

# **Economic Development and Skills Policy Committee**

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**Wednesday 20 December 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**

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Councillor Martin Smith  
Councillor Minesh Parekh  
Councillor Henry Nottage  
Councillor Kurtis Crossland  
Councillor Terry Fox  
Councillor Brian Holmshaw  
Councillor Abdul Khayum  
Councillor Barbara Masters  
Councillor Laura Moynahan

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## PUBLIC ACCESS TO THE MEETING

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

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

Meetings are chaired by Councillor Martin Smith.

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

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

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

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

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

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

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

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## FACILITIES

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

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**ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE AGENDA  
20 DECEMBER 2023**

**Order of Business**

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**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 8<sup>th</sup> November, 2023.

(Pages 11 - 16)

**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](mailto:committee@sheffield.gov.uk), by 9.00 a.m. on Monday 18<sup>th</sup> December, 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 - one supplemental question on each question may be asked by the Member who had submitted the original question).

**7. Work Programme**

Report of the Director of Policy and Democratic Engagement

(Pages 17 - 28)

## **Formal Decisions**

8. **2023/24 Q2 Budget Monitoring Report** (Pages 29 - 40)  
Report of the Director of Finance and Commercial Services
9. **Grant Agreement between Sheffield City Council and DocFest 2024-2026** (Pages 41 - 50)  
Report of the Executive Director – City Futures

## **Briefings and Updates**

10. **SYMCA Employment and Skills Strategy Briefing**
11. **UKSPF Update** (Pages 51 - 66)  
Report of the Executive Director – City Futures
12. **Social Value** (Pages 67 - 82)  
Report of the Executive Director – City Futures

**NOTE: The next meeting of Economic Development and Skills Policy Committee will be held on Wednesday 21 February 2024 at 2.00 pm**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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



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

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

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

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

Further advice can be obtained from David Hollis, General Counsel by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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Economic Development and Skills Policy Committee

Meeting held 8 November 2023

**PRESENT:** Councillors Martin Smith (Chair), Minesh Parekh (Deputy Chair), Henry Nottage (Group Spokesperson), Kurtis Crossland, Terry Fox, Brian Holmshaw, Abdul Khayum, Barbara Masters and Laura Moynahan

**1. APOLOGIES FOR ABSENCE**

1.1 No apologies for absence were received.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 It was noted that the appendices to item 11 on the agenda were not available to the public or press because they contained exempt information. If Members wished to discuss the information in the appendices, the Committee would ask the members of the public and press to kindly leave for that part of the meeting and the webcast would be paused.

**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 13<sup>th</sup> September, 2023 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 No petitions or questions were received from members of the public.

**6. MEMBERS' QUESTIONS**

6.1 No questions were received from Members.

**7. WORK PROGRAMME**

7.1 The Principal Democratic Services Officer presented the Work Programme and noted the referral from Council regarding Renewable Energy Projects.

7.2 Discussion took place around various items that could potential be included in future work programmes. These would be considered in more detail at the next work programme planning session.

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

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. PRESENTATION ON MARKETING SHEFFIELD ACTIVITY**

- 8.1 The committee received an update from the Service Manager on Marketing Sheffield Activity. The key theme was identified and Members were shown some of the marketing material which highlighted the brand consistency across Conference Sheffield, Business Sheffield, Invest Sheffield and Marketing Sheffield.

Examples were provided of successful campaigns, such as The University City and Look Up (an augmented reality city tour) and also how exposure created by Sheffield, as a destination, featuring in other publications had been maximised to achieve optimum benefit.

It was noted that conferences had been successful in 2022. STEAM data gathered from stakeholders indicated that visitor numbers were still lower than in 2019, pre-pandemic, but that their spend was only very slightly lower. It was acknowledged that the cost of living crisis had impacted numbers.

Positive media stories about the city were shared with the committee and highlighted as publicity that incurred no cost to the authority. Statistics from the Welcome to Sheffield website were provided, demonstrating a good level of engagement with this useful resource for visitors to the City.

It was concluded that the media campaigns, events, brand development, Local Visitor Economy Partnership (LVEP) and Destination Management Plan (DMP) all combined together to attract more visitors, deliver for events and conferences and stimulate more local businesses in line with the core strategy for growth.

## **9. DESTINATION MANAGEMENT PLAN**

- 9.1.1 Members considered a report of the Executive Director, City Futures seeking approval for Sheffield City Council to adopt the Sheffield Destination Management Plan (with Marketing Sheffield as lead) as the official framework to continue growth around Sheffield's visitor economy and perceptions of place.
- 9.1.2 The Service Manager, Marketing Sheffield outlined the aims and objectives of the Plan. Questions were asked by Members about heritage considerations within the Plan and it was acknowledged that the Council's Destination Management Plan, its Culture Strategy and its Heritage Strategy need to align and talk to each other and further work would be carried out in this area.

9.1.3 It was highlighted that the team was working hard on bringing the Hospitality Industry together to facilitate enablement. The ambition was for more private sector involvement in the Local Visitor Economy Partnership in the form of a stakeholder group. This would help to drive the programme forward.

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

- adopts the Destination Management Plan for Sheffield (to be led by Marketing Sheffield) as the framework to inform decisions within the lifetime of the DMP around the visitor economy (and those that may impact on the visitor economy).

### 9.3 **Reasons for Decision**

- 9.3.1
- It provides an official framework around which we will develop strategic partnerships and cohesive planning to continue growth around the city's visitor economy and positive perceptions of place.
  - It provides a framework to inform all future decisions around the visitor economy (and those that may impact on the visitor economy)
  - It provides a plan to inform some of the council's other plans in this space eg culture, events and city brand.
  - It allows Marketing Sheffield to retrospectively meet the criteria for Local Visitor Economy Partnership status with Visit Britain
  - It ensures Sheffield has its own robust plan to dovetail into the South Yorkshire Destination Management Plan (being led by the SYLVEP and SYMCA)
  - It acts as a springboard for increased stakeholder engagement in our visitor economy plans.
  - It enables us to take longer term decisions around the future of the visitor economy.
  - It is another step towards assessing future needs within the current Marketing Sheffield structure (and addressing the financial and capacity challenges)

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

9.4.1 Sheffield City Council could choose not to adopt a longer-term destination management plan which would likely result in our LVEP accreditation being rescinded due to the lack of a wider south yorkshire destination management plan. Sheffield would then lose its seat at the table within the new national framework. Sheffield will not be included in the national agenda for tourism impacting both national and domestic marketing opportunities. This would have a detrimental impact on working across the South Yorkshire geographical area leaving the region with no interface with Visit England.

9.4.2 Sheffield City Council could choose not to adopt a longer-term Destination Management Plan and deliver short term campaign style activity. This would likely stifle the opportunities for growth in the visitor economy through lack of a clear vision. It would reduce the likelihood of significant private sector engagement through what could be perceived as a lack of ambition or credibility. Other key

strategies would suffer without a holistic view of how Sheffield can grow its visitor economy.

## **10. CITY MAJOR EVENTS PLAN**

- 10.1.1 Members considered a report of the Executive Director, City Futures seeking approval for the development of a new major events plan.
- 10.1.2 The Director of Economy, Skills and Culture gave an overview of the current events programme, its economic impact, and its brand and reputational benefits. The fragmented budgets for events were noted, as well as resource pressures faced by the team. The committee heard that more could be done to maximise investment and have a greater impact such as the creation of an events commissioning function and financial backing for event bids.
- 10.1.3 It was moved by Cllr Smith and seconded by Cllr Moynahan, as an amendment, that the recommendations submitted be amended by the addition of a recommendation with the wording “Request that officers examine and report back on the potential for enhancing and developing the Major Events Plan, what costs would be associated with this, and how it this could be delivered”.

The amendment was put to the vote and carried.

(NOTE: The result of the vote was FOR – 9 Members; AGAINST – 0 Members; ABSTENTIONS – 0 Members.)

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

1. Note the current events programme (including the wider economic impact of events in Sheffield) and sets out the need for a proactive major events plan that contributes to the Council’s strategic aims, including Destination Management Plan and the Culture Strategy set out in this report
2. Note the interim position on how events are commissioned and how they are funded.
3. Approve the development of a new major events plan.
4. Note that future updates and decisions will be brought back to this committee as required.
5. Request that officers examine and report back on the potential for enhancing and developing the Major Events Plan, what costs would be associated with this, and how it this could be delivered.

## **10.3 Reasons for Decision**

- 10.3.1 With events becoming central to many of our city strategies it is necessary and timely to;
- Note the impact of the current major events programme
  - Note the challenges versus our aspirations in this space
  - Consider the opportunities for us to ‘do events better’
  - Support the considered interim position on principles of which events we support and how we finance them as compiled by the City Events Group

led by Kate Martin Support/Commission a fully costed and resourced events plan to inform our future work on events.

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

- 10.4.1 Continuing as we are would likely see costs spiralling, opportunities needing short term emergency budgets and other longer term opportunities to capitalise on events lost.

We could focus only on 'no cost events' but this would remove Sheffield's ability to bid for significant national and international events.

### 11. **ECONOMIC DEVELOPMENT AND SKILLS BUDGET REPORT: OPTIONS FOR 2024/25 BUDGET**

- 11.1.1 Members considered a report of the Executive Director City Futures setting out new financial pressures facing the Economic Development and Skills Committee in 2024/25, and budget options including savings, fees, grant and other income available to the council to offset these pressures.

- 11.1.2 During consideration of this item of business, and in order for Members of the Committee to ask questions of the report, it was

**RESOLVED:** That the public and press be excluded from the meeting and the webcast be paused before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 3 of Schedule 12A to the Local Government Act 1972, as amended.

The meeting was re-opened to the public and press, and the webcast was recommenced, prior to the decision being taken by the Committee

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

1. Note the recommendation approved at the Strategy and Resources Committee in September that "Policy Committees will be asked to develop savings / additional income options that cover their service pressures" and to "require Policy Committees to report at their meetings in November on how they can balance their budgets."
2. Note the new financial pressures and risks within the Economic Development and Skills Committee
3. Note the options proposed to mitigate these pressures and that they will be presented to the Strategy and Resources Committee as part of the Council's budget for 2024/25
4. Note the financial risks beyond March 2025 with the end of the Shared Prosperity Fund, and agree to work with officers in coming months on plans to mitigate these risks where possible.

### 11.3 **Reasons for Decision**

- 11.3.1 We have sought to strike a balance between meeting our budget challenges in Committee and still delivering as much impact as possible for Sheffield's economy and residents. Removal of services and budgets would dramatically reduce the city's ability to bid for and win external funding, which maximises the Council's investment. This is the preferred option as it allows our committee to contribute significantly to the Council's budget position, without stopping important economic delivery services. Options in this report and further ideas may be considered by Strategy and Resources Committee with the EDS Committee, as the range of options across all Committees are considered together.

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

### 11.4 **Alternatives Considered and Rejected**

#### 11.4.1 **Do not make any budget savings**

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

#### 11.4.2 **Deliver Balanced Budget**

Make further savings by accepting the options, currently rejected, by the Committee to stop / reduce non statutory services.





