



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

18<sup>th</sup> January 2023

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

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**Subject:** Committee Work Programme

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**Author of Report:** Abby Hodgetts, 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. (Add specific recommended actions for issues requiring a steer from the Committee eg in respect of items identified in Section 2 - referrals from other committees and petitions/questions etc)

**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         | <b>A RENEWABLE ENERGY STRATEGY FOR SHEFFIELD</b>       |
| Referred from | Resolution of Council on 2 <sup>nd</sup> November 2022 |

|   |  |
|---|--|
| <p><i>Details</i></p> <p><i>Commentary/ Action Proposed</i></p> | <p>A link to the full resolution is available here:</p> <p><a href="#">Sheffield City Council - Agenda item - Notice of Motion Regarding "A Renewable Energy Strategy for Sheffield" - Given By Councillor Christine Gilligan Kubo and to be Seconded By Councillor Douglas Johnson</a></p> <p>Extract in respect of this Policy Committee:</p> <p>(xiii) working alongside the Economic Development and Skills Policy Committee to ensure <b>training opportunities and new skills are included in all projects</b> and that contracts related to energy efficiency and renewables should include commitments from contractors on providing training opportunities and new skills for local people.</p> |
| <p><i>Commentary/ Action Proposed</i></p>                       | <p>Opportunities to deliver employment and skills outcomes for the communities we serve are considered for every construction project we procure and give consent for planning to. We are giving particular focus to developing employment and skills opportunities in energy efficiency and renewables to support the forecast demand for these skills in the City</p>  |

### 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 | Completed - June Committee saw presentation of the new economic assessment |

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| Introduction to the Culture Collective | Offer of briefing with Culture Collective chair | Completed |
|--|---|-----------|

## Appendix 1 – Work Programme

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

| Item  | Proposed Date | Note   |
|---|---------------|--|
| LGBTQ Quarter   |               | Added by Committee   |
| Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service                  | January 2023  | Decision needed before February meeting  |
| Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events. | January 2023  | Decision needed before February meeting  |
| Proposal for the capital aspect of SFP  | January 2023  | Decision needed before February meeting  |
| Sheffield City Goals  | February 2023 | To include Inclusive Economy and Wellbeing Economy which was referred from Full Council in February 2022 |
| Green Job and Skills  | February 2023 |  |

### 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>       | LGBTQ Quarter |
| <b>Description</b> |               |

|   |                                       |
|---|---------------------------------------|
| <b>Lead Officer/s</b>   | Di Buckley, Economic Strategy Manager |
| <b>Item suggested by</b>  | Committee                             |
| <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    | 18 <sup>th</sup> January 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>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><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> | <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><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> |

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|---|--|--|-----------------|---|---|--|
| <p>Decision seeking approval to update the Adult Education Budget (AEB) commissioning strategy for Family Adult Community Education Service</p> | <p>The current Commissioning strategy (2019-2023) for Adult Learning and Skills is in its final year and needs to be updated to meet the changing learning needs of the city over time and secure the appropriate commissioned (supplier base) activity to meet that need.</p> <p>The Family Adult Community Education Service (FACES) receives Adult Education Budget (AEB) funding from the South Yorkshire Mayoral Combined Authority (SYMCA). This funding is used to provide innovative, high quality, learning activities in the heart of the community, that look to improve the life chances of Sheffield Adults and their families through a pathway of learning.</p> <p>FACES intends to continue to use a proportion of this budget to commission and</p> | <p>Kevin Straughan, Director of Education and Skills</p> | <p>Decision</p> | <p>Preparing to meet with LAC chairs in November to explain purpose of this intent.</p> | <p>Consultation and Data Analysis done with learners and strategy and proposals on curriculum consulted with partners and advocates in March 2022 (results of these are found in the FACES strategy attached below)</p> |  |
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|  | <p>procure these activities and the service now needs to develop a similar model for this commission.</p> <p>Commissioning activities above and beyond the core FACES staffing structures will:</p> <ol style="list-style-type: none"><li>1. Help widen participation amongst niche groups that would otherwise be hard to reach</li><li>2. Address high demand in a specific curriculum that the service does not have the capacity to meet learner need through current staffing</li><li>3. Add diversity in the types of curricula the service can offer to meet employment and skills priorities for the region</li><li>4. Secure expertise and skills that address key policy issues such as climate change and sustainability and increase skills within</li></ol> |  |  |  |  |  |
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|   | learning cultures to solve local issues.  |               |          |                                      |  |                |
| Marketing Sheffield's application for LVEP status (Local Visitor Economy Partnership) and proposals for future structure of tourism and strategic events. | <p>Following a review by DCMS and Visit Britain/VisitEngland (the De Bois Review <a href="#">The de Bois review: an independent review of Destination Management Organisations in England published   VisitBritain</a>) current Destination Marketing Organisations (DMOs) will need to apply for LVEP (Local Visitor Economy Partnership) status from January 2023 in order to continue to have official recognition, engagement and the ability to bid for funds within the new national framework.</p> <p>This deliberately coincides with an SCC review of the future organisational and funding models for delivering growth in Sheffield's visitor economy, which addresses current challenges and proposes future solutions. This review</p> | Diana Buckley | Decision | Informal briefing meeting (14/11/22) |  | This Committee |

|                           |   |                           |            |  |   |                |
|---------------------------|---|---------------------------|------------|--|---|----------------|
|                           | sets out a series of recommendations.   |                           |            |  |   |                |
| UK Shared Prosperity Fund | <p>The UK Shared Prosperity Fund Programme in South Yorkshire has progressed over the past six months and two projects are in a position to submit to the SY Mayoral Combined Authority.</p> <p>Finance Committee has already approved that Council can act as the Accountable Body for UKPSF so the Economic Development and Skills Committee is being asked to approve the content of one of the proposals in relation to capital activity.</p> | Ben Morley                | Decision   | Briefings with the Chair, Vice Chair and Group Spokesperson Economic Development and Skills Committee have already taken place | Not considered necessary for the proposal | This Committee |
| Budget Monitoring Reports | Update on 2022/2023 Budget Report   | Ryan Keyworth /Jane Wilby | Monitoring |  |   | This Committee |
| Standing items            | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items]</i></li> </ul>   |                           |            |  |   |                |

