

Economic Development and Skills Policy Committee

Wednesday 18 January 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

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
18 JANUARY 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 - 18)
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 19 - 36)
Report of the Interim Director of Legal and Governance

Formal Decisions

- 8. UK Shared Prosperity Fund - Sustainable Cultural and Community Facilities** (Pages 37 - 48)
Report of the Executive Director, City Futures
- 9. Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service** (Pages 49 - 74)
Report of the Executive Director, City Futures.
- 10. Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events.** (Pages 75 - 202)
Report of the Executive Director, City Futures.
- 11. Month 8 Budget Monitoring** (Pages 203 - 212)
Report of the Director of Finance and Commercial Services

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

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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.

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Economic Development and Skills Policy Committee

Meeting held 30 November 2022

PRESENT: Councillors Martin Smith (Chair), Ben Miskell (Deputy Chair), Paul Turpin (Group Spokesperson), Kurtis Crossland, Tom Hunt, Barbara Masters, Henry Nottage, Minesh Parekh and Ruth Milsom (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Jayne Dunn. Councillor Ruth Milsom acted as substitute.

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:-

<u>Item No.</u>	<u>Title</u>	<u>Excluded Appendix</u>
12	Budget Position for Year 2023/24	Appendix 1

3. DECLARATIONS OF INTEREST

3.1 Councillor Ruth Milsom declared a personal interest in Agenda Item No. 9 – Business Recovery Plan Update: Cost-of-Living Crisis and Support for Business, as a small business owner. Councillor Milsom declared that her business had not benefited from any grants or loans administered by the Council.

4. MINUTES OF PREVIOUS MEETINGS

4.1 Councillor Crossland requested that an item regarding the LGBTQ Quarter be added to the Work Programme

4.2 Councillor Minesh Parekh requested that a paragraph regarding the discussion around developing the Culture Strategy be included at Minute No. 8.1.

4.3 RESOLVED UNANIMOUSLY That:-

1. The subject to the addition of *'A discussion took place regarding the*

development of the Culture Strategy, including the need to include grass roots organisations in the engagement and development' at Minute No. 8.1, the minutes of the meeting of the Committee held on 7th September were approved as a correct record;

2. The minutes of the Extraordinary meeting held on 19th October 2022 were approved as a correct record: and
3. An item regarding the LGBTQ Quarter be added to the Work Programme.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Alison Norris from Sheffield Climate Alliance asked the following question:

Retrofitting housing has significant potential to generate wealth for Sheffield by increasing local business opportunities and creating good quality local jobs. How is the council:

- making sure it understands our SME sector, and the barriers facing SMEs who wish to bid for PAS2035 compliant retrofitting work
- using development of the council's Community Wealth Building Charter to analyse and address procurement barriers faced by SMEs
- networking with other city councils and with combined authorities to share lessons about how to increase procurement from local supply chains (e.g. North East Procurement Organisation NEPO233 Retrofit & Decarbonisation Works)

The Chair responded that:

The Council works with SMEs across Sheffield through its supply chain engagement, economic development and employment and skills functions. The Council is supporting local construction SMEs to:

- Understand the skills their workforce need to gain compliance with PAS 2035 and PAS 2030 and support them to access that training. We are capacity building local training providers to meet these needs
- Build capacity in local businesses to apply for contracts and sub-contracts as well as ensuring they are marketed locally

We also apply due consideration to how we procure in line with our ethical procurement policy to ensure where possible that packages are suitable for the local market.

The Council considers Social Value in all its procurement and planning activities. We use tools to lever in additional benefits in terms of growth, social equity, sustainability and innovation which includes setting targets for and supporting contractors to spend locally and facilitate employment and training of local people. This has been further strengthened in the soon to be published Local

Plan.

Sheffield City Council leads the regional Strategic Procurement Group Construction Sub Group, which brings together construction procurement professionals from across the Y&H region. Maximising participation from local SMEs is at the forefront of the group's agenda.

The Council are happy to listen and take on further good practice and feedback from SMEs.

For higher value works, we sometimes use the YORhub suite of regional frameworks (amongst others). YORhub delivers a Supply Chain Engagement Programme. This links smaller, local contractors with larger principal contractors with the aim of them securing work through principal contractors' supply chain. Sometimes projects are too large in scale or value - or too broad in professional discipline - for one smaller contractor to undertake the works. That's when being part of a wider local supply chain can really boost local businesses.

We consider a range of procurement options for every procurement we undertake and are of course happy to consider NEPO's new framework (which we understand has yet to be launched) alongside other frameworks, dynamic purchasing systems or conventional competitive procurements.

6. WORK PROGRAMME

- 6.1 The Democratic Services Team Manager presented the Work Programme and noted that there was an amendment to Recommendation 4 which should read *'That Members approve the inclusion of the 2 items included at Part 2 of the report'*.
- 6.2 Councillor Minesh Parekh asked whether the referral from Council regarding Renewable Energy would appear on the Work Programme and it was confirmed that it would.
- 6.3 Councillor Tom Hunt raised whether the Green Jobs Strategy should be scheduled for the March meeting of the Committee. Councillor Paul Turpin noted that February had been suggested at the Pre-Meeting.
- 6.4 Councillor Minesh Parekh asked whether the item on the Inclusive Economy could be included within the City Goals item. The Director of Economic Development and Culture agreed and informed Committee that a briefing would be arranged regarding the Inclusive Economy.
- 6.5 Councillor Kurtis Crossland confirmed that an item regarding the LGBTQ Quarter should be added to the Work Programme.

6.6 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 approve the inclusion of the 2 items included at Part 2 of the report.

7. APPROVAL TO PROCURE PARTNERS FOR DELIVERY OF MULTIPLY FUNDING GRANT FROM SOUTH YORKSHIRE MAYORAL COMBINED AUTHORITY (SYMCA)

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

Councillor Barbara Masters raised concerns regarding the delivery and quality of delivery and asked whether the activity would be online or face to face. The Head of Lifelong Learning, Skills and Employment confirmed that delivery would be face to face.

Councillor Henry Nottage asked whether the funding could be used for language training and it was confirmed that the funding could not displace adult education funding.

Councillor Paul Turpin asked whether the preference would be for a local provider and the Head of Lifelong Learning, Skills and Employment explained that the contract would be tendered through the tender portal used by the Council but it was hoped that local providers would bid.

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

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

7.3 Reasons for Decision

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

7.4 Alternatives Considered and Rejected

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

8. BUSINESS RECOVERY PLAN UPDATE: COST-OF-LIVING CRISIS AND SUPPORT FOR BUSINESS

- 8.1 The report provided the Economic Development and Skills Policy Committee with an overview of activity undertaken as part of the Business Recovery Plan: both in terms of what had been achieved so far and future proposed activity.

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

The Director of Economic Development and Culture explained that the report focussed on the Cost of Living Crisis and its impact on businesses. The Business Growth Manager gave a [presentation](#) which provided an update on successful projects and what the Council was doing to help.

Tracy Viner, Executive Manager, Sheffield Chamber and Alexis Krachai, Chair, Business Response Group attended the meeting to answer questions from the Committee.

Members asked questions regarding the Business Support Officers, the impact of climate change and the help available for small businesses. Officers responded that the Council was at the start of its business recovery journey and that whilst there was no financial help for businesses, the Council was able to look at how businesses were using energy and how they could reduce bills.

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

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

8.3 Reasons for Decision

- 8.3.1 The Business Recovery Plan created a framework to support the city's long-term recovery from the COVID pandemic. The city now faces a new economic crisis. Many of the interventions and initiatives set out in the Business Recovery Plan are still relevant to supporting businesses but new activity is also required. The report

set out how the Council is already responding to the crisis and puts forward proposals for new activity that will help to protect jobs and businesses and support new growth.

8.4 Alternatives Considered and Rejected

8.4.1 The Council also has the option to deliver these services through centrally delivered business support, rather than utilising the Business Information Officers in the district centres. This has the following disadvantages:

- It is less proactive on the Council's part and relies on businesses making the effort to contact the Council. The risk is that this leads to businesses in distress delaying their access to support and increasing the chance of unnecessary business closures.
- This model also is more likely to miss out smaller businesses who do not have the networks or capacity to engage with business support and as a consequence may miss out on opportunities for growth.

9. RACE EQUALITY COMMISSION AND THE BUSINESS GROWTH RESPONSE

9.1 The report sought to update the Committee on the focus and progress of Business Sheffield towards supporting the delivery of the Race Equality Commission (REC) report recommendations and to approve a specific action for the development of a diverse and inclusive Sheffield Business Board for the city.

In doing the above, the report outlined:

- The background to the Race Equality Commission (REC)
- An overview of Business Sheffield's response to the REC Commission
- An update of the progress made to date towards recommendations of the REC Final Report
- A key action for a diverse and representative Business Board

The Business Growth Manager gave a [presentation](#) which provided the Committee with an update on the work carried out so far on the REC recommendations. Tracy Viner, Executive Manager, Sheffield Chamber attended the meeting to answer questions from the Committee.

Members asked questions regarding developing businesses, ownership of the board and the need to diversify. Officers responded a new board would be created with business representatives consulted on the terms of reference. The Council would work with Sheffield Chamber to create the board and ensure the diversity of the members.

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

1. Notes progress of Business Sheffield in meeting the recommendations and actions from the Race Equality Commission Final Report dated

July 2022;

2. Endorses a proposal to develop a new Sheffield Business Board which is representative of the city's diverse business base. The board will be developed with other business facing services of the Council and in collaboration with the Sheffield Chamber; and
3. Instructs that once developed, the proposed terms of reference for the new Sheffield Business Board be brought back to the Committee for consideration and further recommendations as appropriate.

9.3 **Reasons for Decision**

- 9.3.1 To note the work undertaken so far by Business Sheffield in becoming anti racist and reaching and diverse business base in its provision
- 9.3.2 To ask Members to endorse and agree the proposal for a new Business Board and to note that the draft terms of reference for the Board will be brought back to Committee for consideration and further recommendations as appropriate.

9.4 **Alternatives Considered and Rejected**

- 9.4.1 The *Do Nothing* option is discounted developing a more diverse Business Board is essential in meeting the recommendation for an equal and enterprising city. To not follow through on the work already undertaken by supporting this part of the Commissions feedback and recommendations would pose a reputational risk for Business Sheffield and for the Council more generally in meeting the specific recommendation and its contribution to the wider overarching theme of becoming an antiracist city.

10. **REVENUE BUDGET MONITORING REPORT - MONTH 6**

- 10.1 The report brought the Committee up to date with the Council's financial position as at Month 6, 2022/23.

A question was asked about the use of reserves and the Director of Finance and Commercial Services explained that the budget had made £17m of reserves available for use this year, but that was not the entirety of the reserves that the Council held. There was still a need to set a strong robust budget for the next financial year.

- 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 September 2022 (month 6).

10.3 **Reasons for Decision**

- 10.3.1 The report brought the committee up to date with the Council's current financial

position as at Month 6, 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.

11. **BUDGET POSITION FOR YEAR 2023/2024**

- 11.1 The report updated the Policy Committee on the progress of the 2023/24 budget process.

The Director of Finance and Commercial Services presented the report and explained that significant work was being done to secure broad political agreement prior to submission to Strategy and Resources Policy Committee who would recommend the final budget to Full Council for approval.

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

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

11.3 **Reasons for Decision**

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

11.4 **Alternatives Considered and Rejected**

- 11.4.1 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.



