

Economic Development and Skills Policy Committee

**Wednesday 13 September 2023 at 2.00
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 Minesh Parekh
Councillor Henry Nottage
Councillor Kurtis Crossland
Councillor Brian Holmshaw
Councillor Abdul Khayum
Councillor Barbara Masters
Councillor Peter Price
Councillor Laura Moynahan

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
13 SEPTEMBER 2023**

Order of Business

Welcome and Housekeeping

The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.

1. Apologies for Absence

2. Exclusion of Press and Public

To identify items where resolutions may be moved to exclude the press and public

3. Declarations of Interest

Members to declare any interests they have in the business to be considered at the meeting

(Pages 7 - 10)

4. Minutes of Previous Meeting

To approve the minutes of the last meeting of the Committee held on 15th June, 2023.

(Pages 11 - 20)

5. Public Questions and Petitions

To receive any questions or petitions from members of the public.

(NOTE: There is a time limit of up to 30 minutes for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions at the meeting are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on Monday 11th September 2023).

6. Members' Questions

To receive any questions from Members of the committee on issues which are not already the subject of an item of business on the Committee agenda – Council Procedure Rule 16.8.

(NOTE: a period of up to 10 minutes shall be allocated for Members' supplementary questions).

7. Work Programme

Report of the Director of Policy and Democratic Engagement

(Pages 21 - 38)

8. **2023/24 Q1 Budget Monitoring** (Pages 39 - 48)
Report of the Director of Finance and Commercial Services
9. **Shared Prosperity Fund Application (visitor economy and culture) Years 2 & 3** (Pages 49 - 66)
Report of the Executive Director – City Futures
10. **Economic Recovery Fund - Round 2 Update Report** (Pages 67 - 100)
Report of the Executive Director – City Futures
11. **Tramlines Festival Update Report**
Report of the Executive Director - City Futures

Report to Follow
12. **Lifelong Learning & Skills Ofsted Update Report** (Pages 101 - 110)
Report of the Executive Director - City Futures
13. **Culture Strategy Development Update Report** (Pages 111 - 116)
Report of the Executive Director – City Futures

NOTE: The next meeting of Economic Development and Skills Policy Committee will be held on Wednesday 8 November 2023 at 2.00 pm

This page is intentionally left blank

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, General Counsel by emailing david.hollis@sheffield.gov.uk.

This page is intentionally left blank

Economic Development and Skills Policy Committee

Meeting held 15 June 2023

PRESENT: Councillors Martin Smith (Chair), Minesh Parekh (Deputy Chair), Henry Nottage (Group Spokesperson), Kurtis Crossland, Brian Holmshaw, Barbara Masters, Peter Price, Laura Moynahan and Sioned-Mair Richards (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Abdul Khayum.

2. EXCLUSION OF PRESS AND PUBLIC

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

3. DECLARATIONS OF INTEREST

3.1 No declarations of interest were received.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meetings of the Committee held on 15th March, 2023 and 17th May, 2023 were approved as a correct record.

5. APPOINTMENT TO URGENCY SUB-COMMITTEE

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

(a) agrees to appoint Cllr Laura Moynahan to serve on the Economic Development and Skills Urgency Sub-Committee

(b) as respects the appointment of Members to serve on the Urgency Sub-Committee or other Sub-Committees of the Economic Development and Skills Policy Committee, where vacancies exist or in cases of urgency to ensure quoracy or representation, the Monitoring Officer, in consultation with the relevant political group whip, be authorised to appoint Members to serve on such Sub-Committees, as necessary, on the understanding that details of such appointments will be reported to the next or subsequent meetings of the Policy Committee.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 No public questions or petitions were received.

7. WORK PROGRAMME

7.1 The Principal Democratic Services Officer presented the Work Programme.

7.2 Members highlighted the proposed closure of Sheffield College's Peak Campus and the potential impact for the city. It was acknowledged that the decision was likely to be taken before the next meeting of the committee and so a suggestion was made for the Chair to write a letter to the College, in conjunction with the Chair of the Education, Children and Families Policy Committee to seek further information.

7.3 Members indicated areas of interest that they would like to include on future work programmes including the City Goals, with a particular focus on advanced manufacturing and how the Council liaises with groups regarding the evening economy.

7.4 **RESOLVED UNANIMOUSLY** that:-

1. the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

8. 2022-23 FINANCIAL OUTTURN

8.1 The Head of Accounting introduced the report which brought the Committee up to date with the Council's final revenue outturn position for 2022/23.

8.2 **RESOLVED UNANIMOUSLY:** That the Economic Development and Skills Policy Committee note the updated information and management actions provided by this report on the 2022/23 Revenue Budget Outturn.

8.3 **Reasons for Decision**

8.3.1 To formally record changes to the Revenue Budget.

8.4 **Alternatives Considered and Rejected**

8.4.1 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.

9. **LOCAL VISITOR ECONOMY PARTNERSHIP FORMAL APPLICATION**

9.1 The Economic Development and Skills Policy Committee considered a report of the Executive Director City Futures proposing that Sheffield City Council's Marketing Sheffield service submits an application for Local Visitor Economy Partnership (LVEP) accreditation in June 2023 via the VisitEngland formal process.

9.2 It was clarified that the application form published in the appendices was not the final version and that further detail had and would be included prior to submission.

9.3 Members commented on the planned purpose built conference centre and the data used to identify that need. It was explained that a study had been commissioned on conferencing facilities and the results of this would be presented to the committee at a later date for information.

9.4 **RESOLVED UNANIMOUSLY:** That the Transport, Regeneration and Climate Policy Committee:

1. Agrees that Marketing Sheffield leads on the submission of an LVEP application to VisitEngland.
2. Agrees for Sheffield City Council to be established as the accountable body on behalf of South Yorkshire in delivering the requirements
3. Notes the need to establish an operational structure which supports the delivery of the LVEP and seeks SYMCA financial resources as a mechanism for creating the required structure.
4. Notes the development of Sheffield's draft Destination Management Plan required as part of the accreditation process

9.5 **Reasons for Decision**

9.5.1 Inclusion in the national and regional tourism agenda, and opportunities to access match-funded or grant-funded tourism campaigns will be lost if Sheffield does not pursue LVEP status as part of a South Yorkshire partnership approach

9.5.2 Sheffield would lose strategic support from Visit England, involvement in national strategy development or involvement in Visit Britain/Visit England marketing and other activity.

- 9.5.3 There is no alternative existing structure across South Yorkshire that could lead such a partnership and therefore the subregion would not be part of the new national framework.
- 9.5.4 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.
- 9.5.5 It will create a catalyst for more significant private sector engagement
- 9.5.6 It will allow Sheffield, via the South Yorkshire LVEP, to apply for national funding schemes managed by VisitEngland as and when they become available
- 9.5.7 It will allow for strategic support from VisitEngland, involvement in national strategy development and involvement in VisitBritain VisitEngland marketing and other activities.
- 9.5.8 It allows Sheffield to lead the way with South Yorkshire on developing national and international audiences and reputation
- 9.5.9 It will strengthen SCCs relationship with SYMCA and the local authorities in this area by providing expertise and access to the national framework
- 9.5.10 It is the first step to addressing the challenges within the current Marketing Sheffield structure (financial and capacity).

9.6 **Alternatives Considered and Rejected**

- 9.6.1 The alternative decision-making option would be for each Policy Committee where a project was taking place to agree the business case of the project and then approval to draw down funding is sought from Strategy and Resources Budget, which due to timescales of reporting cycles, would be a lengthier process.

10. **INCLUSIVE BUSINESS BOARD**

- 10.1 The report sought approval of the Terms of Reference for the Sheffield Diverse Advisory Business Board from the Economic Development and Skills Policy Committee.
- 10.2 It was noted that there were no specific details in the terms of reference on how Sheffield City Council could better support BAME

(Black, Asian and minority ethnic) businesses. The Director of Economy, Skills and Culture advised that further work would be carried out in this area and included.

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

1. Approves the Terms of Reference for the Diverse Business Advisory Board.
2. Formally thanks the Business Response Group for their dedication and work during the COVID Pandemic and in co-authoring the Business Recovery Plan.

10.4 **Reasons for Decision**

10.4.1 To ask Members to approve the Terms of Reference for the Diverse Business Advisory Board.

10.4.2 A do-nothing option is discounted, developing a more diverse Business Board is essential in meeting the recommendations for an equal and enterprising city. To not follow through would pose a risk for Business Sheffield and for the Council more generally in meeting the specific business support recommendations in the REC and its contribution to the wider overarching theme of becoming an antiracist city.

10.5 **Alternatives Considered and Rejected**

10.5.1 Continuation of the BRG – This group was highly effective during COVID, meeting weekly to ensure business organisations develop and promote the range of support available. However this board was not representative and attendance has waned in the post COVID period. The BRG have discussed this proposal and agree that a new board is needed.

10.5.2 A new group made up of business organisations only – This would recreate the BRG, with a broader membership, however this would not meet the recommendations in the REC as would not lead to a diverse set of businesses and business leaders around the table.

10.5.3 Not having a business board at all – It is important that EDS Committee and the Council have an effective way to liaise with and hear from businesses. The Council's one year plan and delivery plan, seek to be a good partner to Business in the City, and this is an effective way to do this.

11. **YEARS 2 & 3 SPF VISITOR ECONOMY & CULTURAL BID**

11.1 The Economic Development and Skills Policy Committee considered a report of the Executive Director of City Futures seeking approval to the proposed scope of a bid for Year 2 and 3 UKSPF funding from South Yorkshire Mayoral Combined Authority (SYMCA) to create a programme to further build Sheffield's reputation as a distinctive, diverse, cultural, city break destination.

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

Agree the proposed scope of the Year 2 and 3 UK Shared Prosperity Fund cultural destinations bid, including submission of Place Pilot bid to Arts Council.

11.3 **Reasons for Decision**

11.3.1 UKSPF Year 2 and 3 provides a valuable opportunity to channel welcome additional resources into culture and city marketing, to give benefits to the visitor economy, wellbeing, cohesion and city reputation.

11.3.2 The proposed activities within the cultural destinations programme set out above are based on tried and tested methodologies including the previous ACE-funded Cultural Destinations programme 2016-18 (Lush Spectra, Strong Language, Mausoleum of the Giants) and the learning from Year 1 UKSPF. We want to embed innovative cultural activity into the city's calendar, and a two-year funding allocation following on from UKSPF Year 1 allows this to happen.

11.4 **Alternatives Considered and Rejected**

11.4.1 The Council could decide not to apply for Year 2 and 3 UKSPF funding. This would shut down an opportunity for additional resources which can provide city vibrancy, reasons to visit and support for Sheffield's cultural sector.

11.4.2 We could not seek to leverage further funding, and not apply for Place Partnership Match Funding. This would have the advantage of enabling earlier delivery as the bid needs to be developed and submitted, but it would also considerably extend the impact and leverage of the SPF monies.

12. YEARS 2 & 3 SPF PEOPLE AND SKILLS BID

11.1 The Economic Development and Skills Policy Committee considered a report of the Executive Director of City Futures seeking;

- Approval on the proposals for the use of UK Shared Prosperity Fund (UKSPF) – People and Skills allocation for Sheffield

- Noting that Sheffield City Council will become the Accountable Body on behalf of other South Yorkshire Local Authorities for a proportion of the activity funded by UKSPF following the entering of a funding agreement with SYMCA to enable the delivery of the UKSPF programme in Sheffield and South Yorkshire.
- Approval to spend with the Voluntary and Community Sector (VCS) on employment support activity and to spend on training in response to community and employers' identified needs.

11.2 Members suggested that a letter be sent to Government in conjunction with the Mayoral Combined Authority to demonstrate what had been achieved using the European Social Fund (ESF) to date and what level of funding would be required to continue these projects.

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

a) Note that Sheffield City Council proposes:

- i. As Accountable Body for activity funded by UKSPF (strands 1 & 2 activity) for an overall regional value of £7.65m, in line with the approval by the Finance Sub-Committee on 7th November 2022;
- ii. As Accountable body, to enter into funding agreements with SYMCA to enable the delivery of the UKSPF programme in Sheffield and South Yorkshire as set out in this report; and
- iii. that the scope of the bid is developed in line with the South Yorkshire Investment Plan for SYMCA and a SY-wide delivery model

b) Approve the use of £3.94m of UKSPF People and Skills funding and £922,520 match funding totalling £4.87m in Sheffield, to be used for the activity described and set out in the table in section 4.2 of this report, Note that this includes

- i. £1.89m commissioning with the Voluntary and Community Sector (VCS) on employment support activity (with no individual contract exceeding a value of £250,000)
- ii. £560,000 on training in response to community and employers' identified needs, (with no individual contract exceeding a value of £250,000).

11.4 **Reasons for Decision**

11.4.1 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

11.5 **Alternatives Considered and Rejected**

11.5.1 Not applying for SPF funding was considered. However, this would result in most Council run core employment and skills programmes stopping altogether and result in withdrawal of funding for the VCS and the communities they serve.

Due to a shared understanding with SYMCA of the local labour market challenges, the Investment Plan submitted aligns well with the local needs and therefore the activity we seek to deliver fits with the programme of funding.

11.5.2 Alternative models were considered but would have less alignment with the themes developed in the SYSPF Investment Plan and might not be supported by SYMCA. Alternative funding has been attained or is being sought for other activity which does not fit with the investment plan.

13. **YEARS 2 & 3 SPF PROCUREMENT**

13.1 The Economic Development and Skills Policy Committee Considered a report of the Executive Director for City Futures seeking approval for the Commissioning Strategies associated with two Local Business Support projects funded by UK Shared Prosperity Fund (UKSPF) with contract values over £250,000.

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

- Approves the Commissioning Strategies as set out in the Report.

13.3 **Reasons for Decision**

13.3.1 In order to deliver a number of large UKSPF projects external support is required that can provide specialist knowledge and capacity.

13.3.2 Without the external services the UKSPF programme will either not be delivered as approved by Economic Development and Skills Committee and the outputs and outcomes within Funding Agreements with SYMCA will not be achieved.

This will have a negative impact upon the services being provided to Sheffield and South Yorkshire based businesses and residents.

13.4 **Alternatives Considered and Rejected**

13.4.1 The specialist nature of services and capacity required through the procurement process are not available within the Council. It is not possible to effectively and efficiently deliver UKSPF projects without the

procurement of external services.

