



## Report to Transport, Regeneration and Climate Committee

15<sup>th</sup> December 2022

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

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**Subject:** Committee Work Programme – Transport, Regeneration and Climate

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**Author of Report:** Sarah Hyde, 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 and Local Area Committees (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	
Referred from	
Details	

Comments/ Action Proposed	
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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
Local Plan Overview	Background and future work programme etc. – this will need more than one session.	3.00-5.00pm on 31 Aug 2022 4.00-5.00pm, 15 <sup>th</sup> Sept 2022
Regeneration and City Development Overview	Presentation giving overview of background and future work programme – this will need more than one session. Also, likely to be more full committee update briefings on a semi regular basis of specific activities and initiatives e.g. Heart of the City, Castlegate, Attercliffe, West Bar, City Centre Living, Fargate, Future High Street Fund, Stocksbridge Towns Fund	TBC
Levelling Up Activity?	Presentation giving overview of background and future work programme – this will need more than one session. Also, likely to be more full committee update briefings on a semi regular basis.	TBC
City Centre Strategic Vision	Presentation giving overview of background to City Centre Vision and future work programme	TBC
Transport Overview	An overview of key Sheffield, Regional and National issues and policy influencing Transport and our local priorities and programmes	June 2022
Flood and Water Overview	An overview of key Sheffield, Regional and National issues and policy influencing Flood	June 2022

	and Water and our local priorities and programmes	
Climate Change Overview	An overview of key Sheffield, Regional and National issues and policy influencing our approach to Net Zero following the adoption of the 10 Point Plan	June 2022
Climate Change	Formal Elected Member training	TBC
Funding Landscape	Familiarisation with Directorates Funding and potential external sources of funding	June 2022

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note
<b>NEW</b>		
Traffic Management Act Part 6 – Application to the Department of Transport	<b>TBA Extraordinary Meeting January 2023</b>	<b>Form 1 received. Date to arranged in January 2023.</b>
Connect Darnall Feasibility Study	<b>8<sup>th</sup> February 2023</b>	<b>Form 1 received.</b>
Norton Lees 20mph objections	<b>15<sup>th</sup> December 2022</b>	<b>Form 1 received</b>
<b>AMENDMENTS</b>		
Heart of the City	<b>16<sup>th</sup> March 2022</b>	Item to move to March 2023, advised by T.Whittaker
Sheaf Valley Masterplan	<b>16<sup>th</sup> March 2022</b>	Item to move to March 2023, advised by T.Whittaker
Get Building Update	<b>8<sup>th</sup> February 2023</b>	Item moved to February 2023, advised at pre-agenda
Parkhill Parking Scheme	<b>8<sup>th</sup> February 2023</b>	Item moved to February 2023, as per pre-agenda
Kelham Parking Scheme	<b>8<sup>th</sup> February 2023</b>	Item moved to February 2023, as per pre-agenda
Future High Street Fund Update	<b>16<sup>th</sup> March 2023</b>	Item moved to March 2023, as per pre-agenda
EATF Legacy Projects: Division Street	<b>8<sup>th</sup> February 2023</b>	Item moved to February 2023, as per M Reynolds
Budget monitoring and outturn - Month 7.	<b>Remove</b>	Removed as latest update was received at the previous meeting on 24 <sup>th</sup> November 2022.
Report objections to the Experimental Traffic Regulation Order for Broomhill Shopping Precinct	<b>8<sup>th</sup> February 2023</b>	Item moved to February 2023, as per M Reynolds

## 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>	Speed limit in Rails Road and Bingley Lane.
<b>Description</b>	Speed Limit of Rails Road/Bingley Lane. Referral from Cllr Julie Grocutt.
<b>Lead Officer/s</b>	Tom Finnegan-Smith
<b>Item suggested by</b>	Councillor Julie Grocutt
<b>Type of item</b>	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	This request has been sent from an individual to the Transport team for consideration. Subsequent to an initial sift which suggested no further action, this item has been raised through the Local Area Committee to which this has been considered by Local Ward Members. The proposal to not promote a change in speed limit but to install signage has been considered, to which Ward Members have not agreed, owing to other locations in the area being potentially more suitable.
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	This has been raised through the Ward Members and the LAC through a public request. This is not a Council promoted scheme.
<b>Lead Officer Commentary/Proposed Action(s)</b>	This will be looked into again by the Transport Planning and Infrastructure Service, there is a possibility of commissioning a speed survey to help quantify the level of speeding. This will determine if any further action is required beyond the initial assessment.