1. Report to Economic Development and Skills Policy Committee

18th January 2023

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

Subject: Committee Work Programme

Author of Report: Abby Hodgetts, Democratic Services Team Manager

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

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	A RENEWABLE ENERGY STRATEGY FOR SHEFFIELD
Referred from	Resolution of Council on 2 nd November 2022

<p><i>Details</i></p> <p><i>Commentary/ Action Proposed</i></p>	<p>A link to the full resolution is available here:</p> <p>Sheffield City Council - Agenda item - Notice of Motion Regarding "A Renewable Energy Strategy for Sheffield" - Given By Councillor Christine Gilligan Kubo and to be Seconded By Councillor Douglas Johnson</p> <p>Extract in respect of this Policy Committee:</p> <p>(xiii) working alongside the Economic Development and Skills Policy Committee to ensure training opportunities and new skills are included in all projects and that contracts related to energy efficiency and renewables should include commitments from contractors on providing training opportunities and new skills for local people.</p>
<p><i>Commentary/ Action Proposed</i></p>	<p>Opportunities to deliver employment and skills outcomes for the communities we serve are considered for every construction project we procure and give consent for planning to. We are giving particular focus to developing employment and skills opportunities in energy efficiency and renewables to support the forecast demand for these skills in the City</p>

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
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Appendix 1 – Work Programme

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

Item	Proposed Date	Note
LGBTQ Quarter		Added by Committee
Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service	January 2023	Decision needed before February meeting
Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events.	January 2023	Decision needed before February meeting
Proposal for the capital aspect of SFP	January 2023	Decision needed before February meeting
Sheffield City Goals	February 2023	To include Inclusive Economy and Wellbeing Economy which was referred from Full Council in February 2022
Green Job and Skills	February 2023	

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	LGBTQ Quarter
Description	

Lead Officer/s	Di Buckley, Economic Strategy Manager
Item suggested by	Committee
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 4	18 th January 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

<p>Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service</p>	<p>The current Commissioning strategy (2019-2023) for Adult Learning and Skills is in its final year and needs to be updated to meet the changing learning needs of the city over time and secure the appropriate commissioned (supplier base) activity to meet that need.</p> <p>The Family Adult Community Education Service (FACES) receives Adult Education Budget (AEB) funding from the South Yorkshire Mayoral Combined Authority (SYMCA). This funding is used to provide innovative, high quality, learning activities in the heart of the community, that look to improve the life chances of Sheffield Adults and their families through a pathway of learning.</p> <p>FACES intends to continue to use a proportion of this budget to commission and</p>	<p>Kevin Straughan, Director of Education and Skills</p>	<p>Decision</p>	<p>Preparing to meet with LAC chairs in November to explain purpose of this intent.</p>	<p>Consultation and Data Analysis done with learners and strategy and proposals on curriculum consulted with partners and advocates in March 2022 (results of these are found in the FACES strategy attached below)</p>	
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	<p>procure these activities and the service now needs to develop a similar model for this commission.</p> <p>Commissioning activities above and beyond the core FACES staffing structures will:</p> <ol style="list-style-type: none">1. Help widen participation amongst niche groups that would otherwise be hard to reach2. Address high demand in a specific curriculum that the service does not have the capacity to meet learner need through current staffing3. Add diversity in the types of curricula the service can offer to meet employment and skills priorities for the region4. Secure expertise and skills that address key policy issues such as climate change and sustainability and increase skills within					
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	learning cultures to solve local issues.					
Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events.	<p>Following a review by DCMS and Visit Britain/VisitEngland (the De Bois Review The de Bois review: an independent review of Destination Management Organisations in England published VisitBritain) current Destination Marketing Organisations (DMOs) will need to apply for LVEP (Local Visitor Economy Partnership) status from January 2023 in order to continue to have official recognition, engagement and the ability to bid for funds within the new national framework.</p> <p>This deliberately coincides with an SCC review of the future organisational and funding models for delivering growth in Sheffield's visitor economy, which addresses current challenges and proposes future solutions. This review</p>	Diana Buckley	Decision	Informal briefing meeting (14/11/22)		This Committee

	sets out a series of recommendations.					
UK Shared Prosperity Fund	<p>The UK Shared Prosperity Fund Programme in South Yorkshire has progressed over the past six months and two projects are in a position to submit to the SY Mayoral Combined Authority.</p> <p>Finance Committee has already approved that Council can act as the Accountable Body for UKPSF so the Economic Development and Skills Committee is being asked to approve the content of one of the proposals in relation to capital activity.</p>	Ben Morley	Decision	Briefings with the Chair, Vice Chair and Group Spokesperson Economic Development and Skills Committee have already taken place	Not considered necessary for the proposal	This Committee
Budget Monitoring Reports	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			This Committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme [any other committee-specific standing items]</i> 					

	<i>eg finance or service monitoring]</i>					
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Meeting 4	22 nd February 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
Sheffield City Goals (to include Inclusive Economy and Wellbeing Economy which was referred from Full council in February 2022)	Update on the development of Sheffield City Goals, in setting a new inclusive economic framework for the City.	Diana Buckley / James Henderson	Monitoring of decision in June Committee	All members written briefing.	Stakeholder and Public engagement embedded within the City Goals Development.	Full Council will adopt final Sheffield City Goals Summer 2023

Self Assessment Report	Self Assessment Report - Annual reporting to Ofsted on the performance of service delivery for Lifelong Learning and Skills teams that come under their inspection regime.	Kevin Straughan	Briefing for information		Advisory Board	This Committee
Employment and Skills Strategy Development	Overview of policy context - Local Skills Improvement plan, and MCA draft skills strategy and exploring commitment to develop City / SCC Employment and Skills Strategy and / or adopt these strategic documents	Diana Buckley / Kevin Straughan / Laura Hayfield	Pre - Decision / Policy Development	Facilitated policy workshop with external experts	Stakeholder Engagement will inform the development of the recommendations	This Committee
Progress Update on adopting culture strategy	Update item, to inform Committee of progress made on the key elements of development in the Culture Report taken by Committee in September.	Diana Buckley / Rebecca Maddox	Post Decision Monitoring / progress from September Committee Report		Stakeholder Engagement will inform the update report	This Committee
Green Job and Skills	Policy discussion and item to inform the development of	Diana Buckley / Wil Stewart	Policy Development	Full Committee Briefing to be planned to bring together range of	Appropriate stakeholders and businesses will be	EDS and to recommend to S&R and other

	Green skills and Jobs for Sheffield.			activity underway to inform next steps. Briefing to include an analysis of which industries are particularly vulnerable to energy prices.	invited briefing session.	committees as appropriate
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 5	29 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>(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

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

Meeting 6	???	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> <i>Decision</i> 			

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

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> • Decision • Referral to decision-maker 	Prior member engagement/	Public Participation/	<ul style="list-style-type: none"> • This Cttee

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Another Cttee (eg S&R) • Full Council • Officer

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 Finance Committee

Author/Lead Officer of Report: Ben Morley,
Head of Programmes and Accountable Body, City
Futures

Tel: 07909898754

Report of: Kate Martin, Executive Director City Futures

Report to: Economic Development and Skills Policy
Committee

Date of Decision: 18th January 2023

Subject: UKSPF - Sustainable Cultural and Community
Facilities

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

Purpose of Report:

This report seeks 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.

Recommendations:

That the Economic Development and Skills Policy Committee approves the following recommendations:

1. That £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.
2. That the draft eligibility criteria and grants levels are progressed as part of the detailed funding application to SYMCA.

Background Papers:

Lead Officer to complete:-									
1	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">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.</td> <td style="width: 50%; vertical-align: top;"> Finance: Mark Wassell </td> </tr> <tr> <td></td> <td style="vertical-align: top;">Legal</td> </tr> <tr> <td></td> <td style="vertical-align: top;"> Equalities & Consultation: Ed Sexton </td> </tr> <tr> <td></td> <td style="vertical-align: top;"> Climate: Jessica Rick </td> </tr> </table>	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: Mark Wassell		Legal		Equalities & Consultation: Ed Sexton		Climate: Jessica Rick
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: Mark Wassell								
	Legal								
	Equalities & Consultation: Ed Sexton								
	Climate: Jessica Rick								
	<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	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">EMT member who approved submission:</td> <td style="width: 50%;">Kate Martin, Executive Director, City Futures</td> </tr> </table>	EMT member who approved submission:	Kate Martin, Executive Director, City Futures						
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3	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Committee Chair consulted:</td> <td style="width: 50%;">Martin Smith</td> </tr> </table>	Committee Chair consulted:	Martin Smith						
Committee Chair consulted:	Martin Smith								
4	<table border="1" style="width: 100%;"> <tr> <td colspan="2">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.</td> </tr> <tr> <td style="width: 50%;">Lead Officer Name: Ben Morley</td> <td style="width: 50%;">Job Title: Head of Programmes and Accountable Body</td> </tr> <tr> <td colspan="2">Date: 5th January 2023</td> </tr> </table>	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.		Lead Officer Name: Ben Morley	Job Title: Head of Programmes and Accountable Body	Date: 5th January 2023			
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.									
Lead Officer Name: Ben Morley	Job Title: Head of Programmes and Accountable Body								
Date: 5th January 2023									

1. PROPOSAL

1.1 This report seeks 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.

1.2 Background

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 'Levelling Up' agenda by providing financial assistance (largely revenue) to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas.

1.2.2 The SPF has three Investment Priorities and will operate over the next three years. The Investment Priorities and their objectives are:

- Communities and Place
- Local Business Support
- People and Skills

1.2.3 The South Yorkshire Mayoral Combined Authority (SYMCA) acting as the lead body the UKSPF in South Yorkshire submitted an Investment Plan to Government in August 2022. The core themes in the Plan were:

- Supporting communities to address cost of living and pandemic recovery
- Promoting the cultural and visitor economy
- Providing a broad and inclusive 'total business support' offer
- Stimulating enterprise and growth
- Accelerating R&D and innovation
- Building pathways to participation and accessing the benefits of being economically active
- Promoting a skills-driven green economy

As such the South Yorkshire UKPSF will:

- 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.
- Support the cultural and visitor economy.
- Replace EU funding to support South Yorkshire regional programmes in respect to Business Support and Skills development

1.2.4 In total £38.9m SPF has been allocated to South Yorkshire of which £32m is revenue and £7m capital. The notional allocations to Sheffield have been calculated as being £12.8m revenue and £2.7m capital.

Government approved the SY Investment Plan in December 2022 and since

then SYMCA has approved two Year One revenue projects based in Sheffield:

Year 1 – Building Thriving Communities (£1.04m)

Year 1 – High Street Business Information Officer (£245k)

- 1.2.4 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 also agreed to delegate authority to the Executive Director, City Futures in consultation with the Director of Finance and Commercial Services, Co-Chairs, Deputy Chair and Spokesperson of the Finance Sub-Committee, to enter into grant agreements of up to £250,000 in value with partners as part of the Community and Place Programme.

1.3 Communities and Place – Capital Project

- 1.3.1 There is £2.2m capital available in Sheffield over the three-year programme to support activity under the Community and Place theme. Working with Officers in Communities, Property, Sustainability the Accountable Body Team have developed a proposal as set out below.

- 1.3.2 The ‘Sustainable Cultural and Community Facilities Programme’ (the ‘Programme’) will provide capital grant funding to improve the energy efficiency and environmental performance of public facing buildings and spaces in Sheffield with an initial focus on buildings used primarily for community and/or cultural purposes.

The primary objective of the Programme is to:

- Reduce the energy costs associated with running community or cultural facilities in Sheffield to contribute to long term sustainability of the organisations and activities taking place within the facility. This objective will help to mitigate the Cost-of-Living Crisis and loss of income following the Covid pandemic.

The secondary objective is to:

- Reduce the carbon emissions from the improved buildings thereby contributing to the mitigation of climate change.

- 1.3.3 Specifically, funding will be made available to improve buildings and spaces that primarily serve a community function and/or support the cultural sector. Examples include Community Hubs, Community Centres, Scout Huts, Museums, Theatres, and Libraries.

Eligible applicants are expected to be Community Organisations, Charities / Charitable Trusts and the Council and in all cases the applicant must have ownership of the property either through a freehold interest or long-term lease

interest with repair and maintenance obligations.

Eligible costs will be those capital costs associated with improving energy efficiency and environmental performance of the facility. Interventions will be required to demonstrate how energy costs will be reduced and how any resulting carbon reductions will be realised. Example interventions include LED lighting, insulation, air/ground source heat pumps and associated works (e.g. replacement radiators), double/triple glazing, solar panels, electric vehicle charging points, recycling facilities.

In addition, the following costs will be considered on a case-by-case basis:

- External landscaping will be considered where it can demonstrate the ability to improve the setting of the facility and provide 'carbon capture'.
- Limited ancillary works where the works can demonstrate additional benefits.
- Project Management Fees, where deemed necessary to oversee the delivery of the main works.

The grants cannot be used for general repairs and maintenance.