This page is intentionally left blank



Report to Economic Development and Skills Policy Committee

13th September 2023

Report of: James Henderson, Director of Policy and Democratic Engagement

Subject: Committee Work Programme – Economic Development and Skills

Author of Report: Amanda Clayton, Principal Democratic Services Officer

Summary:

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

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

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

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

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

2.0 References from Council or other Committees

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

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

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

Title	Description & Format	Date

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW – ERF Update	13 th September 2023	Previously had no allocated date
NEW – 2024 to 2027 Revenue & Capital Budget	8 th November 2023	
NEW - Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	13 th September 2023	To approve the content of the final draft of the Shared Prosperity Fund Application (visitor economy and culture) Years 2&3
NEW – 2024/25 Future Budget	8 th November 2023	
NEW – Events Programme	8 th November 2023	
NEW: Lifelong Learning & Skills Ofsted Report	13 th September 2023	
NEW – Tramlines Festival Update Report	13 th September 2023	
AMENDMENTS		
Briefing on Marketing Sheffield	8 th November 2023	Moved from 13 th September 2023
Employment & Skills Strategy Update	21 st February 2024	Moved from 13 th September to informal briefing and then to later committee date

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

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

Topic

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

Meeting 2	13 th September 2023	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Culture Strategy development update	Update of the process of developing the city's new Culture Strategy	Diana Buckley/ Rebecca Maddox	Post decision monitoring		Full consultation will be undertaken in the development of the strategy.	This Cttee
NEW - ERF Update	The Economic Recovery Fund was open for applications from 10 February to 31 May. 49 applications were received. Scoring is now complete and 23 projects are proposed to be funded. This paper updates Steering Group on work that has taken place since the last report, and the proposed programme of projects that will be funded.	Sarah Lowi Jones	Briefing	EDS Policy Committee have been regularly briefed throughout the development and launch of ERF2 and the main three members sit on the ERF Steering Group. LAC Chairs have been kept informed throughout as well. It is expected that on this specific decision the EDSC Policy Committee	Not relevant to this decision, but there is a stakeholder plan that aims to inform and engage the public in ERF progress and delivery.	Finance Committee

				will be briefed, alongside LAC Chairs and political group briefings will be offered.		
NEW - Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	To approve the content of the final draft of the Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	Di Buckley/Emma France/Rebecca Maddox	Decision	An initial draft of this application was taken to committee 15th June to ensure committee could comment on the direction of travel of the intended application. Informal member briefing have also taken place on the content of the SPF bid.	N/A	This committee
NEW: Lifelong Learning & Skills Ofsted Report		Eleanor Churchward	Briefing			This committee
NEW – Tramlines Festival Update Report	For information – to discuss the key areas of interest, where this touches on EDS policy responsibility. ie.economic impacts, benefits, etc, of the event.	Ruth Bell	Update			
2023/24 Q1 Budget Monitoring		Jane Wilby				This committee

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

Meeting 3	8 th November 2023	Time 2pm				
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
Destination Management Plan	Presentation on the final draft of the destination Management Plan	Emma France	Decision	EDS Member workshop to be held prior	Full private sector consultation has taken place.	This Committee
Briefing on Marketing Sheffield	Overview of current and future key projects led by Marketing Sheffield to promote the city as a destination to visit, study, work and live.	Di Buckley/Emma France	Briefing			This Cttee
Mid-year Performance Update	To understand what areas the committee requires performance information	Lorna Jackson	Update			This committee

	on to aid the effective function of the committee.					
NEW: Events Programme	<ul style="list-style-type: none"> Major Strategic Events Commissioning Doc fest 3 Year Agreement World Snooker Agreement 	Diana Buckley / Emma France / Gary Clifton / Lisa Firth				EDS / CPL / Finance TBC
NEW – 2024 to 2027 Revenue & Capital Budget		Liz Gough	Decision			This committee
NEW - 2024/25 Future Budget		Di Buckley	Update			This committee
Standing items	<ul style="list-style-type: none"> <i>Public Questions/ Petitions</i> <i>Work Programme</i> <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 4	20th December 2023	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <i>Decision</i> <i>Referral to decision-maker</i> 	<i>(re: decisions)</i> Prior member engagement/	<i>(re: decisions)</i> Public Participation/	Final decision-maker (& date) <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
2023/24 Q2 Budget Monitoring		Jane Wilby	Decision			This committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 5	21st February 2024	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> 	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R)

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Full Council • Officer
Employment & Skills Strategy Update	On Wednesday 15 March 2023, the Economic Development and Skills Policy Committee tasked the Sheffield Employment & Skills Advisory Board (SESAB) with developing a renewed Employment & Skills Strategy for Sheffield.	Laura Hayfield	Update	A Member Task & Finish group has supported the development of the strategy providing updates to the wider Committee	The commissioned consultant has engaged with a variety of stakeholders in developing the draft strategy, including SESAB partners and wider stakeholders (including providers, delivery staff and residents). The consultant has also drawn upon desk-based research undertaken by South Yorkshire Mayoral Combined Authority in the course of developing a regional skills strategy, insight	This committee

					from the Local Skills Improvement Plan and wider policy steer.	
Culture Strategy	<p>On 7th September 2022, the Economic Development and Skills Committee formally adopted the Sheffield Culture Collective Strategy as an interim cultural strategy for the city.</p> <p>The Culture Collective Strategy provides an initial strategic framework to provide direction and clarity, which we know is something which external funders expect. However, especially in the light of Covid recovery, Sheffield's Race Equality Commission recommendations and climate emergency, there is a need to refresh, update and co-create the strategy into a city document through wide consultation with the arts sector, communities and partners including the Culture</p>	Rebecca Maddox	Decision	EDS Members have been supporting the development of the new Culture Strategy since September 2022, with an update at their meeting in March 2023.	There will be significant consultation, participation and engagement as part of the strategy development.	This committee

	<p>Collective, Culture Consortium, and SYMCA.</p> <p>The September 2022 report proposed that SCC 'adopts the Sheffield Culture Collective Strategy to provide direction and clarity, as an interim before working with partners to create a city Culture Strategy, co-created with the sector and Sheffield's communities.'</p>					
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 6	20 th March 2024	Time 2pm				
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>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Officer
2023/24 Q3 Budget Monitoring		Jane Wilby	Decision			This committee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <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
LGBTQ Quarter	In discussion with Committee Members a session to be planned on the approach to Night Time	Diana Buckley/ Will Stewart				TBC

	Economy, potentially joint with TRC Committee					
--	---	--	--	--	--	--

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

This page is intentionally left blank



Report to Policy Committee

Author/Lead Officer of Report: Philip Gregory,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Philip Gregory, Director of Finance & Commercial Services*

Report to: *Economic Development & Skills Policy Committee*

Date of Decision: *13th September 2023*

Subject: *2023-24 Q1 Budget Monitoring Report*

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 outturn position for Q1 2023/24 General Fund revenue position.

Recommendations:

The Committee is recommended to:

Note the updated information and management actions provided by this report on the Q1 2023/24 Revenue Budget Outturn as described in this report.

Background Papers:

2023/24 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: Philip Gregory, <i>Director of Finance and Commercial Services</i>
		Legal: Sarah Bennett, <i>Assistant Director, Legal and Governance</i>
		Equalities & Consultation: Adele Robinson, <i>Equalities and Engagement Manager, Policy, and Performance.</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>Philip Gregory, Director of Finance and Commercial Services</i>
3	Committee Chair consulted:	<i>Cllr Zahira Naz, Chair of the Finance Committee</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>Philip Gregory</i> <i>Jane Wilby</i>	Job Title: <i>Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
	Date: 31 st August 2023	

1. PROPOSAL

1.1. This report provides an update on the current outturn position for Sheffield City Council’s revenue and capital budget for 2023/24.

2023-24 Q1 Financial Position by Directorate

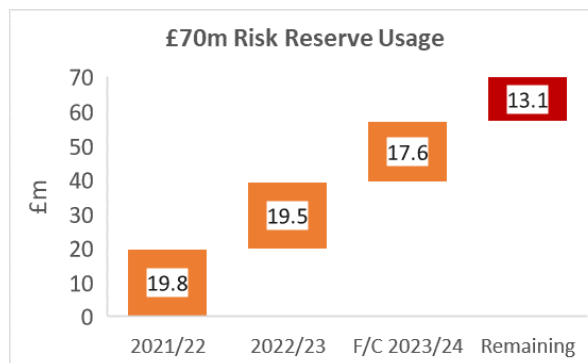
1.2. At the end of the first quarter of 2023-24, the Council’s revenue budget shows a forecast overspend of £17.6m.

Full Year £m	Outturn	Budget	Variance
Neighbourhood Services	138.2	135.0	3.2
Adults	138.3	134.8	3.5
Children's	124.0	115.3	8.7
Strategic Support	52.4	47.7	4.7
City Futures	44.0	43.4	0.6
Public Health & Integrated Commissioning	10.7	10.9	(0.2)
Corporate	(490.1)	(487.1)	(3.0)
Total	17.6	(0.0)	17.6

1.3. This overspend is due to a combination of factors. Agreed Budget Improvement Plans (“BIPs”) are not forecast to fully deliver within the year. There are underlying cost and demand pressures faced by services that are partially offset by one-off items. These “one-offs” consist of grant income, draws from specific reserves or provisions and income from central government or external sources.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Neighbourhood Services	(4.1)	2.5	4.8	3.2
Adults	(9.9)	3.9	9.5	3.5
Children's	(3.9)	3.7	8.9	8.7
Strategic Support	0.0	0.0	4.7	4.7
City Futures	0.0	0.4	0.2	0.6
Public Health & Integrated Commissioning	0.0	0.0	(0.2)	(0.2)
Corporate	0.0	0.0	(3.0)	(3.0)
Total	(17.9)	10.6	25.0	17.6

1.4. In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. Overspends against budgets in 2021/22 and 2022/23 have meant we have drawn almost £40m from this reserve already leaving just over £30m to manage any future budget deficits. If we overspent by £17.6m as this current forecast outturn position suggests, just £13m would be left to mitigate future budget pressures.



1.5. 2023-24 Q1 Financial Position by Committee

1.5.1. The major budget risk areas are in Childrens & Adults Social Care and in Homelessness services

Full Year £m	Outturn	Budget	Variance
Adult Health & Social Care	146.9	143.7	3.2
Education, Children & Families	124.7	115.8	8.9
Housing	10.2	7.0	3.2
Transport, Regeneration & Climate	39.6	40.0	(0.4)
Economic Development & Skills	9.5	9.4	0.1
Waste & Street Scene	63.5	64.2	(0.8)
Communities Parks and Leisure	41.7	41.3	0.3
Strategy & Resources	(418.4)	(421.5)	3.1
Total	17.6	(0.0)	17.6

1.5.2. In 22/23, the Council's forecast overspend improved by over £14m from the first quarter's forecasts to final outturn. This was mainly due to additional income received rather than underlying improvements in budgets and cost reductions. A big contributor to this was the Government's £500m discharge fund announced in November 2022, the sustainability of this income source and other mitigations from the last financial year are still unclear and cannot be relied upon.

Many underlying budget issues in social care services still remain and this is reflected in the current forecast position.

1.5.3. Most of the overspend is due to underlying cost and demand pressures in services. We estimate that £25m is embedded in the baseline costs but is somewhat mitigated by one-off income:

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Adult Health & Social Care	(9.9)	3.9	9.1	3.2
Education, Children & Families	(3.9)	3.7	9.1	8.9
Housing	(1.7)	0.2	4.7	3.2
Transport, Regen & Climate	0.0	0.1	(0.5)	(0.4)
Economic Development & Skills	0.0	0.0	0.1	0.1
Waste & Street Scene	(0.5)	0.2	(0.4)	(0.8)
Communities Parks and Leisure	0.0	0.2	0.2	0.3
Strategy & Resources	(1.8)	2.2	2.7	3.1
Total	(17.9)	10.6	25.0	17.6

1.5.4. Balancing the General Fund 2023/24 budget was only possible because the Council identified £47.7m of savings:

General Fund Budget Improvement Plans (in £m)

Committee	Total Savings	Financial Savings Deliverable in Year	In Year Gap	Financial Savings Deliverable Next Year	Undeliverable Savings
Adult Health & Social Care	31.6	27.6	3.9	2.3	1.6
Communities, Parks & Leisure	2.0	1.9	0.2		0.2
Economic Devt & Skills	0.5	0.5	0.0		0.0
Education, Children & Families	6.9	3.2	3.7	0.3	3.4

Housing	0.6	0.5	0.2		0.2
Strategy & Resources	4.1	1.9	2.2	2.2	0.1
Transport, Regen & Climate	0.8	0.7	0.1		0.1
Waste & Street Scene	1.1	0.9	0.2		0.2
Total	47.7	37.1	10.6	4.8	5.7

The current forecasts show £10.6m savings plans are undeliverable this year. This represents a delivery rate of 78% against target. In 22/23, less than 65% of savings targets were delivered. Whilst we are improving upon overall delivery performance, we are still falling short of targets meaning further draws could be required from our reserves to meet these overspends if they are not managed and mitigated. Delivering in year budgets must be a key focus for all services for the Council to retain financial sustainability.

1.5.5. Whilst inflation is beginning to fall, costs incurred are very unlikely to fall significantly resulting in these increased costs now being embedded in our cost base. There is an increased demand for services alongside cost pressures in social care, home to school transport and homelessness services.

1.6. **Key Committee Overspends:**

1.6.1. **Adult Health and Social Care are forecast to overspend by £3.2m** The high cost of packages of care put in place during covid increased our baseline costs and this carries into 23/24. A huge amount of work has been done as part of an investment plan to tackle the underlying issues. One off funding has mitigated the position this year leaving a £0.7m overspend in the purchasing budgets. Work continues on the package reviews to reduce the baseline costs for the future. Recovery work is underway including establishment of Task & Finish groups and the development of business cases around invest to saves including focus on enablement, day services, reviewing high cost 1 to 1 support and maximising income. The main area of overspend in the service now sits in staffing budgets. Service improvements in the Short -Term Intervention Team (STIT) are underway to deliver a stable position.

1.6.2. **Education, Children and Families are forecast to overspend by £8.9m** The key overspends in the service relate to placements with external residential placements a particular issue which are forecast to exceed the previous year's costs by £4.8m. This sits alongside undelivered targets from the previous year of £2m. The average placement cost is £5,400 per week. However due to a limited number of places in the city, placements for the most complex children can cost a great deal more. Actions are being taken to ensure that the right costs for placements are being met by all elements including education and where possible health. High-cost placements are also being reviewed.

The savings proposal for £1.6m to increase fostering placements this year is forecast to not be delivered. Marketing is taking place, but our number of foster carers remains static. Nationally this has been an issue since the pandemic as older foster carers decided to exit the market and there has not been the like for like recruitment to new foster carers.

Further demand in home to school transport costs are forecast to create a £3m overspend against budgets this year. This has the potential to increase in October when we know exactly how many children require transportation to school. An overarching review of this area will commence in 2024.

-
- 1.6.3. **Homelessness support in temporary and exempt accommodation is forecast to cost the Council £8.4m** The Government does not fully subsidise all housing benefit payments made by the Council even though it sets the rules that determine the amount the Council has to pay. In 2022/23, the Council incurred a loss of £5.9m as a result of the legislation relating to temporary homelessness and supported accommodation. The Council is essentially bridging the gap between the amount the accommodation costs to procure and the amount we are able to recover via housing benefits.

In 2023-24, this is forecast to cost the Council £4.9m for temporary accommodation and £3.5m for supported accommodation. The shortfalls are split between the Housing General Fund and Strategy and Resources budgets respectively.

The Budget Implementation Group

-
- 1.6.4. **A subgroup has been set up to drive improvements in Budget delivery** A senior officer working group has been established to help drive delivery of the budget. The purpose of the Budget Improvement Group (BIG) is to improve the delivery of the Council's annual Revenue Budget (both General Fund and Housing Revenue Account) and in particular the delivery of the Budget Improvement Plans (BIPs). It will look to facilitate Council wide learning. The group is jointly chaired by the Director of Finance and Commercial Services and the Chief Operating Officer. The group has a nominated core member from each Directorate: Adults, Children's, City Futures, Neighbourhoods and Strategic Support Services.

Transformation Funding

-
- 1.6.5. **We identified £4m to support transformation activity** As part of 2023-24 budget setting, the Council identified a £4m fund that would be used to support programmes of change in the organisation, expedite the delivery of savings plans or support where delivery of savings has become "stuck". The "BIG" group has provided advice, challenge, and recommendations for allocation of the transformation funding to the Council's Performance and Delivery Board.

In August 2023, the Performance & Delivery board approved bids to support delivery of programmes in Adult Social Care, Housing, Children's services, ICT, HR, and Organisational Strategy to build upon the Future Sheffield programme. These key projects will help stabilise the organisation and bring budgets back to a steady footing for the future. Each programme of work will be monitored, and progress reported to the Council's Performance & Delivery board to ensure activity remains on track. Overall performance will be reported to S&R committee and finance committee as part of in-year budget monitoring, with relevant policy committees overseeing progress on programmes in their areas.