## Report to Economic Development and Skills Policy Committee

20<sup>th</sup> December 2023

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

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**Subject:** Committee Work Programme – Economic Development and Skills

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**Author of Report:** Amanda Clayton, Principal Democratic Services Officer

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### Summary:

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

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

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

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

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

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### Recommendations:

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

**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	
Details	
<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 - UK Shared Prosperity Fund	20 <sup>th</sup> Dec 2023	
NEW: Grant agreement between SCC and DocFest 2024-2026	20 <sup>th</sup> Dec 2023	
NEW: SYMCA Employment & Skills Strategy	20 <sup>th</sup> Dec 2023	
NEW: Social Value	20 <sup>th</sup> Dec 2023	
NEW: Tramlines Update	21 <sup>st</sup> Feb 2023	
NEW: ERF update	20 <sup>th</sup> March 2023	
AMENDMENTS		

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

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

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	
<b>Type of item</b>	
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	

<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 4	20 <sup>th</sup> December 2023	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> 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"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
2023/24 Q2 Budget Monitoring		Jane Wilby	Decision			This committee
<b>NEW:</b> UKSPF Update	The report provides an update on activity to date, planned activity for the final year of the SPF programme and raises areas of concern in respect to future funding.	Ben Morley	Performance/Monitoring	Briefings with the Leader and Chair, Vice Chair and Group Spokesperson of Finance Committee and Economic Development and Skills Committee	Not considered necessary for the proposal.	This committee

<b>NEW:</b> Grant agreement between SCC and DocFest 2024-2026	A new 3 year grant agreement is required for SCC's monetary contribution towards DocFest	Emma France	Decision	Usual pre meetings		This committee
<b>NEW:</b> Social Value						
<b>NEW:</b> SYMCA Employment & Skills Strategy			Briefing			
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 5	21 <sup>st</sup> February 2024	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Employment & Skills Strategy Update	On Wednesday 15 March 2023, the Economic	Laura Hayfield	Update	A Member Task & Finish group has	The commissioned consultant has	This committee

	Development and Skills Policy Committee tasked the Sheffield Employment & Skills Advisory Board (SESAB) with developing a renewed Employment & Skills Strategy for Sheffield.			supported the development of the strategy providing updates to the wider Committee	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 from the Local Skills Improvement Plan and wider policy steer.	
Culture Strategy	On 7 <sup>th</sup> September 2022, the Economic Development and Skills Committee formally adopted the Sheffield Culture Collective	Rebecca Maddox	Decision	EDS Members have been supporting the development of the new Culture	There will be significant consultation, participation and	This committee

	<p>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 Collective, Culture Consortium, and SYMCA.</p> <p>The September 2022 report proposed that SCC <b>‘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-</b></p>			<p>Strategy since September 2022, with an update at their meeting in March 2023.</p>	<p>engagement as part of the strategy development.</p>	
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	<b>created with the sector and Sheffield's communities.'</b>					
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 6	20 <sup>th</sup> March 2024	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
2023/24 Q3 Budget Monitoring		Jane Wilby	Decision			This committee
<b>NEW:</b> ERF Update						
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> </ul>					

	<ul style="list-style-type: none"> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul>					
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**Items which the committee have agreed to add to an agenda, but for which no date is yet set.**

<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
LGBTQIA+ Quarter	In discussion with Committee Members a session to be planned on the approach to Night Time Economy, potentially joint with TRC Committee	Diana Buckley/ Will Stewart				TBC

## **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 limited to):

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

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

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

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

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



## Report to 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 Committee*

**Date of Decision:** *20<sup>th</sup> December 2023*

**Subject:** *2023-24 Q2 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 (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended).”</i>				

### Purpose of Report:

*This report brings the Committee up to date with the Council’s General Fund Revenue outturn position for 2023/24 as at Quarter 2*

### Recommendations:

#### The Committee is recommended to:

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

**Background Papers:**  
[2023/24 Revenue Budget](#)

<b>Lead Officer to complete: -</b>		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	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	<b>SLB member who approved submission:</b>	<i>Philip Gregory, Director of Finance and Commercial Services</i>
3	<b>Committee Chair consulted:</b>	<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.	
	<b>Lead Officer Name:</b> <i>Philip Gregory</i>  <i>Jane Wilby</i>	<b>Job Title:</b> <i>Director of Finance and Commercial Services</i>  <i>Head of Accounting</i>
	<b>Date:</b> 30 <sup>th</sup> November 2023	

## 1. PROPOSAL

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

### 2023-24 Q2 Financial Position by Directorate

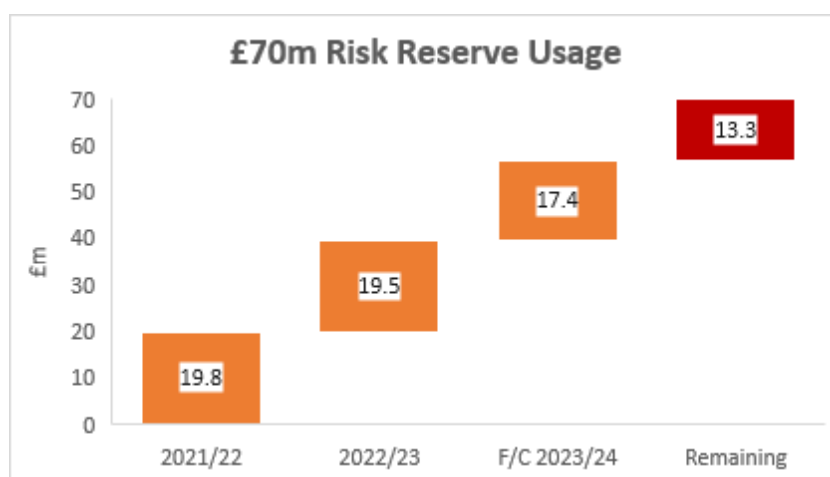
1.2. At the end of the second quarter of 2023-24, the Council's revenue budget shows a forecast overspend of £17.4m. This was a movement of £200k from the previous quarter's outturn position.

Full Year £m	Q2 Outturn	Q2 Budget	Q2 Variance	Q1 Variance	Move- ment
Neighbourhood Services	149.2	145.9	3.3	3.2	0.1
Adults	146.8	143.4	3.4	3.5	(0.1)
Children's	138.9	130.1	8.8	8.7	0.0
City Futures	49.1	48.2	1.0	0.6	0.3
Public Health & Integrated Commissioning	14.2	12.4	1.8	(0.2)	2.0
Strategic Support	14.1	9.7	4.4	4.7	(0.3)
Corporate	(494.9)	(489.7)	(5.2)	(3.0)	(2.2)
<b>Total</b>	<b>17.4</b>	<b>(0.0)</b>	<b>17.4</b>	<b>17.6</b>	<b>(0.2)</b>

1.3. This overspend is due to a combination of factors. Agreed Budget Implementation 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	(4.0)	2.5	4.8	3.3
Adults	(9.9)	2.7	10.7	3.4
Children's	(3.9)	4.0	8.8	8.8
City Futures	0.5	0.4	0.0	1.0
Public Health & Integrated Commissioning	0.0	0.0	1.8	1.8
Strategic Support	(0.2)	0.0	4.6	4.4
Corporate	0.0	0.0	(5.2)	(5.2)
<b>Total</b>	<b>(17.5)</b>	<b>9.6</b>	<b>25.4</b>	<b>17.4</b>

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 £17.4m as this current forecast outturn position suggests, just £13m would be left to mitigate future budget pressures.



## 1.5. 2023-24 Q2 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	Q2 Outturn	Budget	Q2 Variance	Q1 Variance	Move- ment
Adult Health & Social Care	155.4	152.3	3.1	3.2	(0.1)
Communities Parks and Leisure	47.4	46.6	0.8	0.3	0.5
Economic Development & Skills	10.9	10.9	(0.0)	0.1	(0.1)
Education, Children & Families	142.9	132.1	10.9	8.9	2.0
Housing	11.2	8.1	3.2	3.2	(0.0)
Strategy & Resources	(459.4)	(460.0)	0.6	3.1	(2.5)
Transport, Regeneration & Climate	43.1	43.1	(0.0)	(0.4)	0.4
Waste & Street Scene	65.8	66.9	(1.1)	(0.8)	(0.3)
<b>Total</b>	<b>17.4</b>	<b>(0.0)</b>	<b>17.4</b>	<b>17.6</b>	<b>(0.2)</b>

1.5.2. In 22/23, the Council's 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.

Many underlying budget issues in social care services still remain and this is reflected in the current forecast position. Following the chancellor's Autumn Statement, our expectation is that no further funding will be available for local government. Services must continue to work hard to deliver within the budgets available and work pro-actively to deliver on the savings we have committed to.

1.5.3. Most of the overspend is due to underlying cost and demand pressures in services. We estimate that £26m is embedded in the baseline costs but is somewhat mitigated by one-off income, this includes the in-year social care grant:

Full Year Variance £m	One- off	BIPs	Trend	Total Variance
Adult Health & Social Care	(9.9)	2.7	10.3	3.1
Communities Parks & Leisure	0.0	0.2	0.6	0.8
Economic Dev & Skills	0.0	0.0	(0.0)	(0.0)
Education, Children & Families	(3.9)	4.0	10.9	10.9
Housing	(1.7)	0.2	4.7	3.2
Strategy & Resources	(2.0)	2.2	0.4	0.6



Transport, Regen & Climate	0.0	0.1	(0.2)	(0.0)
Waste & Street Scene	(0.5)	0.3	(0.9)	(1.1)
<b>Total</b>	<b>(18.0)</b>	<b>9.6</b>	<b>25.9</b>	<b>17.4</b>

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

**General Fund Budget Implementation Plans (in £m)**

Committee	Total Savings	Financial Savings Deliverable in Year	In Year Gap	Financial Savings Deliverable Next Year (Slippage)	Undeliverable Savings
Adult Health & Social Care	31.6	28.9	2.7	3.3	0.6
Comm, Parks & Leisure	2.0	1.9	0.2		0.2
Economic Dev & Skills	0.5	0.5	0.0		0.0
Ed, Children & Families	6.9	2.9	4.0	0.3	3.6
Housing	0.6	0.5	0.2		0.2
Strategy & Resources	4.1	1.9	2.2	2.1	0.2
Transport, Regen & Climate	0.8	0.7	0.1		0.1
Waste & Street Scene	1.1	0.8	0.3		0.3
<b>Grand Total</b>	<b>47.7</b>	<b>38.1</b>	<b>9.6</b>	<b>5.7</b>	<b>3.9</b>
<b>Delivery %</b>		<b>80%</b>		<b>12%</b>	<b>8%</b>

The current forecasts show £9.6m savings plans are undeliverable this year. This represents an in-year delivery rate of 80% against target. A further 12% of targeted savings will be made in 24/25 leaving just 8% undeliverable.

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 financial contingency reserve to meet these overspends if they are not proactively 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. Inflation is continuing to fall; from April 2023 CPI at 7.8% to 6.3% in September (month 6). This fall in inflation does not mean that our cost base will now reduce, higher costs are now embedded in baseline expenditure. 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 £3.1m** 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 £0.5m 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.

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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.

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- 1.6.2. **Education, Children and Families are forecast to overspend by £10.9m**
- 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 £6.6m. The average placement cost is £5,400 per week but due to a limited number of places in the city, placements for the most complex children can cost a much 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. Whilst not included in the month 6 position, the new school year has increased this overspend with a further 89 children now requiring transportation to school. Sheffield City Council are now supporting over 2,360 children with transportation to school, this has increased by almost 1,000 children in 4 years. An overarching review of this area will commence in 2024.
- Integrated Commissioning budgets are forecast to overspend by £2m in recognition of the unachieved saving from 2022/23 relating to leveraging additional funding from Health partners.

- 
- 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.

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- 1.6.4. 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 financial 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.

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## **The Budget Implementation Group**

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- 1.6.5. **A working group 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 Implementation 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.
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## **Transformation Funding**

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- 1.6.6. **The Council 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.

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## **Medium Term Financial Analysis (MTFA)**

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- 1.6.7. **The MTFA presented to S&R Committee on 7<sup>th</sup> September detailed committee budget savings targets** The Council is facing a challenging financial position. The Strategy and Resources Committee on 5<sup>th</sup> September received the Council's Medium-Term Financial analysis, highlighted the financial pressures facing the Council over the coming 4 years and the potential gap of £61.2m in resources.
- Each Committee was set a target to ensure a balanced budget for 2024/25, which requires them to find mitigations for any service pressures over above the additional resources allocated to them. The purpose of this is to allow the Council to achieve a balanced position for 2024/25 by the time the Strategy and Resources meets on 21st December 2023.
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### **Timetable to 2024/25 Budget Setting**

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- 1.6.8.
- Services have been developing solutions to bridge the budget gap for 2024/25 and brought forward proposals recent policy committee meetings.
  - All Policy Committees will make their final decisions in December.
  - Consultation on the existing proposals and overall budget will need to take place.
  - Further budget balancing options will need to be developed.
  - The impact of the Local Government Financial Settlement to be assessed and reported.
  - On December 21<sup>st</sup> 2023, Strategy and Resources will be asked to make a recommendation on savings to date to Council.
  - On February the 21<sup>st</sup> 2024, Strategy and Resources will be asked to recommend the full Budget Report to Council
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## 23-24 Q2 Committee Budget Outturn Position

### 1.7. Economic Development & Skills Committee – balanced

1.7.1.	The Economic Development & Skills Committee budgets is forecast to hit a balanced position for the year	Full Year £m	Outturn	Budget	Variance
		<b>EDUCATION &amp; SKILLS (Employment and Skills; Family and Community Learning)</b>	0.8	0.8	(0.0)
		<b>PARKS, LEISURE &amp; LIBRARIES (Events)</b>	0.7	0.6	0.1
		<b>ECONOMY, CULTURE &amp; SKILLS</b>	9.4	9.5	(0.1)
		<b>Total</b>	<b>10.9</b>	<b>10.9</b>	<b>(0.0)</b>

The forecast for services within the committee is to balance with small offsetting overspends in events and underspends in Economy, Culture & Skills.