Applications will be submitted through an Open Call process which will invite Expressions of Interest. A two-stage process will then follow:

Stage 1 – A panel of SCC Officers will consider the proposal and either reject or approve the EOI. Approved proposals will then benefit from an Energy Audit undertaken through an appointed expert. The bespoke audits will identify the most appropriate interventions for a building and identify cost and carbon savings. A small revenue budget of c£50k will be required and likely funded by SPF revenue, Project Feasibility Fund and Economic Recovery Fund where appropriate.

Stage 2 – Using the completed Energy Audit as a justification a detailed application can then be submitted for full approval.

Successful detailed applications will be awarded a Grant Funding Agreement setting out the terms and conditions of the funding including all monitoring and reporting requirements together with clawback arrangements.

To facilitate the process consideration is being given to using a third party in the Community sector as well as using LAC Officers and other community-based staff.

The proposed level is set out below with no match funding required for the smallest grants. The maximum level of support would be £200,000.

Total Project Costs up to £20k – 0% match funding

Additional Total Project Costs between £20k and £50k – 10% match funding

Additional Total Project Costs between £50k and £100k – 20% match funding

Additional Total Project Costs between £100k and £200k – 40% match funding

Additional Total Project Costs over £200k – 50% match

All activity associated with the funding must be completed no later than 31st March 2025.

The programme would be administered by the Programme and Accountable Body Team within City Growth who have experience of delivering a similar programme through the Low Carbon Business Support project.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The activity will directly contribute to the Council's Cost of Living Crisis Strategy and Action Plan. In addition, support to the culture sector aligns with the Covid Business Recovery Plan.
- 2.2 The project will support the Council's low carbon ambitions either directly by funding measures within its own estate that are primarily used for community or cultural activities or support those in other ownership.
- 2.3 The activity will directly support the delivery of the South Yorkshire UKSPF Investment Plan that has been designed to wholly align with the SY Strategic Economic Plan by promoting a stronger, greener and fairer growth.
- 2.4 The Programme is complementary to the Councils recently established £3.5m Renewables Energy Fund that will focus on 'greening' Council owned property.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The project has been developed with input from a number of SCC teams including Communities, Facilities Management, Skills and Sustainability.
- 3.2 Initial discussions have taken place with a community-based organisation who might be able to help facilitate the programme. This has been welcomed.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 An EIA was undertaken for the wider UKSPF Programme as part of the Finance Sub Committee report in November 2022. 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 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.
- 4.1.2 The initial EIA identified potentially positive impacts in relation to several protected characteristics and equality interests, including Age, Disability, Race, Financial Inclusion and Cohesion.
- 4.1.2 The capital project maintains the position of the EIA by supporting the

sustainability of organisations operating in the community through reduced energy bills.

4.2 Financial and Commercial Implications

4.2.1 Estimated Budgets (2022/23 to 2024/25)

The draft cost estimates for the project are outlined below:

Item	Capital £k	Revenue £k
Capital Works	1,950	
Programme Management	60	
Small Grants Programme Management	40	
Energy Audits	56	50
Ancillary eg Legal fees	5	
Total	£2,111	£50

The estimated profile is:

	23/24 £'k	24/25 £'k	Total £'k
Capital	£590	£1,521	£2,111
Revenue	£40	£10	£50
Total	£630	£1,531	£2,161

The profile is based upon SYMCA agreeing to carry over £181k from 22/23 to 23/24 which they have provisionally indicated they are supportive of.

4.2.2 All capital funding will be secured via UKSPF. Revenue funding will likely be secured from a combination of UKSPF (revenue), Project Feasibility Fund or Economic Recovery Fund. There will be no call on SCC revenue General Fund.

4.2.2 Third Party Grants

Acting as Accountable Body the Council will be required to enter into grant funding agreements with third parties. 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.

4.2.3 Grant Terms and Conditions

SYMCA has provided an example of the Grant Funding Agreement expected to be used for UKSPF funding and the key features (not exclusive) of the likely Grant Agreements are summarised as follows:

- Grant used to achieve Project Outputs/Outcomes
- Grant for Qualifying Expenditure defrayed for the Project
- Grant subject to clawback if Project does not achieve Outputs/Outcomes
- Commencement/Completion Dates as per Schedule 2 (details tbd)
- Closure Date/Funding Cessation Date as set out in Schedule 2 (tbd)
- Grant for 2022/23 to 2024/25 and includes non-recoverable VAT.

- Subject to acceptable subsidies Article 3.4 of UK-EU TCA Rules / WTO-ASCM Rules together.
- Grant only for Eligible Costs subject to Special Conditions (see details).
- Grant shall not be used for any other purpose without SYMCA permission.
- Only claim Qualifying Expenditure defrayed from Commencement to Completion Date. Qualifying Expenditure outside these dates is ineligible.
- Notify SYMCA in advance of intention to apply for third party funding,
- Grant payment is conditional upon match funding letters provided to SYMCA and match funding will need to be eligible, available to use and evidenced.
- SCC shall neither apply for/ accept duplicate funding re: any part of the Project/related administration costs funded by SYMCA.
- SCC cannot recover more than 15% overheads for staff costs
- Inform SYMCA if grant claims profile changes.
- SCC is responsible for any match funding shortfalls etc (see details)
- No Project changes (see details) without SYMCA approval
- Grant release subject to closure of Special Conditions (see details) Failure to provide evidence of Special Conditions may result in Default/termination of agreement.
- SCC to ensure VFM in procurement of goods/services funded by the Grant.
- SCC to procure activity commencement within 30 days of Agreement date
- Project Outputs/Project Outcomes are achieved by the Completion Date.
- SCC shall certify the full Project costs (see details) defrayed (by S151 Officer)
- SYMCA may clawback Grant in a no of circumstances (see details):
- Grant subject to Subsidy Rules and SCC warrants/represents that Grant is not prohibited by the Subsidy Rules (see details).
- SCC shall not breach the Subsidy Rules.
- SCC to inform SYMCA of other public funding used against the Eligible Costs
- Records to be kept for 10 years following granting of the aid.
- Comply with monitoring / reporting requirements (see details)
- Grant maybe subject to External Audit.
- Grant is subject up to 100% total Clawback (see details) to the extent that the Project Outputs/Outcomes are not achieved in full by the Completion Date
- On Completion Date SYMCA, may take account of the extent to which the Project Outputs/Outcomes have been achieved.

4.2.4 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.

4.2.4 Procurement

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).

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.

Procurement requirements will also be passed on to grant beneficiaries where the Council provides UKSPF to a third party via a grant agreement

4.3 Legal Implications

- 4.3.1 The Council is expected to be awarded up to £2.2m funding by SYMCA for the UKSPF for the delivery of the capital project.
- 4.3.2 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.
- 4.3.3 The Council will be required to enter into grant agreements with SYMCA, key clauses and requirements are outlined above in paragraph 4.2, 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.
- 4.3.4 SYMCA are under no obligation to pay any in year underspend or overspend, this includes any overspend against the amount planned in the expenditure profile for any financial year
- 4.3.5 All significant changes to the project must be approved by the SYMCA prior to the change taking place.
- 4.3.6 The Council must comply with all applicable legislation and regulations.
- 4.3.7
 - Subsidy Control

It is anticipated that most grants to support community-based buildings will not represent a subsidy under the terms of the Subsidy Control Act 2022. However support to cultural buildings and organisations may represent a subsidy where the activity is deemed to be economic in nature and the four criteria for a subsidy are met. This will need to be considered on a case-by-case basis.

Where grants are considered to be Subsidy the Council may consider following options available to them set out in the Act:

- Award funding under the Minimal Financial Assistance scheme that allows subsidy awards up to £315k in a three-year period.
- Set up a streamlined route.
- Award an ad hoc support and with notification following written justification considered by the Executive Director of City Growth.

4.4 Climate Implications

- 4.4.1 Whilst the project is not specifically designed to reduce carbon emissions it has direct benefits through the proposed activity. The international and national positional 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.

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. Within which was a commitment to use the Council's land and properties to meet net zero ambitions, including through the identification of opportunities for renewable energy generation on its buildings.

The project will support the Council's low carbon ambitions either directly by funding measures within its own estate that are primarily used for community or cultural activities or support those in other ownership.

The delivery of the funded projects will have significant positive impacts in terms of improving energy performance of buildings.

Buildings and Infrastructure

There will be short term negative impacts in the works required to complete energy efficiency improvements.

Energy

The grants will fund measures that will address all aspects of building energy performance including fabric first approaches to reduce demand (insulation, glazing etc), alternative heat sources including heat pumps and installation of additional renewables capacity where appropriate.

Economy

The delivery of building improvements has the potential to support local low carbon businesses delivering these projects and provide training opportunities on new technologies.

Influence

The funded projects will provide opportunities to develop case studies of works completed and demonstrate how improving the energy performance of buildings can reduce both costs and carbon emissions.

Resource Use and Waste

Procurement of delivery partners will take into account the sustainability performance of those organisations to ensure all partners share a responsible and sustainable approach to delivering the works.

Land Use/Nature

Inclusion of opportunities to increase carbon storage provided by habitat creation and planting will be considered as part of the grant scheme.

Adaptation

Improving the energy performance of community buildings will help to protect these vital community assets from energy price shocks in an increasingly volatile fossil fuel market.

- 4.4.2 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.

5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 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.

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.

6. **REASONS FOR RECOMMENDATIONS**

- 6.1 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.
- 6.2 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.

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Report to Economic Development and Skills Policy Committee

Author/Lead Officer of Report: Richard Smith – Service Manager FACES

Ellie Churchward, Head of Service – Lifelong Learning and Skills

Tel: 0114 4741612

Mobile: 07867 199853

Report of: *Ellie Churchward*

Report to: *Economic Development and Skills Policy Committee*

Date of Decision: *18th January 2023*

Subject: *Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service*

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? (1266)				
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:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

Lifelong Learning and Skills receives and manages the Adult Education Budget (AEB) grant from the South Yorkshire Mayoral Combined Authority (SYMCA).

A proportion of this grant is used to commission adult learning provision from partner suppliers that have the capability to deliver learning that includes employment skills activities and learning to Adults 19+ across the communities of Sheffield.

They are procured via a framework arrangement in accordance with Regulations 74 – 76 of the Public Contracts Regulations 2015

The current framework arrangements are scheduled to terminate at the end of the current academic year, and it is recommended that a successor framework is commissioned for the next four academic years commencing 2023/24.

The Family Adult Community Education Services (FACES) which manages and administers this grant funding is seeking approval from the committee to update the procurement framework to ensure the service can continue to diversify its offer for adult learning in community settings from August 2023.

Recommendations:

- To enable a new framework so that FACES can commission adult learning provision across the city, undertaking the necessary due diligence and quality assurance.
- 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.

Background Papers:

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

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: Kayleigh Inman
		Legal: Rike Ridings
		Equalities & Consultation: <i>Bashir Khan</i>
		Climate: Victoria Penman
		Commercial: Ged Higgins
	<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	SLB member who approved submission:	<i>Andrew Jones</i>
3	Committee Chair consulted:	<i>Cllr Martin Smith / Cllr Mick Rooney</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Richard Smith</i> <i>Ellie Churchward</i>	Job Title: Service Manager FACES Head of Service, Lifelong and Skills
	Date: 29/11/2022	

1. PROPOSAL

- 1.1 Lifelong Learning, and Skills receives the Adult Education Budget from the South Yorkshire Mayoral Combined Authority (SYMCA) for the delivery of Adult and Community Learning activity across the city.
- 1.2 The grant is managed and administered by the Family Adult Community Education Service who commission a proportion of the grant for adult learning provision. This provision is procured from suitably qualified and experienced providers via a framework arrangement in accordance with Regulations 74 – 76 of the Public Contracts Regulations 2015.
- 1.3 The current framework is scheduled to terminate on 31.7.23. It is recommended that a new framework is procured for the academic years, 2023-24 – 2027-28 to enable the LA to continue to procure AEB funded adult learning provision in community settings.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 Family Adult Community Education Service contributes to the following ambitions in the Corporate Plan
 - Tackling inequality and ensuring that everyone has an equal chance to access a wide range of opportunities to achieve their full potential
 - Strengthening Community Cohesion so that people get along and play an active role as a citizen of the city
 - Enabling people to take charge of their wellbeing and support them to stay healthy given the current challenges
 - Tackling Poverty through access of opportunity
 - Support for young adults and adults to access education, employment, and training
 - Supporting those furthest from the labour market to gain the skills and advice they need to get back into work including transitioning to opportunities in key growth skills sectors
 - Helping those who face obstacles to find lasting work and meaningful learning, including young people, disabled people and those with mental health conditions

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The FACES strategy, vision and approaches to service planning and delivery and how this was developed to meet the needs of the adults and communities across the city, has been shared and consulted with various key partners and stakeholders (March 2022). They included briefings to Members, presentations to key partners, and surveys with

learners. They were also shared and consulted with the Further Education Commissioner at a National Level.