## Part 3: Agenda Items for Forthcoming Meetings

Meeting 4	15 <sup>th</sup> December 2022	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> <li><i>Pre-decision (policy development)</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> <li>Full Council</li> </ul>

			<ul style="list-style-type: none"> <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>• Officer</li> </ul>
Car free developments parking policy	Policy to complement Planning Authority decisions.	Tom Finnegan-Smith/Matt Reynolds	Decision	Briefings		This Committee
Levelling Up Update Report	Report to return following deferral at last meeting.	Tammy Whittaker/Alan Seasman	Decision			This Committee
Highfields 20 mph TRO objections	Recommendations on the final scheme for implementation.	Tom Finnegan-Smith/Matt Reynolds	Decision	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Co Chair has been sent an email with details of the 2022/23 20mph programme.</p> <p>The up to date 2022/23 programme is also included in all objection reports</p>	Public engagement undertaken	This Committee
Deerlands 20 mph TRO objections	Recommendations on the final scheme for implementation.	Tom Finnegan-Smith/Matt Reynolds	Decision	Councillors of the affected ward were sent details of the	Public engagement undertaken	This Committee

				<p>proposals 2 weeks in advance of the consultation going live.</p> <p>Co-Chair has been sent an email with details of the 2022/23 20mph programme.</p> <p>The up to date 2022/23 programme is also included in all objection reports</p>		
Batemoor 20 mph TRO objections	Recommendations on the final scheme for implementation.	Tom Finnegan-Smith/Matt Reynolds	Decision	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Co-Chair has been sent an email with details of the 2022/23 20mph programme.</p> <p>The up to date 2022/23 programme is also</p>	Public engagement undertaken	This Committee



				included in all objection reports		
Waterthorpe 20 mph TRO objections	Recommendations on the final scheme for implementation.	Tom Finnegan-Smith/Matt Reynolds	Decision	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Co Chair has been sent an email with details of the 2022/23 20mph programme.</p> <p>The up to date 2022/23 programme is also included in all objection reports</p>	Public engagement undertaken	This Committee
Norton Lees 20mph TRO Objections	To consider the objections made but support the making of the Speed limit order to and for works commence (subject to no RSA issued being raised)	Tom Finnegan-Smith/Lisa Blakemore	Decision	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Co-Chair has been sent an email with details of the</p>	<p>Letter sent to all affected properties with plans and various ways to comment/object to the proposals</p> <p>Street notices with information about the affected</p>	This Committee

				<p>2022/23 20mph programme.</p> <p>The up to date 2022/23 programme is also included in all objection reports</p>	<p>streets placed on lighting columns on all effected streets detailing how to comment/object or request more information</p> <p>Speed limit order advertised in Sheffield Telegraph</p> <p>Sheffield Council website has plans of the proposals with ways to comment/ object to proposals</p>	
LTP/RSF programme 22/23 update	Update on 22/23 programme	Tom Finnegan-Smith/Matt Reynolds	Decision			This Committee
Double Yellow Lines 22/23 programme	Recommendations on schemes for implementation.	Tom Finnegan-Smith/Matt Reynolds/Alex Redman	Decision	<p>Councillors of the affected wards and members of the Local Area Committee were sent details of the proposals in advance of the consultation going live.</p>	<p>Letter sent to all affected properties with plans and various ways to comment/object to the proposals</p> <p>Street notices with information about the affected</p>	This committee

					streets placed on lighting columns on all effected streets detailing how to comment/object or request more information  Traffic Regulation Order advertised in Sheffield Telegraph	
Part-time advisory 20mph speed limits outside schools	Introduction of a programme of part-time advisory 20mph speed limits outside schools.	Tom Finnegan-Smith/Matt Reynolds	Decision	The report will be taken to TRC briefing(s) prior to publication.	Consultation will be carried out with the schools, local residents and businesses directly affected and the emergency services prior to implementation.	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 5	8 <sup>th</sup> Feb 2023	Time				
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Topic	Description	Lead Officer/s	<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>
Budget monitoring and outturn - Month 8.	Monitoring item	Ryan Keyworth	Decision			This committee
LTP/RSF programme 23/24 update	Update on 23/34 programme	Tom Finnegan-Smith/Matt Reynolds	Decision			This Committee
SCR Innovation Corridor project	Update on the project to address the network constraints associated with M1 J34 and Lower Don Valley.	Tom Finnegan-Smith / Matt Reynolds	Decision			
Connecting Sheffield Cross City Bus FBC approval	Submission of FBC to SYMCA fir approval and release of funding to implement	Tom Finnegan-Smith / Matt Reynolds	Decision			
Kelham Parking Scheme	Results of the consultation on the parking scheme and recommendations on how to proceed.	Tom Finnegan-Smith / Matt Reynolds	Decision			This Committee
Parkhill Parking Scheme	Results of the consultation on the parking scheme and recommendations on how to proceed.	Tom Finnegan-Smith / Matt Reynolds	Decision	TBC	Public engagement a key part of the report.	This Committee
Report objections to the	To report details of the consultation response to	Matt Reynolds	Decision	Ward Members have been involved	Public calls for evidence through	This Committee