1.7.2.	Whilst the net budget is £10.9m, the Committee is reliant on £16.1 m of income to support the services.	Service	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn	Total Variance
		CULTURE, TOURISM & EVENTS	4.3	(0.2)	4.5	4.4	0.1
		ECON DEV & CULTURE	2.0	(0.3)	2.1	1.8	(0.2)
		EMPLOYMENT & SKILLS	1.8	(5.7)	7.3	1.6	(0.2)
		ECONOMY & BUSINESS SUPPORT	1.2	(0.6)	1.8	1.3	0.1
		FAMILY & COMMUNITY LEARNING	0.8	(7.9)	8.8	0.8	(0.0)
		EVENTS	0.6	(0.7)	1.4	0.7	0.1
		BUS DEV & FUND MGMT	0.4	(0.6)	1.0	0.4	0.0
		<b>Grand Total</b>	<b>10.9</b>	<b>(16.1)</b>	<b>27.0</b>	<b>10.9</b>	<b>(0.0)</b>

### 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
<b>ECONOMY, CULTURE &amp; SKILLS Total</b>			<b>0.1</b>	<b>0.1</b>	<b>0.0</b>

<b>EDUCATION &amp; SKILLS</b>	<b>Green</b>	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
<b>EDUCATION &amp; SKILLS Total</b>			<b>0.4</b>	<b>0.4</b>	<b>0.0</b>
<b>Total</b>			<b>0.5</b>	<b>0.5</b>	<b>0.0</b>

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 Policy 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:** Emma France  
Service Manager Marketing Sheffield/Diana  
Buckley Director of Economic Development, Skills  
and Culture  
**Tel:** 01142734125

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

**Report to:** EDS Committee

**Date of Decision:** 20<sup>th</sup> December 23

**Subject:** 3 year grant funding agreement for DocFest from 2024 to 2026

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? 2483				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

### Purpose of Report:

To seek approval to grant International Documentary Festival Sheffield (**DocFest**) with a total of £100,000 per year to be expended over a 3 year term to support the delivery of the 2024, 2025 and 2026 DocFest events in Sheffield, the detail of which will be agreed and signed by way of a grant agreement.

### Recommendations:

#### The Economic Development and Skills Policy Committee is recommended:

- a) To award a 3-year grant to DocFest for the sum of £100K a year for 3 years to support the delivery of DocFest in Sheffield in 2024, 2025 and 2026; and,
- b) To note that the funding will be drawn from the Strategic Major Events Fund

**Background Papers:**

[https://issuu.com/sheffielddocfest/docs/sheffield\\_docfest\\_festival\\_report\\_2023](https://issuu.com/sheffielddocfest/docs/sheffield_docfest_festival_report_2023)

DocFest economic value evaluation from the Major Events Team Nov 23

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: Adrian Hart
		Legal: Rita Collins
		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	<b>SLB member who approved submission:</b>	<i>Kate Martin</i>
3	<b>Committee Chair consulted:</b>	<i>Martin Smith</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Diana Buckley</i>	<b>Job Title:</b> Director of Economic Development, Skills and Culture
	<b>Date:</b> Draft 301123	

# 1. PROPOSAL

## 1.1 Background

Sheffield DocFest (the **Festival**) is the UK's leading documentary festival and one of the world's most influential markets for documentary projects, celebrating the art and business of documentary and all non-fiction storytelling. 2023 saw the 30<sup>th</sup> edition of DocFest. The festival has significant impacts, this 30<sup>th</sup> edition:

- Attracted 2272 industry delegates from 69 countries to Sheffield for a 10-day period.
- Is estimated to deliver an economic impact of almost £2 million to Sheffield (this figure is calculated using the SCC tool below whereas DocFest estimate £1.8 million).
- Is spread over multiple venues, the Festival provides a valuable contribution to Sheffield's cultural offer and achieves almost 40,000 public admissions (60% of which were from Sheffield/SY).
- In 2023 there were 114 films premiered in Sheffield (37 of which were world premieres).
- The Festival includes a marketplace (the Meet Market) where typically over £7,000,000 of deals are done.

Sheffield DocFest also has a year-round programme of training, workshops, mentoring and networking as well as internships and volunteering opportunities for young people giving Sheffield a year-round profile on the national and international stage. DocFest has showed great recovery from the effects of the pandemic.

The Council does not have a statutory duty to provide funding for DocFest and sponsorship of Sheffield DocFest is therefore discretionary. Funding will support Sheffield DocFest to maintain a programme of international significance, in an environment of reduced funding from national bodies. It will support Sheffield DocFest to unlock further funding to directly benefit local filmmakers and audiences, as well as providing the resources to secure commercial funding. It also secures an impressive return on investment for the Council's investment.

The £100K grant funding is budgeted for from the Strategic Major Events fund.

## 1.2 Evaluating the value of DocFest

Sheffield City Council has 5 core principles for evaluating support given to events (agreed with EDS Committee).

### **Economic Impact**

*Increases volume or value of the visitor economy:* DocFest brings in almost £2 million in economic impact to Sheffield. This is a 2000% ROI on SCC investment of £100k and also means that overall, every £1 of

Festival budget (of £1.4m in 2023) spent results in £1.42 benefit to Sheffield.

*Supports a key business/ investment priority:* DocFest has a clear benefit to the visitor economy and the growth of this sector. More than 45% of public audiences are from outside Sheffield (40% outside S Yorks) and more than 90% of professional delegates (2272 in 2023) from outside Sheffield. 24% of delegates in 2023 were international.

*Supports supply chain/local spend:* Events such as DocFest provide much needed footfall for our hospitality businesses and hotels. In addition, DocFest also hosts some of its events in some of our independent venues and cafes: DocFest used 36 venues in Sheffield in 2023. They supported our restaurant sector in 2023 by creating an informal guide for delegate visitors to highlight good food and drink places locally. They also support the events supply chain in things such as tech hire and transportation.

## **Brand and Reputation**

DocFest is a globally recognised event and engine for documentary film worldwide, regarded in the top 5 in the world.

*Achieves national and/or international press/reach:* DocFest is the 3rd largest documentary market and festival in Europe with a globally recognised marketplace. 24% of industry delegates in 2023 were international, as were 4% of the 37,000 public audiences. They doubled press reach in 2023, achieving National, International, and local broadcast, print and radio coverage of the Festival and films. Internationally, in the film community, people refer to the Festival as simply 'Sheffield'.

A conservative estimate for press reach is over 2m combined circulation and unique website impressions for 3 months of the 2023 festival topped 140,000.

Social media reach of X (formerly Twitter) is in the region of 51.7k, Facebook 24k and Instagram 19.8k.

The Festival report details the large amount of media coverage. Some highlights include:

- A 100% increase of filmmaker/film team interviews which raises awareness.
- Reviews during the Festival ran across key trades and newspaper outlets including Business Doc Europe, Cineuropa, Screen Daily and The Guardian Online, and other online outlets including Close-Up Film, Eye For Film, Eastern Kicks, Film Carnage and HighOn Films.
- Previews and features ran in national news including The Guardian, The Observer, The Economist, Guardian Online, BBC

News Online; and broadcast including BBC Radio 4 Front Row and BBC Radio 3 Free Thinking.

- International coverage appeared in Cineuropa, The Film Verdict, and US outlets Filmmaker Magazine, plus other international countries such as: WNP (Poland), Hindustan Times (India), NewsES Euro (Spain) and Ukrainian outlets Kino 24, 1 News and Suspline Media.
- Local coverage appeared in BBC Radio Sheffield, BBC Yorkshire Online, Now Then and Exposed Magazine.

*Links to inclusive events programming and REC outcomes:*

- 4 free community workshops in 2023, responding to festival themes of bodily autonomy, nature, Deafness and the trans diasporic experience.
- 30 local community groups engaged in the programme, offering complimentary tickets to opening night and other films.
- a female and non-binary creators meetup for immersive creators and a filmmakers of colour meetup in our industry programme.
- 'Docs For All' concession, offers £6.50 tickets as a trust-based concession responding to the cost of living crisis and other hidden barriers to participation.
- Alternate realities exhibition at Site gallery is free, open to all and was extended for the month of June/July to allow Sheffield residents to explore and experience the works.
- Youth Jury programme selects, trains and develops 5 emerging programmers/critics aged 18-25, helping them to award a prize at the festival, access peer learning and professional development.
- BSL interpretation for the summit and BSL and/or open captions for all films in the crucible theatre.
- DocFest team is co-directed by a person of colour; two full time curatorial position are held by persons of colour, more than 30% of the team and trustees' roles are held by persons of colour.

## **Community benefits**

*Clear contribution to pride of place and community engagement:* Local audiences are very important to DocFest. They have been committed to Sheffield for more than 30 years. They ensure that they brand buildings and flag sites around the city centre, train station and showroom, as well as having box office presence in Tudor Square to achieve a city takeover feel and bring the city to life. DocFest's core permanent team are Sheffield based, and four of them came through trainee programmes and have now progressed to producer and manager roles with decision making responsibility.

DocFest work with SHU to deliver work placements and training so that students know about vibrant career options in film/film exhibition before they graduate. Their filmmaker challenge asked six emerging UK doc filmmakers to create short films about Sheffield.

Volunteers programme engaged more than 450 people from students

around the country to locally-based adults wanting to engage with the Festival, they have 4 free community workshops and a local advisory group of six South Yorkshire residents (to advise on and engage with our festival and year round programmes).

*Inclusion and diversity:* DocFest has significant diversity in organisation makeup / audience focus / programming. Their co-leadership model means that they are led by female, queer and ethnically diverse co-directors. More than 30% of their core team and trustees are persons of colour, the majority of their core team (58%) identify as queer / LGBTQI+ and they are all local - they provide real and meaningful creative jobs in a region where these are not plentiful.

DocFest also operate an advisory panel model for programme selections - arts, films, and industry - to ensure gatekeeping of opportunity is diverse, international and representative.

They reach a range of public audiences: 56% female, 16% ethnically diverse, 32% LGBTQI, 19% under 30, 11% disabled, 10% identify as disadvantaged.

This diversity in mirrors in the Industry attendees: 57% female, 28% ethnically diverse, 24% LGBTQI, 26% under 30, 12% disabled, 22% identify as disadvantaged.

*Accessibility:* All screenings at Crucible theatre captioned, 39% of all films captioned or audio described, 68% of programme subtitled, carers attend for free. There is a strong deaf and disability focus in the programme. They had a disability meetup, a disability training session and Deaf filmmakers presenting work in the marketplace.

### **Supports key strategies**

DocFest directly contributes to our Destination Management Plan priorities and our emerging Culture Strategy.

The economic impact of Festival attendees and industry delegates is estimated at £2 million and the international reputation of DocFest (and the Sheffield association) is also vast. Around 40,000 visitors are experiencing all that our city has to offer.

In the film/screen/creative industries sector, DocFest as an anchor organisation has a direct impact on jobs and as a training provider as seen through university partnerships, festival placements, volunteers programme and 70 temp roles available each year in a world class creative event. They are actively working with Rotherham to expand community outreach into SY.

### **Why does DocFest need this grant support?**

There is still a need for public funding for events like Docfest. Despite an extremely successful year with audience growth above 40% and sales income growth of +20%, the festival remains challenged, as does much of the events and cultural economy, by the impact of the COVID-19 pandemic, reduction in public funds across cultural funders and local authorities and rising costs.

The festival raises more than 65% of its annual budget from scratch each year, through earned income (ticket sales, passes, submissions) and through project grants and private sponsorship. Project grants often require new activity to be developed while sponsors cultivation and negotiation, as well as grant applications, require year-round resource.