- 3.2 Consultation through Council Governance structures with Local Area Committee Managers was undertaken to establish what skills provision was taking place, identify gaps in provision and further establish any demand or learning need. This identified that the service needed to develop a wider flexibility in pathways to employment sectors, widening our course offer to include courses up to level 2 for access to Health, Public Service and Care, Retail and Commercial Enterprise for example, with digital skills as a key component of all aspects of learning. Those findings have been included for the most recent strategy for 2022/2023. This exercise is repeated each academic year to ensure it remains current and appropriate.
- 3.3 Learners are surveyed at key points every year to ascertain if we are meeting their needs, making learning accessible, and to reinforce the accuracy of other sources of data intelligence for the curriculum plan.
- 3.4 The service is continuing to utilize several aspects of data intelligence to ensure all activity is mapped proactively to areas of the city that need adult learning the most. This includes, but is not limited to, the following information:
 - Community Knowledge Profiles
 - Ward Census Data
 - UC claimant data
 - NEET unemployment
 - Academic achievement in maths and English at GCSE
 - Free School Meals
 - Learner Voice

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 Decisions have taken into consideration the requirements of the Public Sector Equality Duty contained in Section 149 (1) of the Equality Act 2010. As part of documenting the meeting of the requirements of the duty, we have carried out an Equality Impact Assessment this highlights the provision will particularly aim to engage young people and adults from disadvantaged areas of the city and/or in disadvantaged households and will contribute towards improved financial inclusion; include that specifically targeted at people with learning difficulties and disabilities; target some specific BME groups and provide ESOL for adult learners; in addition to generic activity, the provision commissioned will include specific activities including adult learning provision targeted at

lone parents as well as targeted skills programmes for men and women seeking employment.

4.2 Financial and Commercial Implications

- 4.2.1 In 2023/24 Lifelong Learning and Skills are expected to receive continuation Adult Education Budget funding from SYMCA. As part of that commitment the service will be expected to continue to deliver employment and skills activities to improve the life opportunities for Adults and Families across the city.
- 4.2.2 The commissioning of a framework arrangement for the procurement of adult learning in community settings in accordance with Public Contracts Regulations 2015 and Contract Standing Orders will ensure that legal compliance is maintained thereby mitigating any risk of challenge in this regard.

4.3 Legal Implications

- 4.3.1 The process will adhere to the council procurement regulations and the Public Contract Regulations 2015
- 4.3.2 By virtue of the statutory instrument South Yorkshire Mayoral Combined Authority (SI 2020/806), the South Yorkshire Mayoral Combined Authority (SYMCA) exercises, in relation to their area, certain adult education functions of the Secretary of State under the Apprenticeships, Skills, Children and Learning Act 2009.
- 4.3.3 Sheffield City Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act which enables the Council to accept the funding.
- 4.3.4 The framework terms and conditions and call off terms and conditions will be drafted by the Councils Commercial Legal team.

4.4 Climate Implications

- 4.4.1 Lifelong learning and Skills is committed to the principle and practice of environmental protection and sustainable development, with a focus on continuing improvement and reducing pollution.

Whilst the Climate Impact Assessment evidenced a minor reduction in emissions the service does play a key role in the community to champion an environmentally sustainable approach across its activities and shares this knowledge with learners, partners and key stakeholders. This includes:

- Adapting and sharing recognised best practice on environmental sustainability
- Delivering learning and skills activities that provide all students with opportunities to develop their awareness of sustainability issues through sustainability related curriculum, tutoring and enrichment activities
- Promoting reduction of waste of natural resources, energy and water
- Inclusion of sustainability and environmental impact in procurement processes
- Working with local suppliers to ensure that they consider the impact on the environment in their roles as educators and infrastructure organisations

4.4 Other Implications

4.4.1 *None*

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 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.
- 5.2 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.

6. REASONS FOR RECOMMENDATIONS

- 6.1 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.

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Equality Impact Assessment Number 1266

PART A Introductory Information

Proposal name

Commissioning of the Adult Education Budget

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

The Family Adult Community Education Service (FACES), Lifelong Learning & Skills commissions a proportion of the South Yorkshire Mayoral Combined Authorities (SYMCA) Adult Education Budget (AEB) annually, to a framework of approved suppliers to deliver learning activity within community settings.

This commissioning framework needs to be refreshed after the current 2022/23 academic year to continue to allow for flexible and agile commissioning to ensure that learner's needs are met appropriately.

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

- Coop Exec
- Committee (e.g., Health Committee) which committee
- 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

Economic Development & Skills

Lead Director for Proposal

Kevin Straughan

Person filling in this EIA form

Richard Smith / Shabaz Abbas

EIA start date

14/9/22

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
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Portfolio, Service and Team

Is this Cross-Portfolio

- Yes
- No

Portfolio/s

Children's Service

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

Partners, providers, and potential suppliers have already been consulted to ensure that the service strategy and curriculum priorities including the thinking and planning behind these meets the needs of the adults, residents and communities of the city.

Learners have been consulted through surveys to ascertain if the service is meeting their needs, making learning accessible, and to gather interest for future planning and coordination of delivery.

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

Yes through learner surveys mentioned above (see FACES Strategy which evidences data accompanying this report).

See data below:

From FACES: Intent Strategy 2022/2023

Consultation and Data Intelligence

Potential **providers and advocates for the service were consulted in March 2022.**

The results yield confirms that our strategic thinking and planning is meeting the needs of communities. There is relevance in relation to our core offers relating to; maths, English, ESOL, digital and employment skills. In addition, it highlighted themes which we have targeted to our partner providers in the previous academic year, with a view to maintaining these links for delivery, for example, Support Work in Schools, Mental Health Awareness, Well-being, and Confidence.

This survey also identified that the service needs to develop a wider flexibility in pathways to employment sectors, widening our course offer to include courses up to level 2 for access to Health, Public Service and Care, Retail and Commercial Enterprise for example, with digital skills as a key component of all aspects of learning.

Most importantly, we **surveyed our learners in March 2022** to ascertain if we were meeting their needs, making learning accessible, and to reinforce the accuracy of other sources of data intelligence for the curriculum plan.

When asked what courses learners are interested in - 78% cited English, 51% maths, and ESOL 30%; followed by digital skills (28%), employment skills including volunteering (37%) and specific programmes such as childcare (31%). When asked if a qualification was a key aim over 88% said yes, with only 6% stating a categoric no. We wanted to know where learners like to learn, or where is the most convenient. Schools and Libraries scored 67% and 69% respectfully, with Community Centres at 43%, and other places at just over 20%.

Finally, we needed to understand where the learners that we surveyed live. Using the locator indicator from the postcode we can confirm that the top 3 response areas are in the most deprived areas of Sheffield.

Although the number returned is not conclusive, we aim to roll out this survey again during each term going forward, to further validate our findings.

The service is continuing to utilize several aspects of data intelligence to ensure all activity is mapped proactively to areas of the city that need adult learning the most. This includes, but is not limited to, the following information:

- • Community Knowledge Profiles
- • Ward Census Data
- • NEET unemployment and claimant data
- • Academic achievement in maths and English at GCSE
- • Free School Meals

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

Cumulative Impact

Does the Proposal have a cumulative impact?

Yes No

Year on Year

Across a Community of Identity/Interest

Geographical Area

Other

If yes, details of impact

FACES have been delivering Adult Learning and Skills programmes across the city for many years working across the Local Authority Areas (LACs). Many of the programmes leading to further opportunities to progress into further learning and / or employment. This has been coordinated and planned with infrastructure partners and key stakeholders.

An absence of continuation of this service delivery will have a considerable impact on potential opportunities for adults and families particularly with the current challenges (post pandemic and the current economic situation affecting all).

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.

Initial Impact Sign Off (EIA Lead to complete)

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. EIA signed off:

Yes No

Date agreed

EIA Lead

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

A proportion of the learning offer provided by FACES is covered through the Health and Wellbeing curriculum which is used for the delivery of non-accredited learning. These programmes have demonstrated that in addition to skills development they result in better health outcomes.

In 2015-17 FACES was part of a National Research initiative that demonstrated that Adult and Community Learning contributed to improving the wellbeing of learners with Mild to Moderate Mental Health.

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

Page 61

Age

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The Commissioned activities will target learners from age 19+ upwards.

Disability

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The provision commissioned is open to all and the service actively supports Learners to overcome barriers that may prevent them from accessing the learning. This comes in the way of learning support and examples of where this has been used by FACES includes providing transport for disabled individuals, providing braille learning materials and resources for learners who are visually impaired/blind. From 21/22 data 23% of learners undertaking Adult Education Budget (AEB) qualifications had a declared disability and/or learning disability and on non-accredited Community Learning this was 17% of learners.

Pregnancy/Maternity

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Race

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The provision commissioned will target some specific BAME groups and communities of interest and provide ESOL for adult learners and take up will be monitored.

ESOL delivery is the services largest curriculum in terms of demand. 70% of learners undertaking AEB qualifications in 21/22 were BMAER and for Community Learning this proportion was 67% of learners.

FACES publicity is always inclusive, and the service has produced learner information booklets in a number of different languages.

The service will review the implications of the recent Race Equality Commission report and where it is deemed necessary will make improvements and take on any further considerations that can help shape the service and the changing demographics of the city.

Religion/Belief

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Provision will be inclusive and not tolerate any prejudice or associated related incidents. Programme delivery will be mindful of cultural and religious needs and this includes times of delivery.

Religion and cultural identity are celebrated in ESOL classes as a way of stoking up conversations and dialogue through conversations.

Sexual Orientation

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Provision will be inclusive for all and prejudices and intolerance attitudes/views will be dealt with instantly. Ground rules are established at the start of every programme/activity showing respect and tolerance for all and diversity is celebrated.

Gender Reassignment (Transgender)

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Provision will be inclusive for all and prejudices and intolerance attitudes/views will be dealt with instantly. Ground rules are established at the start of every programme/activity showing respect and tolerance for all and diversity is celebrated.

Carers

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Poverty & Financial Inclusion

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Provision will be across the city but prioritised in areas of high need (neighbourhoods and communities that have been deemed as areas of deprivation according to a range of indices of deprivation). The learning and skills activities commissioned will look to improve the life opportunities for residents from these communities/neighbourhoods. This will include financial inclusion.

Cohesion

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The Commissioned activities will look to improve Integration and Cohesion in particular through ESOL classes for Adults whose first language is not English and for recently arrivals through the international Humanitarian Displacement Initiatives.

Partners

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

Commissioned activities will take place across the city and will include a framework of suppliers that have the appropriate capabilities, skills and competencies to deliver – some of these may include third sector voluntary and community funded partners.

Armed Forces**Impact on Staff** Yes No**Impact on Customers** Yes No**Details of impact**

FACES learning programmes are open to all and may appeal to Officers who are wanting to retrain, upskill or are seeking new opportunities if they have recently been discharged from the armed services.

Other*Please specify*

NA

Impact on Staff Yes No**Impact on Customers** Yes No**Details of impact****Action Plan and Supporting Evidence**

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

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

FACES Strategy included

Detail any changes made as a result of the EIA

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

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

Sign Off – Part B (EIA Lead to complete)

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

Yes No

Date agreed

Name of EIA lead officer

Review Date

FACES – 2022/2023

(Family, Adult and Community Learning Service)
Lifelong Learning, Skills and Employment



FACES Sheffield – Strategic Curriculum Intent

Vision

FACES will provide innovative, high quality, learning activities that will improve the life chances of Sheffield adults and their families, enabling them to inspire their future generations.