Medium Term Financial Analysis (MTFA)

- 1.6.6. **The MTFA presented to S&R Committee on 7th September detailed committee budget savings targets** An updated medium term financial analysis is due to be presented to Strategy & Resources committee on 7th September to give members an early view of the forecast financial position for the Council for the next 4 years and to set the financial constraints within which the budgeting and business planning process will need to work to achieve a balanced budget position over the medium term. The analysis forecasts a budget gap of £18m for 24/25 that will need to be bridged by services in order to set a balanced budget for 2024/25.

- 1.6.7. The below table outlines the proposed committee savings targets following an equitable application of funds resulting in a deliverable outcome for all Committees:

Committee	Original Pressures	Remaining Income Allocations				Other Funding (split based on NRB)	Target to Find	Savings Identified	Sales, Fees and Charges Income	New Pressures	Adjusted Target To Find
		Pay award Funded	ASC Precept	Social Care Grant	Significant RPIX contracts and Housing Benefits						
Adult Health & Social Care	27.0	(1.9)	(5.4)	(10.9)		(0.9)	7.8	(4.6)	(4.5)	2.7	1.5
Education, Children & Families	12.4	(2.7)		(5.0)		(0.7)	4.1	0.0	(0.2)	4.4	8.3
Housing General Fund	3.6	(0.4)			(2.5)	(0.0)	0.7	0.0	(0.0)	2.9	3.5
Transport, Regeneration & Climate	1.0	(0.4)				(0.2)	0.5	0.0	(0.1)	(0.1)	0.3
Economic Development & Skills	0.9	(0.2)				(0.1)	0.7	0.0	(0.0)	0.1	0.7
Waste & Street Scene	9.8	(0.6)			(6.4)	(0.4)	2.5	0.0	(0.5)	0.5	2.5
Communities Parks and Leisure	1.5	(1.2)				(0.2)	0.0	0.0	(0.2)	0.5	0.4
Strategy & Resources (Corporate)	9.9	0.0				0.0	6.9	(6.2)	0.0	0.0	0.7
Strategy & Resources (Committee)	4.7	(2.7)				(0.4)	0.8	(0.4)	(0.1)	(0.0)	0.3
Total	70.8	(10.0)	(5.4)	(15.9)	(12.7)	(2.9)	23.9	(11.1)	(5.6)	11.0	18.1

Key points to note:

- The proposal will cover the anticipated 2024/25 pay awards for all Committees.
- The Adult Social Care Precept is applied to the AHSC Committee.
- The Social Care grant is split between Adult Social Care & Education, Children & Families based on their relative shares of the original social care pressures for 2024/25.
- £7.2m has been allocated towards contract inflation pressures which are out of the control of the relevant committee. Examples include the waste contract, highways, and Microsoft licencing.
- £5.5m has also been set aside to cover the significant increase in Housing Benefit subsidy losses for Exempt Properties (S&R £3m) and £2.5m contribution to support the large increase in Homelessness accommodation costs around housing benefits support.

- 1.6.8. Services are required to develop solutions to bridge the budget gap for 2024/25 and bring forward proposals to the November policy committee meetings. At the same time working hard to bring the in-year overspend down through ongoing work on recovery plans and additional support to deliver budget implementation plans (BIPs).

This current forecast in-year overspend must be urgently managed and mitigated to avoid the risk that the Council has to look to our available Budget Contingency Reserve (£30m) to balance at year end. Maintenance of a prudent level of contingency reserves is critical to ensure stability and sustainability for 2024/25 onwards.

1.7. **Economic Development & Skills Committee – £0.1m overspend**

1.7.1.	The Economic Development & Skills Committee budgets is forecast to overspend by £100k	Full Year £m	Outturn	Budget	Variance
		EDUCATION & SKILLS (Employment and Skills; Family and Community Learning)	0.8	0.8	0.0
		PARKS,LEISURE & LIBRARIES (Events)	0.4	0.3	0.1
		ECONOMY, CULTURE & SKILLS	8.3	8.2	0.0
		Total	9.5	9.4	0.1

The forecast for services within the committee is to overspend by £100k £80k within the events budgets and £30k in Economy, Culture & Skills.

1.7.2.	Whilst the net budget is £9.4m, the Committee is reliant on £15.5 m of income to support the services.	Service	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn	Total Variance
		ECONOMY, CULTURE & SKILLS	8.2	(6.8)	15.1	8.3	0.0
		EDUCATION & SKILLS	0.8	(7.9)	8.7	0.8	0.0
		PARKS,LEISURE & LIBRARIES	0.3	(0.8)	1.2	0.4	0.1
		Grand Total	9.4	(15.5)	24.9	9.5	0.1

1.7.3. **Budget Savings (BIPS) £m**

Service	Financial RAG	Description	Total Savings	Savings Deliverable in Year	In Year Gap
ECONOMY, CULTURE & SKILLS	Green	Maximising income from external grant sources	0.1	0.1	0.0
	Green	Reduction in activity budget for responding to in-year opportunities	0.1	0.1	0.0
ECONOMY, CULTURE & SKILLS Total			0.1	0.1	0.0
EDUCATION & SKILLS	Green	Review of delivery model of SEND at Sheaf Training Centre.	0.1	0.1	0.0
		Use grant funding to mitigate pay award pressure	0.3	0.3	0.0
EDUCATION & SKILLS Total			0.4	0.4	0.0
Total			0.5	0.5	0.0

1.7.4. **The committee's BIPS will be delivered** The four savings targets totalling £0.5m are forecast to be fully delivered this year.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that the committee notes their 2023/24 budget forecast position and takes action on overspends.

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 The primary purpose of this report is to provide Members with information on the City Council's revenue budget monitoring position for 2023/24.

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 To record formally changes to the Revenue Budget.



Report to Policy Committee

Author/Lead Officer of Report:
Rebecca Maddox / Emma France

Tel: 07764 290497/ 0114 273 4125

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

Report to: *Economic Development and Skills Policy Committee*

Date of Decision: *13 September 2023*

Subject: UK Shared Prosperity Fund Commissioning Strategy (visitor economy and culture) Years 2 & 3

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? EIA 2110				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (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:

The purpose of this report is to seek approval of the commissioning strategy, as outlined in this report. This is to operationalise the programme of activity required to further build Sheffield’s reputation as a distinctive and diverse cultural destination, subject to the Shared Prosperity Fund (SPF) funding being confirmed by South Yorkshire Mayoral Combined Authority (SY MCA).

Recommendations:

It is recommended that the Economic, Development and Skills Policy Committee:

- Approve the commissioning strategy for up to £538,105, as outlined in this report and to operationalise the programme of activity detailed below,

subject to the SPF funding being confirmed by SY MCA to:

- Support international and community elements of 3 strategic events - £60K (Year 2)
- Augmented Reality Look Up Project- £20K (Year 2)
- Brand campaign and content creation - £100K (Years 2 & 3)
- Media event and hosting- £20K (Years 2)
- Support Staff - £116k (Years 2 & 3)
- Cultural Events Programme - £191k (Year 3)
- Accessibility information linked to visitor economy/cultural provision - £30k (Year 3)

Background Papers:

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: Holly Nicholl
		Legal: Gemma Beecroft
		Equalities & Consultation: Ed Sexton
		Climate: Kathryn Warrington
	<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	EMT member who approved submission:	Kate Martin
3	Committee Chair consulted:	Councillor Martin Smith
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: Rebecca Maddox Emma France	Job Title: Head of Business Development (Culture) Service Manager / Marketing Manager Business Tourism and Trade
	Date: 31/08/2023	

1. PROPOSAL

- 1.1 Economic Development, Skills and Culture successfully bid for year 1 Shared Prosperity Fund (SPF) funding for 'Sheffield Culture Showcase', a £361,000 programme of events, city promotion and small grants.
- 1.2 Economic Development, Skills and Culture have now applied for £538,105 of years 2 & 3 Shared Prosperity Fund (SPF) funding from the South Yorkshire Mayoral Combined Authority (SY MCA) (Year 2 £240,983, Year 3 £297,122) to create a programme to further build Sheffield's reputation as a distinctive, diverse cultural destination.
- 1.3 The direction of travel for the process was approved in principle by the Economic, Development and Skills Policy Committee at the June 2023 committee meeting, where it was noted that a more detailed report would be submitted before acceptance of the funds, for final Member approval.

Summary

- 1.4 The funding will enable the development of a programme to build on our year 1 'Culture Showcase Sheffield' bid, to further build Sheffield's reputation as a distinctive, diverse, and accessible, cultural, city break and visitor destination. The programme will run until March 2025.
- 1.5 We will build on some of the events supported, support key new initiatives, and build the momentum from our year 1 bid. We will promote the city's cultural offer to support and deliver a programme of events and marketing initiatives. This will in turn build the visitor economy and increase footfall and visitor economy income to the city and its communities. It will support events and cultural organisations with the potential to grow into significant economic drivers, including those with international audience potential.
- 1.6 This activity directly contributes to the South Yorkshire Investment plan priority of **Promoting the cultural and visitor economy**.
- 1.7 The ambitions of this programme are:
 - To promote Sheffield's culture and a thriving visitor economy and unlock further economic potential.
 - Achieve civic and cultural participation (pride of place).
 - Support for city and local culture, hospitality, and retail sectors/businesses (continuing the strong recovery work in this area).
 - To grow the cluster and support the sector.
- 1.8 In year 2 we will deliver a programme of support through 4 key event-led projects, an amplification campaign and two media events.
- 1.9 In year 3, we will curate an innovative cultural events programme (which we hope will be amplified with Arts Council England Place Partnerships funding) which will further promote Sheffield's culture; give reasons to

visit; support the sector; celebrate and engage young people; and help make visible the many diverse cultures in the city. Sheffield's reputation (and external brand) as an authentic, independent, and inclusive place to live, work, study and invest will be enhanced by this activity.

Detail of Year 2 2023/24

- 1.10 A programme to build on our year 1 'Culture Showcase Sheffield' bid to further build Sheffield's reputation as a distinctive, diverse, cultural, city break and visitor destination.

Support international and community elements of 3 strategic events - £60K

- 1.11 Which events and why?

We will support 3 events which are all at a critical development point. We have identified the **Children's Media Conference**, **No Bounds Festival** and **Off the Shelf Festival of Words** as having the potential to grow (or re grow post pandemic) into significant economic drivers but currently they don't receive regular funding from Sheffield City Council. These events have both significant national and international audience potential alongside a strong community element. They will contribute to the viability of the cultural and events product across South Yorkshire and contribute to a diverse events programme for the culture and visitor economy sector.

- 1.12 These events also do not currently receive any regular Sheffield City Council funding support. They currently fall outside of the limited supported programme of strategic major events but still have huge growth potential, innovative community elements and make significant contributions to ensuring our events programme is much more diverse.

- 1.13 **Children's Media Conference (CMC)** is the largest meeting of professionals involved in children's media in the world and takes place over a week in July in Sheffield (c500 delegates). We will work with the conference organisers to bring back and grow the international element of the conference (thus boosting the reputation and media pull of CMC and safeguarding it against competitor events) We will support them to reinstate 'Playground'. Playground is a series of exhibitions curated by The Children's Media Conference focusing on experiences that merge physical and digital play- curated for 5–12-year-olds it offers a community window into the world of kids media and the content of the conference. In 2021 this was attended by 1941 mostly Sheffield based who rated it 4.44 out of 5 for satisfaction.

- 1.14 **No Bounds Festival** is an emerging festival centred around electronic music and arts. Sheffield has some impressive musical heritage in this area. The festival happens in October. It is a strong champion for diversity and inclusivity. Whilst numbers are smaller than the more established festivals, it attracts fantastic national and international press reviews and Sheffield City Council have identified this as an emerging

festival of significant growth potential. The festival is not committed to remain in Sheffield, so we also want to ensure we help to create the conditions for its long-term commercial viability here. It has a great mix of attendees from our local community alongside an emerging strand of international visitors (which needs the right growth support) In 2023 we will support a growth strategy to make the 2024 event a longer and bigger festival.

- 1.15 **Off the Shelf Festival of Words (OTS)** is one of the largest literary festivals in the North. In October 2023 they will run 60 events including events from top line speakers such as Chris Packham, Shirley Ballas, Mary Beard and Polly Toynbee.
- 1.16 They are unable to realise the huge potential to develop the visitor economy due to earned income focussing on core activity rather than PR and marketing. We will support them to grow their marketing activity and help them achieve regional and national media coverage through PR. This will ensure that OTS is promoted as a key event in the culture and visitor economy to unlock further economic potential and support hospitality businesses through attracting more visitors to the festival.
- 1.17 We will also support OTS with resources to support writers, diversify audiences and work with the cluster to support the sector. This will include a mentoring programme and community activity to develop the skills of young people. We will also help them to include developing initiatives such as:
- supporting publishing businesses in the city to help them promote sales and readership (including And Other Stories and John Murray who located their business/office in Sheffield because of the Festival and the talent pool around it).
 - working with partners to broaden diversity e.g. plans to work with LGBTQ+ Guest Curator, Andrew McMillan to spotlight Queer writing.
 - celebrating the Windrush 75 event with Sheffield's own Poet Laureate Danae Wellington and her work with the Elders in the West Indian diaspora.
- 1.18 Commissioning decision - to provide grants to each individual event.
- 1.19 **Augmented Reality Look Up Project- £20K**
Why is this important?
This ground-breaking project to transform the city centre into an Augmented Reality art gallery via a trail now features pieces on top of 5 prominent city buildings, soon to be joined by another in 2023. To keep building the trail we are proposing a 7th installation. By blending the built environment and real, physical aspects of the city with creative visual and aural creations, we are creating a great free interactive experience of Sheffield for residents and visitors, which can be shared on social media channels.
- 1.20 We have already had a front-page feature in WIRED magazine (30m

unique viewers a month). Our latest piece, which was supported by SPF year 1 bid, collaborating with Corbin Shaw, achieved great coverage in the Guardian.

1.21 We want to build on this momentum by adding another location to keep the trail fresh and also to improve our promotion of Look Up as a tourism and cultural assets. We will use this commission as a springboard to encourage commercial commissions.

1.22 We will identify a strategically relevant and interesting location to ensure we are showcasing the culturally vibrant areas of the city whilst maximising the media potential and collaboration opportunities with artists. Participation in Look Up is free (all people need to do is download the free app).

1.23 Activity to be commissioned- development time (to add another building to the trail), for artists commission and interpretation tools.

1.24 **Brand campaign and content creation - £70K**

Why is this important?

Supported by our year 1 bid, our brand campaign work and content creation has been hugely successful in telling people what a great city Sheffield is. We launched a series of city break led campaigns which have seen us successfully change the locations of our digital viewers to London, Birmingham and Leeds and grow our engaged international visitors.

1.25 As a result of this work, we have received accolades such as TimeOut declaring us 2nd best city break in Europe, and the Observer Food Monthly naming us the UKs foodie hotspot, alongside great coverage from the likes of the Telegraph.

1.26 We want to see more growth in this audience, as well as promote Sheffield to key domestic audiences that will have a positive impact on driving more visitors to the city. We will also use this to drive more reputational success which sees Sheffield featuring on more short lists in the areas we are targeting.

1.27 This work will support our Brand vision piece of work which identifies our 3-year plan and target audiences for the next phase of our city break strategy. This campaign will be the first stage execution of that plan.

1.28 Activity to be commissioned- a specialised agency (via a competitive procurement to include audience targeting and campaign management), assets production and media spend.

1.29 **Media event and hosting- £20K**

Why is this important?

