



## 1. Report to Economic Development and Skills Policy Committee

7<sup>th</sup> September 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:** Abby Hodgetts, Acting Democratic Services Team Manager

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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
4. that the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

**Background Papers:** None

**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 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	Pride in Sheffield
Referred from	Resolution of Council on 20 July 2022
<i>Details</i>	A link to the full resolution is available here: <a href="#">(Public Pack)Resolutions passed at the meeting of the Council held on 20th July 2022 Agenda Supplement for Council, 20/07/2022 14:00 (sheffield.gov.uk)</a>

Extract in respect of this Policy Committee:

**(g)** believes in the importance of how this Council's economic development work can support the LGBTQ+ community and support diverse business owners by asking the Economic Development and Skills Policy Committee to consider looking at starting consultation work with the LGBTQ+ community to develop an LGBTQ+ 'quarter' in Sheffield with the spaces LGBTQ+ people in Sheffield both want and need; and this should include:-

(i) supporting LGBTQ+ owned business, charities, nightlife and safe spaces in the same way other cities have done, including Manchester (Canal Street area), Birmingham (Hurst Street area) and Leeds (Freedom Quarter);

(ii) taking into account the importance of non-alcoholic (dry spaces) and child friendly spaces in an LGBTQ+ quarter – with a desire for any such area to be fully inclusive, including for disabled people, and safe, with good street lighting among other considerations;

(iii) agreeing to the principle that any LGBTQ+ quarter shouldn't just be bars and clubs, noting the real problems of drug abuse and alcoholism in the community, for which this Council must support schemes that focus on harm reduction with these issues; and

(iv) looking at places such as Common Press in London and the Queer Emporium in Cardiff as examples of good practice of inclusive, diverse spaces;

**(i)** supports the health and wellbeing of LGBTQ+ Sheffielders by asking the Policy Committees, in considering Public Health functions, to have regard to:- (i) supporting existing and new spaces, clinics, and pop-up clinics that support LGBTQ+ Sheffielders' physical, mental, and sexual health;

(ii) providing information about sexual health, housing, and support for LGBTQ+ people, with specific information about support available for LGBTQ+ people of colour and those who are HIV+;

(iii) including information and support for those who have been sexually assaulted or experienced domestic violence as a result of their sexual or gender identity;

	<p>(iv) existing established health services needing to ensure staff are trained in supporting LGBTQ+ Sheffielders who have sadly gone through sexual assault or domestic violence as a result of their sexual and/or gender identity;</p> <p>(v) investigating ways this Council can help the HIV+ community access support and the support around the wide variety of other issues faced by the LGBTQ+ community and raised within this motion; and (vi) our belief that good services supporting young LGBTQ+ people, such as SAYiT, that provide them with a safe space and the ability to make lifelong friends in the community, are critical;</p>
<p><i>Commentary/ Action Proposed</i></p>	<p>The Council via the Equalities and Engagement Team, has supported a range of events in the past year including relating specifically to the LGBTQ+ community in Sheffield, this will be outlined in our Annual Equality Report 2021/22 which will go to the Strategy and Resources Committee in 2022.</p> <p>We currently grant fund LGBT Sheffield, as part of the Equality Partnership for its engagement work in the city. The People Portfolio also grant fund Sayit to support LGBTQ+ young people. We gave small grants in 2021/22 to and supported Pinknic does Pride an event held in the city centre in July, Trans Day of Remembrance and IDAHOBiT. We also support a range of awareness days &amp; months such as LGBT History Month and Pride Month.</p> <p>In June 2021, in collaboration with LGBT Sheffield, set up and supported an LGBT+ survey about experiences in COVID, which also asked about general facilities for LGBT+ people. Through this survey and the wider work through the Equality Partnership it has helped in establishing what support and facilities people in Sheffield said they would like to see.</p> <p>Within the next year we will continue to work with Members and via the Strategic Equality and Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days. Also, we produce an internal and external equality newsletter that people can sign up to if you want to read about work across all areas of equality, contact the Equality and Engagement team to find out <a href="mailto:equalitiesandinvolvement@sheffield.gov.uk">equalitiesandinvolvement@sheffield.gov.uk</a></p>

	Action: That the resolution of Council and the range of activity currently being undertaken be noted and officers be requested to continue to work with Members and via the Strategic Equality and Inclusion Board to take forward the elements of this resolution relating to our LGBTQ+ staff, residents, and visitors and embed them as appropriate within our Equality Objectives and Equality and Engagement delivery plan including our work on Awareness Days.
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### 3.0 Member engagement, learning and policy development outside of Committee

