



ECONOMIC DEVELOPMENT AND SKILLS POLICY COMMITTEE

THURSDAY 15 JUNE 2023

Supplementary Agenda Pack

Item 9 – Local Visitor Economy Partnership Application Form

Additional Document

- LVEP DRAFT Application Form

Item 10 – Inclusive Business Board

Additional Document

- Appendix 1
- Appendix 2

Item 12 - Years 2 & 3 SPF People and Skills Bid

Item 13 - Years 2 & 3 SPF Procurement

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VisitEngland Administration use only

Our Ref: LVEP

Date received:

Local Visitor Economy Partnership Programme Application

Please refer to the prospectus and full guidance document which details the core and growth criteria before completing your application to become an LVEP.

Please include the necessary supporting documentation (detailed in the guidance) to ensure your application can be dealt with speedily.

Your VisitEngland Regional Development Lead is available to support you if you have any questions when completing your application.

Building Collaboration, Enabling Growth



Section A

Applicant details

A1) Name of applicant organisation	
A2) Name of proposed LVEP (if different)	
A3) Other destination organisation partners (only if jointly forming the LVEP)	
A4) Full postal address	
A5) Company registration number or VAT number	
A6) Key contact name and job title (Day-to-day contact of the applicant organisation)	
A7) Email	
A8) Telephone	
A9) Secondary contact name and job title (if applicable)	
A10) Secondary email	

A11) Company registration number(s) of any dormant or subsidiary companies associated with the number given above in your answer to Question A5:

Full Company Name	Registration Number

A12) Please tick the legal status of the lead applicant organisation (tick all that apply):

Limited company limited by guarantee or shares

Community interest company

Local authority tourism services department

Tourism business improvement district (TBID)

Other, please specify:

A13) Please tick the region in which the LVEP is located:

East of England

South East

London

South West

East Midlands

West Midlands

North East

Yorkshire

North West

A14) Please outline the local government structure and tourism bodies in your proposed LVEP geography:

LVEP partnership DMOs (only if applicable):	Local authorities incl. combined authorities:	Other DMOs/ BIDs/tourism bodies:	LEPs:	National Parks:

A15) Please use this box to describe the relationships with the organisations outlined in box A14 above:

A16) Please attach a basic map or visual representation as separate document of your proposed LVEP geography showing which local authority areas/key towns/cities and National Parks are included.

Section B and C

Fulfilment of Criteria

Please refer to the core and growth criteria contained in the Prospectus when completing this section.

Section B: Core Criteria

B1) What is the size of the visitor economy for your proposed LVEP area (please use the most recent pre-covid data):

Visitor numbers (day visits)	
Visitor numbers (overnights)	
Visitor spend (day visits)	
Visitor spend (overnights)	
Number of beds (serviced accommodation)	
Number of tourism businesses (total)	
Number of tourism businesses (members)	
Number of tourism jobs (direct/indirect)	

B2) Do you have a destination management plan or tourism strategy? If so please attach.
In addition provide the following details (max words 250):

- What is its status and timeframe?
- Who are the key stakeholders and how did you engage with them in the its development?
- Demonstrate how you will ensure successful ongoing implementation and engagement with partners.

B3) Please indicate which destination management activities or support you are currently engaged in:

Activity	Directly engaged Yes/No	Delivered by partner organisation (specify who)
Destination marketing/comms (domestic)		
Destination marketing/comms (international)		
Business Support / training		
Product Development activity		
Commercial – membership scheme		
Commercial – online product distribution		
Commercial – consultation services		
Commercial – other (please specify below)		
Convention Bureau		
Business Events		
Advocacy		
Research		
Tourism Awards		
Travel trade		
Visitor Information provision		
Visitor Management (please specify below)		
Transport planning/infrastructure/promotion		
Public realm management		
Visitor economy inward investment consultation		
Any additional services (please specify below)		

B4) Please provide your staffing structure/chart as a separate document, including a count of FTEs, and demonstrate your capacity to deliver your destination management and marketing activities.

B5) Please describe your relationship with key local and regional economic actors across both the private and public sector and provide evidence of how you are engaged:

B6) Please specify the commitment and support from the local authority/ies, elected mayors, devolution deals (as relevant) that your proposed LVEP will be the lead body in the area. Please attach letters of support as evidence (see guidance document for details):

B7) Please demonstrate the financial stability and resilience of your organisation by providing the following:

- a) Monthly financial management accounts for the current financial year until year-end, highlighting income from the private and public sector, and detailing all expenditure including staffing costs
- b) Description of your medium-term financial position (over a three-year horizon)

B8) Please provide details of any significant non-VB/VE grants/funds received from UK public authorities and organisations over the past two financial years to help us assess your experience and ability to administer public funding with probity:

Name of scheme	Name of funder	Date secured (DD/MM/YYYY)	Amount £ secured	Description of what funding delivered

B9) Describe how you currently work in partnership with other DMOs and tourism bodies in your proposed LVEP geography and how you will support them moving forward as an LVEP. Please also detail any experience working across DMOs regionally/nationally:

Section C: Growth Criteria

C1) Please outline your commercial strategy including how you are looking to expand your income, such as growing your membership, and diversifying funding streams:

C2) Please set out any plans for staff skills development within your LVEP. Please also highlight any subject gaps where VisitEngland might support (e.g. digital marketing, international travel trade, bid writing and distribution):

C3) Please describe your current business support offer and any plans you have for developing this:

C4) Please provide a brief overview of any current activities to support the government and national priorities, in particular: accessibility / social inclusion, sustainability, Levelling Up, business events, innovation and skills:

C5) Please give an overview of your governance structure (i.e. boards and related advisory panels) including any plans for improving visitor economy representation and diversity and inclusion:

C6) Please outline briefly your approach to collecting and using data to track visitor economy growth and organisational performance. Please also include details of your current data model:

Section D

Other Supporting Information/Priorities

D1) Please outline here any additional priorities or achievements that lie outside of the criteria but are important to you as a destination. This could include for example; your destination brands, major events and international marketing (max words 300):

Section E

Submitting Your Application

Please send your completed application form as a **Word file** or as an **edited PDF**, along with your supporting documentation by email to destination@visitengland.org.

Have you remembered everything? Please tick!

MANDATORY

Letters of support

Destination Management Plan / Tourism Strategy

Map / visual representation of your proposed LVEP area

Staff structure chart

Monthly management accounts incl. expenditure and income for FY 22/23

Financial plan for the next three FY, detailing expected levels of income and expenditure

OPTIONAL

Evidence to show integration with other important local and regional actors

Commercial Strategy

Evidence of any current support for government and national priorities

Evidence of any current governance structures, including any plans for improving visitor economy representation and diversity and inclusion

Section F

Declaration

The following statement must be signed by the chief executive officer (or equivalent) of the lead applicant organisation.