Reputational success and positive news stories help drive all our audiences and encourage more visitors to the city. Investors and event

organisers are more likely to consider Sheffield and South Yorkshire (or add them to a long or short list) if they see good news stories about the kind of place Sheffield is, how great it is to visit, how many fantastic restaurants there are springing up etc. It creates a positive reputational backdrop which makes targeting specific audiences more successful.

1.30 We will build on our current relationships with key media titles and influencers in the sector by hosting two creative and innovative media events. These will allow us to showcase the rich and diverse cultural product and events we have in the city, as well as key developments. The investment will pay for hosting and transport. It will enable us to amplify the current media hosting work we undertake to enable us to engage with and host an increased number of media reps and influencers. This will contribute to positive outcomes around our brand awareness and reputation.

1.31 **Support Staff: 40K**

We will employ two members of the team to support this work: one **Content Production officer** and one **Cultural Programming and Commissioning officer**. This will be until end March 2025 so amount will flex depending on date of application. Assumes appointment in October 2023 and budget is pro rata. If match funding can be found these posts may be extended. Commissioning decision - the Council to recruit into these posts.

Detail of Year 3 (24/25)

Cultural Events Programme match funded to ACE: £191,000

1.32 **Creative Destination: Sheffield**

- Building on the experience and success of Sheffield's Cultural Destinations 2 programme, including Phelgm's Mausoleum of the Giants, Creative Destination: Sheffield will provide transformative creative opportunities for creatives and an international window on Sheffield's creative communities. The programme will be worked up in detail by the Cultural Programming and Commissioning Officer.
- A year long programme will give visibility to a wide range of Sheffield's communities, celebrating and supporting diverse talent of national significance based in the city or those with close links to South Yorkshire.
- The creative programme will engage Sheffield communities and draw visitors. It will be innovative, spectacular, meaningful and inclusive.
- Activity will help to deliver Sheffield's refreshed Cultural Strategy (to be published Spring 2024)

- 1.33 To amplify this work further, we are seeking match of up to £640K from Arts Council England Place Partnerships, with a consortium of partners including Sheffield City Council, Sheffield Culture Collective, Sheffield Culture Consortium, African Heritage Culture Forum.
- 1.34 If successful, Place Partnerships will extend and enhance the SPF Year 3 creative programme, with a strong emphasis on celebrating the diversity of the city and providing opportunities, skills development and inspiration to young people.
- 1.35 We envisage that our Place Partnerships bid will support two major events, including a cultural youth festival and a participatory art festival; and a skills development grant fund.
- 1.36 This bid is being worked up now with partners, with an expression of interest to be submitted in September 2023. If successful we will submit a full application in the Autumn and bring a further commissioning decision for this element of year 3 back to committee.
- 1.37 **Support Staff: £76K**
We will continue to employ two members of the team to support this work (one content production officer and one events production and commissioning officer). This is a full year figure for April 2024 to March 2025. Commissioning decision- the Council to recruit into these posts.
- 1.38 **Brand campaign and content creation - £30K**
Why is this important?
We have invested wisely in year 1 and aim to do this in years 2 & 3 to continue successful brand campaign work, to strengthen our audiences across the UK and internationally and to continue to use reputational success and positive news stories to encourage more visitors to the city (including investors and event organisers).
- 1.39 The key to the success of these campaigns is that they are 'Always on' thus we want to continue to invest in this activity which we can dial up or down at certain times of the year.
- 1.40 Commissioning decision- an extension to the contract in year 2 to allow a longer period of activity to execute the city break strategy.
- Commission into a Sheffield Accessibility Guide around visitor economy and culture (visitor focussed) – £30K**
- 1.41 Accessible tourism is critical to offering a truly inclusive visitor offer, we would undertake an audit into venues and products to assess the level of accessibility to visitors and identify any improvements and best practice the city can adopt to ensure Sheffield is offering a truly accessible welcome to visitors. This would allow us to engage with Visit Britain's [Accessible Britain work](#) and improve the image of the city to those

visitors requiring accessible facilities and destinations.

- 1.42 Commissioning decision- to appoint a specialist agency to audit the current situation across the sector, make recommendations and execute improvements.
- 1.43 By crafting a cultural destinations programme along these lines in Year 3, we have the opportunity to apply for Arts Council England 'Place Partnerships' Funding, for up to £640k of match. If successful, this will be used to further enhance the programme, creating an even more attractive offer for visitors and local residents, and providing further opportunities for Sheffield creatives.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 SPF Years 2 & 3 funding is a timely strategic opportunity to use events and cultural programming to continue post-covid recovery; celebrate and support our cultural sector; elevate the city's cultural reputation; provide reasons to visit for domestic tourists; and increase city centre footfall.
- 2.2 Applying for this funding gives us the opportunity to apply for significant Arts Council England match funding to create an even more substantial programme.
- 2.3 This grant-funded activity contributes to the Councils economic objectives as set out in Economic Delivery Plan, and helps fulfil the Economic Development, Skills and Culture service plan objectives.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Sheffield's Destination Management Plan is currently being finalised, created through consultation with the Visitor Economy sector. This SPF activity supports the priorities within the Destination Management Plan.
- 3.2 The Culture Consortium and Culture Collective have been part of two workshops to develop the Place Partnership bid, in parallel with the Year 3 SPF programme.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 This programme will be designed with equalities as a key consideration.
- 4.1.2 The cultural events programme will seek out and showcase the diversity of Sheffield's creatives, to provide profile and economic benefit to artists, to attract wider audiences, and to celebrate Sheffield as a city of many cultures.
- 4.1.3 City Marketing will take place using high standards of accessibility and

representation.

- 4.1.4 Access considerations are being built into supported events.
- 4.1.5 Recruitment for additional staff will follow Council best practice for equality and diversity, with applications sought from under-represented communities.
- 4.1.6 A full version of EOI 2110 has been prepared and signed off to reflect and embed these themes.

4.2 Financial and Commercial Implications

- 4.2.1 In November 2022 Finance Sub-Committee approved that the 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. If formal decisions are needed, we will action.
- 4.2.2 The activity outlined above will be supported through external funding from SYMCA (and Arts Council England, if successful), which brings additional resource into the Council. Management and overheads will be covered within existing budgets. SPF years 2 & 3 projects will be designed and managed to ensure no additional core financial support is required.
- 4.2.3 All commissioned organisations and artists will be engaged following open and accountable processes, including formal Council procurement where appropriate.

4.3 Legal Implications

- 4.3.1 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. This enables the Council to undertake the commissioning strategies proposed within this report using any SPF funding awarded to the Council by SY MCA.
- 4.3.2 If the Council are successful in being awarded funding, legal will review the grant funding agreement and ensure that the requirements of this funding agreement are flowed down into any contracts/grant agreements that are awarded to third parties.
- 4.3.3 Any contracts proposed within this report must be procured and awarded in accordance with the Councils Contract Standing Orders and the Public Contracts Regulations 2015 (or any successor legislation).
- 4.3.4 Any grants that are proposed must be assessed in accordance with the Subsidy Control Act 2022.

4.3.5 The Council must comply with all applicable legislation and regulations including but not limited to UK GDPR, the Data Protection Act 2018, Equality Act 2010 and the Subsidy Control Act 2022.

4.4 Climate Implications

4.4.1 Climate implications, including thoughtful resource use, minimising the use of plastic items; minimising unnecessary printing and encouraging public transport will be built into project design.

4.4.2 We will encourage all organisations and creatives involved in this project to work together to these principles.

4.4.3 Specific projects or events funded through the programme would do their own Climate Impact Assessment. We will request that event organisers adhere to Visit Britain (Isla) sustainability guidance.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 **Alternative option 1 – SPF funding only applied to city marketing.**
SPF years 2 & 3 funding could be applied just to city marketing, without a culture strand being supported. However, this would mean that an opportunity to help support the sector, grow the city's reputation, give reasons to visit and engage with wider audiences would be missed.

5.2 **Alternative option 2 – Not applying for further funding.**
We could choose not to apply for Arts Council Place Partnerships funding, using SPF Year 3 as match. However, this would mean losing out on the potential to grow our resources for the city and arts sector and will mean that activity can take place during a second year, if successful.

6. **REASONS FOR RECOMMENDATIONS**

6.1 Shared Prosperity Fund years 2 & 3 funding provides a valuable opportunity to channel welcome additional resources into culture and city marketing, to give benefits to the visitor economy, wellbeing, cohesion and city reputation.

6.2 The proposed activities set out above are based on tried and tested methodologies including the previous Arts Council England-funded Cultural Destinations programme 2016-18 (Lush Spectra, Strong Language, Mausoleum of the Giants) and learning from the year 1 SPF. We want to embed innovative and diverse cultural activity and city promotion into the city's calendar, and SPF years 2 & 3 will allow this to happen at transformative scale.

This page is intentionally left blank

PART A - Initial Impact Assessment

Proposal Name: SPF Yr2&3 Cultural Programme

EIA ID: 2110

EIA Author: Rebecca Maddox

Proposal Outline: Economic Development, Skills and Culture successfully bid for Shared Prosperity Fund (SPF) Year 1 for 'Sheffield Culture Showcase', a £361,000 programme of events, city promotion and small grants. We are now applying for Year 2 (£240, 983) and Year 3 (£297,122) from South Yorkshire Mayoral Combined Authority (SYMCA) to create a programme to further build Sheffield's reputation as a distinctive, diverse cultural destination. This programme will be designed with equalities as a key consideration.

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Kate Martin

Service Area: Economic Development, Skills and Culture

EIA Start Date: 17/05/2023

Lead Equality Objective: Leading the city in celebrating and promoting inclusion

Equality Lead Officer: Ed Sexton

Committees:

Policy Committees

- Economic Development & Skills

Portfolio**Primary Portfolio:**

City Futures

EIA is cross portfolio:

No

EIA is joint with another organisation:

No

Overview of Impact**Overview Summary:**

This programme will be designed with equalities as a key consideration. The cultural events programme will seek out and showcase the diversity of Sheffield's creatives, to provide profile and economic benefit to artists, to attract wider audiences, and to celebrate Sheffield as a city of many cultures. City Marketing will take place using high standards of accessibility and representation. Access considerations are being built into Look Up and Climbing at the Sky's Edge, and learning from Year 1 will be built into future events supported by SPF2&3. Recruitment for additional staff will follow SCC best practice for equality and diversity, with applications sought from under-represented communities.

Impacted characteristics:

- Cohesion
- Disability
- Race
- Voluntary/Community & Faith Sectors

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact:

Yes

Consultation and engagement will take place via workshops with cultural partners, including those with protected characteristics, to ensure that the programme is developed to appeal to a diverse audience; with diverse programming and artists; and with appropriate access and inclusion built in.

Impact areas:

Across a Community of Identity/Interest

Initial Sign-Off

Full impact assessment required:

Yes

Review Date:

31/03/2024

PART B - Full Impact Assessment

Cohesion

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

The SPF cultural programme will showcase, engage with and celebrate a variety of cultures, representing those who have made their home in Sheffield. This will be a positive contribution to increasing understanding, appreciation and cohesion.

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: Events and content created through this programme will consider and build in as much disability access as possible, e.g physical access; marketing materials which are accessible to those with sight or hearing impairment; commissions not excluding artists with disabilities (visible or invisible).

Race

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: Cultural events activity is being designed to help make Sheffield's diverse cultures visible, and will aim to ensure that organisations and artists from global majority backgrounds directly benefit, with others, from commissions and opportunities. The African Heritage Culture Forum are a key partner.

Voluntary / Community & Faith Sectors

Staff Impacted: Yes

Customers Impacted: No

Description of Impact: The arts and cultural sector intersects with the VCF sector. We are designing a programme which will include and benefit a wide range of Sheffield people.

Action Plan & Supporting Evidence

Outline of action plan: Clear development plan for SPF2&3 activity to be put in place by staff funded through the programme (content production officer and events

production/commissioning officer) to build equality, diversity and inclusion into all aspects of the programme. Staff to be recruited using best practice to maximise diversity. Diverse representation in all content produced. Diverse artists and creatives engaged.

Action plan evidence:

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

Review Date

Review Date: 31/03/2024

This page is intentionally left blank



Report to Policy Committee

Author/Lead Officer of Report: Sarah Lowi Jones (Economic Policy Officer)

Tel: 0114 223 2368

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

Report to: *Economic Development and Skills Policy Committee*

Date of Decision: *11th September 2023*

Subject: *Economic Recovery Fund Round 2 – Scoring Outcome*

Type of Equality Impact Assessment (EIA) undertaken	Initial <input type="checkbox"/>	Full <input checked="" type="checkbox"/>
Insert EIA reference number and attach EIA: 2315		
Has appropriate consultation/engagement taken place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>“The (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 provides an overview of progress to deliver the second round of the Economic Recovery Fund (ERF) now that the application and scoring phases are complete. The report lists the outcomes of the scoring process for all applications and provides information about the geographical spread and make-up of the areas that applied for funding. The report marks the point at which ERF moves from the application and scoring phases into the contracting phase, which will enable successful projects to start delivering improvements and activities in their areas.

Recommendations:

Economic Development and Skills Policy Committee is asked to:

1. Note that Finance Committee have been asked (at their meeting on 11 September 2023) to approve the allocation of funding to areas offered over £50,000 (up to £200,000) and, subject to due diligence and other checks being undertaken to the satisfaction of the Director of Economic Development, Culture and Skills, for SCC to enter into a funding agreement with an appropriate lead organisation for each of the areas listed in the table below:

Project Area	Funding Offer (final figures TBC)
Crookes	£90,000
Darnall	£100,000
Harborough Avenue	£70,000
Heeley & Newfield Greens	£100,000
London Road	£142,355
Northern Avenue	£66,818
Spital Hill	£74,470
Westfield	£71,456
Woodhouse	£70,000

2. Note the areas listed in the table below have been allocated funding of up to £50,000 subject to due diligence and other checks being satisfied:

Project Area	Funding Offer (final figures TBC)
Abbeydale	£37,682
Banner Cross	£36,198
Broomhill	£40,250
Chapelton	£49,644
Ecclesfield	£38,857
Firth Park	£39,932
Greenhill	£50,000
Hackenthorpe	£49,573
Hillsborough	£46,022
Infirmery Road	£32,116
Lowedges	£37,321
Middlewood	£48,971
Stannington	£49,962
Walkley	£35,052

Background Papers:

[Sheffield Covid-19 Business Recovery Plan \(October 2020\)](#)

[Sheffield City Council One Year Plan \(2021/22\)](#)

[Form 2 Executive Report – Covid-19 Economic Recovery Fund \(03/11/20\)](#)

[Form 2 Executive Report – Sheffield Covid Business Recovery Plan: Phase 1 Recovery Delivery Programme \(09/06/21\)](#)

[Budget amendment approving the £2m allocation to build on the work of ERF \(02/03/22\)](#)

[Report to Economic Development and Skills Committee – 9th June 2022 – \(Economic Recovery Fund 2022-23\)](#)

[Report to Economic Development and Skills Committee – 19th October 2022 \(Decision to approve the second round of the Economic Recovery Fund\)](#)

[Economic Recovery Fund – Evaluation of Round 1](#)

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.	Finance: Natalia Govorukhina
		Legal: Kieran McGaughey
		Equalities & Consultation: Ed Sexton
		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:	Kate Martin
3	Committee Chair consulted:	Cllr Martin Smith
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: Diana Buckley	Job Title: Director of Economic Development, Culture and Skills
	Date: 31/08/2023	

1. PROPOSAL

Background

- 1.1. The Economic Recovery Fund (ERF) is a unique, innovative grant fund that aims to support local economic recovery in district and local centres. It was developed as a flagship part of the city's Covid [Business Recovery Plan](#).
- 1.2. The first round of funding launched in March 2021 and supported 26 projects with grants of up to £50,000 (small) and up to £200,000 (large). It is overseen by a Steering Group made up of Councillors, senior officers and four private/community sector representatives:
- Cllr Martin Smith (Chair of Economic Development and Skills Policy Committee – EDPS)
 - Cllr Minesh Parekh (Deputy Chair of EDPS Committee)
 - Cllr Henry Nottage (Group Spokesperson on EDSP)
 - Diana Buckley (Director, Economic Development, Culture and Skills)
 - Carl Mullooly (Head of Local Area Committee Team)
 - Ben Morley (Head of Strategic Development and External Programmes)
 - Javed Khan (Metro Bank)
 - Shahida Siddique (Faith Star)
 - Amy Tingle (City Cabs)
 - Tom Wolfenden (Sheffield Technology Parks)
- 1.3. In February 2022 Full Council approved a further £2m to support a second round of ERF. Work to develop the second round was led by the Economic Development and Skills Policy Committee, with the support of the Economic Recovery Fund Steering Group. Several workshops were held over summer 2022 to shape and define Round 2. The outcome was presented at the Committee's meeting on 19th October 2022, where key changes were approved.
- 1.4. ERF2 was designed around a number of phases, as below:

Application phase	9 February - 31 st May
Scoring phase	June-July
Contracting phase	August-September
Delivery phase	No earlier than September 2023 and completed no later than end September 2024

- 1.5. The application and scoring phases have now been completed and this report provides an overview of the outcomes of the process so far. The approval requested of Finance Committee will allow the project to formally move into its next phases: contracting, then delivery.

