



Report to Transport, Regeneration and Climate Committee

DATE 14th February 2024

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	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.
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
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Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW: Regeneration Programmes Update	14 th Feb 2024	
NEW: Parkwood Springs Update	13 th March 24	
NEW: Fulwood 20mph scheme SLO consultation report	14 th Feb 24	
NEW: High Green 20mph scheme SLO consultation report	14 th Feb 24	
NEW: Clean Air Investment Fund	14 th Feb 24	
NEW: High Street Mosborough Limited Waiting Parking Bays	13 th March 24	
NEW: Road Safety Action Plan	13 th March 24	
AMENDMENT		

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)	
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Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	14 th February 2024	Time 2pm					
Topic	Description	Lead Officer/s	Type of item	<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)	Internal Deadlines <i>(i.e. funding deadlines, submission deadline etc)</i>
NEW: Regeneration Programmes Update	Update on regeneration programmes.	Alan Seaman	Update	Knowledge briefing Walking tours (a number of these have taken place in previous months to familiarise members with schemes)	Bespoke per scheme	This committee	
NEW: Clean Air Investment Fund		Amanda Cosgrove				This committee	
NEW: Fulwood 20mph scheme SLO consultation report	To consider the objections made but support the making of the Speed limit order to and for works commence (subject to no RSA issued being raised)	Lisa Blakemore	Decision	Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.	Letter sent to all affected properties with plans and various ways to comment/ object to the proposals	This committee	

				Regular contact with local members as the consultation progressed helping to answer queries that came direct to them from constituents as well as asking their opinions about if any further engagement is needed and other issues that arose such as the petition that was received.	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 Speed limit order advertised in Sheffield Telegraph Sheffield Council website has plans of the proposals with ways to comment/ object to proposals		
NEW: High Green 20mph scheme SLO consultation report	To consider the objections made but support the making of the Speed limit order to and for works commence (subject	Lisa Blakemore	Decision	Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the	Letter sent to all affected properties with plans and various ways to comment/	This committee	

	to no RSA issued being raised)			consultation going live. Regular contact with local members as the consultation progressed helping to answer queries that came direct to them from constituents as well as asking their opinions about if any further engagement is needed and other issues that arose such as the petition that was received.	object to the proposals 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 Speed limit order advertised in Sheffield Telegraph Sheffield Council website has plans of the proposals with ways to comment/ object to proposals		
Meeting 7	13 th March 2024	Time 2pm					
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> 	<i>(re: decisions)</i> Prior member engagement/	<i>(re: decisions)</i> Public Participation/	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) 	Internal Deadlines

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Full Council • Officer 	(i.e. funding deadlines, submission deadline etc)
2023/24 Q3 Budget monitoring		Jane Wilby	Decision			This committee	
Decarbonisation Routemap: Energy, Generation and Storage	This report will bring forward the Energy, Generation and Storage routemap for action until 2026.	Kathryn Warrington	Strategy/Policy Development	During the development of the way we 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.	A city wide climate event was held in 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	This committee	

					and engagement.		
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: Parkwood Springs			Update				
NEW: Committee Climate Statement		Mark Whitworth	Decision			This committee	
NEW: High Street Mosborough – Limited Waiting Parking Bays	To report receipt of objections to an experimental traffic regulation order and to recommend that Members make the order as currently implemented.	Jamie Proctor	Decision	The proposed limited waiting parking bays Experimental Traffic Order was advertised on 8th December 2022 and became active on site 3 rd January 2023. Notices with plans and a statement of reasons sent via email to the Cabinet Member for Transport and	A pre-consultation letter was sent out to affected properties prior to the advertisement of the scheme. The order was advertised on 8th December 2022 by Notice in the local press, street Notices were placed on High Street Mosborough and	This committee	

				Development, Local Ward Members and Statutory Consultees.	consultation letters delivered or emailed to affected properties inviting comment on the proposals. The Sheffield Council website has plans of the proposals with ways to comment/object to proposals.		
NEW: Road Safety Action Plan	Present the draft Road Safety Action Plan for Sheffield City Council	Tracy Hendry	Decision	Knowledge briefing in Jan and Feb	Have Your Say Questionnaire on the South Yorkshire Safer Roads Strategy that the Action Plan is built from.	Council	

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"> Decision Referral to decision-maker Pre-decision (policy development) 	(re: decisions) Prior member engagement/development required	(re: decisions) Public Participation/Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council 	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
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			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Officer 	
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.

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