By submitting this application I declare that:

- a) The information contained in this application and supporting documents is accurate and true.

Signature	Name and Title	Date (DD/MM/YYYY)



Report to Economic Development and Skills Policy Committee

Author/Lead Officer of Report: Yvonne Asquith,
Interim Head of Business Growth, City Futures

Tel: 07909898754

Report of: Kate Martin, Executive Director City Futures

Report to: Economic Development and Skills Policy Committee

Date of Decision: 15th June 2023

Subject: Diverse Business Board - Terms

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1323				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

The proposal seeks approval of the Terms of Reference for the Sheffield Diverse Advisory Business Board from the Economic Development and Skills Policy Committee.

The Economic Development and Skills Policy Committee endorsed and agreed the proposal for a new Business Board at the Committee meeting on 30th November 2022 and requested the draft terms of reference for the Board be brought back to a future Committee for consideration and further recommendations as appropriate.

Recommendations:

That the Economic Development and Skills Policy Committee approves the Terms of Reference for the Diverse Business Advisory Board.

The Economic Development and Skills Policy Committee formally thanks the Business Response Group for their dedication and work during the COVID Pandemic and in co-authoring the Business Recovery Plan.

Background papers

Lead Officer to complete:-						
1	<table border="1"><tr><td rowspan="4">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td><td>Finance: James Lyon</td></tr><tr><td>Legal Tarmina Saville</td></tr><tr><td>Equalities & Consultation: Bashir Khan</td></tr><tr><td>Climate: Jessica Rick</td></tr></table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: James Lyon	Legal Tarmina Saville	Equalities & Consultation: Bashir Khan	Climate: Jessica Rick
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: James Lyon					
	Legal Tarmina Saville					
	Equalities & Consultation: Bashir Khan					
	Climate: Jessica Rick					
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>					
2	EMT member who approved submission: Kate Martin, Executive Director, City Futures					
3	Committee Chair consulted: Martin Smith					
4	<p>I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p> <table border="1"><tr><td>Lead Officer Name: Diana Buckley Yvonne Asquith</td><td>Job Title: Director Economy, Skills and Culture Head of Business Sheffield</td></tr></table> <p>Date: 6th June 2023</p>	Lead Officer Name: Diana Buckley Yvonne Asquith	Job Title: Director Economy, Skills and Culture Head of Business Sheffield			
Lead Officer Name: Diana Buckley Yvonne Asquith	Job Title: Director Economy, Skills and Culture Head of Business Sheffield					

1.	PROPOSAL
1.1	The proposal seeks approval of the Terms of Reference for the Diverse Sheffield Advisory Business Board from the Economic Development and Skills Policy Committee.
1.2	<u>Background</u>
1.2.1	The Race Equality Commission and Business Growth teams response was tabled at the Economic Development and Skills Policy Committee meeting on 30 th November 2022. It provided an update on the progress Business Sheffield had made towards supporting the delivery of the Race Equality Commission (REC) recommendations. The Committee approved a specific action to develop a diverse and inclusive Business Board for the city.
1.2.2	The Committee instructed that once developed, he proposed terms of refence for the new Board would be brought back to the Committee for consideration.
1.2.3	The report noted that during the pandemic the Business Response Group (BRG), which is made up of Sheffield’s leading business networks and support organisations convened fortnightly to work collectively to develop solutions to key economic issues facing businesses during Covid. They co-authored the Business Recovery Plan with Sheffield City Council. Its membership included Sheffield Chamber, Sheffield Property Association, Sheffield Digital, The Company of Cutlers, The Culture Consortium, Unight Sheffield, the University of Sheffield and Sheffield Hallam University.
1.2.4	Priority 6 of the Business Recovery Plan highlighted the need to work with business leaders on a longer-term Economic and Business Strategy for Sheffield. The BRG worked well during the pandemic, and it is demonstrating the ability and appetite for the public and private sectors to work effectively together, however going forwards the BRG recognise that a different mechanism is needed, that brings together a more diverse set of businesses and economic actors together.
1.2.5	As such we propose that we close the BRG and in collaboration with the Sheffield Chamber of Commerce that we develop a new Sheffield Business Board which is more representative of the city’s diverse business base to act in an advisory capacity. The fundamental recommendation of the REC to be an antiracist city, is to design out racism from our organisation and practises and involve those from underrepresented groups in the strategic development of the City. This is at the core of the proposal to develop a new representative Business Board which will act in an advisory capacity.
1.2.6	The paper outlined that the Board will do the following new things: <ul style="list-style-type: none"> • Be more representative of the city’s business base • Influence future business and economic strategic plans

	<ul style="list-style-type: none"> • Inform how businesses access and engage with other business focussed services within the Council and city • Shape future business support delivery
1.3.	Sheffield Diverse Business Advisory Board
1.3.1	Since the November Committee meeting, the development of the Advisory Board has been prioritised and involved identifying potential board members from a more diverse business base, alongside working on the terms of reference for the Board, and establishing how the Board will connect into and inform Sheffield’s anchor institutions.
1.3.2	<u>Identifying potential board members</u>
1.3.3	The November 2022 REC Commission and the Business Growth Response report detailed how Business Sheffield has been building better relationships with BAME led businesses to be more representative of the city. Business Sheffield has utilised these extended relationships with businesses to identify private sector members for the Board and in conjunction with the support and challenge from Ruth McDonald, REC Commissioner who has been working closely with Business Sheffield during this period.
1.3.4	Further open recruitment may also take place to the board in time, however in order to deliver on the aims of the board it was deemed important to work with BAME led businesses and their networks to identify a number of members to give confidence that this board would be more representative and marked a change in our ways of working.
1.3.5	Board Members have been identified through using SME and BAME networks and asking businesses for recommendations.
1.4.1	<u>Terms of Reference</u>
1.4.2	Appendix 1 provides the full proposed terms of reference for the Advisory Board grounded in the key requirements for the Board highlighted in 1.2.3 above. The Terms of Reference sets out the ambition, focus, role, membership and format of the Board.
1.4.3	It is anticipated that by talking to a more representative group of private sector businesses the Council will be better informed about issues that are relevant to all areas of business start-up, resilience, and growth. By discussing ways in which businesses engage with the Council and its city stakeholders the Advisory Board will act as a sounding board and critical friend and influence the Council and its city stakeholders to be more business friendly in both its customer service and communication and inform and influence how businesses access and engage with other business focussed services within the Council.
1.4.4	Key learnings from the advisory board will be fed into the Economic Development and Skills Policy Committee via Officers. The Terms of