Multi-year funding agreements like these go a very long way to support the stability and sustainability of the organisation, enabling outreach, programme development and income generation activities as well as effective planning for the future e.g. increased visibility in the city centre and expansion of community outreach programmes. They are the foundation of leveraging other sources of funding, particularly from the Arts Council.

Post-pandemic, the charity is in a weakened unrestricted reserves position, holding approximately 10% of annual operating costs against a recommendation of minimum 25% and operating on extremely lean margin. Festival turnover in 2023 was £1.43m, with a positive operating margin of £30k, or 2%. 2022 turnover was £1.48m with a positive margin of 3%. Compared to pre-pandemic years, 2023 turnover was 77% of the 2019 festival, before factoring in significant inflationary pressures affecting all budget lines, in particular venues, energy and staffing cost.

SCC support is vital in supporting the festival team as they re-stabilise the organisation and develop new, impactful, and growth oriented activity, that further diversifies its income streams, and impacts.

The £100,000 core investment gave a 2000% ROI in 2023 and is likely to generate higher impact in future years as the festival expands its footprint, budget and audiences. Loss of this vital support would severely impact the charity's ability to plan, to be ambitious and to absorb the risks associated with cultural event provision year-on-year.

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

- 2.1 Providing a grant towards Sheffield DocFest ensures that the Festival, which brings in almost £2,000,000 delegate spend per year to the city, takes place. This supports all work around strong economy and external reputation.

In addition to the delegate spend, the Council's grant contributes to DocFest's ability to develop its programme so that the Festival continues to maintain and develop its international standing. It supports the stability and sustainability of the organisation, enabling outreach, programme

development and income generation activities as well as effective planning for the future.

Hosting the Festival adds to the city's reputation as a cultural and creative destination, enhancing its appeal both to visitors, businesses and those who may wish to move to Sheffield to work. It supports some of the key objective the Destination Management Plan and emerging Culture Strategy.

DocFest is one of Sheffield's largest and most high-profile events and is used as a showcase to encourage other conferences to come to Sheffield. Additional work is taking place with DocFest to maximise the marketing opportunities and promotion of Sheffield through linking in with Sheffield branding. Increased PR activity is also proposed to bring relevant press into Sheffield.

As well as contributing to the city's economic well-being, the grant towards the Festival provides direct benefits to Sheffield residents. Public audience figures for Sheffield DocFest held in 2023 were almost 40,000 and the proposed grant funding will support DocFest to reach out and increase their audiences.

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

All internal SCC consultation has taken place. There are no requirements to consult externally on grant funding decisions and therefore there has been no external consultation. DocFest continue to research audience preferences to enable them to continue to increase inclusion.

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

#### **4.1 Equality Implications**

4.1.1 An EIA has been completed. As this is not an SCC event this has been assessed as having minor impact.

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

4.2.1 The grant will be met from the existing Strategic Events Budget.

The grant is exempt from Contracts Standing Orders if it does not result in the provision of services on behalf of the Council, which is the case for this grant.

#### **4.3 Legal Implications**

4.3.1 Encouraging the continuance of Sheffield DocFest accords with the provisions of the Council's Sustainable Community Strategy (the Sheffield City Strategy) prepared pursuant to Section 4 of the Local Government Act 2000. One of the key ambitions of the City Strategy is



that Sheffield should be a “vibrant” city, “celebrating the diversity, creativity, energy and innovation in Sheffield and ensuring that the City continues to be an international destination of choice, offering the highest quality cultural, shipping and sporting activities.”

The Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act which enables the Council to allocate the grant funding as set out in this report.

The grant will be made pursuant to a grant agreement which will include key provisions around the purpose of the grant, monitoring, reporting and auditing and withholding or suspending payment of the grant and/or require repayment/clawback of all or part of the grant funds already paid where the terms of the grant agreement have been breached. The grant agreement will also include provisions to ensure that DocFest comply with the provisions of the Subsidy Control Act 2022.

#### 4.4 Climate Implications

4.4.1 It is deemed not appropriate to have a CIA. However, SCC is working with DocFest around some agreed principles.

- DocFest have a sustainability policy which is reviewed annually. They work towards embedding environmental sustainability into all practices and operating as a digital-first event.
- Their Head of Operations and Production has recently undertaken training with BAFTA Albert and Julie’s Bicycle and convenes a quarterly sustainability group within DocFest.
- They have eliminated production of wasteful merchandising, bags and consolidated print materials. They use vegetable dye and locally based printing and distribution services, and lanyards are now recyclable.
- They re-use and upcycle materials such as furniture, exhibition technology.
- They limit sponsors materials, flyers etc and focus on digital visibility such as QR codes.

SCC is working with DocFest using the Visit Britain industry guidance around sustainability to document how they sustainable venues, local supply chain and support reducing food waste.

DocFest are also working on offsetting the impact of delegates travelling to Sheffield. They encourage the use of train first and foremost. SCC are supporting on this.

#### 4.4 Other Implications

There is a risk that Sheffield Doc/Fest fails to meet its aims and objectives or the anticipated key performance indicators. SCC Event Group will mitigate this risk by monitoring Sheffield Doc/Fest closely.

The grant agreement requires Sheffield Doc/Fest to take out appropriate insurance to protect against itself and the Council.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Providing no grant for Sheffield DocFest would likely result in the permanent withdrawal of DocFest from Sheffield or a significant reduction in the quality and breadth of the Festival, risking its international reputation, community outreach and/or future relocation to an alternative city. This would result in the approximate £2,000,000 delegate spend per year being lost, and would also have the effect of reducing the city's profile and reputation within the creative community inside and outside of Sheffield.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 Providing a three-year grant agreement ensures stability and certainty for Sheffield DocFest and the Council whilst DocFest continue to grow. It ensures that the new senior team at DocFest are in a position to plan ahead and develop the Festival. The grant supports DocFest in being able to lever more external funding from national bodies to ensure its long-term viability. It also ensures Sheffield continues to benefit from the economic impact the Festival delivers to our various organisations and businesses (including vulnerable sectors such as hospitality). The timing of DocFest 2024 in June provides a fantastic platform to showcase the regeneration and developments in the city centre to this diverse and 'out of town' audience.

The Council will be able to review its position in 2026.

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## Report to Finance Committee

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

**Tel:** 07909898754

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

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

**Date of Decision:** 20<sup>th</sup> December 2023

**Subject:** UK Shared Prosperity Fund - Update

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? 2123				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

**Purpose of Report:**

This report provides a progress update in respect to the UK Shared Prosperity Fund (SPF) programme in Sheffield. In doing so the report also highlights concerns about the lack of certainty in relation to what might replace SPF from April 2025.

**Recommendations:**

That the Economic Development and Skills Committee

1. Notes the progress of the UK Shared Prosperity Fund programme in Sheffield and the concerns raised in respect to future funding for economic development activity.

**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: Mark Wassell
	Legal: Janusz Siodmiak and Richard Marik
	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	<b>EMT member who approved submission:</b> Kate Martin, Executive Director, City Futures
3	<b>Committee Chair consulted:</b> 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.
	<b>Lead Officer Name:</b> Ben Morley
	<b>Job Title:</b> Head of Programmes and Accountable Body
<b>Date: 1<sup>st</sup> December 2023</b>	

**1. PROPOSAL**

1.1 This report provides a progress update in respect to the UK Shared Prosperity Fund (SPF) programme in Sheffield. In doing so the report also highlights concerns about the lack of certainty in relation to what might replace SPF from April 2025.

1.2 Background

1.2.1 On 7<sup>th</sup> November 2022 Finance Committee approved the Council to act as the Accountable Body for the UK Shared Prosperity Fund (SPF) and enter into Funding Agreements to deliver the programme in Sheffield and, where necessary, South Yorkshire.

1.2.2 Since Finance Committee’s approval the Council has secured SPF funding to deliver a range of projects both within Sheffield and across South Yorkshire.

1.2.3 SPF is the Government’s major economic development fund, replacing EU Structural and Investment Funds (ESIF) and aims to contribute to ‘Levelling Up’ agenda by providing financial assistance (largely revenue) to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas.

1.2.3 The Programme has three Investment Priorities and operates over three years to March 2025. The Investment Priorities are:

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

SYMCA is the Lead Authority for the South Yorkshire region and has been allocated £38.9m of which £32m is revenue and £6.9m capital. Within the overall allocation the following has been made available to activity in Sheffield:

**Total - Sheffield**

<b>Investment Priority</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>Total</b>
Community & Place	£ 1,634,905	£ 1,389,197	£ 2,773,116	£ 5,797,218
Local Business Support	£ 255,159	£ 1,748,309	£ 3,961,619	£ 5,965,087
People and Skills	£ -	£ 642,622	£ 3,169,300	£ 3,811,921
<b>Total</b>	<b>£ 1,890,064</b>	<b>£ 3,780,127</b>	<b>£ 9,904,035</b>	<b>£ 15,574,226</b>

1.2.3 Following the successful submission of an Investment Plan to Government for the South Yorkshire SPF Programme, SYMCA established an administrative and governance process to allow Local Authorities to bid for funding. Within this, and where appropriate, the Local Authorities have pooled resources to deliver a number of projects on a regional basis.

1.3 Progress to Date

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1.3.1 Outlined below is the summary position of all the projects currently progressing with SPF support.

There are three points to note with these figures:

1. The balance represents a contribution from the original allocation to the running costs of the overall UKSPF Programme by SYMCA.
2. A number of projects are being delivered across South Yorkshire but only the Sheffield elements are included.
3. Recoded Spend to Date is stated as at 15<sup>th</sup> November 2023.

1.3.2 Financial Summary:

**Community and Place**

Capital	22/23	23/24	24/25	Total	Spend to Date
<b>Allocation</b>	£ 189,006	£ 425,264	£ 1,584,629	£ 2,198,900	
Sheffield Community and Culture Assets		£ 614,271	£ 1,584,629	£ 2,198,900	£ -
<b>Balance</b>	£ 189,006	-£ 189,007	£ 0	-£ 0	

Revenue	22/23	23/24	24/25	Total	Spend to Date
<b>Allocation</b>	£ 1,445,899	£ 963,932	£ 1,188,487	£ 3,598,318	
Building Thriving Communities 1	£ 1,038,976			£ 1,038,976	£ 992,000
Building Thriving Communities 2		£ 720,000	£ 890,000	£ 1,610,000	£ 178,571
Sheffield Culture Showcase 1	£ 346,560			£ 346,560	£ 346,560
Sheffield Culture Showcase 2		£ 210,000	£ 328,150	£ 538,150	£ -
<b>Revenue Sub-Total</b>	£ 1,385,536	£ 930,000	£ 1,218,150	£ 3,533,686	£ 1,517,131
<b>Balance</b>	£ 60,363	£ 33,932	-£ 29,663	£ 64,632	

**Local Business Support**

Capital	22/23	23/24	24/25	Total	Spend to Date
<b>Allocation</b>	£ -	£ 141,755	£ 396,157	£ 537,912	
Low Carbon		£ 141,755	£ 396,157	£ 537,912	£ -
<b>Balance</b>	£ -	-£ 0	£ 0	£ 0	

Local Business Support	22/23	23/24	24/25	Total	Spend to Date
<b>Allocation</b>	£ 255,159	£ 1,606,554	£ 3,565,462	£ 5,427,175	
Information Officers	£ 244,953			£ 244,953	£ 244,953
Productivity		£ 758,361	£ 1,307,119	£ 2,065,480	£ 14,218
Launchpad		£ 318,151	£ 379,405	£ 697,556	£ 42,942
Social Enterprise		£ 175,000	£ 200,000	£ 375,000	£ -
Low Carbon (Rev)		£ 282,301	£ 471,685	£ 753,986	£ 14,319
<i>In development</i>			£ 1,083,462	£ 1,083,462	
<b>Revenue Sub-Total</b>	£ 244,953	£ 1,533,813	£ 3,441,671	£ 5,220,437	£ 316,433
<b>Balance</b>	£ 10,206	£ 72,741	£ 123,791	£ 206,738	

**People and Skills**

Revenue	22/23	23/24	24/25	Total	Spend to Date
<b>Allocation</b>	£ -	£ 642,622	£ 3,169,300	£ 3,811,921	
SCC Skills and Employability		£ 658,667	£ 2,778,558	£ 3,437,225	£ -
Skills and Employability SY Strand 3			£ 507,229	£ 507,229	£ -
<b>Revenue Sub-Total</b>	£ -	£ 658,667	£ 3,285,787	£ 3,944,454	£ -
<b>Balance</b>	£ -	-£ 16,045	-£ 116,487	-£ 132,533	

1.3.3 The tables demonstrate that all the Community and Place activity now has Funding Agreements in place. Within Local Business Support circa £1m for the final year remains available and project ideas are currently under development. Likewise under People and Skills a small amount remains available in the final year and a project is currently in development and expected to contract shortly

as part of the wider provision.