Application Phase

- 1.6. During the application phase efforts were made to engage with high street businesses across the city and encourage anyone interested in applying to come forward. As well as delivering a communications campaign that targeted messages to local businesses, Business Sheffield utilised its 6 Business Information Officers to help raise awareness and provided support to prospective applicants. They talked to businesses across the city to gauge interest and offer support, information and bid writing capacity. The team were fundamental in the delivery of many applications that came forward.

- 1.7. A team of 5 Application Development Workers (ADWs) were deployed from April and allocated to teams that requested additional support, which they provided flexibly and responsively according to the needs of the team. They worked successfully with 26 different project teams.
- 1.8. The central team recorded nearly 100 enquiries about the Fund during the application phase and met all requests to meet, share information, offer guidance and support, as well as reading draft applications and providing detailed feedback.

Scoring Phase

- 1.9. A total of 49 applications were received, of which 8 were judged to be ineligible and were not scored. The other 41 applications were scored and moderated by the ERF Steering Group collectively using the process described in Appendix 1. The outcome of that process is shown in Appendix 2, which lists the projects that passed scoring, passed scoring subject to conditions, did not pass scoring or were ineligible for the Fund.
- 1.10. The total value of the 23 projects that passed scoring exceeded the available budget by nearly £1m so the Steering Group agreed an approach to reducing individual project budgets, to ensure value for money and that the successful projects could all benefit from a share of the funding. The outcome of that process is also shown in Appendix 2 in the column 'funding offered'.¹

Contracting Phase

- 1.11. All projects have been informed of the outcome of their application to ERF2. Unsuccessful applicants have been introduced to LAC Teams to ensure they have a point of contact going forward and to explore, where possible, other opportunities to deliver elements of these projects. Business Information Officers are also ready to pick up with those businesses and ensure they feel supported and are aware of the Business Sheffield offer.
- 1.12. The ERF Project Team have been working with successful projects over summer to share the feedback and further questions from the ERF Steering Group, set out the next steps and support teams to get their projects ready for contracting. This will include carrying out due diligence and other checks on the proposed Lead Organisation and, where necessary, the submission of further information, amended applications and budgets.
- 1.13. Once the Director of Economic Development, Culture and Skills is satisfied SCC will contract (a Funding Agreement) with the Lead Organisation. For any area that does not have a suitable Lead Organisation in place an organisation will be provided for them. This organisation will be appointed through an SCC led procurement. It will therefore take longer to enter into the delivery phase for these projects than for areas in which SCC can contract directly with a local organisation.

¹ It is important to note that the funding offer listed above may vary in the final contract as details continue to be finalised with projects.

Delivery

- 1.14. Once in contract, projects will enter into the delivery period and payments will be made to the Lead Organisation in line with the schedule in the Funding Agreement. Projects will be monitored on a regular basis (monthly project updates and quarterly financial monitoring) and the programme will be overseen by the ERF Steering Group. Regular updates will also be provided to the Economic Development and Skills Committee.
- 1.15. The delivery period runs from September 2023 (or whenever a project enters into contract) until the end of September 2024 when all project activity needs to be completed. An in-person induction will be offered (alongside written guidance) to all funding recipients and a programme of sessions scheduled to provide capacity building and up-skilling opportunities for those teams.
- 1.16. A closedown period will then take place between October 2024 – January 2025 to ensure that all relevant monitoring evidence and completion statements are submitted.

Shape of the ERF2 programme

- 1.17. Each of the 23 individual projects forms the ERF Grant Fund programme (made up of the District and Flexible Funds). Members have been clear that they hoped to see a wide geographical spread of applications across the city and good representation from areas counted amongst the most deprived. This informed the focused approach taken in the application phase to provide proactive and supportive help to any area interested and keep an overview of where applications were being discussed.
- 1.18. The spread of applications across the city by LAC area – both successful and unsuccessful – are set out below in Table 1 (see also the map at Appendix 3). This shows a fair spread across the city. The North East, South West and South East have 2 projects each compared to the 4 or 5 that were successful in North, East, South and Central. No city-wide projects were successful.
- 1.19. The number of successful projects in each LAC area funded in Round 1 (not shown in the table) show an improvement particularly in the representation of North and South LAC areas, which both have in total three more funded projects than in Round 1. The numbers are in line with previous numbers for all other LAC areas (within 1 +/-).

LAC Area (successful projects)	Pass	Pass with conditions	Fail	TOTAL
North (Stannington, Middlewood, Ecclesfield, Chapelton)	3	1	6	10
North East (Spital Hill, Firth Park)	1	1	5	7
East (Northern and Harborough Avenues, Woodhouse, Darnall)	2	2	2	6
South East (Westfield, Hackenthorpe)	2	-	2	4

South (Greenhill, London Road, Lowedges, Abbeydale, Heeley/Newfield Green)	3	2	5	10
South West (Crookes, Banner Cross)	-	2	2	4
Central (Infirmaroy Road, Hillsborough, Broomhill, Walkley)	4	-	2	6
Citywide	-	-	2	2
TOTAL	15	8	26	49

1.20.

In terms of looking at the applications by Indices of Multiple Deprivation Table 2 below shows that ERF2 has had a strong reach into deprived areas of the city.² 43% of all applications were received from areas in the city that are amongst the 10% most deprived in England (decile 1) and 67% of applications were received from areas in the city that are amongst the 50% most deprived in England (deciles 1-5). This suggests there is a particular need and demand for making improvements in these areas:

IMD DECILE	No. apps	As %	Bottom / Top 50% (no.)	As %
1	21	43	33	67
2	7	14		
3	3	6		
4	0	0		
5	2	4		
6	2	4	16	33
7	4	8		
8	2	4		
9	4	8		
10	1	2		
N/A (city-wide)	3	6		
TOTAL	49	100	49	100

1.21.

Of all applications received from areas in IMD deciles 1-5, i.e. areas amongst the most deprived, there was a 55% success rate (45% fail rate). For areas in IMD deciles 6-10, less/least deprived areas, 38% were successful compared to 62% that failed (see Table 3). While a great deal of effort went into engaging a wide range of areas in the city, there is likely to be a range of reasons for this data. This will be explored as part of the evaluation of the Fund. However, it does show that applications from areas amongst the most deprived in the city have not been disadvantaged through the application or scoring process as they have a higher success rate than areas that are less deprived.

² Several areas sit across or at the border of one or more areas with a different IMD; these are shown in appendix 2.

	Successful	Fail	Total	Success rate
Bottom 50% (decile 1-5)	18	15	33	55%
Top 50% (decile 6-10)	5	8	13	38%
N/A (city wide)	0	3	3	0

- 1.22. In terms of areas that had funding previously, direct comparisons are difficult to draw as while some areas applied again the project team or Lead Organisation may have changed. However, the four large projects from Round 1 (Broomhill, Firth Park, Hillsborough, Walkley) were excluded from the District Centre Fund and limited to applying for a small grant of up to £50k in the Flexible Fund, given they had already received a significant investment. They were all successful in passing scoring and receiving a funding offer.
- 1.23. Three Round 1 projects that had small grants previously applied for larger grants in the Round 2 District Centre Fund and were successful though with reduced funding offers (Spital Hill, Woodhouse, Chapeltown).
- 1.24. In two cases an existing project area/team created new collaborations in adjacent areas with distinct projects planned (e.g. Hillsborough extending into Middlewood and Walkley into Infirmary Road).
- 1.25. In total, of the 23 successful projects 16 were from areas not funded in the first Round (i.e. 70% of successful projects are 'new' to ERF).

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1. The Economic Recovery Fund was a key project of the city's Business Recovery Plan and contribute to the following strategic priorities that sit within it:
- Stimulating demand in the local economy
 - Opening our city and district centres safely and securely
 - Stimulating investment in culture to help rebuild confidence and visitor numbers
- 2.2. The Fund will directly deliver against the following outcomes and actions in the Business Recovery Plan:
- Our places, in the city centre, district centres and in local neighbourhoods, adapt to the changing economy
 - Visitors and residents will be able to visit, learn about and enjoy the cultural, leisure and green spaces that Sheffield is renowned for.
 - Businesses have the confidence, information, support and infrastructure they need to operate through and beyond the current crisis, to adapt to changing circumstances
 - Business failure rates amongst profitable and productive companies are minimised and good quality jobs are safeguarded.
 - Opportunities to rebuild and renew our economy whilst becoming a cleaner and more sustainable city, are seized.
- 2.3. ERF will also contribute to the Council's Delivery Plan, across the following three strategic objectives:

- Fair, inclusive and empowered communities
- Strong and connected neighbourhoods which people are happy to call home
- Clean economic growth

3. HAS THERE BEEN ANY CONSULTATION?

3.1. The development and delivery of the second round of ERF funding has been agreed in consultation with the ERF Steering Group and Economic Development and Skills Policy Committee. As part of that process the findings of a comprehensive evaluation that included interviews with funded projects, businesses, SCC staff and others were considered.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1. Equality Implications

4.1.1. An Equality Impact Assessment has been completed. The main risks around ERF and EDI currently are around:

- Different sections of local communities feeling that they can be part of and are welcome to participate in the development of projects.
- Ensuring project teams consider accessibility issues in their communications and project delivery (for example in event delivery).
- That focus and efforts promised in proposals are followed through into delivery and sustained throughout that period.

4.1.2. An action plan has been identified to mitigate these risks that includes:

- Ensuring projects considered inclusion as part of their proposals (which was scored alongside sustainability and legacy statements) and brief guidance on what to consider was included on the application form.
- Embedding expectations around running projects in an open and inclusive way, with accessibility issues considered, as part of the Funding Agreement each project will sign.
- The project team will ask each project about their specific EDI actions regularly as part of the monitoring process and encourage teams to take this into account during the delivery of their projects. The actions will those described in the application form and seen as a minimum, as scope and support will be given for developing additional inclusive and accessible ways of working.
- A training session on EDI and accessibility will be offered as part of the induction process for all projects.
- The evaluation team will be asked to evaluate (where this is possible) EDI impacts of ERF projects individually and as a programme.
- Any central communications delivered will take into account the make-up and needs of the target audience.
- These actions and any arising issues relating to EDI will be reviewed by the ERF Steering Group regularly.

4.2. Financial and Commercial Implications

4.2.1. The £2m funding identified for ERF Round 2 is the Council's own funding from the New Homes Bonus and was agreed by Council during the budget-setting

process in February 2022. Therefore, there are no outside sources, special conditions or clawbacks to take into account.

- 4.2.2. See Table 4 below that gives the ERF2 budget headlines. The total value of grant funding offered for all successful projects is £1,376,679 (including both District and Flexible funding streams) leaving unallocated balance of £73,321 across those streams combined. The Match Fund Pot of £260k also remains unallocated. The other project costs include employee, communication, evaluation and other fees, and are £291,263 in total including £50,000 contingency set aside for the ERF Round 2 so that any unforeseen costs or additional activity can be covered. To note, any decision to use this contingency will be made by the Director of Economic Development, Skills and Culture in consultation with the Steering Group (that includes the relevant Elected Members).

Table 4: ERF2 - Budget

Funding streams

District Fund (£1.25m available)	£1,215,423
Flexible Fund (£200k available)	£161,256
Match fund (not yet allocated)	£260,000

Project costs

Staffing and internal fees	£162,313
Comms costs (not incl. officer time)	£15,000
Application Development Workers	£32,687
Evaluation	£30,000
Contingency	£50,000

TOTAL	£1,926,679
District and Flexible Grant remaining	£73,321

- 4.2.3. The amount of the grant awarded for successful projects will not be increased in the event of any overspend by the recipient in its delivery of the funded activity. Each project will need to manage activity within the allocation they are awarded. All projects include their own contingency and ongoing monitoring will be required to ensure this risk is minimised.
- 4.2.4. The payment of the Funding under the terms of the funding agreement is believed to be outside the scope of VAT unless otherwise agreed, but if any VAT shall become chargeable the payment of the Funding shall be deemed to be inclusive of all VAT and SCC shall not be obliged to pay any VAT over and above the agreed funding allocation.
- 4.2.5. Underspend from ERF Round 1 is in the process of being finalised and will be rolled into the budget for ERF Round 2. Any decision as to how to use that funding will be taken by the relevant Committee or under officer delegation as appropriate, with recommendations of the ERF Steering Group considered and consultation with Members as needed (Steering Group has no formal decision-making powers).

4.3. Legal Implications

- 4.3.1. The Council has no specific powers or duties to deliver economic regeneration. The Council is able however to undertake the grant activity being noted in this report by virtue of Section 1 of the Localism Act 2011. This provides Local Authorities with a “general power of competence” and allows them to “do anything that individuals generally may do”.
- 4.3.2. Funding recipients will be required to enter into a suitable funding agreement. All organisations receiving funding under the project, or any other benefit, will be assessed on a case-by-case basis by the Senior Programme Manager aligned to the ERF Project Team to ensure compliance with the subsidy control rules.

4.4. Climate Implications

- 4.4.1. An Initial Climate Impact Assessment has been undertaken and the overall impact of ERF proposals is thought to be carbon neutral, with some potential for modest positive impacts. The main areas in which impact is expected include:
- The installation of bike racks in some areas and encouraging local people to use active travel where possible.
 - Increasing the number of double aperture bins so that recycling is an option for pedestrians passing through the public highway.
 - Greening of local public spaces (through, for example, the delivery of planting schemes and installation of trees).
 - The consideration of use of resources in the delivery of events (avoiding single use plastic, for example and encouraging active travel to events).
 - The offer of training on climate awareness/sustainability for all successful projects.
- 4.4.2. The evaluation team will be asked to consider the impact of ERF projects individually and collectively (where possible) as part of this piece of work.

5. **ALTERNATIVE OPTIONS CONSIDERED**

Programme

- 5.1. As noted, a range of options for delivering ERF2 were considered over summer and autumn 2022. Several alternative ways of delivering the second round of funding were considered as part of this process and proposals were made in relation to changing and improving the second round of funding. These were approved by the EDSP Committee at its meeting on 19th October 2022. This approach has subsequently been enacted so the proposals here are the outcome of an agreed process.