	Reference outlines that a Senior Council Officer will Co-Chair the Advisory Board, supported by a Co-Chair from the private sector.
1.4.5	The Terms of Reference proposes that the Board meets four times a year, and that the location of meetings will be outside of the city centre in different locations and easily accessible by public transport.
1.4.6	Finally support for the Board will be provided by Business Sheffield, Sheffield City Council.
2.	HOW DOES THIS DECISION CONTRIBUTE?
2.1	The decision specifically contributes to Action 4 of the REC report which states that Governing Bodies and City Partnerships should seek to increase diversity of their boards to reflect the diversity of their client group and the city. The decision contributes to the Council's corporate response to the Race Equality Commission and in particular how Business Sheffield is contributing to the recommendations in the seventh recommendation of the Final Report related to providing Equal and Enterprising support to Black, Asian and Minoritised Ethnic Business and Enterprise and finally it contributes to the overarching and fundamental recommendation, Sheffield an Antiracist city in the REC Final Report.
3.	HAS THERE BEEN ANY CONSULTATION?
3.1	Ongoing consultation with individual business leaders who represent diverse backgrounds to fully understand their needs continues to take place.
3.2	Consultation with other city stakeholders specifically Sheffield Chamber alongside the development of strategic relationships with Lloyds Bank, Natwest Bank, Federation of Small Businesses, British Business Bank and the Yorkshire Asian Business Association are all part of ongoing strategic conversations that Business Sheffield about our response to the REC alongside how we work together to provide a better more inclusive business support offer.
3.3	Consultation with black minority ethnic business owners, their views of our services and needs from a business support programme continues to take place.
3.4	All of the above has been undertaken whilst working with the REC Commissioner Ruth McDonald, who through her own networks and lived experience is supporting and challenging Business Sheffield in this consultation and development work.
4.	RISK ANALYSIS AND IMPLICATIONS OF THE DECISION
4.1.1	<u>Equality of Opportunity Implications</u>

	<p>Purpose of the work is to make the business support programmes future more equal and representative of need alongside ensuring that more representative business leaders are involved in the future economic strategy development. As individual projects of activity are developed the equality impacts will be at the core of project development.</p>
4.1.2	<p>The EIA undertaken for the Race Equality Commission, EIA 1323, Appendix 2, and the Business Growth Response highlights in detail the development of Business Sheffield and all its business support projects. This EIA in particular will form the basis of developing our approach across these core projects with a view to better reporting of equalities data alongside developing business support to reach wider business bases and individuals looking to start a business.</p>
4.2	<p><u>Financial and Commercial Implications</u></p> <p>There are no financial implications for the Advisory Business Board which will be undertaken with existing resource. As with the REC Committee Report in November 2023 Finance have signed the report off with no amendments.</p>
4.3	<p><u>Legal Implications</u></p> <p>There are no legal implications in the advisory committee board terms of reference.</p> <p>The advisory committee will not have formal decision making powers, it will however be able to feed back and advise EDS Committee on issues pertaining to the Terms of Reference and outlined at 1.2.3.</p> <p>The Council has power to set up an advisory board of this kind using the general power of competence in s1 of the Localism Act 2011.</p>
4.4	<p><u>Climate Implications</u></p> <p>The Board will play a key role as a stakeholder in the Business and Industry decarbonisation route map development.</p>
5.	ALTERNATIVE OPTIONS CONSIDERED
5.1	<p>Alternative Options considered:</p> <ul style="list-style-type: none"> • Continuation of the BRG – This group was highly effective during COVID, meeting weekly to ensure business organisations develop and promote the range of support available. However this board was not representative and attendance has waned in the post COVID period. The BRG have discussed this proposal and agree that a new board is needed. • A new group made up of business organisations only – This would recreate the BRG, with a broader membership, however this would not meet the recommendations in the REC as would not lead to a diverse set of businesses and business leaders around the table.

	<ul style="list-style-type: none"> • Not having a business board at all – It is important that EDS Committee and the Council have an effective way to liaise with and hear from businesses. The Council’s one year plan and delivery plan, seek to be a good partner to Business in the City, and this is an effective way to do this.
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>REASONS FOR RECOMMENDATION</p> <p>To ask Members to approve the Terms of Reference for the Diverse Business Advisory Board.</p> <p>A do-nothing option is discounted, developing a more diverse Business Board is essential in meeting the recommendations for an equal and enterprising city. To not follow through would pose a risk for Business Sheffield and for the Council more generally in meeting the specific business support recommendations in the REC and its contribution to the wider overarching theme of becoming an antiracist city.</p>

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APPENDIX 1

Sheffield Diverse Business Advisory Board

Terms of Reference: Draft

1 Ambition:

- The Sheffield Diverse Business Advisory Board will be more representative of the city's diverse business base, advising on issues relevant to all areas of business resilience and growth.
- This includes:
 - Businesses starting up.
 - More businesses growing and accessing the support they need to survive, **be more productive, more innovative, be more sustainable and thrive and prosper.**
 - Increasing the number of businesses from outside of the city to invest, employ and scale their businesses in Sheffield.
- By discussing ways in which businesses engage with the Council and its city stakeholders the Sheffield Diverse Business Advisory Board will influence the Council and city stakeholders to become more business friendly in both its customer service and its communication.

2 Focus: The Business Board will:

- Be more representative of the city's diverse business base to oversee and advise on matters relating to Sheffield's economic growth and how economic and business growth strategies effect Sheffield's diverse business base. This includes representative from businesses from SMEs and BAME led businesses.
- By discussing ways in which businesses benefit from business support and business growth strategies it will influence future economic strategy and inform how businesses access and engage with business focussed services, within the Council and the city to shape future business support proposals.
- To inform and influence Sheffield City Council on how businesses access and engage with other business focussed services within the Council, supporting the Council to become more business friendly in its communication and customer service where businesses are its main customer.

APPENDIX 1

- Support and challenge the Sheffield Council Executive in order to ensure excellent standards of delivery and inclusivity; constantly seeking to maximise Sheffield's economic growth opportunities.
- Act as a Champion and advocate for the city's private sector, providing a business perspective to help shape Sheffield's business environment. Develop the Board alongside other business facing services of the Council and in collaboration with the Sheffield Chamber and BAME business owners.