1.3.4 A summary description of all the projects is provided in Appendix 1.

#### 1.4 Progress and Issues

1.4.1 The information provided above and within the Appendix demonstrate that good progress has been made with the SPF Programme and the Council is on track to deliver all its activity and spend all its allocation by the end of the Programme in March 2025.

1.4.2 The confidence relating to the delivery of the total programme has significantly increased following confirmation from Government that all Year 2 (23/24) underspends will be allowed to be carried over into Year 3 and, by default, this means the full SPF allocation for Year 3 remains available to spend. This confirmation therefore removes the risk that any Year 2 underspend would be netted off Year 3 and that SYMCA can now confirm that funding is available, in full, for Year 3.

1.4.3 Members of the Committee will be aware that until this recent confirmation from Government the ability to run multi-year projects through SPF was significantly constrained and required SYMCA to agree to underwrite the Year 3 capital programme and the Council, using its 24/25 Gainshare allocation, to underwrite the Year 3 revenue programme.

1.4.4 The key lessons learnt to date in respect to the UKSPF programme remain very similar to the concerns raised when the Programme was first launched:

- The amount of funding does not reflect the needs of South Yorkshire and the allocation process still appears flawed.
- A three-year programme is not long enough to develop, implement and deliver new programmes that can either build on existing ones or try new approaches.
- Multi-year projects must have certainty of funding at the point of development not at the point of contracting.
- Complex monitoring requirements complicate delivery although the creation of a bespoke UKSPF Investment Plan for South Yorkshire has proved successful.
- The ability to spend to profile has been seriously impacted upon by the late confirmation of the overall Funding Programme towards the end of Year 1 with a knock-on effect of increasing spend requirements in Year 2. This uncertainty of funding further delayed the development and delivery of Year 2 activity.

1.4.5 As the SPF Programme approaches its final year of activity the Government, at the time of writing this report, has yet to commit to any further phases or a replacement programme. Reliance must therefore be based on announcements made by the Government at the launch of the current Programme when Government intimated a commitment to match the previous pro-rata annual level of the EU Structural Funds programme (ie a seven year programme) plus a Conservative Party Manifesto commitment from 2019, to, at a minimum,

match the level of EU spending across the UK.

1.4.6 Without clarity in respect to future funding the Council finds itself in a similar position to two years ago when concerns were raised about the lack of funding to replace the EU funded programmes.

1.4.7 The final year of SPF provides £9.9m for key economic programmes for businesses and residents. Without certainty of a follow-on SPF programme there are concerns about our ability provide such activity in the future. Whilst this position is in part mitigated with access to an annual revenue Gainshare allocation of up to £4m our ability to deliver could be severely constrained and our ability to retain staff begins to become compromised.

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

2.1 The Communities and Place element of the UKSPF has directly contributed to the Council's Cost of Living Crisis Strategy and Action Plan. In addition, Year One Business Support activity addressed elements of the Covid Business Recovery Plan.

2.2 The overall UKSPF programme of activity has and will continue to create opportunities for residents to access skills and employment opportunities and for businesses to stabilise and grow. As the draft Council Plan and 'City Goals' documents become clearer it is clear that the UKSPF programme has contributed to their objectives.

2.3 The activity will continue to directly support the delivery of the South Yorkshire UKSPF Investment Plan that has been designed to wholly align with the SY Strategic Economic Plan by promoting a stronger, greener and fairer growth.

2.4 Whilst UKPSF has made a positive contribution the concerns highlighted in Section 1.4 suggest that such benefits might be reduced or lost in the future unless alternative funding is secured.

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

3.1 Consultation in respect to the proposal has been undertaken with the Leader of the Council and the Chair, Vice Chair and Spokesperson of the Economy, Culture and Skills Committee. No objections have been raised.

3.2 Given the nature of this report no other consultation has been considered required.

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

### **4.1 Equality of Opportunity Implications**

4.1.1 The initial assessment determined that the SPF programme should have a positive impact as the purpose of UKSPF is to Government's ambition to 'level up'. The South Yorkshire Investment Plan for UKSPF further developed this to a



series of themes that directly relate to the local economy and social needs and should see positive interventions across a range of vulnerable sections of our community.

- 4.1.2 All the projects brought forward through SPF have been required to consider their Equality impact and, as can be seen from the projects listed in Appendix 1, the SPF programme now being delivered in Sheffield is having positive impacts in relation to several protected characteristics and equality interests, including Age, Disability, Race, Financial Inclusion and Cohesion.

#### 4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications associated with this report.
- 4.2.2 The report does note that Government has confirmed funding for Year 2 and Year 3 enabling the whole Programme to proceed without any need for underwriting of Year 3 activity.

#### 4.3 Legal Implications

- 4.3.1 There are no direct legal implications associated with this update report.

#### 4.4 Climate Implications

- 4.4.1 Given the nature of the report a Climate Impact Assessment (CIA) is not considered appropriate.
- 4.4.2 Within the SPF programme each theme has seen a project developed that relates to climate change mitigation:
- A 'green skills' element has been incorporated into the People and Skills activity.
  - The Local Business Support programme continues the Low Carbon Business Support.
  - Within Community and Place SPF is funding energy efficiency measures for buildings used in the community and culture sectors.

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

- 5.1 The provision of an update report does not require an options assessment.

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

- 6.1 This report provides Committee with a full update of the UKSPF programme to date and confirms that funding is available to complete all project activity through to March 2025.
- 6.2 The report provides an opportunity to highlight concerns about the ability to deliver similar activity in the future given no current indication of what will replace UKSPF in 25/26.

**Appendix 1 – UKPSF Project Summaries**

Project Title	<b>Building Thriving Communities (UKSPF03)</b>
Period eg 22/23	2022-23
Total Cost	£992,000
UKSPF Contribution	£1,038,976
UKSPF Spend to date	£992,000 (balance of allocation carried over to future years)
<p>We started the main elements of our programme on time. The £850k SYCF Cost of Living fund opened on 27th March 2023 and Citizens Advice Sheffield recruited and inducted a new volunteer co-ordinator to begin working with Welcome Places. Voluntary Action Sheffield began to compile their team of people to provide business planning support to VCF organisations too.</p> <p>The funding allocated for community development workers (£21,709) wasn't spent within 22-23 as the delay in confirming Y2 meant that we weren't able to recruit in time due to the contractual timescales but the process got underway before end of 22-23 and we expected to recruit during Q1 of 2023-24.</p> <p>Recruiting a partner to deliver the initial baseline work was delayed whilst we made sure we were not duplicating the national evaluation work but the specification was circulated to a number of relevant partners in 22-23 and we planned to secure an evaluation partner in April/May 2023. Because this was delayed we did not collect evidence to support any increase in footfall for our Outcomes reporting.</p>	
Summary of outputs/outcomes achieved to date	Jobs created as a result of support: 1

Project Title	<b>Building Thriving Communities (UKSPF08)</b>
Period eg 22/23	2023-25
Total Cost	£1,610,000
UKSPF Contribution	£1,610,000
UKSPF Spend to date	£178,571 (Q2 2023-24)
<p>The first two rounds of SYCF Cost of Living fund have distributed 130 grants totalling £674,000. Planning for round 3 is underway and is expected to award all the remaining funds.</p> <p>The CAS trainers have begun to provide training to volunteers in welcome places. To date they have trained over 100 people in 30 welcome places. They are broadening their training offer as a result of demand.</p> <p>VAS have recruited their business planning/fundraising consultants and have started supporting the first 4 organisations.</p> <p>Our VCF host organisations have mostly recruited their community development workers and they have begun to provide support to welcome places. The new LAC link workers have also mostly started work now too, with 2 still to go. In total we now have 20 workers in post providing support to welcome places across the city.</p> <p>The welcome places network has been re-invigorated in the run up to winter to</p>	

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<p>disseminate info on the support available, supported by the workers above. At present there are over 200 welcome places on the list. We are working with Family Centres on their role as welcome places and the support they are able to offer people. Also running a pilot with Firvale School on cost of living advice for a cohort of pupils and their parents.</p>	
<p>Summary of outputs/outcomes achieved to date</p>	<p>The outputs relating to jobs created/safeguarded and organisations receiving grants have been delivered. Still to report on number of volunteers created and improved engagement but expecting to be achieved by end of year.</p>

<p>Project Title</p>	<p><b>Sustainable Community and Cultural Assets (UKSPF 10)</b></p>
<p>Period eg 22/23</p>	<p>23/24 – 24/25</p>
<p>Total Cost</p>	<p>£2,334,900</p>
<p>UKSPF Contribution</p>	<p>£2,198,900</p>
<p>UKSPF Spend to date</p>	<p>£0</p>
<p>£2.1 million UKSPF funding will be used to improve the energy efficiency and environmental performance of public facing buildings and spaces in Sheffield, with an initial focus on buildings used primarily for community and/or cultural purposes.</p> <p>The funding will provide 121 support, energy surveys and grants.</p> <p>Energy surveys will identify distinct interventions the organisation could implement to reduce their energy bills, including a detailed breakdown of the carbon saving, cost, and Return On Investment. Example interventions could include LED lighting, insulation air/ground source heat pumps and associated works (eg replacement radiators), double/triple glazing and solar panels.</p> <p>Alongside specialist support for organisations the project will contribute to 0.7fte Programme Management Team resource, supporting the existing staffing costs of the team, mitigating the risks identified by ERDF ending.</p> <p>Grant package - Organisations will have the opportunity to apply for funding towards eligible interventions identified in their energy survey.</p> <ul style="list-style-type: none"> <li>• For projects costing up to £20,000, they can apply for up to 100% grant contribution up to a maximum of £15,000.</li> <li>• For projects costing more than £20,000, they can apply for up to 75% grant contribution, with a minimum grant of £15,000. We expect the maximum grant to be in the region of £25,000, with the potential to explore a higher contribution in exceptional cases and subject to available budget.</li> </ul>	
<p>Summary of outputs/outcomes achieved to date</p>	<p>To Start Nov 23</p>

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Project Title	<b>Sheffield Culture Showcase (UKPSF 07)</b>
Period	22/23
Total Cost	£ £484,000
UKSPF Contribution	£ £361,000
UKSPF Spend to date	£346,560
<p>Summary of Activity</p> <p>Eurovision Community Party – successfully completed.</p> <p>Look Up Corbin Shaw installation – successfully completed</p> <p>Brand Campaign and video content – running currently</p> <p>Climbing at the Sky’s Edge – rearranged to September 2024</p> <p>Grants for Cultural Organisations – launched November 2023 with grants to be allocated by March 2024.</p>	
Summary of outputs/outcomes achieved to date	<p>People reached (online) <b>1.3m</b> (Brand campaign and Look Up)</p> <p>Organisations receiving grants <b>4</b></p> <p>Number of local activities and events supported <b>2</b></p> <p>Number of participatory events <b>1</b></p> <p><i>Further outputs will be achieved when the other two elements of the programme are completed.</i></p> <p>Increased footfall <b>13,000</b></p> <p>Increased users of facilities <b>739</b></p> <p>Improved engagement numbers <b>48362</b></p> <p><i>Further outcomes will be achieved when the other two elements of the programme are completed.</i></p>

Project Title	<b>Sheffield Culture Showcase (UKSPF 18)</b>
Period	23/24 – 24/25
Total Cost	£538,105
UKSPF Contribution	£538.105
UKSPF Spend to date	£0
<p>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 with opportunities for individual participation, skills development, income generation and job creation, and renewed confidence and community pride of place. We will build on some of the events supported, support some new initiatives, and build the momentum from our year 1 bid. We will promote the cultural product/ 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 also support events and cultural organisations with the potential to grow into significant economic drivers (including international audience potential) for the culture and visitor economy sectors (thus supporting local</p>	

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businesses) and contribute to the viability of the cultural and events product across South Yorkshire.	
Summary of outputs/outcomes achieved to date	Yet to start (only just contracted).