Purpose of the FACES Curriculum

The FACES curriculum is designed to bring education and learning to the heart of the community. It will interconnect with partners in the VCF sector, other training providers, as well as key public services to blend a range of activity to bring about socio-economic well-being, future skills for employment, and a pathway for adults to enjoy the benefits of learning. It will equip adult learners with the appropriate knowledge and understanding to succeed in life, to achieve their personal goals, and build family cohesion.

The overarching purpose of FACES is to develop skills, confidence, motivation, and the resilience of adults of different ages and backgrounds to:

- Progress towards formal learning or employment
- Improve health and well-being, including mental health
- Develop stronger communities

Core Values

Our core values recognise that everyone is different, and that everyone matters; we will ensure equality of opportunity, address social exclusion, and widen participation, raising confidence and facilitating personal achievement. We recognise the multiple characteristics of our community and aim to meet individual needs of all protected characteristics: age; disability; gender reassignment; marriage and civil partnerships; pregnancy and maternity; race; religion or belief; sex.

We believe that our learners should feel safe to explore new learning opportunities that will develop a healthy enjoyment of 'active citizenship' through an intrinsic right to access education, at any stage of their adult life through clear guidance, support, and removing barriers to access where possible.

Creating ambition and enabling life's transitions through lifelong learning.

Principles for Learning within the FACES Curriculum

1. To encourage independence that will enable active citizenship with positive options for a better future
2. To encourage active learning at home, with the family, in the community as well as in the classroom
3. To communicate the enjoyment of learning with peers, their family, and their community
4. To respect the diverse talents and life skills of others
5. To encourage exploration and research of new ideas, skills, and knowledge, such as, technology that corresponds with local labour market information
6. To consistently communicate high expectations that meet the needs of individual aspirations
7. To give prompt feedback that enables positive progress
8. To provide coherent pathways and guidance for personal success with every learner having access to impartial Information, Advice and Guidance (IAG)
9. To celebrate cultural capital that will enrich the communities in which people live and to highlight sustainability through an understanding of climate change action
10. Embed the ethos of the Capital Framework across all learning (*Carrington, 2020*), recognising the Individual Distance Travelled in achievement.

Anticipated Outcomes of Learning in the Community

The service continues to improve its offer working in conjunction with a national network of similar providers and recognising what works for adults in order for them to achieve a positive outcome. Our offer anticipates that all learners will achieve one or more of the following outcomes:

- **Employment, skills and qualifications:** Getting people onto the skills ladder and helping them gain, retain, and progress at work. Helping adults in gaining qualifications that prepare them for higher levels of learning, raising aspirations, providing learning that is motivating and inspiring.
- **Health, well-being and confidence:** Supporting people with physical and mental health issues, thus reducing health costs such as GP visits, and being part of the 'social prescribing' network. Developing confidence to overcome barriers to learning, meeting and working with others.
- **Integration and inclusion:** Reducing isolation, promoting interaction and integration, and bringing communities together. Enabling parents to help their children to achieve, whilst exploring their own ambitions, understanding positive role modelling in parenthood and the benefits to a great start in life.
- **Attitudes, aptitudes and characteristics:** Helping people to acquire the characteristics needed to participate fully in work and life. Promoting the benefits of volunteering, supporting local communities, and advocating the advantages found through a commitment for lifelong learning. Embedding knowledge based on key world issues thus enabling contribution to the solutions for themes such as climate change and sustainability.

Information, Advice and Guidance

Every learner accessing a course or a workshop with FACES will have access to high quality IAG throughout their course of learning. Evidence reminds us that supporting adults to make informed choices can change their life and the lives of their families.

Look for courses and opportunities that relate to your current skills, areas of interest, and raise your aspirations.



Learn about your current skills and you will be fully supported to explore your next steps and future potential.

Every learner will have access **high quality, impartial IAG**, throughout their journey with FACES

Maths, English and Digital Skills

Research tells us that the key to unlocking better success and improving adults' life chances are sound skills at a basic level in literacy, numeracy, digital, and ESOL. Coupled with improved health and well-being they are essential to enable people to **thrive in life**, work and go on to further learning.



Nine million working aged adults have low levels of literacy and numeracy.

Lockdown and the pandemic has reduced participation at lower levels (below Level 2) significantly in South Yorkshire – this means more people will struggle to achieve or progress to higher level learning or skilled jobs.

Half of those attending an adult English course in the community (England), went on to further learning



In 2019/20, **3 out of 10 YP** in England had **not achieved a Level 2** qualification in Maths or English by the age of 19. This is significantly higher in some of the most deprived wards of Sheffield, and those same wards have many NEET claimants (**20% plus**) up to the age of 24.

10m people in the UK lack very basic skills needed for a **digital world**. It leads to a negative impact on a person's life says the **Good Things Foundation**.

By 2030 up to 90% of jobs will require digital literacy and evidence suggests this is also linked to improved personal and social outcomes.



Every learner studying basic skills will understand the **boundless limits of their future pathway**.

Employment Skills and Volunteering

The world of work has changed and continues to change. In South Yorkshire the following sectors have grown over the past 5 years; Information and communication, health, scientific and technical, transport, storage and warehousing – all require digital skills.

22% Of adults

lack basic digital skills preventing participation in the 21st Century jobs market

Sheffield has a **69.4%** employment gap between those with a learning disability and the overall **employment rate**.

South Yorkshire's **Strategic Economic Plan** will mean that by 2041 the economy will look very different requiring 33,000 extra people to access high level jobs.

Every regulated adult learning programme will consider the requirement for a **digital induction** to fully assess **effective learning options and employment pathways fit for 21st Century**.

ESOL

In 2007 Sheffield became the first [City of Sanctuary](#) for asylum-seekers and refugees. FACES remains committed in working with over 1000 adults every year in improving their skills. The offer will run in tandem with employment skills, numeracy, and digital skills.

In England, fewer than half (**48%**) of residents who do not speak English proficiently are employed. This rises to over [70% for women](#).

For every **£1** invested there is a social return of

£17

Entry level

£22

Level 1 provision

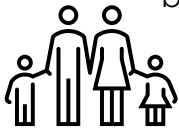


The [Social Mobility Commission](#) exists to remove the barriers that determine the outcomes in life based on an individual's circumstances of birth. Their research has determined that adults who do not achieve well in early life, are less likely to access adult learning, thus impacting their socio-economic outcomes in later life. These are the adults that most need access to this learning and the service we offer.

Our offer will target the most vulnerable and marginalised adults such as **refugees and asylum seekers** to narrow the gap for social mobility and the opportunities it brings in enhancing life's chances.

Family Learning

Learning together as a family, across all generations, has many benefits – such as children's attainment, family cohesion, and adult education. It can increase children's development by 15ppt and there is much [firm evidence](#) that it has a positive impact on adult learning and skills – providing more positive future outcomes for generations to come.



Children of a father with a low education outcome is **7.5 times more likely to have a low education outcome** – and where the mother has a low education it is 3 times more likely. ([ONS.gov.uk](#))
Crafts, nutrition, cooking, literacy, numeracy, media, digital, language, culture

Family Learning Works!

Developing Localised Mini-Adventure Initiatives

Learning through everyday activities, developing skills, language, and resilience. Understanding the world around you with fun, low or no-cost experiences. Giving children a 'great start in life', preparing them for school, releasing children's potential to enjoy learning.

Our offer will target those that most need it, including **Young Parents**, with an overarching **focus on Early Years**, supporting attendance and a parents ability to support achievement.

Mental Health and Well-being

10%



more people started a course of treatment, after receiving IAG for a MH&WB adult learning course

Adults who are socially and/or economically disadvantaged, are more likely to be affected by [Mental Health and Well-being](#) issues. The impact of the Covid crises has increased this likelihood. We want to design delivery that increases well-being and can move learners into a positive destination, take control and become more independent.

Our **partners will take a leading role** in delivering this where it is most needed across the city.

Working in Partnership

The service will secure funding from a variety of sources which will include the **Adult Education Budget** (South Yorkshire Mayoral Combined Authority), as well as other funding opportunities relating to the core curriculum such as initiatives such as **Multiply**. In addition, other discreet projects will underpin some of the specific work we undertake to enhance opportunities for the most vulnerable such as the **Controlled Migration Fund** for new arrivals to access ESOL.

We will work in partnership with multiple networks that will include organisations such as: wider Council teams (Communities, MAST, Family Centres, Libraries), Primary Schools, Creative and Cultural partners in Sheffield, VCF Partners, Independent Training Providers, AEB networks across South Yorkshire. This will include making best use of public spaces such as Sheffield parks, galleries, and museums.

Subcontracting

We will continue to subcontract a proportion of our Adult Education Budget, as set out in our delivery plan with SYMCA to:

1. help widen participation amongst niche groups that would otherwise be hard to reach, but only where this enriches the strategic curriculum intent learning offer
2. address high demand in a specific curriculum that the service does not have the capacity to meet learner need through our direct delivery
3. add diversity in the types of curricula we can offer to meet employment and skills priorities for the region
4. secure expertise and skills that address key policy issues such as climate change and sustainability and increases skills within learning cultures to solve local issues.

Our approach to subcontracting will continue to operate under the current framework (*Adult Learning in Community Settings Pseudo-Framework which ends in July 2023*) for the core curriculum themes.

In addition, there will be specifically targeted partner work that will secure specialists to meet the demands of our funders, and the needs of marginalised groups to maximise their opportunity to be lifelong adult learners. This may include:

- Unemployed adults and particularly those with qualification levels below level 2
- Care Leavers
- Adults with SEND whose EHCP has ended
- Young people moving into adulthood previously engaged with the crime justice system, particularly black and mixed heritage boys

The service also aims to develop initiatives for current programs that encourage participation, for example partnership with the Children's University and Family Centres to raise awareness of the importance of intergenerational Family Learning and the impact of digital poverty.

Consultation and Data Intelligence

Potential **providers and advocates for the service were consulted in March 2022**. The results yield confirms that our strategic thinking and planning is meeting the needs of communities. There is relevance in relation to our core offers relating to; maths, English, ESOL, digital and employment skills. In addition, it highlighted themes which we have targeted to our partner providers in the previous academic year, with a view to maintaining these links for delivery, for example, Support Work in Schools, Mental Health Awareness, Well-being, and Confidence.

This survey also identified that the service needs to develop a wider flexibility in pathways to employment sectors, widening our course offer to include courses up to level 2 for access to Health, Public Service and Care, Retail and Commercial Enterprise for example, with digital skills as a key component of all aspects of learning.

Most importantly, we **surveyed our learners in March 2022** to ascertain if we were meeting their needs, making learning accessible, and to reinforce the accuracy of other sources of data intelligence for the curriculum plan.

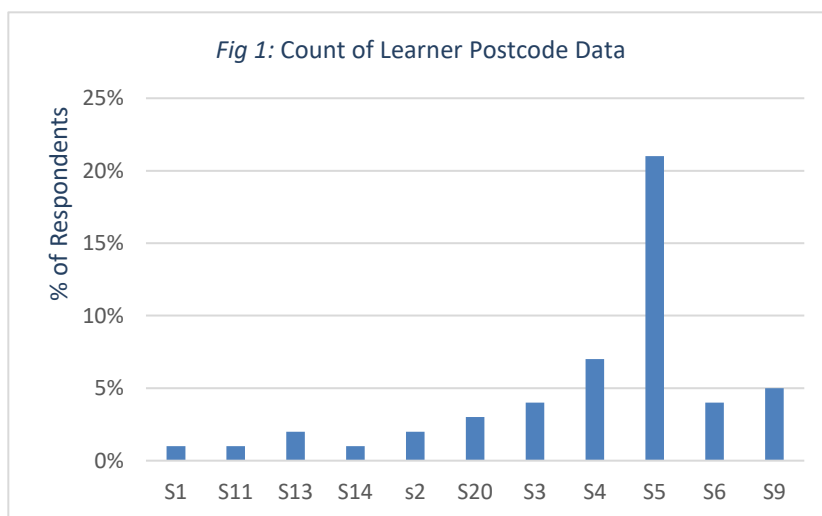
When asked what courses learners are interested in - 78% cited English, 51% maths, and ESOL 30%; followed by digital skills (28%), employment skills including volunteering (37%) and specific programmes such as childcare (31%). When asked if a qualification was a key aim over 88% said yes, with only 6% stating a categoric no.