3 The Role of Board members includes:

- **Advisory:** The Advisory Board will feed into the Economic Development and Skills Policy Committee, Sheffield City Council, where key learnings will be fed into the Policy Committee via the Council's Economic Development, Skills and Culture teams in an advisory capacity.
- **Critical Friend:** Hold public bodies to account in a constructive and purposeful manner to ensure commitments and ambitions are fulfilled.
- **Sounding Board:** Act as a source of innovation and encouragement, supporting inclusive and ambitious growth targets and aspirations to enable the city to realise its full potential.
- **Collaboration:** Work with and support local partners to ensure that future inclusive growth plans and strategies align and engage with Sheffield's diverse business base.

4 Board Membership:

- Members of the Board will be drawn from the private sector (representative of the city's SME business base), Sheffield City Council (Senior Officers), Sheffield Chamber of Commerce and the wider Sheffield economic ecosystem and a REC (Race Equality Commission) Commissioner.
- Private sector Board members are senior business representatives e.g. Managing Directors, CEO, Senior Partner and business owners.
- Members are appointed for 12 months in the first instance, with membership and the roles of Chair and Vice Chair being reviewed annually. Members will serve for a maximum of 2 years.

APPENDIX 1

- Board members are selected by Business Sheffield, Sheffield City Council's and city stakeholders strong business relationships with diverse Sheffield businesses with support and challenge from a member of the Race Equality Commission.
- A Senior Council Officer will Co-Chair the Advisory Board, supported by a Co-Chair from the private sector.
- Board membership will not exceed 18 members unless agreed otherwise. Members are appointed in their own right and are not required to send a substitute should they be unable to attend a meeting.
- Board membership recruitment will always meet the Race Equality Commission final report recommendations, ensuring Board members are recruited on merit and be drawn from a diverse and inclusive business base.

5 Meeting Format

- The Board will meet x 4 per year and meetings will commence at 4pm and finish by 6pm.
- The location will be agreed, and members notified at least 4 weeks in advance of the meeting. It is important that different venues are used to ensure the Board is connected into communities and to highlight some of Sheffield's key facilities outside of the city centre and all will be easily accessible by public transport. Virtual attendance will also be made available via a secure connection and all meetings will be recorded and minutes provided following the meeting.
- Where a Board member is unable to attend 3 consecutive meetings they will be asked to step down. Board membership will be discussed to ensure that the Board remains representative and inclusive of Sheffield's business and public sector landscape.
- Board members should declare any interests at the start of Board meetings. Declarations of interest will be recorded in the notes of meetings.
- The Chair and Co Chair will agree the agenda and papers for each meeting.
- Papers will be issued five working days before the meeting and a meeting note will be issued within two weeks of the meeting date.

6 Support for the Board:

APPENDIX 1

- The Board is supported through the Business Sheffield team of Sheffield Council, who will be responsible for the organisation and minute taking. For further information please contact Yvonne Asquith, yvonne.asquith@sheffield.gov.uk .

PART A

Initial Impact Assessment

Introductory Information

Proposal name

Race Equality Commission and the Business Growth Response

Brief aim(s) of the proposal and the outcome(s) you want to achieve

The report seeks to update the Committee on the progress of Business Sheffield towards the Race Equality Commission (REC) final report recommendations and to approve a specific action for the development of a diverse Business Board for the city.

Proposal type

Budget Non Budget

If Budget, is it Entered on Q Tier?

Yes No

If yes what is the Q Tier reference

Year of proposal (s)

<input type="radio"/> 21/22	<input checked="" type="radio"/> 22/23	<input checked="" type="radio"/> 23/24	<input type="radio"/> 24/25	<input type="radio"/> other
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Decision Type

- Coop Exec
- Committee (Economic and Skills Policy)
- Leader
- Individual Coop Exec Member
- Executive Director/Director
- Officer Decisions (Non-Key)
- Council (e.g., Budget and Housing Revenue Account)
- Regulatory Committees (e.g. Licensing Committee)

Lead Committee Member

Cllr Martin Smith

Lead Director for Proposal

Kate Martin

Yvonne Asquith

EIA start date

14/11/2022

Equality Lead Officer

- Adele Robinson
- Annemarie Johnston
- Bashir Khan
- Ed Sexton
- Louise Nunn
- Beverley Law

Lead Equality Objective ([see for detail](#))

<input checked="" type="radio"/> Understanding Communities	<input type="radio"/> Workforce Diversity	<input type="radio"/> Leading the city in celebrating & promoting inclusion	<input checked="" type="radio"/> Break the cycle and improve life chances
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Portfolio, Service and Team

Is this Cross-Portfolio

- Yes
- No

Portfolio/s

City Growth

Is the EIA joint with another organisation (e.g. NHS)?

- Yes
- No

Please specify

Sheffield Chamber

Consultation

Is consultation required? (Read the guidance in relation to this area)

- Yes
- No

If consultation is not required, please state why

The paper is for the Committee to note the progress made on the of Business Sheffield and the Sheffield Chamber towards the recommendations of the Race Equality Commission Final Report published in July 2022 and to ask for endorsement of a diverse Business Board.

If consultation has already been carried out, please provide details of the results with equalities analysis

Business Sheffield and Sheffield Chamber have consulted with a diverse business base and stakeholders from community organisations since reporting to the REC Hearing these are wide ranging and include:

1. Continuation of support to the retail and hospitality businesses across all Sheffield's local high streets which continues to provide intelligence of the key issues our smaller business base in Sheffield are facing and how we can best support and work with other business facing services in Sheffield.
2. Consultation with larger business base with Black, Asian and Minoritised ethnic leaders to build a better understanding of how businesses access support and advise and how Business Sheffield and Sheffield Chamber can better support the diverse business base of Sheffield. With a number of critical friends identified within this group of businesses who have provided specific challenge and support around the make up and terms of reference for a City Business Board.
3. Consultation with other council services and how we collectively work together to meet the needs of Sheffield's diverse business base including Licensing and Environmental health teams also adds to this ongoing consultation process.

Are Staff who may be affected by these proposals aware of them?

- Yes No

Are Customers who may be affected by these proposals aware of them?

- Yes No

If you have said no to either please say why

Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Identify Impacts

Identify which characteristic the proposal has an impact on tick all that apply

<input checked="" type="radio"/> Health	<input type="radio"/> Transgender
<input checked="" type="radio"/> Age	<input type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> Voluntary Community & Faith Sectors

<input type="radio"/> Pregnancy/Maternity	<input checked="" type="radio"/> Cohesion
<input checked="" type="radio"/> Race	<input checked="" type="radio"/> Partners
<input checked="" type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input type="radio"/> Sex	<input type="radio"/> Armed Forces
<input type="radio"/> Sexual Orientation	<input type="radio"/> Other
<input checked="" type="radio"/> Cumulative	

Cumulative Impact

Does the Proposal have a cumulative impact?