Project Title	<b>Launchpad (Sheffield element)</b>
Period	23/24 – 24/25
Total Cost	£867,219
UKSPF Contribution	£686,969
UKSPF Spend to date	£42,942

(Barnsley MBC acting as Accountable Body for South Yorkshire)

**Launchpad** – £850,000 UKSPF revenue funding for start-up and early stage business support including workshop programme, specialist advisor 1-2-1 support and a small grants programme for start-up businesses.

Launchpad is a regional business support programme and Barnsley will act as Accountable Body for the programme, Business Sheffield will function as the accountable body in Sheffield, Barnsley. The project funding will be split into two financial years 2023/24 and 2024/25 Barnsley MBC are the accountable body for the project and Business Sheffield, SCC the delivery partner for Sheffield.

The project provides entrepreneurs in SY with the opportunity to explore and challenge their business ideas. Aimed at those wanting to start in business and those in their early stages in business.

The project costs for the proposal for Sheffield are to fund the existing Advisor Team which is currently match funded by ERDF and consists of 2 x Start Up Advisors, 2 General Business Advisors, part fund a Marketing and Sales Advisor and support with marketing and project support. Other key costs will cover flexible costs for the delivery of a workshop programme both face to face and virtually and for costs to fund space for workshop delivery to take place both in the city centre and in our neighbourhood centres. The remaining revenue funding of the staffing posts is secured through core costs.

The Council will contribute £77,250 in Year 1 and £103,000 in Year 2 towards staffing costs. Utilising UKSPF for the project will mitigate some of the budget issues faced by losing ERDF on both staffing costs and on delivery for the Launchpad programme. These costs are already accounted for and available in budget.

We are now delivering the Launchpad programme from Electric Works in Sheffield, have updated our workshop programme including a series of Power Hours on key

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business topics. In addition activity is taking place outside of the city centre in community settings with more diverse community groups. The start up grants programme has now been established.

Outputs for the Sheffield Launchpad project include –

- Number of potential entrepreneurs provided with assistance to be business ready – 260
- Number of businesses receiving grant – 80
- Number of businesses receiving non financial support 103
- Number of jobs created 51
- Number of new businesses created 61

Summary of outputs/outcomes achieved to date	Outputs submitted so far – 34 - Enterprises receiving non-financial support 62 - Potential entrepreneurs provided assistance to be business ready 11 Start Up Grants – approved locally
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Project Title	<b>High Street Business Information Officers (UKPSF 01)</b>
Period	22/23
Total Cost	£305,000
UKSPF Contribution	£244,953
UKSPF Spend to date	£244,953

**Summary of Activity**  
Operating in all Sheffield’s local high streets, in district and local centres the proposal funded 6 Business Information Officers to work on the high streets supporting local independent retail and hospitality businesses in Sheffield’s 40 local high streets and 15 shopping areas/precincts.

The team has retail, hospitality or a financial background and have experience of working in retail and/or hospitality sector previously.

Each Business information officer is given their own “patch” and their role to build rapport and go from door to door to offer support to businesses covering what we know are the key issues for independent businesses including the following key activities –

- Help businesses to understand their energy bills, new deals.
- Help businesses to understand new lease agreements
- Focus on viability, survival and recovery, cash flow, e-commerce and customer engagement and social media support to encourage new football and customers.

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<ul style="list-style-type: none"> <li>- Growth support for businesses looking to expand into the city centre and other local high streets.</li> <li>- Build rapport and develop trust, help businesses solve their individual issues and high street problems so will act as an advocate with other Council services including Planning, Parking, Licensing, Business Rates, Waste and Environmental Health and the Local Area Committees</li> <li>- Work with faith leaders, local community organisations.</li> <li>- Act as a live pulse and barometer of the high street, a key resource when determining the Council's key messages to businesses including provision of recorded workshops aimed at independent high street businesses.</li> <li>- Work with groups of businesses on individual high streets to access Economic Recovery Funding and in the longer term work together for the benefit of the high street to encourage greater footfall to the area and working together on key identifiable projects that would make the high street a better shopping experience</li> </ul>	
Summary of outputs/outcomes achieved to date	<b>Outcomes –</b> Number of businesses receiving non-financial support - 1300

Project Title	<b>Social Enterprise Support (UKSPF 15)</b>
Period	2023/24 – 24/25
Total Cost	£405,000
UKSPF Contribution	£375,000
UKSPF Spend to date	£0

**Summary of Activity**  
 The UKSPF Social Enterprise project will provide a programme of specialist business support and advise for social enterprises in Sheffield as summarised below:

- Start-ups – help to create new social enterprises
- Established – support existing social enterprises to thrive and
- Scale up – support rapid sustainable growth

The aim of the activity is to increase the start-up survival and impact of the sector, through a business focussed, expert led, collaborative approach, aligning with wider Sheffield and South Yorkshire business support infrastructure and ecosystem and specifically those core regional UKSPF business support programmes – Launchpad, Low Carbon and Productivity. The social enterprises receiving support will be helped to tackle barriers to start and grow, increasing the knowledge, support and effective collaboration.

Delivery will commence following the recent procurement exercise.

A recent full open procurement exercise has taken place. The successful bidder Sheffield Social Enterprise Network have been awarded the contract.

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The programme of activity in the specification outlined a partnership approach with Sheffield Chamber and full integration into the Business Sheffield business support programme including colocation in Electric Works, and a customer call to action routed through the Business Sheffield Gateway. This should avoid any form of duplication and make it easier for the customer. An initial meeting with SSEN to look at the operational linkages has taken place.

Summary of outputs/outcomes achieved to date	Yet to start
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Project Title	<b>Productivity</b> (Sheffield element only)
Period	22/23 – 23/24
Total Cost	£3,862,291
UKSPF Contribution	£2,112,290.50
UKSPF Spend to date	£14,218

(Barnsley MBC acting as Accountable Body for South Yorkshire)

Summary of Activity

Productivity grants – £2.1 million UKSPF revenue funding for SME’s to access grants to support productivity gains in the business. The funding split for the two years is £800k in 2023/24 and £1.3 million 2024/25.

The project supports SME’s to improve their productivity through grants to improve how they capture and measure productivity gains. The root cause of any productivity issue tends to be one of three factors, cost, capacity and response. Resolving them will provide businesses the opportunity to improve their productivity.

In Sheffield we have combined the success of the digital adoption grants project to utilise two size of grant pots for smaller digital adoption projects aswell.

A relatively small delivery team in Sheffield with specialist consultants to support helping businesses to identify productivity opportunities and support businesses with their applications. Alongside advisors to support businesses the project will part fund programme support consisting of 0.7 Grants and Claims Officer, 0.3 Programme Manager and 0.2 Business Growth Manager resulting in match funding for Business Sheffield and Programme Management teams for substantive positions, match funding from the Council of £32,698 in Year 1 and Year 2 mitigating some of the key issues identified by ERDF funding coming to an end. These costs to the Council are accounted for within existing budgets.

The grant funding has been split into the following for Sheffield SME’s:



110 productivity grants – £12,500 grant for projects – 50% match funding minimum (financed by the business).

75 digital adoption grants - £5,000 grant for projects – 50% match funding minimum (financed by the business)

The outputs for the Sheffield delivery include –

- Number of businesses receiving grant 185

Changes to the current productivity and digital grant programmes include flexibility around total project costs, to support larger capital expenditure, the ability to work with sectors that have been precluded from support in the current productivity project, especially the care sector which is a critical sector of support in Sheffield and one which can benefit from productivity and digital adoption improvements.

We have hit the ground running with this programme which commenced in October 2023 and scoring panels taking place on a monthly basis. A marketing campaign to promote the grants in addition to warm relationships with SME's through our Advisors has meant that interest in the project and applications has been healthy. This is a fantastic product for businesses to access making businesses reflect on productivity and innovation in the business.

Summary of outputs/outcomes achieved to date	31 businesses with grant offer letters – totalling £308,621 Of which 26 productivity and 5 digital
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Project Title	<b>Low Carbon for Business (UKSPF 14)</b> (Sheffield element only)
Period	23/24 – 24/25
Total Cost	£2,291,845
UKSPF Contribution	£1,291,898
UKSPF Spend to date	£14,319

Summary of Activity

**Low Carbon/Net Zero** – £1.3 million UKSPF revenue funding used to provide sustainability audits and grants to improve the energy efficiency, reduce carbon consumption of Sheffield SME businesses.

Sheffield City Council is the regional Accountable Body for the project with delivery partners in the other three local authorities. The total project across South Yorkshire is approx. £6.4m which includes private match from the individual businesses and the other SY SPF (total UKSPF allocation £3,424,482) allocations will be utilised for the specialist support, audits and grants in their areas.

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The low carbon audits provided by a framework of sustainability consultants builds on the previous ERDF programme, but the audit approach is more flexible and highlights wider sustainability improvements for businesses including waste reduction measures and supply chain improvements. Example interventions include LED lighting, insulation air/ground source heat pumps and associated works (eg replacement radiators), double/triple glazing and solar panels.

Alongside Specialist support for businesses the project contributes SPF funding to a full time Project Support Officer and 0.7 of a Programme Manager supporting the existing staffing costs of the team, mitigating the risks identified by ERDF ending.

Grant package -

Grants up to 5,000 – 10,000 total project costs  
 Grants up to 12,500 – 25,000 total project costs  
 Larger grants for projects above £12,500  
 (match funding required at 50% minimum from the business for all of the above).

Summary of outputs/outcomes achieved to date	15 Energy Surveys 3 Grants 75m2 Low Carbon Infrastructure increase
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Project Title	<b>Employability and Skills SY</b> (Sheffield element only)
Period	23/24 to 24/25
Total Cost	£4,866,972
UKSPF Contribution	£3,944,454
UKSPF Spend to date	£0
Participant-focused employment and skills, with the following aims: Strand 1 (Ambition) - employment support for economically inactive and socially excluded unemployed residents aged 16+, to include targeted keyworker activity to address barriers to labour market access; Strand (2) Into Employment - sector specific training and work placements to support economically inactive and socially excluded unemployed residents in gaining the skills, knowledge, tickets and certificates required to access job opportunities in growth sectors with high number of vacancies.	
Strand 3 (Advance) (To be delivered via Doncaster City Council) - Activity designed to promote in-work progression for employees, to include funded training, access to qualifications, support to stay in work and help changing career.	
Summary of outputs/outcomes achieved to date	Yet to start



## Report to Economic Development and Skills Policy Committee

**Author/Lead Officer of Report:** Laura Hayfield, Interim Head of Employment & Skills, City Futures

**Tel:** 07989152877

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

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

**Date of Decision:** NA

**Subject:** Social Value Annual 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? #####				
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:

To present the Social Value Annual Report

### Recommendation:

To note the contents of the Social Value Report at Appendix 1.

Appendix 1:



Social Value Report  
2022-23.pdf





# Employment and Skills through Planning and Procurement 2022 / 23

## *Opportunity Sheffield*

Supporting **employers** with skills and workforce development.  
Helping **people** into employment and training.



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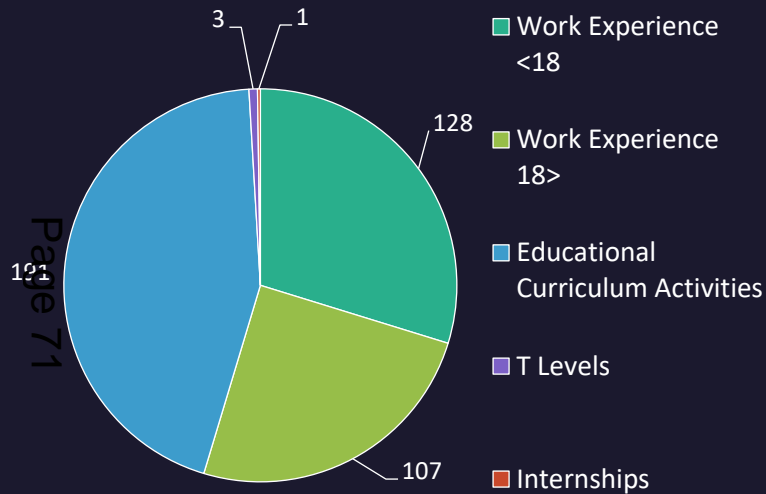
**Opportunity Sheffield**

Supporting **employers** with skills and workforce development.  
Helping **people** into employment and training.