We wanted to know where learners like to learn, or where is the most convenient. Schools and Libraries scored 67% and 69% respectively, with Community Centres at 43%, and other places at just over 20%.

Finally, we needed to understand where the learners that we surveyed live.

Using the locator indicator from the postcode we can confirm that the top 3 response areas are in the most deprived areas of Sheffield.

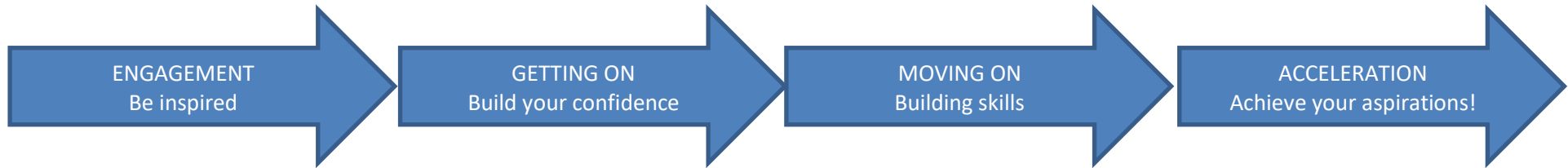
Although the number returned is not conclusive, we aim to roll out this survey again during each term going forward, to further validate our findings.



The service is continuing to utilize several aspects of data intelligence to ensure all activity is mapped proactively to areas of the city that need adult learning the most. This includes, but is not limited to, the following information:

- Community Knowledge Profiles
- Ward Census Data
- NEET unemployment and claimant data
- Academic achievement in maths and English at GCSE
- Free School Meals

Curriculum Pathway and Structure



A well-designed curriculum intent will include factors that ensure learners receive the best opportunities to achieve as highly as possible, and progress to a planned and sustained destination. This will include, but is not limited to:

The Pathway	Teaching, Learning & Assessment	Active Citizens	Lifelong Learners
<ul style="list-style-type: none"> IAG that is thorough, timely and relevant All courses are designed so learners understand the next steps Exploration of discreet skills and knowledge informs decisions Initial assessment is appropriate to the curriculum subject area Targets are SMART Exploration of personal aspirations to set learning goals 	<ul style="list-style-type: none"> Relevant to the individual needs of all learners Develops new knowledge and skills Checks understanding and continual progress Prepares for further learning and/or work Ensures learners meet their personal goals Inspires ambition and independence Prepares and encourages next steps Provides a platform for positive and sustained destinations 	<ul style="list-style-type: none"> Value and respect Equality, Diversity, and Inclusion Learners are safe and know how to stay safe Understand democracy and know what is happening in their community and across the world Know how to maintain their physical and mental health Maintain healthy relationships in the classroom, with families and in their community Understand and contribute to sustainability and climate change for positive actions 	<ul style="list-style-type: none"> Will be literate and numerate Will develop digital confidence for the 21st century Take learning outside of the classroom Take pride and want to progress further Develop cultural capital beyond their own experience Become independent and make their own decisions Strive to be ambitious, aspirational, and motivated

Reference Links:

Education inspection framework (EIF) - GOV.UK (www.gov.uk)

Levelling Up ACE | Hoxex

<https://learningandwork.org.uk/resources/research-and-reports/getting-the-basics-right-the-case-for-action-on-adult-basic-skills/>

Skills for Life: A new strategy for English, Maths, ESOL and Digital | FETL

City of Sanctuary Sheffield | Building a culture of welcome and hospitality for refugees and asylum-seekers

Adults skills gap - GOV.UK (www.gov.uk)

family-learning-report.pdf (cornwall.gov.uk)

How do childhood circumstances affect your chances of poverty as an adult? - Office for National Statistics (ons.gov.uk)

Community learning mental health research project - GOV.UK (www.gov.uk)

Strategic Economic Plan - South Yorkshire MCA (southyorkshire-ca.gov.uk)

Labour Market Profile - Nomis - Official Labour Market Statistics (nomisweb.co.uk)

Community Knowledge Profiles (sheffield.gov.uk)

Population and Census (sheffield.gov.uk)

Ward profiles (sheffield.gov.uk)

Essential Digital Skills UK - 2020 | Ipsos

The digital divide - Good Things Foundation



Report to Policy Committee

Author/Lead Officer of Report: Emma France (Head of Service Marketing Sheffield)/Diana Buckley (Director of Economic Development, Skills and Culture)
Tel: 01142734125

Report of: Diana Buckley (Director of Economic Development, Skills and Culture)

Report to: Economic Development & Skills Policy Committee

Date of Decision: 18/01/23

Subject: Marketing Sheffield's EOI for LVEP status (Local Visitor Economy Partnership)

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? Awaiting this				
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>Appendix 3 is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i>				

Purpose of Report:

This report proposes that Marketing Sheffield submits 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 we meet the eligibility criteria.

LVEP status will

- Not formally change the nature of Marketing Sheffield's remit.
- Help us 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)

Recommendations:

That the Economic Development and Skills Policy Committee approve that:

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.

Background Papers:

DMO review LVEP accreditation scheme Guidance & Criteria.pdf

Expression of Interest draft completed.pdf

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: <i>James Lyons</i>
		Legal: <i>Patrick Chisholm</i>
		Equalities & Consultation: <i>Bashir Khan</i>
		Climate: <i>Jessica Rick</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	<i>Kate Martin</i>
3	Committee Chair consulted:	<i>Martin Smith</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	

Lead Officer Name: <i>Diana Buckley</i>	Job Title: Director of Economic Development, Skills and Culture
Date: 09/01/2023	

1. PROPOSAL

1.1 Background

The visitor economy is hugely important to Sheffield.

Sheffield is already a successful visitor destination but there is an opportunity to attract more visitors to benefit local businesses, residents and communities.

Sheffield's visitor economy already makes a valuable contribution to the success and prosperity of the wider economy. In 2019, Sheffield attracted 17.92 million leisure and business tourism visits. In total, £1.37 billion was estimated to have been generated directly and indirectly within Sheffield's economy through visitor and tourism business expenditure. This activity and expenditure supported 15,076 full-time equivalent ('FTE') jobs in Sheffield. The number of FTE jobs supported by the visitor economy is estimated to be c. 7% of total FTE jobs in Sheffield.

Attracting more leisure and business day visitors and staying visitors, and their spending, to Sheffield should generate additional income for local businesses, support business productivity and profitability, create, support and safeguard local employment, and generate other positive economic and social impacts.

As the local Destination Management Organisation ('DMO'), Marketing Sheffield plays a key role in supporting the visitor economy. Marketing Sheffield is part of Sheffield City Council's City Futures' portfolio. Its tourism-related activities include place management, product development, branding and promotion and bidding for conferences and events.

The visitor economy landscape is changing locally and nationally.

The UK Government recently published its response to an independent review of DMOs ('the de Bois Review'), which presents opportunities for Sheffield, and other UK destinations, to improve visitor destination management and marketing arrangements and activities. We now know that this creation of a tiered, accredited approach to the national DMO landscape suggested by the de Bois Review has been accepted by Government. Sheffield has a huge opportunity to apply to be an official Local Visitor Economy Partnership (LVEP) as part of this new structure.

As part of this review (and the end of Welcome to Yorkshire) SYMCA have a renewed interest in the visitor economy sector and the potential economic benefits it presents to the sub region. Sheffield has an opportunity with LVEP status to trail blaze the way for a long-term South Yorkshire solution for the visitor economy.

The UK tourism industry has also experienced many difficulties due to (1) the legacy of the Covid-19 pandemic and (2) the current challenging economic environment. Covid changed the entire landscape for the visitor economy. Income models for DMOs are challenging as private sector support in some areas of the hospitality sector is challenging.

In Sheffield, like many other visitor destinations, the Council has taken a leading role in visitor destination management and marketing. However, local authorities have faced severe financial pressures over recent years. This has created challenges in relation to funding. Across the UK, destinations are looking at ways to fund the growth of their visitor economies in the future.

In response to this and against this background of change, SCC is undertaking a formal Review of Destination Management and Marketing which identifies and analyses viable, bespoke options for the future funding of visitor destination marketing and management in Sheffield (in consultation with local and national stakeholders) Sheffield City Council is keen to examine future funding options that will help grow Sheffield's visitor economy, so that it further supports the growth and prosperity of the City's overall economy. **Achieving LVEP accreditation is the first step towards this.**

What do we know about the LVEP and the EOI?

Local Visitor Economy Partnerships" (LVEPs) will be tier 2 of the national structure and will enable Sheffield to be recognised by VisitBritain/VisitEngland and Department for Digital, Culture, Media & Sport (DCMS) within the national structure of destination management organisations. The accreditation as an LVEP will formalise, rather than change, the nature of Marketing Sheffield's remit and provide additional opportunity to access funding and support from private sector and central government sources.

Visit England want to see LVEPs capturing a wider strategic focus on the visitor economy. They want the breadth of activity and relationships they will establish to support the local visitor economy.

The information we need to submit for the EOI at this stage includes the geography we represent, which local authorities and LEPs will support our application, what private sector support we have, what the size of our visitor economy is (numbers, spend, businesses, jobs) as well as a statement on whether we fulfil the core criteria (see appendix)

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 As an accredited LVEP, Marketing Sheffield will be in a better position to grow the volume and value of visitors to Sheffield. This would further enhance the visitor economy's contribution to the wider economy, as well as open-up opportunities for enhancing sub-regional partnerships

focusing on growing the visitor economy, including the SYMCA.

It would provide a platform for Sheffield to look to a revised long-term structure, funding and governance arrangement for visitor destination management and marketing to build on the great work already done.

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.

3. HAS THERE BEEN ANY CONSULTATION?

As part of our SCC review of destination management and marketing arrangements we have consulted both internally and with external partners (local and national). We have expressed the intention for Sheffield to move towards a more public private sector arrangement and to apply for the LVEP during that consultation. Feedback has been extremely positive.

3.1

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Decisions need to consider the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010.

This is the duty to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

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

An Equality Impact Assessment has been carried out and highlights that the work of Marketing Sheffield promotes the city as a diverse and inclusive destination. It also brings additional campaign opportunities to work with services such as 'AccessAble Sheffield' to identify Sheffield as an accessible destination.

4.2 Financial and Commercial Implications

- 4.2.1 There is no cost related to the submission of the EOI or to proceed through the accreditation process with Visit England and DCMS. Officer time from within existing duties will be used to complete the process. The true opportunity costs are the potential loss of opportunity to work in collaboration with Visit Britain Visit England (the national tourist board) to promote Sheffield as a city break destination and the loss of opportunity to apply to Visit England for funding streams to create effective marketing campaigns for domestic and international audiences.

4.3 Legal Implications

- 4.3.1 There is no legal requirement to apply for Local Visitor Economy Partnership (LVEP) accreditation. However the Authority has the power under section 144 to promote tourism and encourage visitors and this step would fall within that power. Legal advice can be provided as required as the application progresses.

4.4 Climate Implications

- 4.4.1 Whilst this specific decision does not have any direct climate implications it does present some opportunities to enable us to embed some key impacts on the city's Visitor Economy. Having LVEP status will allow us to access to Visit Britain's Sustainable Business and Net Zero Toolkit, Training and Advice hub. This will allow us to align to the national strategies and complement localised campaigns. This will include us focussing on key categories including Transport - encouraging visitor economy businesses to promote active travel options to customers; Economy - supporting our local green economy, encouraging venues and attractions to promote their green credentials; Influence – promoting Net Zero guidance with partners/venues; Resources – food & drink impacts as specific issues for events and at visitor attractions.

4.4 Other Implications

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 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.

6. REASONS FOR RECOMMENDATIONS

- 6.1
- 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)



DMO review LVEP accreditation scheme

Guidance & criteria *(Version 2: December 2022)*



Contents

- Recap: Review Recommendations and Government Response
- LVEP accreditation scheme: Principles, Benefits and Criteria
- Rollout, process and governance
- VisiEngland/VisitBritain services & support

Recap: Review Recommendations and Government Response

What does the de Bois review recommend?

