



## Report to Economic Development and Skills Policy Committee

**13<sup>th</sup> September 2023**

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

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**Subject:** Committee Work Programme – Economic Development and Skills

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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.

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### **Recommendations:**

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and

**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	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	
<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 – ERF Update	13 <sup>th</sup> September 2023	Previously had no allocated date
NEW – 2024 to 2027 Revenue & Capital Budget	8 <sup>th</sup> November 2023	
NEW - Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	13 <sup>th</sup> September 2023	To approve the content of the final draft of the Shared Prosperity Fund Application (visitor economy and culture) Years 2&3
NEW – 2024/25 Future Budget	8 <sup>th</sup> November 2023	
NEW – Events Programme	8 <sup>th</sup> November 2023	
NEW: Lifelong Learning & Skills Ofsted Report	13 <sup>th</sup> September 2023	
NEW – Tramlines Festival Update Report	13 <sup>th</sup> September 2023	
<b>AMENDMENTS</b>		
Briefing on Marketing Sheffield	8 <sup>th</sup> November 2023	Moved from 13 <sup>th</sup> September 2023
Employment & Skills Strategy Update	21 <sup>st</sup> February 2024	Moved from 13 <sup>th</sup> September to informal briefing and then to later committee date

**Part 2: List of other potential items not yet included in the work programme**

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee’s next meeting, at the discretion of the Chair.

<b>Topic</b>	
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<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	
<b>Type of item</b>	
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

Meeting 2	13 <sup>th</sup> September 2023	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(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"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Culture Strategy development update	Update of the process of developing the city's new Culture Strategy	Diana Buckley/ Rebecca Maddox	Post decision monitoring		Full consultation will be undertaken in the development of the strategy.	This Cttee
<b>NEW</b> - ERF Update	The Economic Recovery Fund was open for applications from 10 February to 31 May. 49 applications were received. Scoring is now complete and 23 projects are proposed to be funded. This paper updates Steering Group on work that has taken place since the last report, and the proposed programme of projects that will be funded.	Sarah Lowi Jones	Briefing	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.  It is expected that on this specific decision the EDSC Policy Committee	Not relevant to this decision, but there is a stakeholder plan that aims to inform and engage the public in ERF progress and delivery.	Finance Committee

				will be briefed, alongside LAC Chairs and political group briefings will be offered.		
<b>NEW</b> - Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	To approve the content of the final draft of the Shared Prosperity Fund Application (visitor economy and culture) Years 2&3	Di Buckley/Emma France/Rebecca Maddox	Decision	An initial draft of this application was taken to committee 15th June to ensure committee could comment on the direction of travel of the intended application. Informal member briefing have also taken place on the content of the SPF bid.	N/A	This committee
<b>NEW:</b> Lifelong Learning & Skills Ofsted Report		Eleanor Churchward	Briefing			This committee
<b>NEW –</b> Tramlines Festival Update Report	For information – to discuss the key areas of interest, where this touches on EDS policy responsibility. ie.economic impacts, benefits, etc, of the event.	Ruth Bell	Update			
2023/24 Q1 Budget Monitoring		Jane Wilby				This committee

Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
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Meeting 3	8 <sup>th</sup> November 2023	Time 2pm				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Destination Management Plan	Presentation on the final draft of the destination Management Plan	Emma France	Decision	EDS Member workshop to be held prior	Full private sector consultation has taken place.	This Committee
Briefing on Marketing Sheffield	Overview of current and future key projects led by Marketing Sheffield to promote the city as a destination to visit, study, work and live.	Di Buckley/Emma France	Briefing			This Cttee
Mid-year Performance Update	To understand what areas the committee requires performance information	Lorna Jackson	Update			This committee



	on to aid the effective function of the committee.					
<b>NEW:</b> Events Programme	<ul style="list-style-type: none"> <li>Major Strategic Events Commissioning</li> <li>Doc fest 3 Year Agreement</li> <li>World Snooker Agreement</li> </ul>	Diana Buckley / Emma France / Gary Clifton / Lisa Firth				EDS / CPL / Finance TBC
<b>NEW</b> – 2024 to 2027 Revenue & Capital Budget		Liz Gough	Decision			This committee
<b>NEW</b> - 2024/25 Future Budget		Di Buckley	Update			This committee
Standing items	<ul style="list-style-type: none"> <li><i>Public Questions/ Petitions</i></li> <li><i>Work Programme</i></li> <li><i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 4	<b>20<sup>th</sup> December 2023</b>	Time 2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li><i>Decision</i></li> <li><i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/</b>	<i>(re: decisions)</i> <b>Public Participation/</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<b>development required</b> <i>(with reference to options in Appendix 1)</i>	<b>Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
2023/24 Q2 Budget Monitoring		Jane Wilby	Decision			This committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 5	<b>21<sup>st</sup> February 2024</b>	Time 2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Full Council</li> <li>• Officer</li> </ul>
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 & Skills Strategy for Sheffield.	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 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	This committee

					from the Local Skills Improvement Plan and wider policy steer.	
Culture Strategy	<p>On 7<sup>th</sup> September 2022, the Economic Development and Skills Committee formally adopted the Sheffield Culture Collective Strategy as an interim cultural strategy for the city.</p> <p>The Culture Collective Strategy provides an initial strategic framework to provide direction and clarity, which we know is something which external funders expect. However, especially in the light of Covid recovery, Sheffield's Race Equality Commission recommendations and climate emergency, there is a need to refresh, update and co-create the strategy into a city document through wide consultation with the arts sector, communities and partners including the Culture</p>	Rebecca Maddox	Decision	EDS Members have been supporting the development of the new Culture Strategy since September 2022, with an update at their meeting in March 2023.	There will be significant consultation, participation and engagement as part of the strategy development.	This committee

	<p>Collective, Culture Consortium, and SYMCA.</p> <p>The September 2022 report proposed that SCC <b>'adopts the Sheffield Culture Collective Strategy to provide direction and clarity, as an interim before working with partners to create a city Culture Strategy, co-created with the sector and Sheffield's communities.'</b></p>					
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					

Meeting 6	20 <sup>th</sup> March 2024	Time 2pm				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> <li>• Officer</li> </ul>
2023/24 Q3 Budget Monitoring		Jane Wilby	Decision			This committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
<b>Items which the committee have agreed to add to an agenda, but for which no date is yet set.</b>						
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
LGBTQ Quarter	In discussion with Committee Members a session to be planned on the approach to Night Time	Diana Buckley/ Will Stewart				TBC

	Economy, potentially joint with TRC Committee					
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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.**

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