Yes No

<input checked="" type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input checked="" type="radio"/> Geographical Area	<input type="radio"/> Other

If yes, details of impact

The journey that Business Sheffield and the Chamber are on to contribute to the REC Report Recommendation 1 to be an antiracist city is far reaching and the more we learn and change and alter business support provision the more cumulative the impact on our business base will be.

The longer term impact of a diverse Business Board for the city will have impact for years to come on future delivery and design of economic policy.

Local Area Committee Area(s) impacted

All Specific

If Specific, name of Local Committee Area(s) impacted

Initial Impact Overview

Based on the information about the proposal what will the overall equality impact?

The Committee is being updated on the progress of Business Sheffield towards the Race Equality Commission (REC) final report recommendations.

There is an overall equality impact of the continuation of progress towards the recommendations of the Race Equality Commission and a new diverse business board.

Is a Full impact Assessment required at this stage? Yes No

If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.

PART B

Full Impact Assessment

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Customers

Yes No

Details of impact

The inclusive healthy community's recommendation of the REC outlines the necessary actions to ensure wellbeing and longevity for all. The continued progress of a more inclusive business support programme will mitigate some of the health impact on BAME business owners and especially on the mental health of business owners and in particular sole business owners by being more responsive to their individual business needs, including ensuring they are linked into other council services in a prompt manner thus reducing the impact on their overall mental health especially during the current cost of living crisis which is already anecdotally having an impact on mental health of small business owners.

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Name of Health Lead Officer

Age

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The data of age of business owners for the city is unknown, however understanding that the working age population of Sheffield provided in the Annual Equalities Report, SCC 2020/21 was 65%. Having a business support programme and a Chamber membership which is made up of a diverse age range and represents business owners of all ages is important.

The cost of living crisis is creating a number of issues for many businesses but most vulnerable are those small businesses; sole traders, especially older sole traders whose businesses were affected by Covid quite recently too.

The terms of reference for the business board and the make up of age of its Board Members will need to reflect a diverse age range of owners.

Disability

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The intention of the Commission final report to drive progress on all areas of inequality including intersections with race such as disability, ensuring that the culture and the delivery of the Council's business support programme in the Council is more inclusive is essential. Ensuring our business data is accurate and that disability data is been collected by the customer service team and advisor team is now a focus for the following six months. Similarly, business support targeted at individuals looking to start a business as well a established businesses is important.

During April 2021/22 Business Sheffield data showed 7% of individuals looking to start a business classed themselves as disabled and just 3% of businesses. 25% of individuals at pre start stage did not answer the question or were not asked and 42% of established businesses in the database was left blank. Training advisors and customer service team to collate this data systematically will be a focus for the next 6 months.

The business support programme is actively exploring how it better supports individuals with additional learning needs and working with colleagues in employability and partners in DWP. Business workshops and 1-2-1 advise is made available via teams and recorded webinars for people to access advice and training is part of the offer and for larger face to face events we are also providing the ability for individuals to access recorded content.

Business Sheffield has also just released a new webinar that will be sent via Gov Delivery to a large business database of how businesses can welcome customers with disabilities, [is now live on the Business Sheffield website](#).

Race

Impact on Staff

Yes

No

Impact on Customers

Yes

No

Details of impact

The impact of business support and the ability to deliver a business support programme which is meeting the needs of all diverse individuals/businesses who are business owners and/or senior leadership teams in established businesses is paramount. Continuing to develop our relationships with high street businesses through the Business Information Officer advise is essential to ensuring that our support to smaller independent businesses is reflective of their needs and also that we continue to work with other business facing council services to ensure that business issues are reflected quickly and resolved quickly across all our local high streets. In addition to ensuring that all other business support to start ups and bigger businesses in the city is reflective of business need and that we take our support out to businesses in the same way we approach independent businesses on the high street. We have piloted activity in a number of areas and are using this learning to reflect future business support including our approach to Shared Prosperity Funding priorities with SYMCA, universities and other local authorities. The report highlights a recommendation for a Business Board which is reflective of the diverse business base, we will utilise the individuals from different black and minoritized ethnic groups who have acted as critical friends and provided appropriate challenge as we develop this business board over the next few months.

Ethnicity data for April 2021/March 2022 for Information Officer high street reporting shows 25% are Black, Asian and minoritized ethnic businesses but the different categories requires further work to determine the percentages under each ONS category as advisors are currently writing free form into the customer records management system rather than using the ONS categories to record properly, and a further 34% is left blank. For all other business support including launchpad activity – start up and early stage support 19% of individuals and businesses supported are from Black, Asian and minoritized ethnicities but again there is still a significant number been left blank at 23%. We have put in place processes to deal with the collection and monitoring of the data so that we can use this data to compare against national data sets for businesses which indicate that 6% of SME's are BAME led with significant variations within the BAME communities, with Indian led businesses at 28% compared to Pakistani at 8% and Black African at 4%

Sex

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Gender data across Business Sheffield is much better than race and disability in terms of completion 61% of pre starts were female and 40% of established businesses were female. Nationally only 16% of businesses are led by women.

Sexual Orientation

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Through offering inclusive business support we would expect the LGBTQ+ community would be expected to benefit from all elements of the programme.

Carers

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Business Sheffield is providing start up support and workshops at weekends and evenings as well as during office hours as well as providing recorded content on a more regular basis.

Poverty & Financial Inclusion

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Sole traders are often financially vulnerable especially during the current Cost of Living crisis. Our support for businesses facing financial difficulty is at the forefront of high street business support, supporting businesses to understand their leases, energy bills and other costs is part of the support that advisors provide on a daily basis.

Cohesion

Impact on Staff

Yes

No

Impact on Customers

Yes

No

Details of impact

Providing business support across the city is essential on high streets going from door to door ensures that all businesses can get help, and in turn this ensures cohesion. Working with groups of businesses on high streets on Economic Recovery Fund projects has also helped with high street cohesion often with business owners from different Black, Asian and Minoritised Ethnic businesses working together on common goals.

Partners

Impact on Staff

Yes

No

Impact on Customers

Yes

No

Details of impact

Business Sheffield is working with stakeholders in the city such as the Chamber on the REC recommendations, we also work with colleagues from other services to actively support businesses with their individual needs and in particular with Local Area Committee (LAC) teams in local areas.

