



Report to Transport, Regeneration and Climate Committee

DATE 16th March 2023

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

Subject: Committee Work Programme – Transport, Regeneration and Climate

Author of Report: Amanda Clayton, Principal Democratic Services Officer

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.

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

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	The potential impact of the Sheffield Clean Air Zone on air pollution across the rest of the City.
Referred from	North East LAC 17th January 2023
Details	The following question was received at the North East Local Area Committee meeting on 17 January, 2023:

	In view of the imminent introduction of a City Centre Clean Air Zone which, through traffic displacement, is forecast to worsen already illegal levels of air pollution along some of our local roads, what measures are being taken in North East Sheffield to minimise this health and life threatening assault on some of the poorest districts in the city? Is the city council giving these areas additional finance to reduce this deliberate threat to our public health? Or does our council accept that our residents are relatively expendable as we live in a sacrifice zone where our life expectancy is already up to ten years less than other some other parts of the city?
Comments/ Action Proposed	A response has been provided by the CAZ programme manager, direct to the LAC manager.

Issue	Driving Forward the Heritage Strategy for Sheffield
Referred from	Council 20th February 2023
Details	Council requests that the Transport, Regeneration and Climate Policy Committee adds the future of the city's paused Conservation Areas, such as the one at Castlegate, to its work programme, as this Council believes they can bring positive economic, social, environmental and cultural benefits, together with heritage funding, to the communities they serve.
Comments/ Action Proposed	Officers have noted the motion, will review it and will provide a response to the TRC in due course.

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.	August/September/October 2023
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.	October 2023
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 2023
Flood and Water Overview	An overview of key Sheffield, Regional and National issues and policy influencing Flood and Water and our local priorities and programmes	June 2023
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 2023
Climate Change	Formal Elected Member training	TBC
Funding Landscape	Familiarisation with Directorates Funding and potential external sources of funding	June 2023

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW		
Carterknowle 20mph scheme TRO consultation	16th March 2023	
Five Weirs Walk Improvements	16th March 2023	
Part-time advisory 20mph speed limits near schools	16th March 2023	Previous consideration given at December 2022 meeting.
AMENDMENTS		
Parkhill Parking Scheme	June 2023	Item was deferred at the meeting on 8 th February 2023
Green Parking Permit Removal	TBC	Item deferred to a later date. Removed from 16 th March 2023
Heart of the City	TBC	Item deferred to a later date. Removed from 16 th March 2023
Sheaf Valley Masterplan	TBC	Item deferred to a later date. Removed from 16 th March 2023
Kelham Parking Scheme	June 2023	Item deferred to a later date. Removed from 16 th March 2023
Report objections to the Experimental Traffic Regulation Order for Broomhill Shopping Precinct	June 2023	Item deferred to a later date. Removed from 16 th March 2023
EATF Legacy Projects: Division Street	June 2023	Item deferred to a later date. Removed from 16 th March 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.

Topic	Plant-based Food
Description	As a green city, we should make a real commitment to protect our natural spaces, by transitioning to plant-based eating and future-proofing our food system. Could the Council make a commitment to plant-based catering at council managed events and institutions.
Lead Officer/s	Jessica Wilson

Item suggested by	Councillor Julie Grocutt
Type of item	Discussion
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	Public Health officer happy to brief the committee and suggests involving internal conferencing for consideration of practical implications.

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	16 th March 2023	Time 2pm					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	<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"> This Cttee Another Cttee (eg S&R) Full Council Officer 	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
Delivery plan to mitigate overspends and income generation	Develop and implement plans to mitigate overspends and deliver stalled saving plans to bring forecast	Wil Stewart	Decision	Development of work already undertaken for BIPS		This Cttee	

	outturn back in line with budget, and discuss opportunities for income generation.						
Local and Neighbourhood Transport Programme 2023/24	Update on 23/34 programme	Tom Finnegan-Smith/Matt Reynolds	Decision			This Committee	
Future for the provision of electric vehicle charging points	<p>It is proposed that the council procure an external provider to work with to deliver EV charging infrastructure in the City through a commercial agreement.</p> <p>The proposal provides opportunity to support the development of a larger, more commercially sustainable network of public electric vehicle chargepoints for residents,</p>	Matt Reynolds/Tom Finnegan- Smith	Decision	This report follows on from action contained within the Transport and Regeneration Committee report, <i>Electric Vehicle Public Charging Infrastructure Update and Short-Term Action Plan, 21st September 2022</i> , to develop a procurement proposal for a commercial partner(s) to work with Sheffield City	Increasing the number of public charging points for electric cars was a popular 'other' suggestion during the consultation carried out in relation to the Clean Air Zone, where in addition to the high cost of electric vehicles, the lack of electric vehicle charging points was highlighted as a key barrier to investing in	This Committee	

	businesses and visitors to the City.			Council to deliver EV charging infrastructure through a concession agreement.	cleaner vehicles.		
Carterknowle 20mph scheme TRO consultation report	The report is to detail objections received following the traffic regulation order consultation on the above scheme.	Tom Finnegan-Smith	Decision	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Mazher Iqbal 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>	<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 streets placed on lighting columns on all effected streets detailing how to comment/object or request more information</p> <p>Speed limit order</p>	This committee	

					<p>advertised in Sheffield Telegraph</p> <p>Sheffield Council website has plans of the proposals with ways to comment/object to proposals</p>		
Five Weirs Walk Improvements	To approve an external grant provide by Sustrans in order to improve a short section of Five Weirs Walk	Paul Sullivan/Kate Martin	Decision	Committee chairs and spokes persons briefed.	<p>Matter will be raised at the cycle forum for members to take back to their groups. Local businesses that flank the route will be informed. Advance signing warning of works will be set out. The Trans Pennine trail office will be update and they will publish via their website</p>	This committee	This funding is time limited and needs to be spent before Autumn 2023