Outcomes

- 5.2. Because the Fund was oversubscribed, Steering Group had to look at ways of managing that and ensuring funding offers were within the available budget and made in a fair way (as described in appendix 1).
- 5.3. Alternatives to that included the following, but the agreed approach was felt by the Steering Group to be a balanced, individualised and fair way of dealing with the budget pressure that took into account the specific elements within each project and strengths and weaknesses. It was felt that any blanket measures

would cut across these nuances and lead to outcomes unreflective of their scoring judgements.

Alternative	Rationale	Why rejected
Making a blanket cut to all projects that passed scoring	To reduce the overall funding ask to keep within the budget	Projects had different strengths and weaknesses and this tactic felt unfair and arbitrary to the Steering Group
Raising threshold at which projects would have passed	To reduce the number of projects that would receive funding	Project that passed scoring not receiving funding – Steering Group wanted to maximise the number of areas that could benefit from the Fund
To remove specific types of activity from all budgets	To reduce the overall funding ask and limit specific activity	This would have potentially been applied unequally across projects, depending on whether they had included the activity in their proposals or not

6. REASONS FOR RECOMMENDATIONS

- 6.1. This report updates the Committee on the progress of this project, which the Committee approved on 19th October 2022. This update marks a key milestone in the project cycle, at the transition from application and scoring to contracting and onwards to delivery. The Committee will be kept updated as the project continues to develop.

Appendix 1: ERF Scoring Process

1. Overview

- 1.1. The ERF is a competitive grant fund, so scoring is an important part of the process as it decides which projects will be awarded grant funding and to what level.
- 1.2. The aim of the process is to ensure that projects are fairly and robustly evaluated on: value for money, fit with the Fund's objectives, are deliverable, fairly distributed across the city (and that no groups are disadvantaged by the process) and to ensure the steering group had confidence in the teams' ability to deliver the project as outlined.
- 1.3. The process also ensures that applications meet the four eligibility criteria:
 - The project team is a collaboration that includes businesses and represents their views.
 - The project is aimed at benefiting local businesses in the target area or sector.
 - The lead organisation that will receive and manage the funding can be named.
 - ERF funding is needed to make the project happen.

2. Process

- 2.1. The scoring process for ERF was updated and refreshed for the second round of funding. The fundamentals remained the same as:
 - the process is owned by the ERF Steering Group, who undertake scoring collectively; and
 - applications are assessed on set criteria (based on the sections of the application form) and scored out of 5, with a minimum pass mark of 3 for each.
- 2.2. The main change between the first and second rounds is that applications were divided between Steering Group 'teams' to reduce the administrative burden on this senior level group and keep the process moving as quickly as possible. An additional moderation process was put in place to ensure consistency across the teams.
- 2.3. A Councillor, Senior Officer and private/community sector representative were included in each scoring team to ensure a breadth of perspectives. Scoring teams were:

Team 1	Team 2	Team 3
Cllr Smith	Cllr Parekh	Cllr Nottage
Diana Buckley (SCC)	Ben Morley (SCC)	Carl Mullooly (SCC)
Javed Khan (Metro Bank)	Shahida Siddique (Faith Star)	Amy Tingle (City Taxis)
	Tom Wolfenden (Sheffield Tech Parks)	
ERF Project Team (all meetings): Sarah Lowi Jones, Ian Holmes		

- 2.4. The scoring process functioned as follows:

ERF 2 Scoring Process

Preparation

- Practice scoring session for ERF Steering Group
- Confirmation of any potential conflicts of interest (e.g. Councillors did not score projects from their wards)
- Applications checked for eligibility
- Applications assigned to scoring teams (x3 teams that all included a Councillor from the Economic Development and Skills Policy Committee, senior Council Officer and private/community representative)

Scoring

- Steering Group teams assign scores collectively to eligible applications in meetings
- Each section (including the budget) attracts a maximum score of 5, with a pass mark of 3
- Any individual section failing to meet the minimum score means the application fails
- The minimum score to pass across the 6 sections of the scoring pro-forma is 18
- Conditions, changes to scope, budget or ways of working for individual projects specified by scoring teams

Moderation

- Selection of applications moderated in meeting of all Steering Group members to ensure consistency
- Applications ranked and the total funding ask of successful projects calculated
- Steering Group reserved the option of using geography and factors such as the prevalence of areas with high scores in the Indices of Multiple Deprivation to ensure there is a fair spread across types of area in the city, though this was not needed
- Additional principles around how to reduce budgets and de-scope projects (to respond to budget pressure) agreed

Revision

- Project Team enacted the changes required by Steering Group to budgets to achieve funding offers that fit the available budget
- Outcomes agreed creating three core groups: unsuccessful projects; successful projects that can move forward to contracting with no/limited conditions or changes; and, successful projects that will require revision before contracting can begin
- All applicants informed of the outcome from the scoring process and next steps

Contracting/ Decision

- Contracting discussions to take place to finalise details and set out SCC's requirements/terms and conditions
- Projects awarded up to £50k to be signed off by the Director of Economic Development, Skills and Culture when ready
- Projects between £50-200k to be approved by Finance Committee (11 September)

Project revisions

2.5. The overall funding ask of projects that passed scoring was £2.384m, which far exceeded the available funding of £1.45m. In order to maximise the number of groups that could benefit from ERF funding, ensure all projects represent value for money and that funding offers fit within the available budget it was necessary for the Steering Group to consider how individual applications should be de-scoped to reduce this £1m pressure.

2.6. This was done on the basis of some key principles, that any individual funding offer should:

- be reflective of the feedback and scoring given by Steering Group
- be deliverable and proportionate to the scale of the project and area
- offer value for money and be as well costed and realistic as possible
- should ensure all activity is eligible for ERF funding
- not be based on blanket cuts, nor any set percentage rate reduction applied across the board
- reflect the small grant threshold of the District Centre Fund where they are marginally over, or where the activity proposed fits better as a small rather than large grant (e.g. if a funding ask is £53,865 then it should meet the £50k threshold)
- unsuccessful projects that could not be funded through ERF should be supported to explore other options via the Local Area Committee teams in the first instance, or signposted to external sources of funding where appropriate, with help offered to enable teams to navigate any relevant application process.

2.7. Steering Group also provided guidance in specific areas:

- Websites design and creation will not be supported as it does not represent value for money and there is significant risk around their longevity and impact
- Marketing budgets should be proportionate (reduced if necessary) and should prioritise content generation over social media management.
- Shop front schemes have, generally, been poorly defined despite the high funding ask. Broadly it was agreed that these budgets be slimmed down and further detail requested from project teams during the contracting process on how they will be delivered.
- Street art projects are likewise generally quite expensive and can be scaled down to comparable costs seen in ERF1.
- As Christmas lights on lamppost columns are expensive and short-term, where both lamppost lights and shop front decorations have been included, lamppost lights should be removed in favour of assets that

would be owned and maintained locally. Where there are other pressures lamppost lights can be de-scoped.

- Flexible Fund (though not under pressure) should be scrutinised in the same way as the District Centre Fund for fairness to all applicants, the majority of whom will need to accept some reduction in the funding offer.

2.8. In sum, Steering Group highlighted where some budgets were unrealistic, had activity that was over costed and/or elements that were felt to be poor value. This guidance allowed the Project Team to assess budgets in detail in a balanced and individualised way, to enable a significant portion of the original funding ask has been scaled back.

Economic Recovery Fund Scoring Pro Forma

Application Summary and Background

Project Title:	
District/Flexible:	
Lead organisation:	
Total Requested:	
Additional documents:	(list)
Project summary:	
Ward profile (link):	
Officer views/liaison:	

1. Purpose	
Why is it needed? Is it clear what issues, needs, opportunities and priorities this project is aimed at addressing? How far is evidence available to support assertions made? How far have the applicants engaged with their business community – are we confident that this proposal reflects their views? Comments:	Mark out of 5

2. Summary of project	
Is it clear what this project will deliver? How far does it seem to be realistic and deliverable? How do the applicants propose the project be delivered/managed – does this give us confidence in their process? Comments:	Mark out of 5

3. Project Team

<p>Are we clear who the steering group/project team/delivery group are for this project?</p> <p>Do we have confidence that between the proposed group there are the skills and capacity to deliver an ERF project?</p>	Mark out of 5
Comments:	

4. Project funding and budget	
<p>How realistic are the costs as set out in the budget?</p> <p>How far are we comfortable that the costs represent value for money?</p> <p>Are the salary/management costs within the accepted range (up to 15% and up to 5%) and how far have they built in an appropriate contingency?</p> <p>How far does the sequencing of activity/costs convince us of the robustness of their budget and planning?</p>	Mark out of 5
Comments:	

5. Outputs and Impacts	
<p>How far does the project align to the relevant objective(s) of the Fund?</p> <p>How far do we accept the broader benefit/impact of this proposal?</p> <p>To what extent are we convinced by the sustainability/inclusion and legacy statements and how far the applicants have engaged with this issue?</p>	Mark out of 5
Comments:	

6. Project Management	
<p>How convincing is the proposed plan and have the applicants sufficiently considered: how they will communicate with, engage and involve local businesses; how they will work as a management team; the financial management processes/responsibilities required; who will deliver the activity; how suppliers will be appointed etc.</p> <p>How convincing is the group's thinking on milestones and risk identification/management?</p>	Mark out of 5
Comments:	

--

Overall assessment	
What is your level of confidence in this proposal? What are your main concerns? What are its key strengths?	Overarching Score /30
Comments for feedback:	

Scores for each section will be given out of 5, as follows:

Score	Description of Response
1	Unacceptable Response <ul style="list-style-type: none"> • No response, or • Not in alignment with the information set out in the guidance • Response not relevant or question not answered Completely unsatisfactory suggesting the applicant would have serious difficulties delivering the project, or has provided no relevant information at all.
2	Poor Response <ul style="list-style-type: none"> • The response is partially in alignment with the Fund and guidance but there are significant gaps • The response has deficiencies, e.g. supporting evidence is minimal, relies on assertion Indicates that the applicant would meet only some of the proposals some of the time. Considerable work would be needed with the applicant to expand on information provided in order for the information to indicate that standards are likely to be met.
3	Acceptable Response <ul style="list-style-type: none"> • The response is in alignment with the aims of the Fund • Some shortfalls but any concerns are of a minor nature Further evidence may be required but confident that the applicant will be able to deliver the proposal. Further work may be needed to ensure that delivery will be consistent
4	Good Response <ul style="list-style-type: none"> • The response is in alignment with the Fund • Good supporting evidence which is relevant, credible and supports claims Indicates that the applicant has fully understood the aims of the Fund and can apply and deliver all the elements of their proposal. A small amount of work may be required in non-key areas to minimise any risk of delivery failure
5	Excellent Response <ul style="list-style-type: none"> • The response is in alignment with the aims of the Fund • Offers relevant detailed evidence and rationale to support their claims • Demonstrates a wholly comprehensive understanding of the aims of the Fund Indicates that the proposed approach will result in the project aims being met and exceeded.

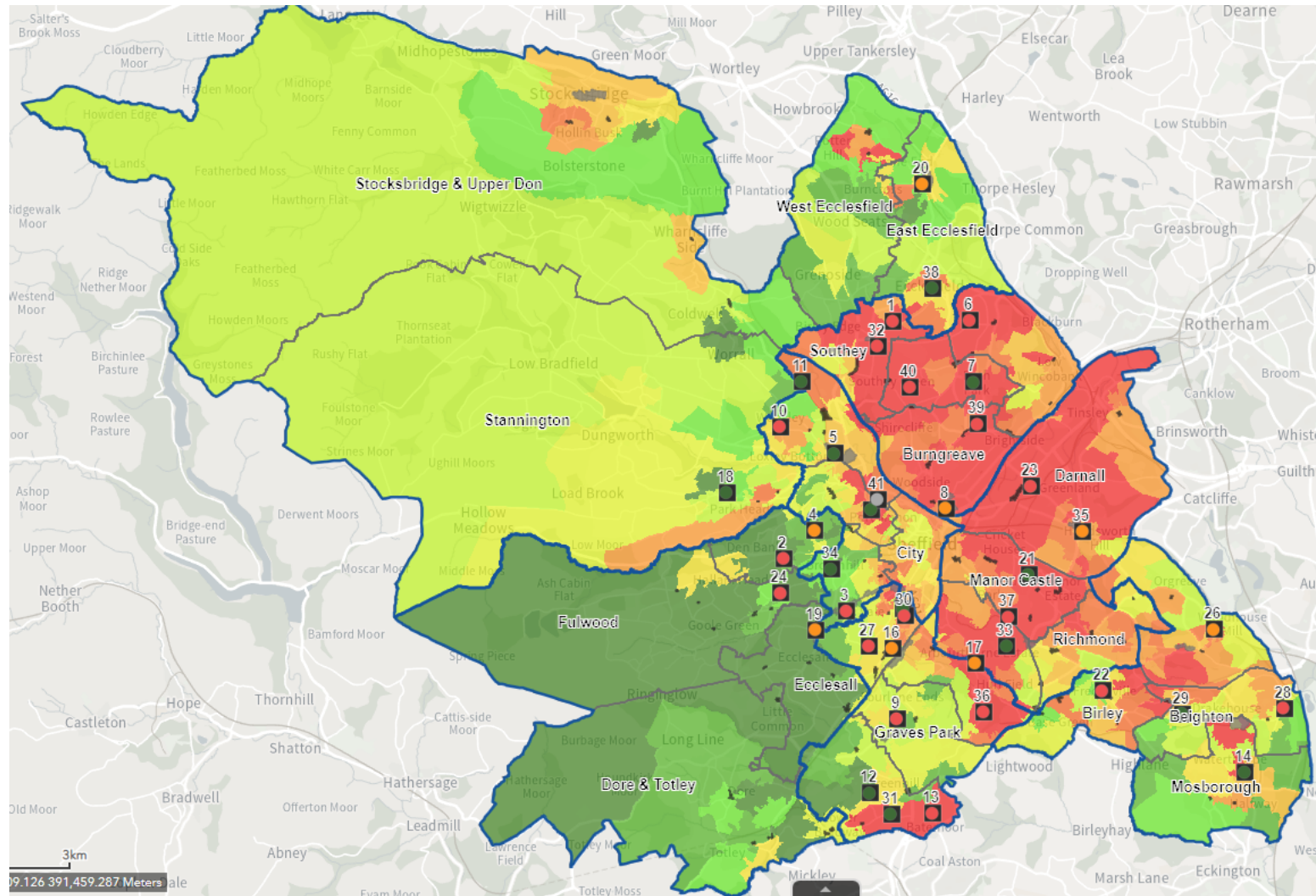
Appendix 2: ERF2 Applications and Scoring Outcomes

Project Name	Fund	Funding ask (APPLICATION)	LAC area	ERF1 Y/N	Scoring Outcome (pass/fail)	Funding offered	Large/small
Crookes Collective	District	£199,962	South West	N	Pass - CONDITIONS	£90,000	Large
Discover Darnall	District	£199,569	East	N	Pass - CONDITIONS	£100,000	Large
Harborough Avenue	District	£98,922	East	N	Pass	£70,000	Large
Heeley & Newfield Greens	District	£200,000	South	N	Pass - CONDITIONS	£100,000	Large
London Road	District	£199,597	South	N	Pass	£142,355	Large
Northern Avenue	District	£66,818	East	N	Pass	£66,818	Large
Revive Woodhouse 2	District	£99,384	East	Y	Pass - CONDITIONS	£70,000	Large
Spital Hill	District	£158,213	North East	Y	Pass - CONDITIONS	£74,470	Large
Westfield Matters	District	£85,000	South East	N	Pass	£71,456	Large
Banner Cross	District	£122,725	South West	N	Pass - CONDITIONS	£36,198	Small
Choose Chapeltown	District	£200,000	North	Y	Pass - CONDITIONS	£49,644	Small
Connecting Stannington	District	£49,962	North	N	Pass	£49,962	Small
Ecclesfield High Street	District	£49,985	North	N	Pass	£38,857	Small
Family Friendly Firth Park	Flexible	£49,332	North East	Y	Pass	£39,932	Small
Growing Greenhill	District	£50,150	South	N	Pass	£50,000	Small
Hackenthorpe Traders Connect	District	£70,088	South East	N	Pass	£49,573	Small
Hillsborough Together	Flexible	£50,998	Central	Y	Pass	£46,022	Small