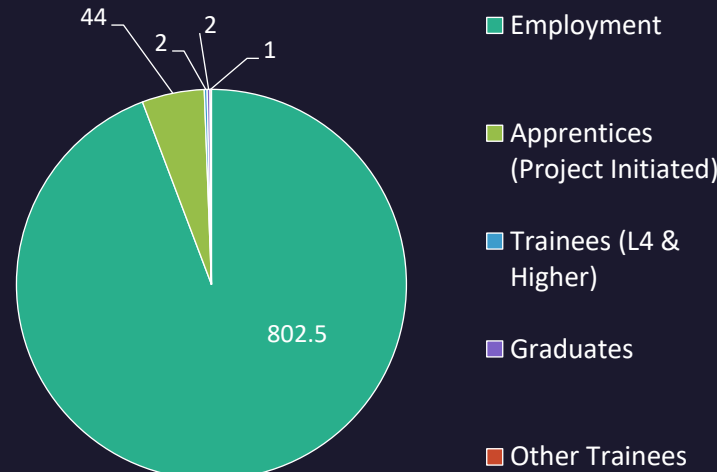


# 1. Employment and Skills Through Procurement and Planning Monitoring – Overall 2022 / 2023

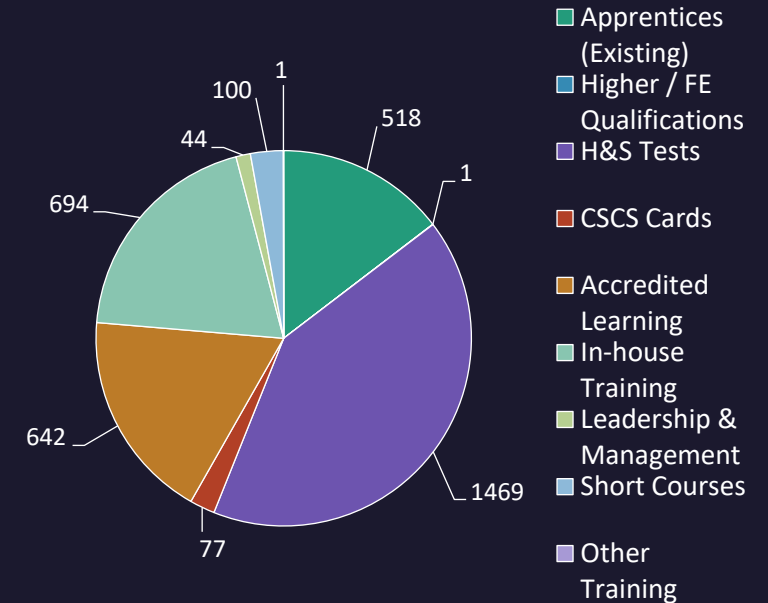
### Educational Activities



### New Employment



### Upskilling



This year, there has been a healthy increase in the number of educational activities, new employment and upskilling opportunities. This could be attributed to COVID restrictions being fully lifted and the ability for organisations to fully commit to their Social Value Investments. T Level qualifications are in the early stages of delivery. From September 2023, Sheffield College will begin to deliver various T-Level qualifications.

We continue to have some healthy success stories particularly within Council Housing Repair and Maintenance contracts.

- Wates, which is contracted to deliver the Aids and Adaptation contract and a Single Staircase contract for Council-owned tower blocks, has fully committed themselves to engaging in educational curriculum activities. In March alone, they attended three careers events, including Opportunity Sheffield's "Be Inspired Apprenticeship" event. They have consistently supported schools and colleges by providing clear support and direction to a successful career in construction. This is evidenced further, by the support they have given to a T Level student, who has quickly been developed into a valuable member of the Wates team. Their overall investment in skills and employment has continued to grow in the second year of their contract, this in conjunction with the vital works they complete is positively impacting on the quality of people's lives across Sheffield.
- Novus, which is contracted to deliver the Elementals Kitchen and Bathrooms contract, are supporting sub-contractors to ensure apprenticeship placements are delivered. In their first year, they have already supported three apprentices. The Novus team have a long-standing partnership with The Archer Project who support the members of the homeless community in Sheffield. Recently, Novus have instructed The Archer Project to provide a cleaning service to the local site welfare cabins. This offers project participants a paid employment opportunity and a clean working environment for the Novus Team based in Southey.
- HEC Electrical continue to be fully committed to providing four apprenticeship places, each year, for students leaving school. They have been proactive in advertising the opportunity so recruitment can take place at the end of the Summer. They have liaised with the employment and skills team to ensure that the opportunity is advertised to current Year 11s.



The following contractors have also had a successful year delivering projects in Sheffield.

- Henry Boot, which has been contracted to deliver projects based in the Heart of the City including, leisure and retail offices, apartments and commercial units. They have been fully committed to delivering their social value targets and have exceeded in all areas. With their experience and enthusiasm, they have provided many opportunities for people to begin a career within construction. They have also engaged with the Better Learners Better Workers programme. This is an employer-led programme that provides young people with the knowledge, skills and attitudes they will need to be successful in the world of work. Henry Boot has developed a good relationship with a cohort of 12 students who attend the Sheaf Training College.
- RLB, which is contracted as a CDS delivery partner to support the Council's internal team have continued to provide a range of services including, project management and specialist consultancies. They have had a successful year by providing work experience placements supporting people entering the construction industry. RLB have also engaged well with their supply chains. They have shared the same ethos of Sheffield City Council by demonstrating their understanding of the importance of giving local people in Sheffield employment opportunities. They are also fully committed to upskilling their current workforce and have delivered both accredited and in-house training. Training has been diverse and has covered a range of topics, including, Asbestos Awareness, Designing for Mental Health and Unconscious Bias.

## 2. Focus for 2023/2024

- Continue to improve outputs from developers who have contracts arisen through our Planning process where Employment & Skills activity is not mandated. We will increase activities across projects and improve accuracy of recording/ submitting data.
- To plan and deliver events to ensure that the diversity of communities within Sheffield is represented within the construction industry.
- To continue to enhance the Better Learners Better Workers Programme, working with The Cutlers' Company to grow the number and frequency of engagements with additional schools and employers.
- Delivery of the Work Experience and ASK programmes in schools to continue increasing the number of employer engagements.
- Move towards the widening of reporting of Social Value across all contracts to include other aspects such as local spend, environmental factors, '£'s and time spent donated to local and community charitable initiatives and social enterprises.
- With more T-Level Construction based programmes beginning and new training providers such as Sheffield College delivering from September 2023, we would expect to see a wider range of opportunities available.

Thursday 9 March, 12pm - 4pm  
Sheffield Wednesday Football Club



South Yorkshire  
CAREERS HUB

CAREERS &  
ENTERPRISE  
COMPANY



## 3. Wider Social Value

Apprenticeships: Be Inspired provides an opportunity for Y11, Y12 and Y13 students across Sheffield to meet real employers who are recruiting apprentices over the summer and beyond. This is a unique opportunity for employers to meet school and sixth form leavers who want to take their first steps on to the career ladder via an apprenticeship. There were 40 businesses with stalls, and it was attended by 81 young people. The stallholders were from a wide range of industries, from hospital and care services to construction and engineering businesses, to national armed forces and local emergency services.

Opportunity Sheffield's Working Community Job Fairs offer people seeking employment a direct link to local and national employers. Keepmoat are a regular attendee at the events and use the opportunity to share information regarding the variety of jobs which are available within the construction sector.

A poster for 'Sheffield's Working Jobs Fairs'. It features the European Union logo and the text 'European Union European Social Fund'. Below this are three small images showing people interacting at a job fair. The main text reads 'Sheffield's Working Jobs Fairs'. Below this is a list of dates and locations for the fairs. At the bottom, there is contact information and social media links.

Find out about exciting job opportunities with local employers in Sheffield!

- Wednesday 15th June - 10:30am - 3pm  
Sheffield Manor Lodge, 389 Manor Lane, S2 1UL
- Wednesday 27th July - 10am - 2pm  
Beighton Miners Welfare, 52A High Street, Beighton, S20 1ED
- Thursday 18th August - 10am - 2pm  
The Venue, 650 Manchester Road, Stocksbridge, S36 1AJ
- Wednesday 14th September - 10am - 2pm  
Gresley Road Meeting Rooms, 1A Gresley Road, Lowedges, S8 7HN
- Tuesday 18th October - 10:15am - 2:45pm  
Zest, 18 Upperthorpe, S6 3NA

Tel: 0114 474 3304 Email: [sectorrouteways@sheffield.gov.uk](mailto:sectorrouteways@sheffield.gov.uk)

Follow our Twitter jobs feed @shef\_working for updates

Logo for Entreplus, featuring the text 'entreplus' in a stylized font.Logo for Sheffield's Working, featuring the text 'SHEFFIELD'S WORKING' and a stylized cityscape.Logo for Sheffield City Council, featuring the text 'Sheffield City Council' and a stylized cityscape.

**59%**

of local labour within a 20 mile radius of the West Bar project.



**32%**

of the labour has come from a Sheffield postcode



**1888**

students have been supported by educational activities and programmes as a result of the project.



**47 hours**

have been invested by Wates and partner staff supporting young people.





Henry  
Boot:  
Funding  
and  
Installing a  
Nursery  
Playground

Graham and Henry  
Boot: Canal Trust  
Green Flag Award

SHC: Community  
Group Investments





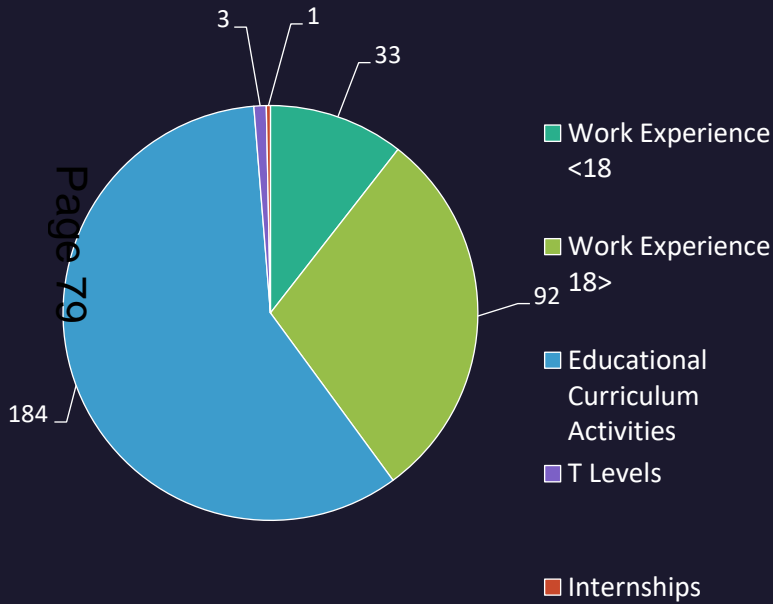
### 3. Appendix: Further Employment & Skills Information

- Employment and Skills through Construction projects
- Employment and Skills through Planning
- Employment and Skills through Housing

