

The criteria of the Cultural Pipeline Fund will be designed to promote sustainable project proposals which contribute to Net Zero 2030.

#### 4.4 Other Implications

- 4.4.1 By providing the context for a better-supported cultural sector in Sheffield – including for diverse communities – positive impacts in economic vibrancy, wellbeing, cohesion and city reputation are expected.

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

#### 5.1 **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.

#### 5.2 **Do not commission a renewed city Cultural Strategy, and retain the Culture Collective Strategy as a finished product.**

The Sheffield Culture Collective Strategy is an excellent document but 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 ideally feature in a city Cultural Strategy.

While 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, a longer-term Cultural Strategy needs to be built on the views, needs and mandate of the wider cultural sector.

With the support of the University of Sheffield and the Arts Council, we have an opportunity to co-create an inclusive, well-grounded and diverse strategy which will provide a blueprint for the next 10 years.

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

- 6.1 This report provides a progress update on the actions and recommendations in the September 2022 report. The Economic Development and Skills Committee is recommended to:

- Note the progress made in commissioning a wider, refreshed city

Cultural Strategy with the sector and partners, for completion in Autumn 2023.

- Note the outcomes of three Expressions of Interest and work being undertaken on other funding opportunities.
- Note the progress made in establishing a Cultural Pipeline Fund supported by SYMCA resources.

6.2 As set out in the original report, the continuation of these actions will help to create a context where Sheffield's cultural sector can develop further and SCC can show cultural leadership.

- The development of a refreshed Cultural Strategy will give ownership and encouragement to our diverse cultural sector, plus clarity and confidence to funders.
- SCC's ongoing support with external funding bids will, over time, improve the likelihood of success.
- A Cultural Pipeline Fund will start to create a cultural project stream, and will begin to address inequalities in provision and access to resources.