Independent Abbeydale	District	£198,424	South	N	Pass - CONDITIONS	£37,682	Small
It's All About Broomhill	Flexible	£49,120	Central	Y	Pass	£40,250	Small
Lowedges Boost	District	£37,321	South	N	Pass	£37,321	Small
Middlewood	District	£53,391	North	N	Pass	£48,971	Small
Next Stop Infirmaroy Road	District	£38,471	Central	N	Pass	£32,116	Small
Walkley Working	Flexible	£49,559	Central	Y	Pass	£35,052	Small
Attercliffe Community Garden	District	£163,577	East	N	Fail		
Beautiful Beighton	District	£49,884	South East	N	Fail		
Buchanan Parade Development	District	£153,660	North East	N	Fail		
Clearly, We're Crosspool	District	£52,471	South West	N	Fail		
Family fun at Margetson Shops	District	£199,719	North East	N	Fail		
Fresher Frecheville	District	£119,502	South East	N	Fail		
Fulwood High Street	District	£200,000	South West	N	Fail		
Local Social	District	£162,173	Multiple / City Wide	N	Fail		
Longley 4 Greens	District	£126,025	North East	N	Fail		
Nether Edge Pocket Park	District	£13,402	South	Y	Fail		
Proud of Page Hall	District	£40,891	North East	Y	Fail		
Revitalising Jordanthorpe	District	£169,469	South	N	Fail		
Revive Gleadless Valley	District	£60,384	South	N	Fail		
Sharrow vale	District	£59,363	Central	N	Fail		
Shiregreen Matters	District	£112,190	North East	N	Fail		
This is Woodseats	District	£205,000	South	N	Fail		
Wisewood	District	£40,003	Central	N	Fail		
York House	District	£50,000	East	N	Fail		

Bridge The Gap	Flexible	£48,736	North East	N	Ineligible		
Creative Owners Health & Wealth	Flexible	£50,000	Multiple / City Wide	N	Ineligible		
Sheffield Food Mile	Flexible	£49,928	South	N	Ineligible		
Highlighting Heeley	District	£47,500	South	N	Ineligible		
Brighter Burngreave	District	£200,000	North East	N	Ineligible		
Exchange Street	District	£50,000	Central	N	Ineligible		
The Local Tote	Flexible	£8,963	Multiple / City Wide	N	Ineligible		
Happy Bodies Strong Minds	District	£200,000	South	N	Ineligible		

Appendix 3: Map of ERF Applications by Outcome and IMD (Pass/Pass with conditions/Fail)



Area	Status	IMD Decile	
1 – Margetson Crescent (Parson Cross)	FAIL	1	
2 – Crosspool	FAIL	9	
3 – Sharrow Vale Rd	FAIL	9	
4 – Crookes	PASS CONDITIONS	9	or 6/7
5 – Hillsborough	PASS	2	
6 – Shiregreen	FAIL	1	
7 – Firth Park	PASS	1	
8 – Spital Hill	PASS CONDITIONS	2	
9 – Woodseats	FAIL	7	or 5/9
10 – Wisewood	FAIL	3	or 5/8
11 – Middlewood	PASS	2	or 8/9
12 – Greenhill	PASS	10	or 5
13 – Jordanthorpe	FAIL	1	
14 – Westfield	PASS	1	
15 – London Rd	PASS	3	or 2/6
16 – Abbeydale Rd	PASS CONDITIONS	5	or 2/6
17 – Heeley and Newfield Green	PASS CONDITIONS	1	
18 – Stannington	PASS	7	or 8
19 – Banner Cross	PASS CONDITIONS	9	or 10
20 – Chapeltown	PASS CONDITIONS	5	or 2/8
21 – Harborough Avenue (Manor Park)	PASS	1	

Area	Status	IMD Decile	
22 – Frecheville	FAIL	6	or 8
23 – Attercliffe	FAIL	1	
24 – Fulwood	FAIL	8	or 10
25 – Walkley / Upperthorpe	PASS	1	or 2
25 – Infirmary Road	PASS	1	or 2
26 – Woodhouse	PASS CONDITIONS	2	
27 – Nether Edge	FAIL	7	or 5
28 – Beighton	FAIL	6	
29 – Hackenthorpe	PASS	3	or 4
30 – The Food Mile	FAIL	2	or 3/5/6
31 – Lowedges	PASS	1	
32 – Buchanan Rd (Parson Cross)	FAIL	1	
33 – Northern Avenue (Manor Park)	PASS	1	
34 – Broomhill	PASS	8	
35 – Darnall	PASS CONDITIONS	1	
36 – Gleadless Valley	FAIL	1	
37 – York House	FAIL	1	
38 – Ecclesfield	PASS	2	or 5
39 – Page Hall	FAIL	1	
40 – Longley	FAIL	1	
41 – Local Social	FAIL	2	

This page is intentionally left blank

Part A

Initial Impact Assessment

Proposal name Economic Recovery Fund Round 2 – Scoring Outcome

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

The 49 applications received in the second round of the Economic Recovery Fund have been evaluated, scored if eligible and a set of 23 projects are recommended to be awarded funding.

Proposal type

- Budget

If Budget, is it Entered on Q Tier?

- Yes

If yes what is the Q Tier reference

Year of proposal (s)

- 21/22 23/23 23/24 24/25 other

Decision Type

- Coop Exec
 Committee (e.g. Health 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

Cllr Smith, Cllr Parekh, Cllr Nottage

Lead Director for Proposal

Diana Buckley

Person filling in this EIA form

Sarah Lowi Jones

EIA start date 22/08/2023

Equality Lead Officer

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

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

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

Portfolio, Service and Team

Is this Cross-Portfolio

- Yes No

Portfolio

Economic Development

Is the EIA joint with another organisation (eg 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

ERF is not fulfilling a statutory obligation and consultation has been carried out with relevant Members and through the completion of an evaluation that included interviews with grant recipients, businesses, residents and others.

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

- Yes No

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

- Yes No

If you have said no to either please say why

Initial Impact

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

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

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

Identify Impacts

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

<input type="checkbox"/> Health	<input type="checkbox"/> Transgender
<input type="checkbox"/> Age	<input type="checkbox"/> Carers
<input type="checkbox"/> Disability	<input type="checkbox"/> Voluntary/Community & Faith Sectors
<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Partners
<input type="checkbox"/> Race	<input type="checkbox"/> Cohesion
<input type="checkbox"/> Religion/Belief	<input type="checkbox"/> Poverty & Financial Inclusion
<input type="checkbox"/> Sex	<input type="checkbox"/> Armed Forces
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Other

Cumulative Impact

Does the Proposal have a cumulative impact

- Yes No

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

If yes, details of impact

ERF will be delivered in 23 separate project areas in Round 2 and of those 23 7 had funding in Round 1, providing a cumulative impact year on year. It is hoped that the impact of ERF projects will also be felt in all areas after the initial delivery period, with high street collaborations encouraged and empowered to work together on a longer-term basis.

Proposal has geographical impact across Sheffield

- Yes No

If Yes, details of geographical impact across Sheffield

While 49 different project teams applied for funding, 23 were eventually successful in being allocated funding. These come from a range of areas across the city (see report for more detail and appendix 2 for a map illustrating the spread of applications).

When compared to the first round of funding, North and South LACs are better represented in Round 2 (three more funded projects in each compared to Round 1), suggesting they will receive more benefit from this round of funding.

Local Area Committee Area(s) impacted

- All Specific

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

All LAC areas have at least 2 successful projects that have been allocated funding, however there is not an even split. LACs have between 2-5 funded projects in their area (see report – Table 1 at page 6). The ERF is a competitive process and Councillors made the decision that there would be no quota applied across LAC area.

Initial Impact Overview

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

Based on the information currently available it is intended that funded projects will have a positive impact as the fundamental eligibility requirement was for them to represent local collaborations/project teams. In addition, there is an expectation (that forms part of the Funding Agreement) that sets out projects should work in an open, inclusive and accessible way. All projects were asked to consider inclusion as part of their application and are expected to make proactive and positive attempts to do so throughout the delivery of their projects. Brief guidance applicants were expected to consider was included as questions in the application form as follows:

It is really important that your project reflects the diversity of your community and that you work in an inclusive way, so that nobody feels left out or that they did not have an opportunity to feed in views or participate if they wanted to.

Consider here how you will engage with different parts of your community and how they might need different support or mechanisms to encourage their involvement.

Consider who is on your steering group/management committee/on your project team. How far does it reflect your community and local business owners? Where it doesn't how might you change that?

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

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 25/08/2023

Name of EIA lead officer Ed Sexton

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

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

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

Yes No

Name of Health Lead Officer

Age

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Some of the projects include proposals to include young people in the development of public art projects. This is expected to have a positive impact on youth engagement and will be carried out by experienced professionals in the field (appointment of artists will be made by the local project teams). Other projects want to ensure older members of the community (and those with mobility difficulties) are catered for by installing benches for rest where there currently are none.

Disability

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

We have requested that teams take into account accessibility requirements for their communication and delivery of their projects. We will monitor and question projects on how they fulfil this. One example would be in the delivery of local events, ensuring that in their planning they have considered accessibility and actively put in place mitigations to ensure those with specific needs are considered (e.g. not having a venue with only stairs that is inaccessible to wheelchair users) and that plans are in place to deal with any issues on event days.

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

Projects have been asked to ensure they are inclusive of the different ethnicities that make up their community and ensure the work they deliver speaks to and includes them. Proposals have included celebration events not only of Christian festivals like Christmas, but also of festivals such as Eid and Chinese New Year as well, reflecting the make-up of those communities. ERF projects are expected to have at least a neutral but hopefully a positive impact on community cohesion as different parts of the community speak and work together.

Several of the projects are based in areas that are very diverse and the profile of business owners reflects that. Teams were certainly encouraged to be inclusive and where issues around inclusion were raised with the Project Team as part of the application process, these were raised and addressed directly with the local team. For example, encouraging teams to meet in a venue that does not serve alcohol to ensure this did not exclude observant Muslims from attending.

Religion/Belief

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

As above.

Sex

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Sexual Orientation

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Gender Reassignment (Transgender)

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Carers

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Voluntary, Community & Faith sectors

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Some VCFS organisations will be acting as the Lead Organisation for the project in their areas, meaning they will be holding and disbursing the funding on behalf of the project team/steering group delivering the project. This is expected to have a positive impact on the sector as this provides the opportunity to undertake additional work in their local communities that will positively benefit the businesses and high street. ERF projects led by VCFS organisations provide an opportunity to create new relationships that did not exist before, and hopefully strengthen and deepen ones that are long-standing.

Partners

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

It is hoped that business groups that come together to oversee ERF projects will invite other Council or partners services to speak to their teams about important local issues. For example, Police could be invited to business meetings to talk about their work to manage anti-social behaviour or theft, or the Environmental Health team could talk through their action on fly-tipping and graffiti. This approach worked well in Round 1, for example in Spital Hill where partners attended local events and traders meetings to hear business views, share work and priorities and build relationships.

Cohesion

Staff

Yes No

Customers

Yes No

Details of impact

See section on race, as above.

Poverty & Financial Inclusion

Impact on Staff

Yes No

Impact on Customers

Yes No

Please explain the impact

Armed Forces

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Other

Please specify

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Action Plan and Supporting Evidence

What actions will you take, please include an Action Plan including timescales

In ensuring the ERF Round 2 projects have a positive impact on their communities and to mitigate any risks around equality, diversity and inclusion the ERF Team will:

- Expectations around running projects in an open and inclusive way, with accessibility issues considered, forms part of the Funding Agreement each project will sign
- The project team will ask each project about specific EDI actions regularly as part of the monitoring process and encourage teams to take this into account during the delivery of their projects

- A training session will be offered as part of the induction process for all projects (ideally led by the SCC team, or if needed by a supplier appointed through a procurement)
- The evaluation team will be asked to evaluate (where this is possible) EDI impacts of ERF projects individually and as a programme
- Any central communications delivered will take into account the make-up and needs of the target audience
- These actions and any arising issues relating to EDI will be reviewed by the ERF Steering Group regularly

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

Detail any changes made as a result of the EIA

The action plan above was already part of planned ERF activity.

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

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



Report to Policy Committee

Author/Lead Officer of Report: Richard Smith

Tel: 07810 856138

Report of: *Andrew Jones, Director of Children's Services*

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

Date of Decision: *No decision required – for information 13th September, 2023*

Subject: *Lifelong Learning and Skills OFSTED report May 2023*

Type of Equality Impact Assessment (EIA) undertaken N/A	Initial <input type="checkbox"/>	Full <input type="checkbox"/>
Insert EIA reference number and attach EIA		
Has appropriate consultation/engagement taken place? N/A	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken? N/A	Yes <input 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:-		

Purpose of Report:

This report is to highlight the positive outcome of the recent OFSTED inspection of the Lifelong Learning and Skills Service which took place in May 2023.

Lifelong Learning and Skills delivers the following provision to learners in Sheffield:

- Study Programme provision to young people with complex additional needs (High Needs) through Sheaf Training (aged 16-24)
- Family, Adult and Community Education through FACES
- Apprenticeship Provision

The report was published on 23 August 2023 and OFSTED have determined that Lifelong Learning and Skills is a Good service overall with some Outstanding areas. The findings across the seven areas that are subject to inspection are as follows:

The Quality of Education: Good

Behaviour and Attitudes: Outstanding
Personal Development: Good
Leadership and Management: Good
Adult Learning Programmes: Outstanding
Apprenticeships: Good
Provision for Learners with High Needs: Outstanding

This is the first time that the Council's Lifelong Learning and Skills provision has achieved outstanding areas within an OFSTED inspection, and we are proud of this achievement and what it means for the people of Sheffield who we support.

Recommendations:

The Committee is recommended to note this report, which is provided for information purposes.

Background Papers:

Copy of the OFSTED Inspection report published on 23/08/23

Inspection of Sheffield City Council

Inspection dates: 23 to 26 May 2023

Overall effectiveness	Good
<hr/>	
The quality of education	Good
Behaviour and attitudes	Outstanding
Personal development	Good
Leadership and management	Good
Adult learning programmes	Outstanding
Apprenticeships	Good
Provision for learners with high needs	Outstanding
Overall effectiveness at previous inspection	Good

Information about this provider

Sheffield City Council provides adult learning programmes, apprenticeships and programmes for learners with high needs across Sheffield. Provision for adults is delivered at community venues across the city and is targeted at areas of high deprivation. At the time of the inspection, there were 582 learners on adult learning programmes. Most adult learners were on programmes in English for speakers of other languages (ESOL) and digital skills. The council provides apprenticeships for council employees and small and medium enterprise (SME) employers across the city. There were 206 apprentices on standards-based programmes in a range of vocational areas from level 2 to level 6. The highest proportion of apprentices were following programmes in level 2 carpentry and joinery, level 3 business administration, level 3 teaching assistant and level 6 social worker. The council provides programmes for learners with high needs at the Sheaf College centre. There were 163 learners with high needs on personalised programmes preparing them for their next steps. The council works with 10 subcontractors, delivering adult and community learning programmes and apprenticeships.

What is it like to be a learner with this provider?

