



Report to Transport, Regeneration and Climate Committee

DATE 19th July 2023

Report of: James Henderson, Director of Policy and Democratic
Engagement

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	
Referred from	
Details	
Comments/ Action Proposed	

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 Format: Walkabout ideally	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. Format: Presentation / update paper	HIGH PRIORITY June 2023 too as decisions will be needed on Castlegate/ Attercliffe re. CPOs October 2023
City Centre Strategic Vision Masterplans	Presentation giving overview of background to City Centre Vision and future work programme Include Moorfoot update – need to agree forum	Sep/Oct link to Local Plan July/Aug 23
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		
Kelham/Neepsend (TCF Housing Zone North project) moving traffic report (TRO)	19 th July 2023	
Sheffield Transport Strategy	Update November 2023 Report March 2024	Report will present the refreshed Sheffield Transport Strategy for adoption.
AMENDMENTS		
Future of Green Parking Permits	n/a	Removed from work programme
A625 Ecclesall Road Road Safety Project	September 2023	A full knowledge briefing will be held with TRC in July 23. The feasibility study is still being undertaken to inform the report.
Connecting Sheffield City Centre Scheme	tbc	A full knowledge briefing will be held with TRC in July 23. No Committee decision is required on the scheme at this time. A report will be presented to a future TRC Committee following final development, engagement and statutory consultation of the implications of the scheme.
Update on Local Transport Programme	September 2023	The report will be considered at September Committee. A short update on progress will be provided to TRC in advance of the meeting – a verbal update on this can be provided in the Work Plan item if required.
Oughtibridge cycle improvement scheme	tbc	A full knowledge briefing will be held with TRC in July 23. Briefing with TRC Committee to be held to discuss issues arising from the feasibility study prior to formal report.
Rother Valley parking scheme.	September 2023	A short update on progress will be provided to TRC in advance of the meeting – a verbal update on this can be provided in the Work Plan item if required. Officers are currently developing final amendments to the proposed scheme following consultation responses.
All items with no confirmed date removed from work programme	tbc	Pending further discussion between the Chair, vice-Chair, Group Spokesperson and officers

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	
Description	
Lead Officer/s	
Item suggested by	
Type of item	
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)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 2	19 th July 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) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer 	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
Climate Decarbonisation Routemaps: Our Council and The Way we Travel	<i>This report will bring forward the routemaps for action until 2025 covering decarbonising the council and the way we travel in the city.</i>	Victoria Penman	Decision	A Task and Finish Group has been convened with 5 meetings having been held. We are waiting for confirmation as to whether political group briefings are required but we have not been requested to hold briefings by the TRCPC group spokespeople.	An online event has been held for partners, interested stakeholder groups and representatives of people with protected characteristics. It is intended that a survey will be shared with youth voice representatives.	This committee	
Connecting Sheffield SW Bus Corridors	Acceptance of funding to develop the Full Business Case (FBC) Next	Tom Finnegan-Smith	TBC	Briefings June 23	N/A further public engagement will form part of	This committee in early summer 2023	Strategy and Resources

	step is finalising a report for TRC in early summer following further briefings				the FBC development stage		
Kelham Parking Scheme	Results of the consultation on the parking scheme and recommendations on how to proceed.	Tom Finnegan-Smith	Decision			This Committee	
NEW: Kelham/Neepsend (TCF Housing Zone North project) moving traffic report (TRO)		David Whitley	Decision			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> 						

Meeting 3	20 th September 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) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer 	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
Active Travel Neighbourhood ETRO Review: Nether Edge.	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith					Expected July 2023
Active Travel Neighbourhood ETRO Review: Crookes/Walkley.	Recommendations on the final scheme for implementation after the ETRO.	Tom Finnegan-Smith					Expected July 2023
Sheaf Valley cycle route final scheme proposals.	Presenting the final scheme proposals, Final scheme proposals are to follow on from TRO ad.	Tom Finnegan-Smith	TBC	TBC	TBC		Expected June 23
Traffic Management Act – confirmed receipt of powers.	Report confirming receipt of powers and initial implementation of 3 sites submitted.						
Road Safety Action Plan	New action plan in response to the refreshed SY Safer	Tom Finnegan-Smith	TBC	TBC	TBC		Expected summer 23

	Roads Strategy. Timetable 2023						
CAZ Update – 6month review	Report will provide a summary of the current position of the scheme and provide an update on the approach and process to defining the future use of funding.						
EV Charge Points: update	Report to include highway policy and SY strategy and delivery plans/LEVI fund update.						
Crookes Valley Rd/Harcourt Rd/Oxford St Local Safety Scheme.	Report on the consultation and proposed implementation of the Local Safety Scheme.						
Barnsley Rd at Herries Rd/Owler Ln Local Safety Scheme.	Report on the consultation and proposed implementation of the Local Safety Scheme.						
A625 Ecclesall Road Road Safety Project.	Report setting out the approach to developing the scheme and the outcomes that						

	need to be achieved.						
Update on Local Transport Programme	Quarterly update on the Local Transport Programme	Tom Finnegan-Smith					
Rother Valley Parking Scheme	Report setting out a local parking scheme to manage parking associated with Rother Valley Country Park.						

Meeting 4	15 th November 2023	Time 2pm					
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)
The Sheffield Transport Strategy Interim Update	The Sheffield Transport Strategy was produced in 2018 and adopted in March 2019. It is considered timely that a refresh of the strategy is undertaken to	Tom Finnegan-Smith	Update			This Committee March 2024	

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. 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.	Referral from Cllr Julie Grocutt	ACTION – 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.	Agreed at TRC – 15 th Dec 2022.			

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.