Action Plan and Supporting Evidence

What actions will you take to mitigate any equality impacts identified? Please include an Action Plan with timescales

Alongside reporting to the Economic Development and Skills Policy Committee on the progress of Business Sheffield in meeting the REC recommendations our key actions for meeting the wider REC recommendations are listed below:

To consistently report ethnicity data across all business support programmes, including data refresh, consistent data input and monthly monitoring of ethnicity data by the Summer 2023.

To establish a Business Board reflective of the diversity of the business base and in conjunction with other Council services with business customers by the Summer 2023.

Supporting Evidence (Please detail all your evidence used to support the EIA)

REC Final Report

REC Business and Employment Hearing Business and Investment Submission

Following mitigation is there still significant risk of impact on a protected characteristic. Yes No

If yes, the EIA will need corporate escalation? Please explain below

The proposal should result in positive impacts across protected characteristics.

Sign Off – Part B (EIA Lead to complete)

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?

Yes No

Date agreed

Name of EIA lead officer

Review Date



Report to Economic Development and Skills Policy Committee

Author/Lead Officer of Report: Laura Hayfield,
Head of Employment & Skills, Sheffield City Council

Tel: 07989 152877

Report of: Kate Martin, Executive Director City Futures

Report to: Economic Development and Skills Policy Committee

Date of Decision: 15th June 2023

Subject: Proposed use of Shared Prosperity Fund - People and Skills - years 2 and 3

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 2123				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

The report seeks:

- Approval from the Economic Development and Skills Policy Committee on the proposals for the use of UK Shared Prosperity Fund (UKSPF) - People and Skills allocation for Sheffield
- To note Sheffield City Council will become the Accountable Body on behalf of other South Yorkshire Local Authorities for a proportion of the activity funded by UKSPF following the entering of a funding agreement with SYMCA to enable the delivery of the UKSPF programme in Sheffield and South Yorkshire.

- Approval to spend with the Voluntary and Community Sector (VCS) on employment support activity and to spend on training in response to community and employers' identified needs.

Recommendations:

That the Economic Development and Skills Policy Committee:

- a) Note that Sheffield City Council proposes:
 - i) As Accountable Body for activity funded by UKSPF (strands 1 & 2 activity) for an overall regional value of £7.65m, in line with the approval by the Finance Sub-Committee on 7th November 2022;
 - ii) As Accountable body, to enter into funding agreements with SYMCA to enable the delivery of the UKSPF programme in Sheffield and South Yorkshire as set out in this report; and
 - iii) that the scope of the bid is developed in line with the South Yorkshire Investment Plan for SYMCA and a SY-wide delivery model

- b) Approve the use of £3.94m of UKSPF People and Skills funding and £922,520 match funding totalling £4.87m in Sheffield, to be used for the activity described and set out in the table in section 4.2 of this report, Note that this includes
 - i) £1.89m commissioning with the Voluntary and Community Sector (VCS) on employment support activity (with no individual contract exceeding a value of £250,000)
 - ii) £560,000 on training in response to community and employers' identified needs, (with no individual contract exceeding a value of £250,000).



SPF 3 consultation presentation.pptx



UKSPF Fin Cmt final final 7 Nov 22.doc

Background papers

Lead Officer to complete:-									
1	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td> <td style="width: 50%; vertical-align: top;"> Finance: Duncan Cruikshank </td> </tr> <tr> <td></td> <td style="vertical-align: top;"> Legal Richard Marik/Rahana Khalid </td> </tr> <tr> <td></td> <td style="vertical-align: top;"> Equalities & Consultation: Ed Sexton </td> </tr> <tr> <td></td> <td style="vertical-align: top;"> Climate: Jessica Rick </td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Duncan Cruikshank		Legal Richard Marik/Rahana Khalid		Equalities & Consultation: Ed Sexton		Climate: Jessica Rick
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Duncan Cruikshank								
	Legal Richard Marik/Rahana Khalid								
	Equalities & Consultation: Ed Sexton								
	Climate: Jessica Rick								
<p><i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i></p>									

2	EMT member who approved submission:	Kate Martin, Executive Director, City Futures
3	Committee Chair consulted:	Martin Smith
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Diana Buckley Laura Hayfield	Job Title: Director of Economy, Skills and Culture Head of Employment & Skills
	Date: 31st May, 2023	

1.	PROPOSAL
1.1	The report seeks approval from the Economic Development and Skills Policy Committee on the proposals for the use of £3.94m of UK Shared Prosperity Fund (UKSPF) including £922,520 match funding to fund employment and skills activity as set out in this report using the allocation for Sheffield.
1.2	<u>Background</u>
1.2.1	The UKSPF is the Government’s major economic development fund, replacing EU Structural and Investment Funds (ESIF) and aims to contribute to the Levelling Up agenda by providing financial assistance (largely revenue) to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas. The financial restrictions for the funding are limited to the priorities outlined in the UKSPF Investment Plan.
1.2.2	The SPF has three Investment Priorities and will operate over the next three years. The Investment Priorities and their objectives are: <ul style="list-style-type: none"> • Communities and Place • Local Business Support • People and Skills.
1.2.3	The South Yorkshire Mayoral Combined Authority (SYMCA), acting as the lead body for the UKSPF in South Yorkshire, submitted an Investment Plan to Government in August 2022. The core themes of the plan were: <ul style="list-style-type: none"> • Supporting communities to address cost of living and pandemic recovery • Promoting the cultural and visitor economy • Providing a broad and inclusive “total business support” offer • Stimulating enterprise and growth • Accelerating Research & Development, and innovation

	<ul style="list-style-type: none"> • Building pathways to participation and accessing benefits of being economically active • Promoting a skills-driven green economy
1.2.5	<p>In November 2022 Finance Sub-Committee approved that Sheffield City Council may become the Accountable Body for the UK Shared Prosperity Fund for activity within Sheffield and South Yorkshire (where necessary) and authorised the Council to enter into funding agreements with the SYMCA to accept grants associated with UKSPF.</p>
1.2.6	<p><u>People & Skills Support – Revenue Projects</u></p> <p>There is £9.52m revenue funding for South Yorkshire including £3.94m allocated by SYMCA to support activity under the People & Skills theme in Sheffield for delivery of the UK SPF Priorities.</p> <p>This report relates to £1.6m in Year 2 (of which £659,668 is allocated to Sheffield) and £7.9m in Year 3 (of which £3.28m is allocated to Sheffield, plus a £922,520 match funding contribution totalling £4,202,520) and the proposals for how the total sum allocated to Sheffield is used.</p> <p>For year 1 there was no activity under the People and Skills SPF Investment Priority as dictated by Government.</p> <p>Sheffield will be the Accountable Body to SYMCA for strands 1 & 2 as outlined in sections 1.3.1 - 1.3.3 with the financial information in the table in section 4.2 of this report.</p> <p>City of Doncaster Council will be the Accountable Body for Strand 3.</p>
1.2.7	<p>Working with the four South Yorkshire LAs, SYMCA’s investment plan to government in 2022 outlined a regional programme of People & Skills activity funded via UKSPF in South Yorkshire, featuring:</p> <ul style="list-style-type: none"> • Support to maximise economic activity, including targeted employment support for economically inactive residents • Targeted support for individuals with specific barriers to labour market entry, which may be multiple and/or complex, to include cohorts including young people, ex-offenders, the care experienced, people with learning difficulties, homeless people, ethnic minorities etc • Support to develop green skills provision to generate and provide access to low-carbon employment opportunities as part of a drive towards Net Zero and a clean, inclusive economy for South Yorkshire.
1.2.8	<p>South Yorkshire LAs have worked together to design programmes against the People and Skills element of the Investment Plan. The process has involved:</p>