Learners and most apprentices demonstrate very positive attitudes to their learning. They are keen to learn and attend even where they face challenges with childcare arrangements and other life commitments. In adult provision, tutors place a high priority on the importance of attendance as part of developing the employability skills and knowledge that learners need to progress to their next steps.

Learners and apprentices benefit from effective careers advice and guidance that helps them to develop the knowledge and skills that they need to achieve their aspirations. Learners with high needs access weekly careers support in group and one-to-one sessions, participate in work experience and benefit from visits to the centre by employers. Apprentices have frequent contact with careers advisers to check on progress towards their next steps, including prior to their end-point assessment. Adult learners benefit from careers staff visiting teaching sessions to provide group and one-to-one support and visits to training providers with staff to look at potential progression routes.

Staff support learners and apprentices to develop a deep understanding of fundamental British values during their studies. Apprentices recognise the importance of treating people equally and fairly, and respecting differences.

Learners and apprentices feel safe. They appreciate the respect that peers and staff show towards them, and recognise that bullying and harassment are not tolerated. Learners and apprentices know how to report concerns should they need to. This includes the behaviour of others, including those in their communities, and when they have concerns about their own personal health, safety and well-being.

Tutors provide effective support to learners on how to stay safe online. On adult digital programmes, tutors teach learners how to report concerns online such as abuse and offensive materials that they or their families come across. In communities where crime is higher, tutors ensure that learners know how to report suspected crime and incidents to the police using online reporting systems. As a result, learners know how to take appropriate actions when online reporting is the only mechanism.

What does the provider do well and what does it need to do better?

Leaders and managers have a clear purpose to provide apprenticeships, adult learning and provision for learners with high needs that enable residents in the city to gain the skills, confidence and abilities to be successful in employment and to become active members of the community. Adult learning currently focuses on supporting the most vulnerable learners, including the high proportion of asylum seekers and refugees, to access training that enables them to become active citizens and to progress towards employment. Apprenticeship provision is based around the skills needs of the council and the needs of local SMEs. The provision for learners with high needs enables those who require a smaller and more nurturing

environment to develop their confidence and vocational skills before moving to their next steps, including to the local college and supported internships.

Leaders and managers have in place effective quality assurance processes. They use a well-developed calendar of quality assurance activities across all provision, including that of subcontractors, to identify strengths and weaknesses in the provision. Activities include themed lesson visits, audits, gathering feedback from learners and employers, and scrutiny of learners' work. Leaders and managers use the information collected effectively to inform training and to make improvements to their programmes. They have made recent improvements in providing feedback to learners, target-setting and using effective strategies to promote reading.

Tutors plan and sequence the curriculum carefully to enable learners and most apprentices to develop their knowledge and skills progressively over time. Digital programmes for adults start at a non-accredited level, teaching learners how to use smartphones and introducing them to settings and features beyond making phone calls. Learners then develop their knowledge of how to use a laptop computer before having the opportunity to progress on to accredited provision at entry level and level 1. Apprentices in level 2 carpentry and joinery start by covering health and safety, before moving on to the principles of construction. Apprentices then develop their skills further, such as enhancing their understanding of the importance of personal protective equipment and working with hazardous substances. Learners with high needs develop communication and presentation skills that help them to create and showcase short films on topics such as mental health.

Staff are professionally qualified and have relevant industrial experience. They benefit from frequent training to keep their teaching skills up to date. Training includes providing feedback to learners, supporting learners with autism spectrum disorder, metacognition and bespoke 'Prevent' duty training. Tutors keep their subject-specific skills up to date by attending webinars and networking events, and working closely with qualification awarding organisations. Training is very collaborative across all elements of the service, and staff frequently share best practice.

Learners and most apprentices benefit from high-quality teaching and training. Tutors use a wide range of engaging learning activities and make effective use of the resources that they have developed. On digital courses for beginners, tutors provide learners with well-designed visual instructions that they use when setting up an email account. On carpentry and joinery apprenticeships, tutors demonstrate how to dismantle a sash window using a full-sized model accompanied by detailed drawings of the internal parts. Supported internship programme tutors use a range of strategies such as educational music and colour-coded instructions to help learners prepare for interviews.

Learners with high needs follow highly effective personalised programmes. They receive helpful support that enables them to progress to supported internships, employment or further study. Staff make effective use of education, health and care (EHC) plans. These are accurate, reflect the individual learner and are frequently

reviewed in line with statutory guidance. Learners receive the correct level of personal and medical care as outlined in their EHC plan. They access a range of support services and benefits from onsite therapists who provide support for individual needs around mental health and well-being. Learners with high needs develop detailed knowledge across the curriculum and, as a result, make sustained progress from their identified started points.

Tutors check learners' and apprentices' understanding well to assess progress. They use questioning techniques skilfully to probe and test what learners and apprentices know. They ensure that learners and apprentices have grasped key concepts before moving on. For example, tutors on programmes preparing learners for the rail industry complete daily assessments to check learners' understanding of the content covered that day. Learners with high needs who have speech and hearing difficulties often receive helpful feedback through British Sign Language. However, tutors on the level 3 business administration apprenticeship do not involve employers sufficiently to review apprentices' progress and plan learning to address skills gaps.

Tutors support learners and apprentices well to develop their English and mathematics skills. Where learners are not studying towards qualifications in English and mathematics, tutors integrate skills development into the curriculum. For example, in provision for learners with high needs, learners continue to develop written and communication skills as part of work logs and presentations. On ESOL programmes, tutors correct learners' pronunciation and ensure that learners have understood the correct tone and use of language before they move to the next topic, enabling learners to gain confidence in conversational speaking. Apprentices in carpentry and joinery further develop their mathematics skills. For example, they successfully calculate how many spindles are required to meet regulations when fitting a staircase, including calculating on the perpendicular slope of a staircase.

Most learners and apprentices make expected or better progress in their learning. On adult learning programmes, learners begin by completing courses in essential digital skills which lead them to higher levels of vocational and technical learning such as childcare and health and social care. Learners on digital skills courses talk confidently about new applications such as Kahoot that they can use to engage more with their children's education. However, level 3 business administration apprentices make slow progress. Leaders and managers have identified this issue and have put actions in place to help apprentices to catch up. However, the impact of actions has not yet been seen, and too many of these apprentices continue to make slow progress.

Staff provide a range of enrichment activities for learners and apprentices. These cover topics such as gambling awareness, sexual health, mental health and knowing your community. Learners and apprentices also access and gain Duke of Edinburgh's Awards, take part in volunteering opportunities and participate in charitable events including raising money for foodbanks and homeless charities. Learners with high needs take part in weekly physical activities including dance, street soccer, camping and sporting activities with Sheffield United Football Club. They also benefit from

activities to help transition to adulthood, including cooking, cleaning, travel training and community projects.

Leaders have established an experienced advisory board which includes an elected member as chair, and which provides highly effective challenge on the quality and performance of education programmes provided. Members bring a wide range of skills and experience to the board, including from further education and industry and on safeguarding. Leaders provide helpful reports to the board that detail the quality and performance of programmes and up-to-date information on how learners are being safeguarded.

Safeguarding

The arrangements for safeguarding are effective.

Leaders and managers have in place comprehensive policies and procedures that they use to keep learners and apprentices safe. They promote these effectively with learners and apprentices who report any concerns appropriately.

Designated safeguarding leads are appropriately trained and experienced for their roles. They seek frequent advice from the safeguarding and 'Prevent' duty officers within the council to keep up to date with local risks. They cascade this information to staff, who frequently share it with learners and apprentices, including information on how to stay safe online using smartphone applications.

Staff promote safeguarding and well-being with learners and apprentices well as part of tutorials and reviews, and through external agencies that offer workshops in appropriate personal relationships and the risks of knife crime.

Staff ensure that learners and apprentices have a good understanding of peer-on-peer abuse and what constitutes a healthy relationship. Learners and apprentices are confident that any concerns that they raise will be dealt with swiftly.

What does the provider need to do to improve?

- Ensure that level 3 business administration apprentices are fully supported to catch up and complete their apprenticeships successfully.
- Ensure that employers are fully involved in reviews of apprentices' progress on the level 3 business administration apprenticeship so they can work with tutors to plan learning to address skills gaps.

Provider details

Unique reference number	54349
Address	Floor 9 – North Wing Moorfoot Building Sheffield S1 4PL
Contact number	0114 403 1007
Website	www.lifelonglearningandskills.org
Principal, CEO or equivalent	Eleanor Churchward
Provider type	Community Learning and Skills – Local Authority
Date of previous inspection	13–16 June 2017
Main subcontractors	Sheffield Hallam University DN Colleges Group The University of Sheffield The Sheffield College Estio Training Ltd JGA Limited Barnsley College MBKB Limited Leeds College of Building Bishop Burton College

Information about this inspection

The inspection team was assisted by the head of lifelong learning and skills as nominee. Inspectors took account of the provider's most recent self-assessment report and development plans, and the previous inspection report. The inspection was carried out using the [further education and skills inspection handbook](#) and took into account all relevant provision at the provider. Inspectors collected a wide range of evidence to inform judgements, including visiting learning sessions, scrutinising learners' work, seeking the views of learners, staff and other stakeholders, and examining the provider's documentation and records.

Inspection team

Jonny Wright, lead inspector	His Majesty's Inspector
Karen Anderson	His Majesty's Inspector
Chloe Rendall	His Majesty's Inspector
Sue Martin	Ofsted Inspector
Mark Keen	Ofsted Inspector
Sarah Simpkins	Ofsted Inspector
Bev Cross	Ofsted Inspector

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial tutor training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This publication is available at <http://reports.ofsted.gov.uk/>.

Interested in our work? You can subscribe to our monthly newsletter for more information and updates: <http://eepurl.com/iTrDn>.

Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

© Crown copyright 2023



Update Report to Policy Committee

Author/Lead Officer of Report: Rebecca Maddox

Tel: 07764 290497

Report of: *Kate Martin*

Report to: *Economic Skills and Culture*

Date of Decision: *No decision required - for information 13/09/23*

Subject: *Culture Strategy Development Update – informal report*

Has an Equality Impact Assessment (EIA) been undertaken? n/a	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Has appropriate consultation taken place? n/a	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken? n/a	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<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:

In the September 2022 ‘Strategic Approach to Culture’ report, the following were proposed as part of a new emphasis on culture in Sheffield:

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

This update report sets out progress towards the full city Culture Strategy; work on resubmitting to two of the funds listed; and the imminent establishment of a Cultural Pipeline Fund.

Recommendations:

The Committee is asked to note the progress made in:

- developing a new Culture Strategy for Sheffield
- resubmitting bids for Create Growth and the Place Partnership Fund
- Setting up a Cultural Pipeline Fund, resourced through South Yorkshire Mayoral Combined Authority's Feasibility Fund.

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: n/a
		Legal: n/a
		Equalities & Consultation: n/a
		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	EMT member who approved submission:	n/a
3	Committee Chair consulted:	<i>Cllr Martin Smith</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. n/a	
	Lead Officer Name: Rebecca Maddox	Job Title: Head of Business Development (Culture)
	Date: 17/08/23	

1. PROPOSAL

1.1 Culture Strategy

- 1.1.1 On 7th September 2022, the Economic Development and Skills Committee agreed to **'adopt... the Sheffield Culture Collective Strategy to provide direction and clarity, as an interim before working with partners to create a city Culture Strategy, co-created with the sector and Sheffield's communities.'**
- 1.1.2 In the light of Covid recovery, Sheffield's Race Equality Commission recommendations and climate emergency, there is a need to refresh, update and co-create a strategy document through wide consultation with the arts sector, communities and partners including the Culture Collective, Culture Consortium, and SYMCA.
- 1.1.3 Funding for the Culture Strategy has been generously provided by the University of Sheffield (£25k), Arts Council England (£25k) and matched by SCC (£25K).
- 1.1.4 This is specialised work which needs resource and expertise. A Consultants Brief was developed with input from SCC, the Culture Collective, Culture Consortium and other arts sector members. The Brief was publicly available on YorTender, SCC's procurement platform, from 4/07/23 – 24/07/23, and from more than 70 initial enquiries 9 completed bids were received.
- 1.1.5 The bids were assessed and shortlisted by a panel including reps from SCC, the University of Sheffield, Arts Council England, SYMCA and the Procurement Team. A similar panel held clarification sessions with four of the applicants.
- 1.1.6 The quality of applications was high. However, after assessment and scoring, Fourth Street Place Consultants Ltd were confirmed as the successful applicants, with a start date of 21/08/23.
- 1.1.7 The development of the Cultural Strategy has already begun, including the appointment of a local partner, Opus Independents, to lead on community and sector engagement.
- 1.1.8 There will be opportunities for Members to be involved in the development of the strategy, and an interim progress report will return to this Committee in advance of final sign-off in February/March 2024.

1.2 Bid development

- 1.2.1 Building on previous Expressions of Interest submitted, Members are

asked to note that an EOI for Create Growth, covering the 4 South Yorkshire boroughs, has been submitted by South Yorkshire Mayoral Combined Authority.

1.2.2 SYMCA is working in partnership with Creative UK to develop the bid for Create Growth, a specialist business support and growth accelerator programme for creative businesses funded by DCMS.

1.2.3 If successful, SYMCA will receive a grant of £520k to deliver a programme of workshops, mentoring and investor development support running to March 2025. Creative businesses accepted onto the programme would have access to £10k of development funding provided by Innovate UK, which would also work with Creative UK to deliver an investor development programme to boost access to private sector investors in the region.

1.2.3 An Expression of Interest (Eoi) was submitted Wednesday 9 August. On 24th August we received the positive news that the Eoi for the Create Growth Programme has been shortlisted, meaning that a full application to DCMS can now be submitted. The full application to join the Create Growth Programme has a deadline of 19th September 2023.

1.2.4 A workshop with South Yorkshire-wide colleagues took place on 1/8/23, where 4 potential key sectors for this scheme were identified:

Screen content – film, TV, games animation

Music – live, recorded, music tech

Cultural consumption – live event and cultural education supply chains, audience tech

Future of culture - children and young people, edutech

1.3. **Cultural Pipeline Fund**

1.3.1 Earlier this year, SCC were able to ringfence part of the SYMCA Feasibility Fund to create a Cultural Pipeline Fund. A dedicated Development Manager - to administer the scheme and to provide outreach and support, particularly to traditionally under-served groups - was appointed in early August.

1.3.2 The grant fund of £250,000 will give awards of between £5000 and £50,000 specifically for capital and revenue project development – such as feasibility studies, R&D, professional advice and organisational development. The intention is for the fund to help groups/organisations to prepare to apply for other funds in future, to start a pipeline of well-developed projects which could be eligible for national funding sources.

1.3.3 The scheme will run until March 2025. Details of the scheme and timescales will be well-publicised and the Development Manager will work to ensure maximum access to the scheme.

- 1.3.4 We are hoping to match the Cultural Pipeline Fund with Arts Council Place Partnerships funding, alongside matching with Shared Prosperity Fund Year 3. An EOI is to be submitted by the end of September focussing on interventions which will especially benefit young people and traditionally underserved communities.
- 1.3.5 A successful Place Partnerships bid could allow the Pipeline Fund to be extended further, potentially with a strong focus on young people and diversity; and would enhance the proposed Year 3 Shared Prosperity Fund creative programme.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 A new Culture Strategy, co-created with the sector and partners, will give a shared narrative and priorities for culture, fully recognising the impact of Sheffield's Race Equality Commission recommendations, climate emergency and the continuing impacts of covid.
- 2.2 Applying for national funding opportunities – and developing regional skills to do this – will over time lead to additional funding for Sheffield and South Yorkshire.
- 2.3 The Cultural Pipeline Fund provides a new opportunity for Sheffield's culture and arts groups to develop revenue and capital projects with firm foundations for future funding bids - with scope to extend with Place Partnerships match.