- Bring coherence to England's DMO landscape using an accreditation process to create a national portfolio of DMOs
- The national portfolio should then be split into two tiers – a top tier of 'Destination Development Partnerships' ('hubs') and a second tier of accredited Tourist Boards acting as members ('spokes')
- The Government should provide core funding to each DDP
- The role of the DDP would be to develop and oversee the delivery of a Destination Development Plan and lead on advocacy, partnership working, funding bids, major events, data and business support.
- Funding to ensure the destination remains sustainable, competitive and responsive to strategic challenges identified by Government (e.g. sustainability, skills, inclusive tourism and levelling up)
- DDP to pass down some funding to accredited Tourist Boards and work collaboratively with them to deliver a shared vision

What does the de Bois review recommend? (2)

- DMOs that do not meet accreditation criteria considered as part of a ‘third tier’ and government should minimise its engagement with them
- VisitEngland responsible for creating, maintaining and supporting this new tiered structure
- Introduce Tourism Data Hub as a matter of urgency to allow for better decision-making
- DMOs should:
 - Be more collaborative and share best practice
 - Seek to diversify their income streams
 - Develop the skills of their staff
 - Have more diverse boards
- LEPs and local authorities to recognise the importance of visitor economy and that DMOs are best placed to deliver
- Local Authorities to recognise that DMOs need to be public-private partnerships

What does the government response say?

- England's DMOs have an important role to play in recovery and Levelling Up
- Necessary to transform the DMO landscape at a local level to allow DMOs to harness their potential to grow visitor spend
- Need to address long-running concerns about the structure, funding models and fragmentation
- Accepts the majority of the de Bois recommendations
- Agrees with the tiering approach, with the accreditation process to be introduced in 2022-23
- VisitEngland receiving new funding (up to £4 million over 2022-25 period) to develop and administer the scheme and pilot the DDP concept in one area
- Includes provision for VisitEngland to establish a regional team to support and account manage the national portfolio
- Accredited tier 2 DMOs to be called Local Visitor Economy Partnerships (LVEPs) to capture the wider focus on the visitor economy

What does the government response say? (2)

- Agrees VB/VE and government should have minimal engagement with ‘third tier’
- Pilot for multi-year core funding for one DDP; Tourism Minister will decide
 - The response sets out the criteria for the pilot:
 - visitor offer that encompasses rural, urban, coastal tourism
 - Includes a number of accredited LVEPs, but there should be gaps in coverage that need filling
 - Alignment with devolution deal
 - Able to demonstrate a growing business and events offer
 - Able to evidence visitor economy growth potential, including opportunities for improvement in tourism products such as attractions and transport links, wider product development and increase in visitor numbers and spend
 - Needs to prove the concept for a future national roll-out of DDP model including case for funding
- No nationwide DDP roll-out at this stage
- Agrees in principle with Tourism Data Hub but notes that this is unfunded and that other solutions are being looked at

What does the proposed future structure of the DMO landscape look like?

DDPs
Destination Development Partnerships (tier 1)*

15-20 in total - eventually, but only 1 pilot DDP in current CSR period

LVEPs
Local Visitor Economy Partnerships (tier 2)

c. 40 in total, accredited and supported by VisitEngland

Non-accredited DMOs (tier 3)

NB: Language of 'tiers/non-accredited' to be reviewed for launch

No or very limited support from VisitEngland

*Please note that DDPs are partnerships of LVEPs, with each DDP led by one LVEP as the accountable body. TBC if an LVEP and DDP could be one and the same

LVEP Accreditation: Principles, Benefits and Criteria

Principles

- VisitEngland to take a **leadership and enabling role** with this new landscape but emphasis on collaborative and supportive approach between national and local level (particularly in the absence of LVEP funding)
- Recognise that all LVEPs will be at **different stages in their development** - it should be about **progress and growth over time** in key priority areas (whilst demonstrating they meet core criteria)
- LVEPs should **align with national visitor economy priorities** (VisitEngland and Government) as well as supporting local visitor economy development
- **Pragmatic approach** (stretching in key growth areas but not onerous; clear articulation of benefits, expectations and support)
- LVEP landscape will foster **peer to peer networking, sharing of best practice and learnings** (as well as national via VisitEngland) e.g. sustainability, accessibility, commercial
- Status will be awarded: **officially recognised partners**
- Create a **logo for LVEP use** (with guidance) and **publicise LVEPs on VE website**
- **DDP pilot and accreditation of LVEPs in that area** will provide essential learnings and develop tools and templates to be used

Benefits of Becoming an LVEP

- Strategic direct relationship with VisitBritain/VisitEngland DCMS (engagement/support will target Tiers 1/2) e.g.
 - Strategic support and advice from VisitEngland Regional Development Leads
 - Access to VisitBritain/VisitEngland expertise in key areas (distribution, accessibility, sustainability, commercial etc.)
 - Involvement in VB/VE activity (& support) e.g. Marketing and Business Events (as appropriate)
 - Access to VisitBritain/VisitEngland grant funding programmes
 - Involvement in the development and delivery of England's sustainable visitor economy strategy and consumer brand proposition (and other key initiatives)
- Accreditation by a national body sends a clear signal to local organisations and businesses on who to engage with:
 - LEPs/Local Authorities/Combined Authorities and Mayoral Authorities will have the confidence to actively engage/partner with LVEPs, as part of levelling up and place agenda (as credible and sustainable organisations)
 - Government to influence Devolution Deal commitments and Mayoral priorities to support local visitor economy (in LVEP geographies)
 - Empowering LVEPs to be positioned as the tourism delivery partners for local investment and to be consulted on wider decisions impacting the local visitor economy (linked to above)
 - DCMS officials to explore how LVEP status can be used when bidding for funding from DCMS and other government departments – and will assist in identifying funding streams

Benefits of Becoming an LVEP (2)

- Be a part of a national network of strategic and strong performing LVEPs that can work together (and with VisitEngland) to solve issues affecting destination management e.g.
 - Creation and sharing of key tourism data to inform a robust national picture (new and improved models)
 - Best practice and peer-to-peer support and networking across key areas (virtual and face to face).
 - Help provide a coherent and joined-up policy voice
 - LVEP strategy day (1 or 2 x per year) and working groups to influence and shape national VisitBritain/VisitEngland (and local) activity

Page 94

NB: For benefits to your stakeholders and partners, please refer to the “Key Messages” document

Headline Guidance

- LVEPs will be expected to meet all the core criteria in order to be considered for accreditation
- At the point of application, LVEPs will be expected to demonstrate their plans for meeting the development criteria (with the support of VisitEngland) over an agreed time period – and outline any current activity/baselines
- Individual LVEP commitments to achieve the above (and how VisitEngland will enable and support) will be outlined in an MoU on receiving accredited status
- Some development criteria e.g. business support could be delivered by your partners but you would need to evidence your involvement in shaping this and working with them
- There will be opportunity in the application for you to demonstrate your wider role and achievements i.e. what your priorities are outside of the core criteria – e.g. business events, domestic and/or international marketing
- There will be a rolling monthly assessment panel and a monthly application deadline as we work through the process

Draft criteria for LVEPs – core

Criterion	Proposed evidence
Covers an important geography (such as county or city region) that avoids overlap with other LVEPs and is an area that can demonstrate the importance of its local visitor economy	Information on geography covered and provision of local data (including visitor numbers (and spend) bed capacity/occupancy, number of tourism business and number of tourism related jobs); plus national assessment using key data sources
Should have a destination management plan or tourism strategy developed with local partners (including local government)	Active DMP/ tourism strategy and implementation plan that involves all key stakeholders
Engaged in destination ‘management’, as well as marketing	Evidence of business support offer, product development and commercial activity such as distribution
Should be well integrated with other important local and regional actors such as key attractions and local government/LEPs	Board make-up, evidence of involvement of stakeholders in DMP/tourism strategy, stakeholder engagement programme
Demonstrable commitment from Local Government (local authority/ies / Combined Authorities/Mayoral Authorities) that DMO is lead body in the area (incl. public funding where possible)	Letter detailing how Local Government will support the LVEP which could include evidence of inclusion/implementation of e.g. Devolution Deals/UKSPF/other funds; evidence of partnership (e.g. Local Authority board representation / DMO representation on Place Boards)
Demonstrate an ability to raise funding from the private sector	Evidence of private-sector funded activity
Can demonstrate organisational stability and resilience, and can administer public funding with probity	Outline of current income and funding streams; evidence of management of government funding streams (inc. VB/VE where appropriate)
Capacity of organisation needs to be reflective of the size and importance of the destination	DMO assessment of capacity in relation to geography covered and taking into account the importance of the visitor economy to the local area
Are working in partnership with unaccredited DMOs in their LVEP geography (as appropriate) and beyond with other LVEPs	Evidence of partnership structure and activity (within LVEP geography and beyond)

Draft criteria for LVEPs – growth

Criterion	Proposed evidence
Commitment to expanding their income (including their commercial strategy), such as growing their membership, and diversifying funding streams (public and /or private)	Current funding streams and plans for developing future income. Evidence of current membership structure and size and future plans
Commitment to staff skills development – including digital, international travel trade, bid writing and distribution	Identification of LVEP staff training needs and a training plan for the next year and beyond which includes commitment to putting staff through any VisitEngland LVEP training
Governance should reflect the visitor economy it represents (businesses and consumers) and show diversity	Overview of current governance structures, assessment of how representative they are and plans to expand structure/address any lack of diversity
Should have a comprehensive business support offer or commit to developing one	Evidence of current business support offer and future plan (NB: could be delivered by others but need to demonstrate influence and role in shaping)
Willing to support central government initiatives, incl. accessibility, sustainability, local research and data models	Evidence of current support and plans for future support
Ability to track their local visitor economy through a local data model, and willingness to share insights and work closely with LVEPs and VE/VB on new data models/approaches	Evidence of local data model and how the data is being used by the DMO

Page 97

National LVEP Roll-out/ Coverage Process & Governance

National rollout of LVEP accreditation

- VisitEngland will accredit those DMOs that meet the criteria quickly (a number will be ready for this now and can meet all criteria)
- It is acknowledged that there won't be a blanket coverage of LVEPs and that there will be gaps across the country. There will be those that don't meet the criteria and need support to work towards accreditation, or there will be gaps where there is no DMO. VisitEngland will review these gaps and work with the relevant DMOs/partners in the region on solutions (if and where appropriate). They will also be testing how the DDP model can support plugging gaps as part of the pilot
- Some areas of the country are more complex and will need more time to get organised and therefore there will be a rolling accreditation process to support them coming forward when they are ready (supported by VisitEngland as above)

Approach

- Expressions of interest will be opened prior to launch to enable VE to get a sense of who is considering LVEP accreditation and target support – December 2022
- Guidance and online application form for those who have submitted an expression of interest and are ready for application – from February 2023
- Rolling application process with monthly deadlines for applications and decisions
- Awards panel making decisions on LVEP status, incl. VisitEngland Advisory Board members and DCMS representatives
- Appeals process to be established for those that are unhappy with the outcome of their LVEP application
- Memorandum of Understanding (MoU) between VisitEngland and the LVEP on relevant/achievable KPIs and mutual support
- Officially recognised LVEPs to be published on vb.org
- Light-touch monitoring and review framework to be established working closely with LVEPs to help assess progress (against KPIs/growth areas) and achievements and evidence barriers and identify solutions

VisitBritain/VisitEngland Services and Support

How will VE/VB support the new structure (Tiers 1 and 2 only)

- Strategic and development support via VisitEngland regional development team / subject expertise
 - Regular catch-ups plus an annual review of KPIs and challenges – based on a review framework
- National networking and best-practice sharing opportunities for LVEPs
- Best practice for LVEPs including board Terms of Reference (ToR) and membership models
- Central thought leadership and tools:
 - Accessibility
 - Sustainability
 - Data and research
 - Distribution
 - Marketing and brand
 - Business events
 - Bid support: identifying funding streams, toolkit and training on accessing funds
- Training programme e.g. Taking England To The World, digital and commercial skills
- Support for engagement with Local Authorities via DCMS, DLUHC, Local Government Association where required

Role of the VE regional development team

- Based in the regions and spending significant time meeting DMOs/LVEPs
- Support for engagement and partnership with Local Authorities, Combined Authorities and DLUHC¹ and LGA² **where required**
- Support for engagement and joint working with ALBs (Arms-Length Bodies of Government such as Historic England or the Arts Council), DCMS and other government departments
- Enable funding opportunities for LVEPs across the region and provide advice and guidance
- Regular catch-ups, attendance at key meetings in the region
- Broker access to national tools, advice, expertise and targeted support
- Support monitoring of KPIs, achievements and challenges – based on a light touch review framework to be worked up with LVEPs

