Report to Transport, Regeneration and Climate Committee

DATE 15th November 2023

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

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Subject: Committee Work Programme – Transport, Regeneration and Climate

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Author of Report: Amanda Clayton, Principal Democratic Services Officer

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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.

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	Renewable Energy
Referred from	Council, 4th October 2023
Details	That the Transport, Regeneration and Climate Policy Committee gives consideration to every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income.
Comments/ Action Proposed	It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing with each Committee to develop these. The sections in respect of each Policy Committee will set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The

	sections for each Committee will include a direct reference to the issues raised in this motion. In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.

Issue	Christmas Parking Offer
Referred from	Waste and Streetscene Policy Committee, 27th September 2023
Details	That the Waste and Street Scene Policy Committee notes that the Transport, Regeneration and Climate Policy Committee may authorise officers to liaise with the South Yorkshire Mayoral Combined Authority to identify potential measures to promote and / or incentivise the use of public transport over the Christmas period, and further recommend that it does so.
Comments/ Action Proposed	It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing with each Committee to develop these. The sections in respect of each Policy Committee will set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The sections for each Committee will include a direct reference to the issues raised in this motion. In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.

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,	TBC

	Attercliffe, West Bar, City Centre Living, Fargate, Future High Street Fund, Stocksbridge Towns Fund Format: Walkabout ideally	
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 – Decarbonisation Routemap: Energy, Generation and Storage	13th March 2024	
NEW - Kelham/Neepsend parking scheme update	11th December 2023	
NEW - Local and Neighbourhood Transport Complimentary Programme (LANTCP)/Road Safety Fund programme: 23/24 update.	11th December 2023	
AMENDMENT Update on Local Transport Programme	11th December 2023	Moved from 15th November 2023
AMENDMENT CAZ Update – 6month review	11th December 2023	Moved from 15th November 2023
AMENDMENT The Sheffield Transport Strategy Interim Update	11th December 2023	Moved from 15th November 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	
Description	
Lead Officer/s	
Item suggested by	
Type of item	
Prior member engagement/ development required *(with reference to options in Appendix 2)*	

Public Participation/ Engagement approach *(with reference to toolkit in Appendix 3)*	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 4	**15th November 2023**	Time 2pm					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *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)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer	**Internal Deadlines** (i.e. funding deadlines, submission deadline etc)
Attercliffe Levelling Up Programme Update	A progress update on each element of the LUF Bid including the National Centre for Child Health Technology, Adelphi Square and Transport and Movement will be provided and include recommendations on the funding options.	Tammy Whitaker/Alan Seasman/Jo Calcutt Scott	Decision	Briefing of TRC committee members	The report proposes to build on the engagement with the existing Attercliffe Stakeholder Group through the establishment of refreshed and extended governance arrangements	This Committee	
2024 to 2027 Revenue & Capital Budget		Liz Gough/Wil Stewart					

Progress Update on Gateway to Sheffield Levelling Up Fund Programme	The report will provide a progress update on all elements of the Gateway to Sheffield Levelling Up Fund Programme including the Castle Site, S1 Artspace and Harmony Works and decisions required to continue to keep the programme on track.	Tammy Whitaker/Alan Seasman/Jo Calcutt Scott	Decision	The report proposes to build on the engagement with the existing Castlegate Partnership through the establishment of refreshed and extended governance arrangements.	A previous report to TRC set out the public consultation process carried out in November 2022.	This committee	

Meeting 5	**11th December 2023**	Time 2pm					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *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)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer	**Internal Deadlines** (i.e. funding deadlines, submission deadline etc)
2023/24 Q2 Budget Monitoring		Jane Wilby	Decision			This committee	
Annual Climate Report 2022/23	The Council has committed to work towards net zero as a local authority and city by 2030.	Victoria Penman	Post-decision	Knowledge briefing October 2023 to shape report Written briefing will be provided to other	N/A	N/A	