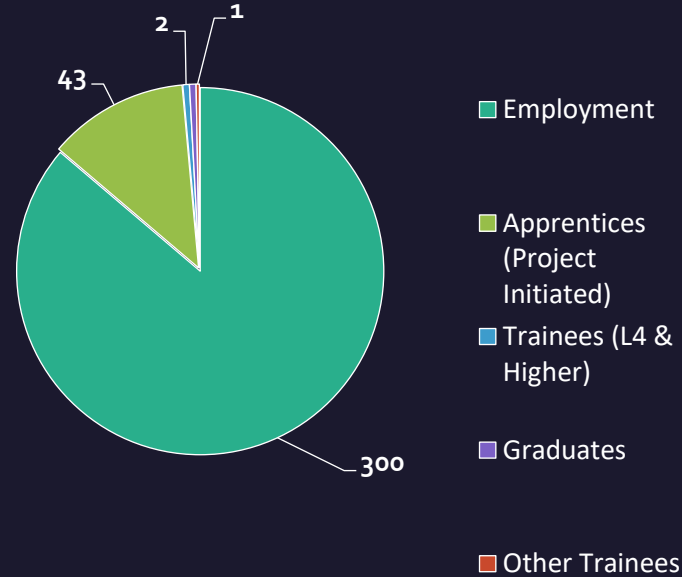


# • Employment and Skills through Construction

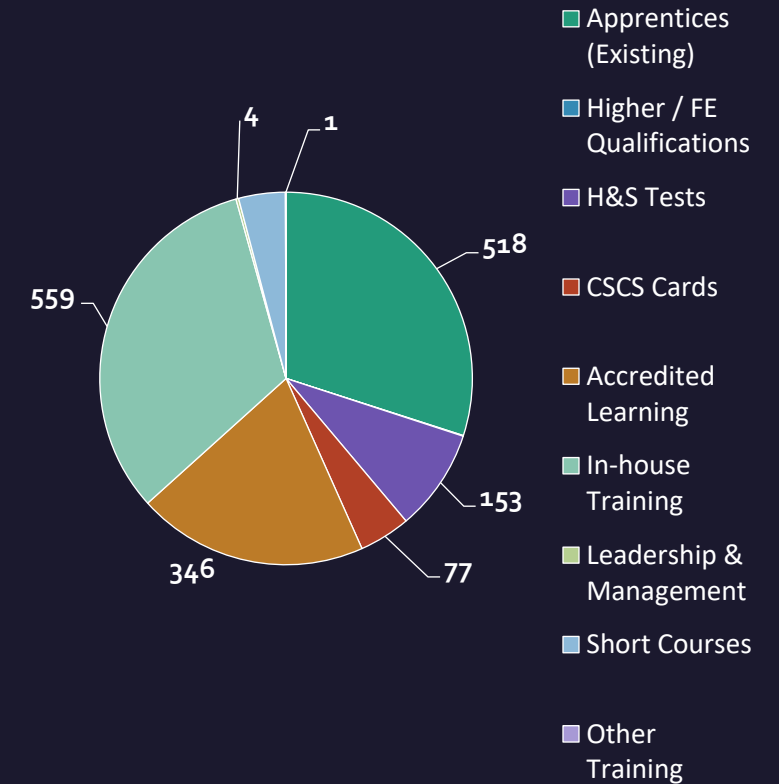
## Educational Activities



## New Employment

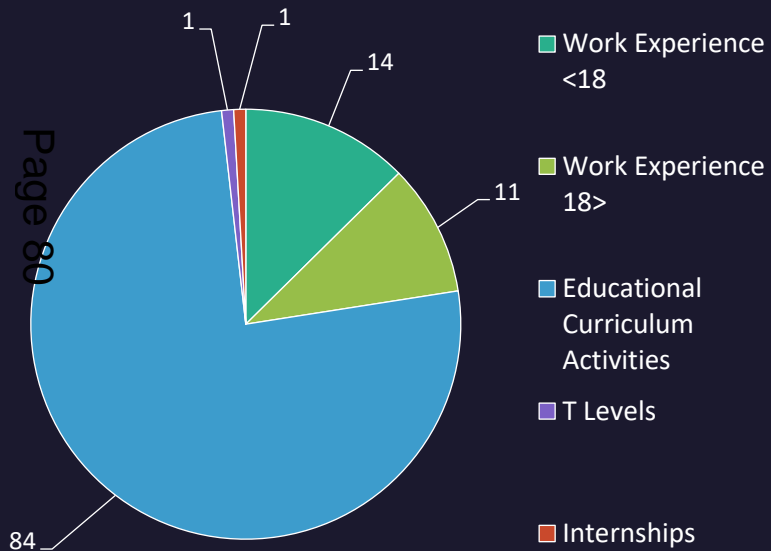


## Upskilling

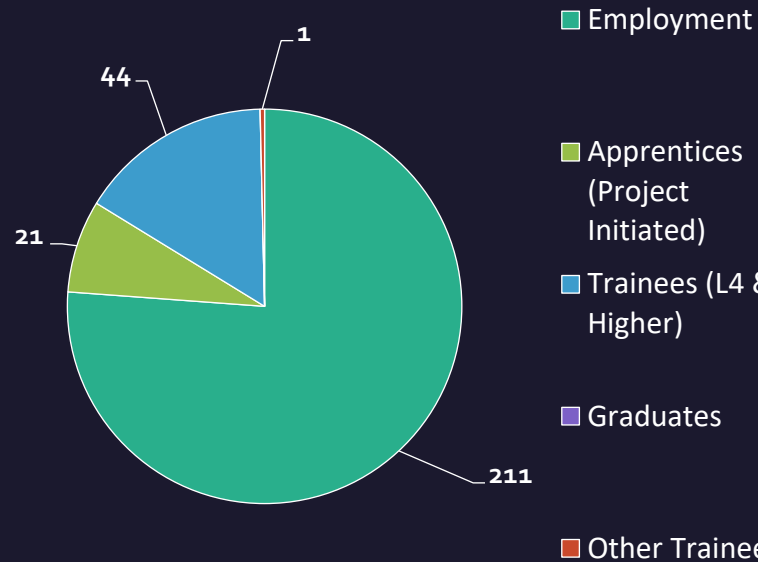


# • Employment and Skills through Planning

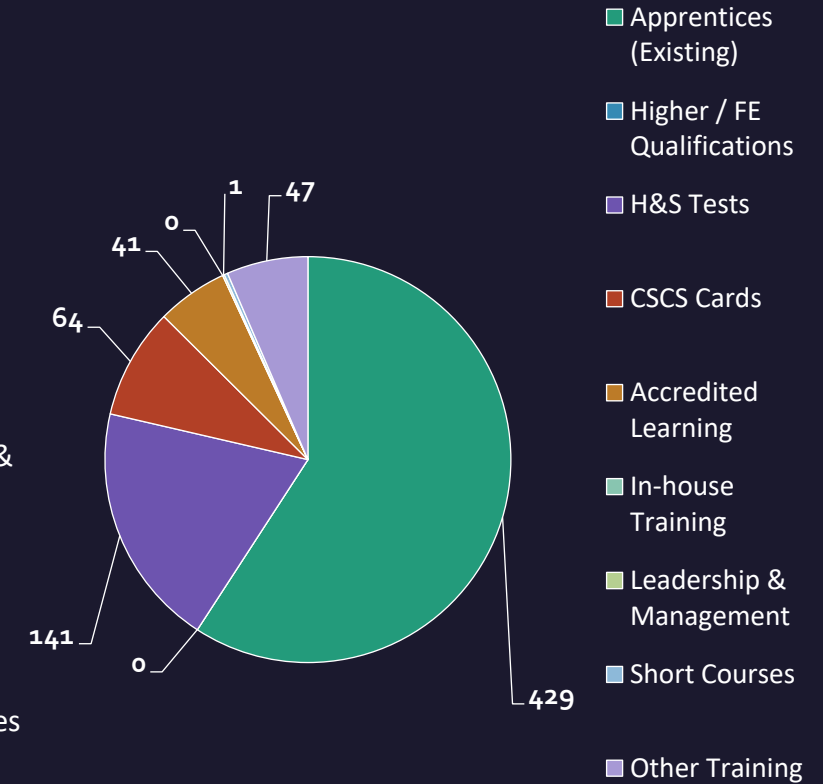
## Educational Activities



## New Employment



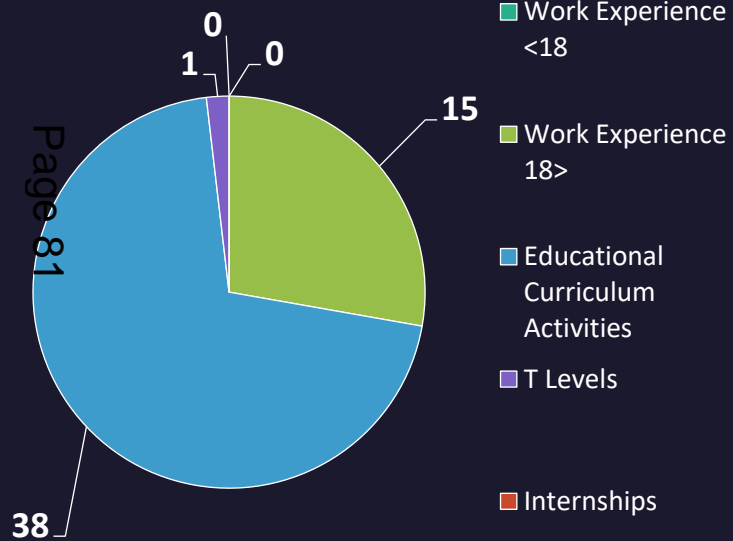
## Upskilling



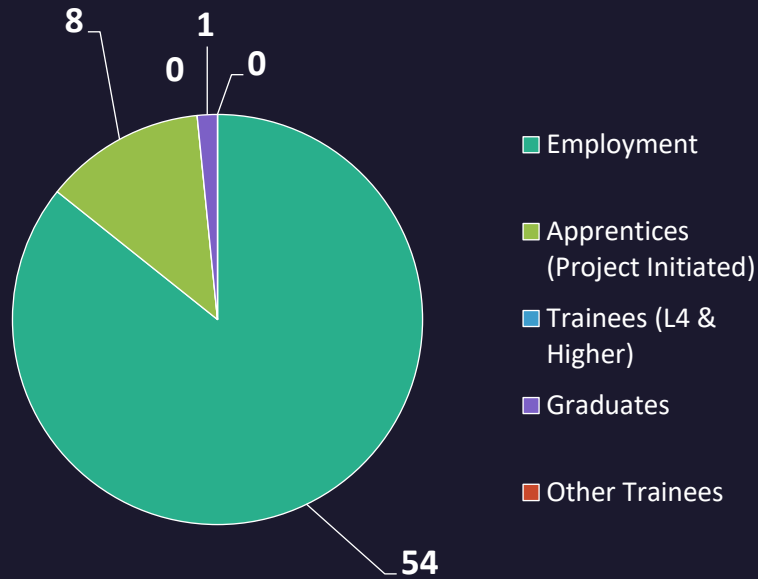


# • Employment and Skills through Housing

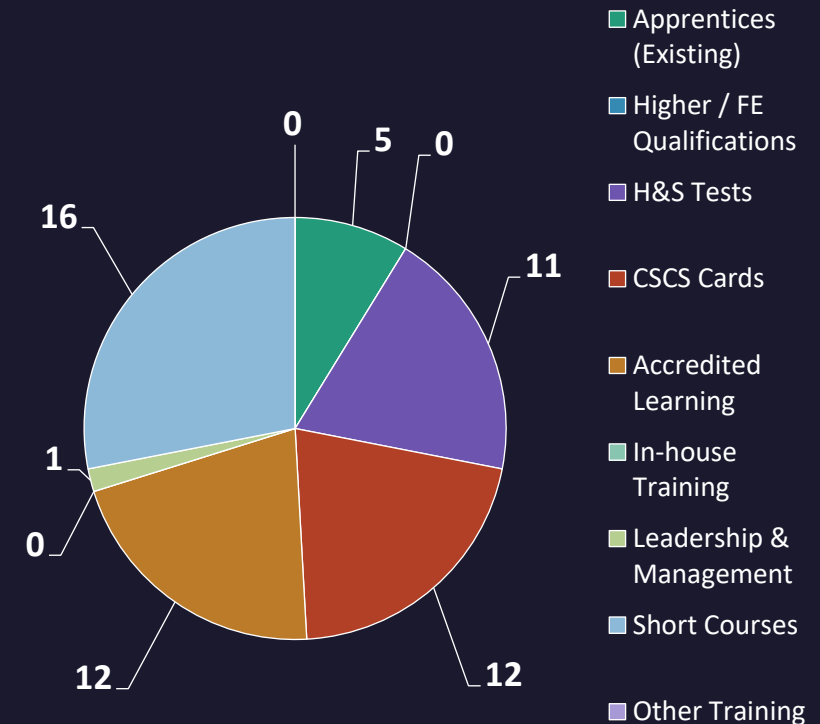
## Educational Activities



## New Employment



## Upskilling



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