	<ul style="list-style-type: none"> • Analysis of employment and skills data and other relevant determinants • Analysis of labour market information • Alignment with relevant strategies – e.g. the Government White Paper ‘Skills for Jobs’ and SY’s Local Skills Improvement Plan • Analysis of best practice • Mapping of mainstream and other programmes and services • Consultation with partners, VCS partners and Sheffield residents <p>The priorities outlined in the Sheffield Skills Strategy paper, which were taken to the Economic Development and Skills Committee in March, fed in and influenced the programme development.</p> <p>The drafted proposals have been shared with key partners and will be shared at the next Sheffield Employment and Skills Advisory Board.</p>
1.2.9	<p>The regional working group has taken onboard its experience of delivering on key ESF funded projects - including Ambition, Pathways to Success, Sector Routeways, Advance SCR and Advancing Digital - along with stakeholder feedback from DWP, beneficiaries, employers and delivery partners, including the VCS.</p> <p>The regional working group has identified for each strand of activity outlined in sections 1.3.1 - 1.3.4:</p> <ul style="list-style-type: none"> • Key target audiences • A rationale for delivery, in the context of the South Yorkshire labour market, considering the needs of participants and employers, and the mainstream and other provision available • Key inputs / an outline for provision to be delivered to meet the needs of the target audience and achieve the outputs and outcomes identified in SYMCA’s People & Skills Investment Plan • A proposed methodology for delivery • The immediate and longer-term outcomes that can be achieved.
1.3	<p>Core UKSPF People & Skills proposals (Sheffield only)</p> <p>This report proposes that Sheffield’s £3.94m of UKSPF revenue funding plus a match funding contribution of £922,520 is used to provide employment and skills provision for Sheffield residents through three core strands in the financial years 2023/24 and 2024/25 as set out in the tables in section 4.2.</p> <p>Whilst the funding available is significantly less than ESF monies, by concentrating on avoiding duplication and prioritising core activity, the following proposals will retain staffing currently working on ESF programmes and investment in support provided by the VCS.</p> <p>An overview of the core elements is below:</p>

1.3.1 SCC will become the accountable body for the funding received from SYMCA for the delivery of Strand 1 below (including both Youth and Adult elements of Strand 1).

These strands have been set at SYMCA level as a joint delivery plan for SPF against the SY SPF Investment Plan

Strand 1: Preparation for employment - Youth

To provide pre-employment support for young people who:

- Are aged 15 to 18 who are Not in Education, Employment or Training (NEET)
- Are aged 15-18 and showing Risk of NEET Indicators (RONI) e.g. low attendance at school/training, youth offending
- Are aged 15-24 years with Special Educational Needs and Disabilities (SEND)
- Have other circumstances known to adversely affect progression e.g. care experienced, require ESOL support, Elective Home Educated (EHE), missing from education (CME) or have disruption in home or family life

Rationale:

We know that ensuring young people maintain education up until the age of 18 increases their life and career chances measurably. Recently, the number of young people who are not in employment, education or training aged 16-18 has risen and support to ensure they do not fall out of the education system and engage with the labour market is needed. A decline in apprenticeship availability and the impending end of government-funded standalone traineeships means there are fewer options for young people to consider, particularly for those with lower educational achievement which is why support will be targeted at this cohort.

Provision will include:

- Services provided in community hubs where young people can access a range of services e.g. youth clubs
- Targeted 1:1 key working, assessment of need and action planning
- Independent careers education, information, advice and guidance (CEIAG)
- Work experience opportunities and employer encounters wraparound provision to address additional external barriers
- Funded training for 15-18-year-olds ineligible for Adult Education Budget (AEB) provision

Services will be delivered via:

- A multi-agency approach with effective liaison between key agencies in the community e.g. LA early years services, education providers, youth justice, housing
- Flexible delivery models, including face-to-face, online, 1:1 and group-based
- Intensive and/or prolonged tailored engagements with advisors / mentors /
- Confidence and resilience-building group sessions / courses
- Ringfenced funding to bust barriers e.g., travel passes, interview clothing

	<ul style="list-style-type: none"> • Effective signposting to training provision and job-broking support • Simple referral mechanisms from youth to equivalent adult provision • Post-programme support <p>The main outputs/outcomes for the project are as follows:</p> <p>Outputs:</p> <ul style="list-style-type: none"> • 255 total participants • 255 economically inactive participants engaging with keyworker support services • 89 economically inactive individuals engaged in mainstream skills education and training • 51 supported to engage in job-searching • 51 receiving support to gain employment <p>Outcomes:</p> <ul style="list-style-type: none"> • 102 increased employability through development of interpersonal skills funded by UKSPF • 128 sustaining engagement with keyworker support and additional services • 13 in employment, including self-employment, following support • 64 with basic skills (English, maths, digital and ESOL) • 128 in education/training following support
1.3.2	<p>Strand 1: Preparation for Employment - Adult</p> <p>To provide pre-employment support for adults (aged 18+) who:</p> <ul style="list-style-type: none"> • Are economically inactive, need/want to work but cannot or will not access mainstream provision, e.g. people on incapacity benefits (who want to work), those with no recourse to public funds, parents, carers, retirees, 18-24-year-old NEETs, those outside the benefits system, • Are long-term unemployed people who have struggled to engage with and/or progress via mainstream provision • Have additional barriers to labour market engagement, whose specific needs are not adequately met by mainstream provision (e.g., ethnic minorities, refugees, Autism, learning difficulties, mental health, ex-offenders, homeless) • Are short-term unemployed but have a track record of failing to sustain employment <p>Rationale:</p> <p>Low labour market participation is both a root cause of poverty and an impediment to regional economic prosperity at a time when employers are struggling to fill vacancies. Economic inactivity has historically been high in Sheffield but had been slowly dropping but has risen by 15,700 people (23.1%) in the last 3 quarters of 2022. This is a result of large numbers of people exiting the labour market due to ill-health, care responsibilities, early retirement and redundancy. Meanwhile, the rising cost of living is requiring some people to seek employment after long periods of worklessness. High economic inactivity perpetuates inequality across the city, with clear links to health / wealth, social</p>

mobility and life opportunities. Economically inactive people do not have access to Jobcentre Plus services and are therefore reliant on LA-led support.