VisitEngland Regional Development Team

Should you have any further questions please do not hesitate to contact us via the destination@visitengland.org email address or speak to your Regional Development Lead:

- **London and South East** – Claire Ford (claire.ford@visitengland.org)
- **South West** – Robin Tjolle (robin.tjolle@visitengland.org)
- **East Midlands and East of England** – Rachel Gillis (Rachel.gillis@visitengland.org)
- **North East and Yorkshire** – Paul Szomoru (paul.szomoru@visitengland.org)
- **West Midlands and North West** – TBC. Contact Anke Monestel in the meantime (anke.monestel@visitengland.org)

LVEP and VisitEngland engagement with local stakeholders (incl. Tier 3 DMOs)

- LVEPs will be expected to work with their local stakeholders incl. BIDs, tier 3 DMOs and local business groups where appropriate
- **VE will provide limited support, focused on one-to-many approach for Tier 3 DMOs and other local stakeholders including:**
 - Research and intelligence via website
 - Access to Business Advice Hub and resources
 - Industry e-news and web resources

Timeline

Month	Activity
October	Regional DMO roundtables
November	Further develop accreditation criteria and process Announce the Destination Development Partnership (DDP) pilot area VE regional development team set-up
December	Set up Destination Development Partnership (DDP) Pilot Open LVEP Expressions of Interest
January	Finalise LVEP accreditation process and guidance Begin accreditation for LVEPs in DDP area (to test and refine)
February	Launch of applications for LVEP accreditation programme Commence assessment
March	Ongoing assessment and notification of accreditation
Mid-2023	VB/VE activity, support and engagement to start aligning to new LVEP landscape

Throughout: Support and advice from our regional development team

Following the recent DMO roundtable sessions concerning the DMO review, VisitEngland are looking for expressions of interest from those DMOs who are looking to form an LVEP. Visit England is keen to get an understanding of those organisations who are interested in applying and any conversations that are being had locally about forming an LVEP. This information will help provide VE with details on any necessary support, and guidance needed, to ensure strategic conversations can be facilitated before a more formal application stage.

Please note that you will have to submit an Expression of Interest before being able to apply for LVEP status. Applications for this are likely to open in early 2023.

The submission of the EOI is online and consists of the following questions. Our anticipated responses are also below:-

Name of potential LVEP – Marketing Sheffield (Sheffield City Council)

Key contact for LVEP – Wendy Ulyett, Marketing Manager – Visitor Economy

Which geography do you represent and who are your local destination partners?

Predominantly Sheffield led but we are working closely with South Yorkshire Mayoral Combined Authority and Rotherham, Barnsley & Doncaster local authorities to ensure as the development of LVEPs and DDPs move forward in response to the pilot project being run in the North East England to ensure that the visitor economy across the sub-region benefits.

Other destination partners include Culture Consortium; Chamber of Commerce & Industry; SheffieldBID; City Region Hospitality Association.

Do you have their support? Yes

Which local authorities (incl. combined authorities) and LEAs will be supporting your application? Rotherham MBC; Doncaster MBC, Barnsley MBC, South Yorkshire Mayoral Combined Authority (SYMCA)

What is the size of the visitor economy for your proposed LVEP area (please provide pre-pandemic data) including:

Visitor numbers (day visitors): 16.1million

Visitor numbers (overnight visitors): 1.8million

Visitor spend (day visitors): £1.1billion (generated expenditure)

Visitor spend (overnight visitors): £2.67million (generated expenditure)

Number of tourism businesses: not calculated

Number of beds: +3,000

Jobs in visitor economy: 15,076

Comments (incl. the source(s) and timeframes of the above information)

Data is taken from STEAM 2019 (released April 2020) and from STR data. A new STEAM report is in commission to measure 2022 visitor economy volume and value.

Do you think you currently fulfil all the core criteria? Yes

If you don't, where do you foresee issues and areas you need to work on?

It should be noted that Sheffield's Destination Management Plan was usurped by the Economic Recovery Plan. A new DMP is currently in commission.

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

Document is Restricted

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Report to Policy Committee

Author/Lead Officer of Report: Tony Kirkham,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Tony Kirkham*
Report to: *Economic Development & Skills Committee*
Date of Decision: *18th January 2023*
Subject: *Month 8 Budget Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:- <i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

This report brings the Committee up to date with the Council's financial position as at Month 8 2022/23.

Recommendations:

The Committee is recommended to:

- Note the Council's financial position as at the end of November 2022 (month 8).

Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -

1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i> Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i> Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i> Climate: n/a
<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	SLB member who approved submission:	<i>Tony Kirkham</i>
3	Committee Chair consulted:	<i>Cllr Bryan Lodge</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i>		Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
Date: 5 th January 2023		

1. PROPOSAL

1.1 This report sets out the 2022/23 Month 8 financial monitoring position for the Council and each of the Policy Committees.

1.2 Council Portfolio Month 8 2022/23

1.2.1 The Council is forecasting a £17.1m overspend against the 2022/23 budget as at month 8.

Full Year £m	M8		M8	M7	Movement
	Outturn	Budget	Variance	Variance	
Corporate	(470.9)	(468.4)	(2.5)	(1.5)	(1.0)
City Futures	47.0	47.3	(0.3)	0.2	(0.5)
Operational Services	114.0	114.4	(0.4)	(0.2)	(0.2)
People	316.3	298.8	17.5	17.4	0.1
Policy, Performance Comms	3.5	2.9	0.6	0.5	0.1
Resources	7.2	5.0	2.2	2.3	(0.1)
Total	17.1	0.0	17.1	18.7	(1.6)

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

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(2.5)	(2.5)
City Futures	(0.1)	0.0	(0.2)	(0.3)
Operational Services	(6.3)	3.1	2.9	(0.3)
People	0.2	15.5	1.8	17.5
Policy, Performance Comms	(0.1)	0.3	0.3	0.5
Resources	(0.7)	1.8	1.1	2.2
Total	(7.0)	20.7	3.4	17.1

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M8 is set to be £17.1m leaving a remaining risk allocation of £18.2m

M8	£m	
Allocated reserves	70.0	
21/22 Budget overspend	19.8	
22/23 Base budget committed	15.0	
22/23 BIP shortfall	20.7	
22/23 pressures	3.4	
22/23 in year mitigations	(7.0)	} (£17.1m overspend @ M8)
Reserves used @ M6	51.8	
Remaining reserves	18.2	

1.3 Committee Financial Position

1.3.1 Overall Position - £17.1m overspend at Month 8

There is a £11.6m overspend in the Adult Health and Social Care Committee and a £6.6m overspend in the Education, Children and Families Committee	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Adult Health & Social Care	165.2	153.6	11.6
	Education, Children & Families	136.6	130.0	6.6
	Housing	8.2	8.7	(0.5)
	Transport, Regeneration & Climate	41.5	42.0	(0.5)
	Economic Development & Skills	11.6	11.7	(0.1)
	Waste & Street Scene	54.6	54.9	(0.3)
	Communities Parks and Leisure	45.7	46.2	(0.5)
	Strategy & Resources	(446.3)	(447.1)	0.8
	Total	17.1	0.0	17.1

Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery	Variance Analysis £m @ Month 8	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.4)	9.4	2.6	11.6
	Education, Children & Families	1.1	6.0	(0.6)	6.5
	Housing	0.0	0.0	(0.5)	(0.5)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.5)
	Economic Dev't & Skills	(0.1)	0.0	0.0	(0.1)
	Waste & Street Scene	(3.3)	0.4	2.6	(0.4)
	Communities Parks & Leisure	(1.2)	0.4	0.3	(0.5)
	Strategy & Resources	(1.0)	2.3	(0.4)	0.9
	Total	(7.0)	20.7	3.4	17.1

£7.0m of one-off savings are mitigating part of the ongoing overspend

Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues.

The government's Autumn Statement only gives us protection on the energy price cap on current rates until the end of the financial year. There has been a drop in wholesale prices recently, forecasters expect this to result in a fall in prices by Q3 2023 but are still likely to remain higher than pre-pandemic levels.

Balancing the 22/23 budget was only possible with £53m of BIPs, £32m are reported as deliverable in year	Budget Savings Delivery Forecast @M8 £m	Total Savings 22/23	Deliverable in year	FY Variance
	Portfolio			
	People	37.7	22.3	15.4
	Operational Services	7.1	4.0	3.1
	PPC	1.2	0.9	0.3
	Resources	6.7	4.9	1.8
	Total	52.7	32.0	20.7

Focus must be on delivering BIPs in 22/23 and preventing the

Of the £32m BIPs forecast as being deliverable, £10m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.

budget gap from widening	Of the £20.7m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24. Some of this has been accounted for within business planning, some of the timing of delivery in 23/24 is still uncertain.
Adult Health and Social Care are forecast to overspend by £11.6m	<p>The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.</p> <p>The committee position was fairly stable from M7 to M8; purchasing budgets in Older People's and Physical Disabilities improved whereas Learning Disabilities expenditure continues to rise, this month increasing by a further £350k.</p>
Education, Children and Families are forecast to overspend by £6.6m	<p>Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.</p> <p>The committee's financial position declined in M8 by £0.2m from M7 mainly due to a reduction to the Aldine House income by a further £0.5m due to delays in a management appointment in the service that has limited capacity in the setting. There has also been an adverse movement in Special Educational Needs transport of £0.5m. Improvements in staffing forecasts across the service have partly offset these larger overspends.</p>

1.4.6 **Economic Development & Skills Committee – Underspend of £0.1m Month 8**

The revenue outturn position for the Economic Development & Skills Committee remains broadly balanced	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Education & Skills <i>(Employment and Skills; Family and Community Learning)</i>	0.9	0.9	0.0
	Streetscene & Regulation <i>(Events)</i>	1.0	0.9	0.1
	Economy, Culture & Skills <i>(Business Development; Director of Economic Development and Culture; Economy and Business Support; Employment and Skills)</i>	9.7	9.9	(0.2)
	Total	11.6	11.7	(0.1)

Whilst the net budget is £11.7m, the Committee is reliant on £14.8m of income to support the services

The below table gives a more detailed breakdown of the net 11.7m Committee budget.

Service	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn (M8)	Total Variance
BUSINESS DEVELOPMENT & FUND MA	0.2	(1.3)	1.5	0.2	0.0
CULTURE, TOURISM & EVENTS	3.9	(0.2)	4.2	4.0	0.1
DIRECTOR OF ECON DEV & CULTURE	3.2	(0.2)	3.0	2.8	(0.4)
ECONOMY & BUSINESS SUPPORT	1.1	(0.5)	1.7	1.1	0.0
EMPLOYMENT & SKILLS	1.6	(5.0)	6.6	1.6	(0.0)
ECONOMY, CULTURE & SKILLS Total	9.9	(7.2)	17.0	9.7	(0.2)
EMPLOYMENT & SKILLS	0.0	0.0	0.0	0.0	0.0
FAMILY & COMMUNITY LEARNING	0.9	(6.9)	7.8	0.9	(0.0)
EDUCATION & SKILLS Total	0.9	(6.9)	7.8	0.9	(0.0)
EVENTS	0.9	(0.6)	1.6	1.0	0.1
STREETSCENE & REGULATION Total	0.9	(0.6)	1.6	1.0	0.1
TOTAL	11.7	(14.8)	26.4	11.6	(0.1)

The impact of the proposed pay offer created an

The pay award of £1,925 flat rate per employee was paid to employees in M8, including backpay, unwinding the provision

**additional £0.2m
pressure to the
committee**

made into forecasts in M4. The award impacted the Committee spend by £0.2m

**The key Budget
Implementation Plan
(BIP) was delivered**

The key BIP for 22/23 was to vacate the offices at Broad Street West, which has been achieved.

2. HOW DOES THIS DECISION CONTRIBUTE?

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

3. HAS THERE BEEN ANY CONSULTATION?

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

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

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

4.2 Financial and Commercial Implications

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

4.3 Legal Implications

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

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

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

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

4.4 Climate Implications

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

4.4 Other Implications

4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

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

6. REASONS FOR RECOMMENDATIONS

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

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