	This first annual report will provide an update on progress and activity during 2022/23 to inform the Committee and public of the current situation.			committees/political groups before December committee			
AMENDMENT Update on Local Transport Programme		Tom Finnegan-Smith					
AMENDMENT CAZ Update – 6month review		Tom Finnegan-Smith					
NEW - Kelham/Neepsend parking scheme update	Approval of Kelham/Neepsend parking scheme in July 2023 included a recommendation to undertake further engagement with businesses in Neepsend to see if there could be changes to the originally proposed Traffic Regulation Order to mitigate the effect of it. The engagement would be used with additional sample parking surveys to	Tom Finnegan-Smith	Decision	Briefings were held with Committee and local members on the initial Kelham/Neepsend parking scheme report, with the recommendation to undertake additional engagement with businesses being approved in July 2023. Subsequently, Committee and local members have been kept informed of when and how the additional engagement will	Public engagement has already taken place on the wider Kelham/Neepsend scheme – with the detail outlined in the July 2023 committee report. This report provides details of the further engagement in Neepsend that was a recommendation of the July 2023 report. This has included an online	This committee	

	develop a revised recommendation on how the scheme should progress.			take place. This report provides an opportunity for the Committee to review the recommendations through knowledge briefings and discussion at the meeting itself.	survey and one to one discussions.		
NEW - Local and Neighbourhood Transport Complimentary Programme (LANTCP)/Road Safety Fund programme: 23/24 update.	The report updates on delivery of the slippage within the 2022/2023 Local and Neighbourhood Transport Complimentary (formerly known as the Local Transport Plan) and Road Safety Fund capital programmes, as well as the 2023/24 programme approved by committee on 16th March 2023. It also seeks approval to proceed with taking variations within the programme through the	Tom Finnegan-Smith	Decision	The initial LaNTP programme was developed in consultation with the Committee. This report provides an opportunity for the Committee to review through knowledge briefings and discussion at the meeting itself. All individual projects within the overall Programme are developed in consultation with Ward Members, Local Area Committees, landowners (if applicable), businesses, residents, interest groups, transport	This will be part of taking forward the individual projects within the overall Programme.	This committee	

	Councils capital approval process.			operators and disability groups have (and will continue to) take place.			
AMENDMENT 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 ensure that the implications of changes over the last 4yrs are reflected. These particularly relate to: the declared Climate Emergency and ambition for Net Zero by 2030; the outcome of the Integrated Rail Plan and HS2; post Covid-19 changes; the current Local Plan.	Tom Finnegan-Smith	Update			This Committee March 2024	

Meeting 6	**14th February 2024**	Time 2pm					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *Decision*	*(re: decisions)* **Prior member engagement/**	*(re: decisions)*	**Final decision-maker (& date)** • This Cttee	**Internal Deadlines**

			• *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	**development required** *(with reference to options in Appendix 1)*	**Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	• Another Cttee (eg S&R) • Full Council • Officer	(i.e. funding deadlines, submission deadline etc)

Meeting 7	**13th March 2024**	Time 2pm					
Topic	**Description**	**Lead Officer/s**	**Type of item** • *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)** • This Cttee • Another Cttee (eg S&R) • Full Council • Officer	**Internal Deadlines** (i.e. funding deadlines, submission deadline etc)
2023/24 Q3 Budget monitoring		Jane Wilby	Decision			This committee	
Sheffield Transport Strategy	Report will present the refreshed Sheffield Transport Strategy for adoption.	Tom Finnegan-Smith	Decision	Knowledge briefings for Committee will be undertaken with group briefings provided where required	There will be public engagement on the strategy with an opportunity for people to give their views at an early stage of the process.	This committee	
NEW – Decarbonisation Routemap: Energy, Generation and Storage	This report will bring forward the Energy, Generation	Kathryn Warrington	Strategy/Policy Development	During the development of the way we	A city wide climate event was held in	This committee	

	and Storage routemap for action until 2026.			travel and our Council routemaps, a Member Task and Finish Group was established which guided and supported the scope and development of the initial tranche of routemaps. Further written and verbal briefings will be provided to TRCPC Members throughout the drafting of the routemap.	November 2022, the findings from the energy breakout session will be used to inform the drafting of this routemap. Key public and private stakeholders have been engaged with some elements that will be informing the routemap. Projects and programmes that are included in the routemap will be subject to further public participation and engagement.		

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** • *Decision*	*(re: decisions)*	*(re: decisions)*	**Final decision-maker (& date)**	**Internal Deadlines**

			• *Referral to decision-maker* • *Pre-decision (policy development)* • *Post-decision (service performance/ monitoring)*	**Prior member engagement/ development required** *(with reference to options in Appendix 1)*	**Public Participation/ Engagement approach** *(with reference to toolkit in Appendix 2)*	• This Cttee • Another Cttee (eg S&R) • Full Council • Officer	(i.e. funding deadlines, submission deadline etc)
Crookes Valley Rd/Harcourt Rd/Oxford St Local Safety Scheme.							
Barnsley Rd at Herries Rd/Owler Ln Local Safety Scheme.							
A625 Ecclesall Road Road Safety Project.							

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.