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

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

Title	Description & Format	Date
Economic Overview	Presentation giving overview of Sheffield and Local area data, including employment and skills	June Committee saw presentation of the new economic assessment
Introduction to the Culture Collective	Offer of briefing with Culture Collective chair	TBC

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note

### 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>	Inclusive Economy and Wellbeing Economy
<b>Description</b>	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
<b>Lead Officer/s</b>	Greg Fell / Diana Buckley
<b>Item suggested by</b>	Referral from Full Council February 2022:
<b>Type of item</b>	Policy Development
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Facilitated policy development workshop through the development of the City Strategy (report went to committee June 2022)
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	Public engagement and consultation will take place as part of the new City Strategy development process

<b>Lead Officer Commentary/Proposed Action(s)</b>	Strategy and Resources and EDS Committee
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**Part 3: Agenda Items for Forthcoming Meetings**

Meeting 2	7 <sup>th</sup> September 2022	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i>	<i>(re: decisions)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> <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>	<p>Prior member engagement/ development required</p> <p><i>(with reference to options in Appendix 1)</i></p>	<p>Public Participation/ Engagement approach</p> <p><i>(with reference to toolkit in Appendix 2)</i></p>	<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>
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			

Economic Recovery Fund	Update and options for the delivery of phase 2 of the Economic Recovery Fund.	Diana Buckley /	Policy Development	Economic Recovery Fund steering group as agreed at the last committee has led the development of proposals	Evaluation of round 1 underway with interviews with stakeholders	This committee, with future financial decisions required by Finance Committee
Budget Proposals for year 2023/2024	The Council is required to set a balanced budget for 2023/24. The Strategy and Resources Committee has asked each Policy Committee to develop budget proposals on a cash-standstill basis and to report those proposals to the September 2022 meeting	Liz Gough / Diana Buckley	Decision	A number of full committee briefings undertaken	Each Committee will need to consider any public engagement that it wishes to undertake at this stage of the process.	This committee
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	November 2022	Time				
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> 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>
Business Recovery Plan	This report gives an overview of the progress against the delivery of the Business Recovery Plan, and proposes a further set of decisions, including the establishment of a new diverse and inclusive business board, and how we will respond to the Business and Economic elements of the Race Equality Commission Report	Diana Buckley / Jen Rickard	Decision	Briefing to be offered	Stakeholder engagement undertaken as part of the production of the plan	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
Stockbridge (TBC – potential to go to Transport, Regen, Climate)	Programme development update / refinement	Ben Morley / Gill	TBC	TBC	TBC	TBC
SAR		Kevin Straughan	Briefing			Economy and Skills
Budget Position for year 2023/2024	This report will seek the Policy Committee's final agreement to any changes to the proposals presented to the Policy Committee's September meeting.  Notwithstanding to any late changes in government funding, this report will represent the Policy Committee's final budget position for 2023/24.	TBC	Decision	Officers will work with Members to action any changes required by Strategy and Resources to the proposals presented to the September meeting	Each Committee will need to consider any public engagement that it wishes to undertake at this stage of the process.	This Committee

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				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</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>(with reference to options in Appendix 1)</i>	<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>
Draft City Strategy /	Consultation of draft strategy and priority	Diana Buckley /	TBC	TBC	TBC	TBC

Economic Plan update	interventions, agreement to go to public consultation	James Henderson				
Employment and Skills Strategy Development	Overview of policy context - Local Skills Improvement plan, and MCA draft skills strategy and exploring commitment to develop City / SCC Employment and Skills Strategy and / or adopt these strategic documents	Diana Buckley / Andrew Jones / Laura Hayfield	Decision / Policy Development	Facilitated policy workshop with external experts	TBC	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 5	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> <li>• <i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<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> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Full Council</li> <li>• Officer</li> </ul>
Item 1						
Item 2						
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	<b>TBC</b>	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> <li>• <i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<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> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Full Council</li> <li>• Officer</li> </ul>
Item 1						
Item 2						
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>					

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

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

All agenda items will anyway be supported by the following:

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

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

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

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

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

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

## **Appendix 3 – Public engagement and participation toolkit**

### **Public Engagement Toolkit**

On 23 March 2022 Full Council agreed the following:

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

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

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

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

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

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

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