



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

**20 June 2022**

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**Report of:** Gillian Duckworth, Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Craig Rogerson, Democratic Services  
Deborah Glen, Strategy and Partnerships

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### **Summary:**

The Committee's Work Programme is attached at Appendix 3 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 covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, 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 (the source of the items is specified)

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

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**Type of item:**

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Briefing paper for the Committee	
Other	X

**Recommendations:**

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

**Background Papers:**

**Category of Report:** OPEN

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**COMMITTEE WORK PROGRAMME**

**1.0 Prioritisation**

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

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

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

**2.0 Member engagement, learning and policy development outside of Committee**

2.1 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.

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

Title	Description & Format	Date
Economic Overview	Presentation giving overview of Sheffield and Local area data, including employment and skills	TBC
Funding Landscape	Familiarisation with Directorates Funding and potential external sources of funding	TBC
Introduction to the Culture Collective	Offer of briefing with Culture Collective chair	TBC

### 3.0 Public Questions

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

### 4.0 Petitions

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

### 5.0 References from Council or other Committees

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

#### Council 1/6/22 Public Question

What will this Council's strategic approach be to realising the full value of heritage in all its forms to the economy and skills? And how will this extend to maximise the benefits to climate change, education, health and wellbeing?

### 6.0 List of other potential items not yet included in the work programme

6.1 The following issues 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>	Bidding, acceptance and spending approval of external funds
<b>Description</b>	During the year the Directorate will seek out or be approached to bid for various funding. We will need clarity from the committee how we will manage this, within timescales that do not align with Committees.
<b>Lead Officer/s</b>	Diana Buckley / Ben Morley
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i> <b>Officer</b>
<b>Type of item</b>	<ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> </ul> <i>Post-decision (service performance/ monitoring)</i>
<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	TBC
<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	TBC
<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>
<b>Lead Officer Commentary</b>	<p>Need to determine with the committee.</p> <ul style="list-style-type: none"> <li>- delegated authority to submit funding within agreed policy / strategic framework (where matching funding outside of the portfolios budget is not required)</li> <li>- Agree a process to ensure timely decisions can be made where needed between committee meetings where funding timescales dictate</li> </ul>

### **Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision**

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 2

## **Appendix 2 – Public engagement and participation toolkit**

Toolkit to follow.

Appendix 3 – Work Programme

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) 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>
<b>Inclusive Economy and Wellbeing Economy</b>	Referral from full council February 2022: Appropriate committee should look into how Sheffield Council and Sheffield can support our ambition for an Inclusive Economy in the One Year Plan with the wellbeing economy model, and in order to put Sheffield's health and well-being front and centre of our aims, decision making and expenditure	Greg Fell / Diana Buckley	Policy Development	Facilitated policy development workshop	TBC	TBC
<b>Work and Health Service</b>	Decision to continue to commission this service	Greg Fell/Ruth Granger	Decision	TBC	TBC	This committee
<b>Budget Items</b>						

Budget Monitoring Reports		Jane Wilby	Monitoring			
Committee Budget Proposals		Liz Gough	Pre decision – budget development			
Budget Sign Off		Liz Cough	Decision			

Meeting 1	June 2022					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Economic Recovery Fund	This report updates the Committee on phase 1 of the Economic Recovery Fund. Seeks to delegate authority of the £2m extension to the recovery fund to the established Economic Recovery Fund Steering Group for development and delivery of the fund.	Diana Buckley / Sarah Lowi Jones	Decision	Briefings as requested	Private sector input on ERF steering group, and wider Business Response Group	This Committee

Local Economic Assessment and development of City Strategy's inclusive Economic Framework	Council has a duty to undertake an economic assessment. A draft economic assessment will be attached for the committee to endorse. This is the foundation for the developing City Strategy and key economic policy and strategy documents to be developed. The City Partnership has started this work and the Committee will have a key role in shaped, adopting and delivering the framework	Diana Buckley/ Greg Fell/ Jen Rickard	Policy development/decision	Economic Overview Training Session	Stakeholder task group engaged in development	May also need referral to Strategy and Resources Committee
Shared Prosperity Fund	Overview of SPF and arrangements and processes for Sheffield to secure its allocation	Ben Morley	TBC (need to determine if Committee want to sign off the final programme in a special meeting in July / or give Delegated Authority)	TBC	Planned in with MCA as part of the Shared Prosperity Fund process	TBC May need a future decision, when funding and processes are confirmed
AEB funding	Decision to accept the ESF funding which supports the delivery of Adult Education	Kevin Straughan	Decision for committee	Full briefing provided that will explain funding allocations, funding mechanisms, audit and accountability risks and measures of success linked to funding allocation	Engagement with LACs and community groups to understand locality needs. Links to city economic strategies and employer needs	This committee

				and revenue protection.		
Budget Monitoring Report	TBC	Jane Wilby	Monitoring	TBC – Committee briefing?	N/A	TBC
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 2	September 2022	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Business Recovery Plan, Phase 2 delivery plan	This report gives an overview of the progress against the delivery of the Business Recovery Plan, and proposes a further set of funding decisions and project proposals against the plan, including the establishment of a new diverse and inclusive business board	Diana Buckley / Jen Rickard	Decision	Briefing to be offered	Stakeholder engagement undertaken as part of the production of the plan	TBC

Culture Strategy Development	Adopting City's Culture Collective Strategy and commitment to development of City / SCC Culture plan.	Diana Buckley / Rebecca Maddox	Decision / Policy Development	Facilitated policy workshop with Culture Collective Chair and Members	TBC	TBC
Business Support and Start	The item gives an overview of the business support delivered by SCC, and identify key areas of focus for future action. Including a focus on starts up provisions and allocation of appropriate funding.	Diana Buckley / Yvonne Asquith	Decision	Interactive briefing session with business advisors	Stakeholder engagement	TBC
Employment and Skills Strategy Development	Adopting Chamber's Local Skills Improvement plan, and MCA draft skills strategy and commitment to develop City / SCC Employment and Skills Strategy	Diana Buckley / Laura Hayfield	Decision / Policy Development	Facilitated policy workshop with external experts	TBC	TBC
Committee Budget Proposals	TBC	Liz Gough				
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 3	<b>November 2022</b>	Time				
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<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/monitoring)</i></li> </ul>	<i>(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>
Stockbridge (TBC – potential to go to Transport, Regen, Climate)	Programme development update / refinement	Ben Morley /Gill	TBC	TBC	TBC	TBC
Draft City Strategy / Economic Plan (Could be Sep)	Consultation of draft strategy and priority interventions, agreement to go to public consultation	Diana Buckley / James Henderson	TBC	TBC	TBC	TBC
JESSICA (may need to go to finance committee too)	Agreement to repro cure fund manager and Establish the fund for the next period	Ben Morley	TBC	TBC	TBC	TBC
<b>SAR</b>		<b>Kevin Straughan</b>	<b>Briefing</b>			<b>Economy and Skills</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 4	TBC	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> </ul>	<i>(re: decisions)</i>	<i>(re: decisions)</i>	<b>Final decision-maker (&amp; date)</b>

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

Meeting 5	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	<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)
Item 1			<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>			<ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Item 2						
Standing items	<ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> <li>• [any other committee-specific standing items]</li> </ul>					

	<i>eg finance or service monitoring]</i>					
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Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1			<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>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Item 2						
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul>					

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