



Report to Economic Development and Skills Policy Committee

21st February 2024

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

Subject: Committee Work Programme – Economic Development and Skills

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

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	Committee Climate Statements
Referred from	Strategy and Resources Policy Committee
Details	Strategy and Resources Policy Committee requests that each Policy Committee consider and, if not previously agreed, agree (with or without amendments) their respective statement to ensure that the proposed actions contained in such statement are reflected in their Work Programme.
<i>Commentary/ Action Proposed</i>	

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

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW - Tramlines	20 th March 24	
NEW: Economic Recovery Fund – Round 2 Update	20 th March 24	
NEW – Economic Development & Skills Capital Strategy	21 st February 24	
NEW – Economic Development & Skills Climate Statement	21 st February 24	
NEW – Lifelong Learning & Skills Quality Update	21 st February 24	
AMENDMENTS		
MOVED – Employment & Skills Strategy Update	20 th March 2024	Moved from February 2024
REMOVED – Culture Strategy	June 2024	Moved from February 2024. Formal report expected June 2024.

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 5	21 st February 2024	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
NEW – Economic Development & Skills Capital Strategy	This report sets out the key priority areas for capital investment for the Economic Development & Skills Policy Committee and provides an overview of potential projects and priorities for the years 2024 to 2029, together with an overview of anticipated developments and challenges up to 2052	Phil Moorcroft	Decision		Any required consultation will be carried out prior to formal capital approval of the schemes being brought forward to Finance Committee.	Council

<p>NEW – Economic Development & Skills Climate Statement</p>	<p>The Council has committed to address the climate emergency, adapt our city and council for a changing climate, and set an ambitious target to become a net zero council and city by 2030.</p>	<p>Diana Buckley</p>	<p>Performance/Monitoring</p>	<p>Briefing to committee chair at S&R strategic briefing 8/11/2023 to shape draft statements. Written briefing and draft for review and comments provided 20/11/23 to Economic Development and Skills committee chair, deputy chair and group spokespeople. Item taken to S&R Committee Meeting 13/12/2023, attended by the Economic Development and Skills Committee chair and deputy chair and leading to decision: welcomes the Committee Climate Statements, as detailed in the report now submitted, and notes that these are work in</p>	<p>N/A</p>	<p>This committee</p>
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				progress and will evolve over time; and requests that each Policy Committee consider and, if not previously agreed, agree (with or without amendments) their respective statement to ensure that the proposed actions contained in such statement are reflected in their work programme		
NEW – Lifelong Learning & Skills quality update	To provide the committee with updated performance information about current provision within Lifelong Learning and Skills. As presented to the Lifelong Learning and Skills Advisory Board in January 2024	Richard Smith	Briefing item	A version of this report has been shared with the Lifelong Learning and Skills Advisory Board, which is chaired by Cllr Martin Smith and attended by Cllr Minesh Parekh	Our service engages with the public through teaching and learning of learners and apprentices. For potential learners we engage them in a variety of ways, through learner feedback, community engagement activities, surveys and through our	This committee

					network of subcontracted community providers.	
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 6	20 th March 2024	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)
2023/24 Q3 Budget Monitoring		Jane Wilby	Decision			This committee
NEW - Tramlines	To seek approval from this Committee that the proposed agreement with Tramlines, including the	Lisa Firth	Monitoring	Briefing to Committee Members in Dec 23.	N/A	Charity Trustee Sub-Committee

	associated fee structure, is in the best interests of the Hillsborough Park Charity.					
NEW: Economic Recovery Fund – Round 2 Update	This report updates the Committee on progress to deliver the second round of the Economic Recovery Fund.	Sarah Lowi Jones	Decision	<p>EDS Policy Committee have been regularly briefed throughout the development and launch of ERF2 and the main three members sit on the ERF Steering Group. LAC Chairs have been kept informed throughout as well.</p> <p>It is expected that on this specific decision the EDS Policy Committee will be briefed, alongside LAC Chairs and political group briefings will be offered.</p>	Not relevant to this decision, but there is a stakeholder plan that aims to inform and engage the public in ERF progress and delivery.	This committee
Employment & Skills Strategy Update	On Wednesday 15 March 2023, the Economic Development and Skills Policy Committee tasked the Sheffield Employment & Skills Advisory Board (SESAB) with developing a renewed Employment &	Laura Hayfield	Update	A Member Task & Finish group has supported the development of the strategy providing updates to the wider Committee	The commissioned consultant has engaged with a variety of stakeholders in developing the draft strategy, including SESAB	This committee

	Skills Strategy for Sheffield.				partners and wider stakeholders (including providers, delivery staff and residents). The consultant has also drawn upon desk-based research undertaken by South Yorkshire Mayoral Combined Authority in the course of developing a regional skills strategy, insight from the Local Skills Improvement Plan and wider policy steer.	
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> 					

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
LGBTQIA+ Quarter	In discussion with Committee Members a session to be planned on the approach to Night Time Economy, potentially joint with TRC Committee	Diana Buckley/ Will Stewart				TBC

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 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.

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