

Economic Development and Skills Policy Committee

Wednesday 15 March 2023 at 10.00 am

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

The Press and Public are Welcome to Attend

Membership

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

PUBLIC ACCESS TO THE MEETING

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 . 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, 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.

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.

FACILITIES

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.

**ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE AGENDA
15 MARCH 2023**

Order of Business

- 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 - 16)
To approve the minutes of the last meeting of the Committee held on 22nd February, 2023.
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 17 - 26)
Report of the Director

Formal Decisions

- 8. Employment and Skills Strategy Development to include Green Jobs and Skills** (To Follow)
- 9. Business Start Ups** (Presentation)

NOTE: The next meeting of Economic Development and Skills Policy Committee will be held on a date to be confirmed

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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

This page is intentionally left blank

Economic Development and Skills Policy Committee

Meeting held 22 February 2023

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

1. WELCOME AND HOUSEKEEPING

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from Councillor Martin Smith.

3. EXCLUSION OF PRESS AND PUBLIC

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

4. DECLARATIONS OF INTEREST

4.1 Councillor Nottage declared a pecuniary interest in item 8 due to him being a business owner that had received a carbon audit under a Shared Prosperity Fund scheme.

5. MINUTES OF PREVIOUS MEETING

5.1 The minutes of the meeting of the Committee held on 18th January 2023 were approved as a correct record subject to the correction of a typographical error made in paragraph 9.2.2.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 No public questions or petitions were received.

7. WORK PROGRAMME

7.1 The Principal Democratic Services Officer presented the Work Programme.

7.2 It was noted that items on the work agenda scheduled for 29th March 2023 would now be presented at the rescheduled committee on 15th March 2023.

7.3 Members discussed which policy committee's remit the Clean Air Zone (CAZ) and proposed changes to bus lanes on Ecclesall Road came under. The interim Assistant Director for Legal and Governance agreed to check this point and ensure that the item would be considered by the correct committee.

7.4 The committee considered consultation methods on the green jobs strategy. The Director of Economic Development explained that initial work carried out had been on context setting and that after the next meeting of the committee, when there had been a steer from members, trade unions would be invited to enter the discussions.

7.5 It was agreed that consideration be given to submitting a report to a future committee meeting regarding the cross cutting nature of the impact of the CAZ and it was requested that an economic evaluation of all roads affected be carried out.

7.6 Members discussed the Tinsley Art Project and officers agreed to provide a briefing once the formal decision had been made. The final decision on the project would not be made by the Economic Development and Skills committee due to the capital expenditure involved.

7.7 **RESOLVED UNANIMOUSLY** that:-

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

8. SHARED PROSPERITY FUND YEAR - LOCAL BUSINESS SUPPORT PROJECTS

8.1 The report sought to approve the use of £4.55 million of the UK Shared Prosperity Funding (UKSPF) allocated to Sheffield City Council on four key projects as listed in section 1.3 of the officer's report.

The Business Growth Manager highlighted the need for transformational change to offer effective support to Sheffield businesses, and in order to deliver this, confirmed that dialogue with regional partners would continue.

RESOLVED UNANIMOUSLY: That the Economic Development and Skills Policy Committee 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.

Reasons for Decision

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.

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

Alternatives Considered and Rejected

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. Alternative proposals would have less alignment with the themes developed in the SYSPF Investment Plan and might not be supported by SYMCA.

9. PROGRESS UPDATE ON ADOPTING THE CULTURE STRATEGY

- 9.1 The Head of Business Development (Culture) introduced an update following the Council's decision in September 2022 to adopt the Sheffield Culture Collective Strategy as an interim measure. The update would outline the work being undertaken to create the new strategy, how the Council could better support cultural organisations in the city and look at the establishment of a Cultural

Pipeline Fund.

- 9.2 The Vice-Chair of the Sheffield Culture Collective presented an overview of the work done to build on the Sheffield Culture Collective Strategy and progress made so far. The policy was launched in 2021 and adopted by Sheffield City Council in September 2022. The intention had always been to broaden and develop the strategy to represent the breadth and depth of organisations in the sector.

The interim strategy had demonstrated Sheffield's seriousness to funders including the Arts Fund and its discussion at this committee illustrated that it was considered an economic driver and a factor that contributes to a city's liveability.

A paper had been put out to tender with a plan to develop the new strategy and the intention was to bring the proposed strategy back to the committee in the autumn of 2023. There had been investment from Sheffield City Council, the University of Sheffield and the Arts Council, so far, and a portion of the work had been completed.

The Sheffield Culture Collective had planned an event in the Winter Gardens 14th March, 2023 to showcase new and small National Portfolio Organisations (NPOs). Representatives of the business community had been invited to get a taste of Sheffield culture. The aim of the event was to create a dialogue between businesses and the arts.

The importance of the new strategy, to demonstrate Sheffield's ambition to compete with other major cities, was highlighted. It was also noted that the work carried out by officers in the last year had brought extra money into the city to support cultural activity.

Officers agreed to provide Members with further information in respect of: a report produced by the SYMCA in 2022 on employment figures in the cultural sector in Sheffield and a toolkit for the LACs to assist them in moving the strategy forwards.

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

- 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.
- Formally record its thanks to Council officers and external partners, in particular the Sheffield Culture Collective and Sheffield Culture Consortium, for the work carried out in the development of the strategy.

Reasons for Decision

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.
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.

Alternatives Considered and Rejected

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
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.

10. SHEFFIELD CITY GOALS (TO INCLUDE INCLUSIVE ECONOMY AND WELLBEING ECONOMY WHICH WAS REFERRED FROM FULL COUNCIL IN FEBRUARY 2022)

- 10.1 The Director of Economic Development presented an update to the committee that built on the report that was submitted in June 2022. It was explained that the goals provided a single focus and long term ambitions but moved away from a strategy that felt fixed. A task and finish group had been established and had been meeting every three weeks since June 2022 with a remit to ensure that engagement was embedded in the strategy. The work had moved into a listening phase where feedback from communities would be key.

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

- Note the presentation.



Report to Economic Development and Skills Policy Committee

15th March 2023

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

Subject: Committee Work Programme

Author of Report: Amanda Clayton, Principal Democratic Services Officer

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.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and
4. (Add specific recommended actions for issues requiring a steer from the Committee eg in respect of items identified in Section 2 - referrals from other committees and petitions/questions etc)

Background Papers: None

Category of Report: Open

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
Tinsley Art Project – new project shape	Removed from EDS	The decision doesn't sit with EDS for the capital elements required.

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

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

Topic	
Description	
Lead Officer/s	
Item suggested by	
Type of item	
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	15 th March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
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 / Yvonne Asquith	Pre-decision policy development	Full committee briefing and workshop	Stakeholder Engagement will inform the update report	This Committee
Budget Monitoring Reports	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 1	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(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)
Item 1			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Item 2						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
LGBTQ Quarter		Di Buckley				

Briefing on Marketing Sheffield		Di Buckley/Emma France	Briefing			N/A
---------------------------------	--	------------------------	----------	--	--	-----

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.