Part time advisory 20mph Speed Limits near schools	To approve the implementation of a number of advisory 20mph speed limits outside schools	Susie Pryor / Tom Finnegan-Smith	Decision	Previous consideration at December 2022 TRC Cttee	Engagement will be undertaken at the different schools identified.	This Committee	Part time advisory 20mph Speed Limits near schools
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 						

Meeting 1	June 2023	Time					
Topic	Description	Lead Officer/s	Type of item	(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)	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
Budget monitoring and outturn - Month ?.	Monitoring item	Jane Wilby/Tony Kirkham	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			This Committee	
Task and Finish Group Update Report	To update the committee on progress of the task and finish group	Mark Whitworth	Monitoring			This Committee	
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 Experimental Traffic Regulation Order for Broomhill Shopping Precinct	To report details of the consultation response to 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	Matt Reynolds	Decision	Ward Members have been involved in the scheme since inception and have been kept updated of the scheme throughout its various stages. Various Cabinet Members and	Public calls for evidence through the statutory Experimental Traffic Order Procedure. This included on street notices, Royal Mail letter drops to a wide range of local	This Committee	

				<p>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>	<p>businesses and Residents</p> <p>Issue-focused workshops with attendees from multiple backgrounds including the Broomhill Neighbourhood Plan and Broomhill Business Alliance</p> <p>Creative use of online engagement channels through use of Citizen Space for surveying.</p>		
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	

Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 						
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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"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<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"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer 	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
Green parking permit removal	Following the government's commitment to ending the sale of new petrol and diesel cars in	Matt Reynolds/Tom Finnegan-Smith	Decision	On the 21 st September 2022 a report was brought to the Transport,		This committee	Date to be confirmed

	<p>the UK by 2030, and a historic increase in the registration of plug-in vehicles, it is an appropriate time to consider the removal of the council's free Green Parking Permits.</p>			<p>Regeneration and Climate Committee where a number of short term actions were agreed to progress the delivery of public electric vehicle charging infrastructure in Sheffield. This included the action to bring forward measures to phase out / remove exemptions from parking tariffs for electric vehicles / vehicles that are charging.</p>			
REC Report Response	To respond to the REC Report	Kate Martin/Wil Stewart					Expected March 2023

Decarbonising Sheffield - Mine Energy - Collaboration with Bochum - Heat Networks	Presentation at committee	Mark Whitworth	Presentation				Date to be confirmed.
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			This committee	Expected Summer/Autumn 2023
UDV Phase 2 Flood Defence Project	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		Expected Sept 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,	Tom Finnegan-Smith / Mark Whitworth	Post decision and Policy development	Facilitated policy development workshops	TBC	TBC	Expected June 23

	partners and businesses to develop and deliver the actions needed to deliver the 10-point plan.						
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 Expected June/July 23
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	Tom Finnegan-Smith / James Mead	Pre-decision	Facilitated policy development workshops	TBC		Strategy and Resources Expected Autumn 23

	<p>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</p>						
<p>UDV Phase 1, Loxley, "adoption" of Flood Defences (Early 2023)</p>	<p>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</p>	<p>Tom Finnegan-Smith / James Mead</p>	<p>Referral to decision maker</p>	<p>TBC</p>	<p>TBC</p>		<p>To be confirmed if this needs a committee decision</p>
<p>Connecting Sheffield South West Bus Corridors</p>	<p>Acceptance of funding to develop the Full Business Case (FBC) Next step is finalising a report for TRC in early summer following further briefings</p>	<p>Tom Finnegan-Smith / Matt Reynolds</p>	<p>TBC</p>	<p>Briefings June 23</p>	<p>N/A further public engagement will form part of the FBC development stage</p>	<p>This committee in early summer 2023</p>	<p>Strategy and Resources</p>

Kelham Neepsend Submission of FBC to SYMCA	To be incorporated into report due in Feb 23 Final July 23	Tom Finnegan-Smith / Matt Reynolds	Decision	Briefings	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		Expected June 23
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		Expected summer 23
Play streets review	Review of the trial of play streets and recommendation on future application	Tom Finnegan-Smith / Peter Vickers	TBC	TBC	TBC		
Darnall Mini Holland	Project status update and programme development	Tom Finnegan-Smith / Matt Reynolds	TBC	TBC	TBC		Expected March 24
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	Kerry Bollington	TBC	TBC	TBC		TBC

	Thematic Committee						
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	Tammy Whitaker/	Decision	Committee Briefing	TBC – possible wider stakeholder group		This committee Expected Summer 23 potentially July

	for Priority Framework areas and Catalyst sites Will form part of the Local Plan consultation.	Michael Johnson			engagement rather than full public consultation post committee ratification of draft and approach		
Active Travel N/bourhoods – Crookes/Walkley.	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith / Matt Reynolds					Expected July 2023
Active Travel N/bourhoods – Nether Edge	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith / Matt Reynolds					Expected July 2023
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	
ACTIONS FROM REFERRALS							
Speed Limit on Rails Road and Bingley Lane	This request has been sent from an individual to the transport team for consideration.	Referral from Cllr Julie Grocutt	ACTION – This will be looked into again by the Transport Planning and Infrastructure	Agreed at TRC – 15 th Dec 2022.			

	<p>Subsequent to an initial sift which suggested no further action, this item has been raised through the LAC to which this has been considered by Local Ward Members. The proposal to not promote a change in speed 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.</p>		<p>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.</p>				
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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.