Experimental Traffic Regulation Order for Broomhill Shopping Precinct	the Experimental Traffic Regulation Order for the Broomhill Shopping Precinct, report the receipt of objections to the Speed Limit Order and set out the Council's response			<p>in the scheme since inception and have been kept updated of the scheme throughout its various stages. Various Cabinet Members and Executive Members (and their deputies) have also been briefed throughout.</p> <p>The report will be taken to TRC briefing(s) prior to publication.</p>	the statutory Experimental Traffic Order Procedure. This included on street notices, Royal Mail letter drops to a wide range of local businesses and Residents Issue-focused workshops with attendees from multiple backgrounds including the Broomhill Neighbourhood Plan and Broomhill Business Alliance Creative use of online engagement channels through use of Citizen Space for surveying.	
Connect Darnall Feasibility Study	To outline the findings of Sheffield City Council's emerging Mini Holland Feasibility Study;	Kate Martin/Matt Reynolds	Decision	The TRC Quad Members, Ward Members and Local Area Committee	Issue-focused workshops with attendees from multiple	This Committee

	<p>Connecting Darnall. The report will detail the strategic justification for the interventions and the alignment with wider policy objectives, concluded with a financial ask for further design work. The Feasibility Study is the the submission for the Department for Transport Mini Holland Fund (£100m), to be submitted by 31<sup>st</sup> March 2023.</p>			<p>Members have been involved in the scheme since inception and have been kept updated of the project throughout its various stages. The Member of Parliament for Sheffield South East has been updated on progress</p> <p>The report will be taken to TRC briefing(s) prior to publication.</p>	<p>backgrounds including the Residents, the East LAC, Darnall Wellbeing, local businesses, Schools and internal departments. Creative use of online engagement channels through use of Citizen Space for surveying, with translation services and written hard copies.</p>	
Future High Street Fund Update	<p>To highlight the cost increases in relation to construction of the public realm/infrastructure works and seek approval to reduce the area scope of the works and proposal to increase the budget. It is proposed to secure £3m additional funding from SYMCA gainshare and reallocate £0.8m from the FHSF 'Front Door Scheme'</p>	<p>Matt Hayman/Kate Martin</p>	<p>Decision</p>	<p>Briefings with both the Transport, Regeneration &amp; Climate Committee and the Finance Sub-Committee.</p>	<p>Extensive consultation undertaken throughout 2019 and 2020 in partnership with the University of Sheffield. Officers continue to meet with retailers, businesses, landowners and wider</p>	<p>This committee/another committee</p>

	to increase the public realm budget to £12.8m to ensure the vision for Fargate is delivered				stakeholders to keep them updated.	
EATF Legacy Projects: Division Street	Report on aspects of the Emergency Active Travel projects that are still in place following consultation through the current experimental trial closures.	Tom Finnegan-Smith/Matt Reynolds	Decision	Briefings	Results of public engagement a key part of the report	This Committee
Get Building Fund-Update	Update and progress report	Tammy Whittaker/Matt Hayman	Decision			
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	16 <sup>th</sup> March 2023	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> <li>• <i>Pre-decision (policy development)</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>	<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>

			<ul style="list-style-type: none"> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>		<i>(with reference to toolkit in Appendix 2)</i>	
Budget monitoring and outturn - Month 9.	Monitoring item	Ryan Keyworth	Decision			This committee
Heart of the City	Update on progress of Heart of the City	Tammy Whitaker/Neil Jones	Post decision	TBC	TBC	TBC
Sheaf Valley Masterplan	Update on the Sheaf Valley Masterplan	Tammy Whitaker/Neil Jones	Post decision	TBC	TBC	TBC
Active Travel N/bourhoods – Nether Edge	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith / Matt Reynolds				
Active Travel N/bourhoods – Crookes/Walkley.	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith / Matt Reynolds				
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>					

**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>• <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>
<b>UDV Phase 2 Flood Defence Project</b>	On SYMCA Priority Flood Programme, Submission of CBC to Environment Agency for Flood Risk grant.	Tom Finnegan-Smith/Matt Reynolds	Decision		Needs consultation early 2023	
Monitoring of the 10 Point Plan	Referral from CCED Transitional Committee: The Committee should monitor the One Year Plan commitment to “Set out our Pathway to Net Zero and take immediate steps to reduce carbon emissions in Sheffield” including setting out the 10-point plan tackle the climate emergency in Sheffield and work with people, partners and businesses to develop and deliver the actions needed to deliver the 10-point plan.	Tom Finnegan-Smith / Mark Whitworth	Post decision and Policy development	Facilitated policy development workshops	TBC	TBC