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|  | <i>eg finance or service monitoring]</i> |  |  |  |  |  |
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| Meeting 4   | 22 <sup>nd</sup> February 2023   | 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><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> | <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><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> |
| Sheffield City Goals (to include Inclusive Economy and Wellbeing Economy which was referred from Full council in February 2022) | Update on the development of Sheffield City Goals, in setting a new inclusive economic framework for the City. | Diana Buckley / James Henderson | Monitoring of decision in June Committee  | All members written briefing.  | Stakeholder and Public engagement embedded within the City Goals Development.  | Full Council will adopt final Sheffield City Goals Summer 2023   |

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| Self Assessment Report                       | Self Assessment Report - Annual reporting to Ofsted on the performance of service delivery for Lifelong Learning and Skills teams that come under their inspection regime.                                       | Kevin Straughan                                  | Briefing for information  |  | Advisory Board  | This Committee                        |
| 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 / Kevin Straughan / Laura Hayfield | Pre - Decision / Policy Development                                 | Facilitated policy workshop with external experts                | Stakeholder Engagement will inform the development of the recommendations | This Committee                        |
| Progress Update on adopting culture strategy | Update item, to inform Committee of progress made on the key elements of development in the Culture Report taken by Committee in September.  | Diana Buckley / Rebecca Maddox                   | Post Decision Monitoring / progress from September Committee Report |  | Stakeholder Engagement will inform the update report                      | This Committee                        |
| Green Job and Skills                         | Policy discussion and item to inform the development of  | Diana Buckley / Wil Stewart                      | Policy Development  | Full Committee Briefing to be planned to bring together range of | Appropriate stakeholders and businesses will be                           | EDS and to recommend to S&R and other |

|                           |  |                           |            |   |                           |                           |
|---------------------------|--|---------------------------|------------|---|---------------------------|---------------------------|
|                           | Green skills and Jobs for Sheffield.   |                           |            | activity underway to inform next steps. Briefing to include an analysis of which industries are particularly vulnerable to energy prices. | invited briefing session. | committees as appropriate |
| Budget Monitoring Reports | Update on 2022/2023 Budget Report  | Ryan Keyworth /Jane Wilby | Monitoring |   |                           |                           |
| Standing items            | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |                           |            |   |                           |                           |

| Meeting 5    | 29 <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><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> | <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><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> |

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|                                       |  |                                | <ul style="list-style-type: none"> <li><i>Post-decision (service performance/ monitoring)</i></li> </ul> |  |   |   |
| Shared Prosperity Fund Year 2 (SPF ). | Overview of the proposals for Year 2 programmes of activity to be funded from SPF.   | Diana Buckley / Ben Morley     | Decision   | All committee briefing and regular written updates | Stakeholder Engagement will inform the development of the proposed projects | This Committee (with referral to S&R / Finance Sub to accept any grant) |
| Business Start Ups                    | An in depth look at start up performance and provision in Sheffield and South Yorkshire.   | Diana Buckley / Yvonne Asquith | Pre-decision policy development  | Full committee briefing and workshop               | Stakeholder Engagement will inform the update report                        | This Committee  |
| Budget Monitoring Reports             | Update on 2022/2023 Budget Report  | Ryan Keyworth /Jane Wilby      | Monitoring   |  |   |   |
| Standing items                        | <ul style="list-style-type: none"> <li><i>Public Questions/ Petitions</i></li> <li><i>Work Programme [any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |                                |  |  |   |   |

|              |                    |                       |   |                        |                        |  |
|--------------|--------------------|-----------------------|---|------------------------|------------------------|--|
| Meeting 6    | ???                | Time                  |   |                        |                        |  |
| <b>Topic</b> | <b>Description</b> | <b>Lead Officer/s</b> | <b>Type of item</b>   | <i>(re: decisions)</i> | <i>(re: decisions)</i> | <b>Final decision-maker (&amp; date)</b> |
|              |                    |                       | <ul style="list-style-type: none"> <li><i>Decision</i></li> </ul> |                        |                        |  |

|                |   |  |  |  |  |   |
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|                |   |  | <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><br><i>(with reference to options in Appendix 1)</i> | <b>Public Participation/ Engagement approach</b><br><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 1         |   |  |  |  |  |   |
| 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> |  |  |  |  |   |

| 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   | <i>(re: decisions)</i>          | <i>(re: decisions)</i>       | Final decision-maker (& date)                                  |
|  |             |                | <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> </ul> | <b>Prior member engagement/</b> | <b>Public Participation/</b> | <ul style="list-style-type: none"> <li>• This Cttee</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> | <b>development required</b><br><i>(with reference to options in Appendix 1)</i> | <b>Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i> | <ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</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.**