Sheaf & Porter Flood Defence Project OBC (Summer 2023)	On SYMCA Priority Flood Programme. Potentially contentious options of parkland flood storage including Endcliffe park and Beauchief Golf Course, consultation in advance of OBC will be required. To be scoped Summer 2022, likely to need to brief committee late 2022?	Tom Finnegan-Smith / James Mead	Pre-decision policy development	Facilitated policy development workshops	TBC	Strategy and Resources
Blackburn Brook, Ecclesfield/Whitley Brook Flood improvement works OBC (Spring 2023)	On SYMCA Priority Flood Programme. OBC for works around flood risk areas in Ecclesfield, Whitley Land, Ecclesfield Park. Collaboration with Parks over improvements to park, potential habitat and amenity benefits. Highway works to culverts. Partnership funding: Flood Risk Grant, SCC, Environment, Highway benefits. Strategic Mandate likely to be required	Tom Finnegan-Smith / James Mead	Pre-decision	Facilitated policy development workshops	TBC	Strategy and Resources
UDV Phase 1, Loxley, "adoption" of Flood Defences (Early 2023)	On completion of Loxley scheme we will inherit a number of flood walls in the public highway, these will need to be integrated into Amey's contracts	Tom Finnegan-Smith / James Mead	Referral to decision maker	TBC	TBC	Strategy and Resources

Connecting Sheffield South West Bus Corridors	Acceptance of funding to develop the Full Business Case (FBC) Next step is Member & this Committee briefings during Nov, to lead into TRO ad.	Tom Finnegan-Smith / Matt Reynolds	TBC	Briefings November/December	N/A further public engagement will form part of the FBC development stage	Strategy and Resources
Kelham Neepsend Submission of FBC to SYMCA	Next step for this Committee is briefing, to lead into TRO ad.	Tom Finnegan-Smith / Matt Reynolds	Decision	Briefings	TBC	TBC
Sheaf Valley Cycle Route	Presenting the final scheme proposals, Final scheme proposals are to follow on from TRO ad.	Tom Finnegan-Smith / Matt Reynolds	TBC	TBC	TBC	TBC
Effective Enforcement of Moving Traffic Offences	TMA Part 6 – drawing down powers to undertake enforcement of moving traffic offences at road safety and congestion hotspots. Timescale - 2023	Tom Finnegan-Smith / Matt Reynolds	TBC	TBC	TBC	TBC
Sheffield Road Safety Action Plan	New action plan in response to the refreshed SY Safer Roads Strategy. Timetable 2023	Tom Finnegan-Smith / Matt Reynolds	TBC	TBC	TBC	TBC
Future of Supertram	Report on the major maintenance and renewal programme required, the end of the current concession, pressures arising from Covid and future vision for Tram	Tom Finnegan-Smith / Matt Reynolds	TBC	Briefings to be done Autumn 2022	TBC	TBC
Play streets review	Review of the trial of play streets and	Tom Finnegan-	TBC	TBC	TBC	

	recommendation on future application	Smith / Peter Vickers				
Darnall Mini Holland	Project status update and programme development	Tom Finnegan-Smith / Matt Reynolds	TBC	TBC	TBC	TBC
Housing Growth: key investment and policy decisions - TBD	A range of Housing Growth related reports will be developed. It is to be determined whether these will be considered by the Housing Thematic Committee	Kerry Bollington	TBC	TBC	TBC	TBC
Bidding, acceptance and spending approval of external funds	During the year the Directorate will seek out or be approached to bid for regeneration funding often with short timescales for submission. We will need clarity from the committee how we will manage this, within timescales that do not align with Committees.	Tammy Whitaker / Tom Finnegan-Smith	TBC	TBC	TBC	Need to determine with the committee. - delegated authority to submit funding within agreed policy / strategic framework (where matching funding outside of the portfolios budget is not required) - priority areas to pursue for funding - Agree a process to ensure timely decisions can be made where needed between committee

						meetings where funding timescales dictate
Barkers Pool Building	Decision on future of site	Tammy Whitaker	Referral to decision Maker	Written briefing	TBC	Strategy and resources Committee
City Centre Strategic Vision- Priority Framework Areas and masterplans	To approve draft masterplans and delivery strategies for Priority Framework areas and Catalyst sites  Will form part of the Local Plan consultation.	Tammy Whitaker/ Michael Johnson	Decision	Committee Briefing	TBC – possible wider stakeholder group engagement rather than full public consultation post committee ratification of draft and approach	This committee
Mitigate overspends and Income Generation	Develop and implement plans to mitigate overspends and deliver stalled saving plans to bring forecast outturn back in line with budget, and discuss opportunities for income generation.					

## **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.**