Longer term unemployment also remains a critical issue in Sheffield, with some people with multiple and/or complex barriers to engagement able to access Jobcentre Plus services but unable to receive the targeted, specialist, local and/or intensive support they need to progress into work. They have exhausted mainstream provision options and need the help of the VCS to receive a holistic support package in a sanction-free environment. Sheffield also has many short-term unemployed residents who have had frequent gaps in employment over a prolonged period owing to a failure to address the barriers which make work unsustainable.

Provision will include:

- Targeted employment support projects based on (1) cohort-specific barriers, (2) location, (3) communities, offering 1:1 keyworker support
- Individual assessments undertaken in non-threatening environments
- Flexible support packages based on individual assessment and co-designed with participants to address specific barriers
- Wraparound provision/ barrier busting funding to address external barriers
- Work experience opportunities and volunteering placements
- Employer engagement, including individualised job brokerage
- The development of multi-agency / multi-organisation referral networks

Services will be delivered via:

- Data and intelligence-led analysis of priority need
- Dispersed and embedded community-based delivery
- Centralised triage and LA management of the community project hubs
- An integrated approach where non-employed users of other LA and community-based services receive early intervention
- Individual pathways based on holistic assessment of individual needs
- Participants following an agreed action plan with clear objectives

The main outputs/outcomes for the project are as follows:

Outputs:

- 1124 total participants
- 450 economically inactive participants engaging with keyworker support services.
- 674 socially excluded unemployed participants accessing support.
- 1124 receiving support to job search & gain employment.
- 169 volunteering opportunities supported.

Outcomes:

- 450 in employment, including self-employment, following support.
- 674 reporting increased employability following support.
- 112 with basic skills (English, maths, digital and ESOL)

	<ul style="list-style-type: none"> • 191 people into education and training. <p>Commission: £1.89m of the activity for Youth and Adult strand 1 activities will be commissioned with the VCS with multiple contracts and providers for the period October 2023 – March 2025.</p>
1.3.3	<p>Strand 2 - Accessing the labour market SCC will be accountable body for the funding received from SYMCA for the delivery of Strand 2 below.</p> <p>To provide bootcamp-style sector-specific training for adults aged 16+ who:</p> <ul style="list-style-type: none"> • Are unemployed or economically inactive and looking to work and willing to train/retrain to access entry-level roles in a new sector, and • Are sufficiently job-ready to successfully undertake basic training and gain where necessary qualifications / certifications for the sector workplaces (e.g. Health & Safety L1, CSCS Card), and • Have the requisite behaviours / attitudes for the workplace (so as not to require pre-entry employability/preparation support) <p>Rationale:</p> <p>Out-of-work individuals who have become job-ready need practical support to take the next step, which may involve undertaking a training course, receiving employer champion job-brokering support, and/or embarking on a work placement with a local employer. Unemployed and economically inactive participants, including those supported by Youth Services, Youth Hubs and community-based employment support require pathways into work with potential to progress. Activity within the vacancy-rich sectors such as Construction, Green Skills-Retrofitting, Care, Engineering & Manufacturing, Hospitality & Retail training, Digital Coding, Business Administration and Early Years sectors will help address local skills gaps by increasing the supply of job-ready candidates seeking employment.</p> <p>Provision will include:</p> <ul style="list-style-type: none"> • Independent information, advice and guidance to alert jobseekers to the options available in sectors with high recruitment demands • Employer-led, short/sharp bootcamp-style training intervention to offer industry-specific skills, basic knowledge, certificates, licences, etc candidates need • For those who complete the initial training phase, a work placement with a local employer to provide practical industry insight and experience • Job brokerage, including apprenticeships <p>Services will be delivered via:</p> <ul style="list-style-type: none"> • A hybrid model of LA-led and training provider delivery, with active employer engagement via work experience and work trials

	<ul style="list-style-type: none"> • Employer engagement to understand industry demands, source work placements and screen candidates for suitability • Training courses co-designed with employers • A flexible/scalable model, responsive to local and regional industry demands, to address labour shortages and skills gaps. <p>The main outputs for the project are as follows:</p> <p>Outputs</p> <ul style="list-style-type: none"> • 810 total participants • 405 receiving support to gain a vocational licence. • 405 gaining work experience. <p>Outcomes</p> <ul style="list-style-type: none"> • 284 in employment, including self-employment and apprenticeships, following support. • 405 gaining qualifications, licences and skills. • 24 people gaining a green skill qualification. <p>Commission</p> <p>£442,402 of the activity in strand 2 will be commissioned with training providers to deliver the sector specific training programmes with multiple providers and contracts from April 2024 – March 2025.</p>
1.3.4	<p>Strand 3 – In-work progression</p> <p>Note that the City of Doncaster Council will be the Accountable Body for strand 3 and Sheffield City Council will receive the funds from them.</p> <p>To provide in-work employability support and enable the commission of training courses for in-work individuals, of which an estimated £120,000 will be used to commission specialist training not fundable through the Adult Education Budget. Activity will be targeted at employed people:</p> <ul style="list-style-type: none"> • On zero hours contracts and low wages, suffering/at risk of in-work poverty • Lacking basic skills and/or with barriers to progression • Who are underemployed, including graduates • Wanting or needed to upskill/reskill, earn more, increase working hours, find better work or change career. <p>Rationale:</p> <p>Ongoing challenges are posed by Sheffield’s low-skill, low-wage economy, from an individual, community and economic perspective. There is an urgent need to upskill residents of all ages, particularly those trapped in the unstable and low-wage economy, who are more exposed to a vicious cycle of low income, poor health, reduced options and lack of social mobility. Where individuals have basic skills needs (English, Maths, ESOL, Digital Skills) provision can be difficult to access for people in-work. A lack of careers information for people in work, inflexible job roles/employers and access to training opportunities is hampering progression.</p>

Employers need support to identify the funded training they need to bridge skills gaps, boost output and productivity, and pave the way for further job creation, which in turn can benefit others seeking entry-level opportunities. There is a well-recognised need for sector and job specific skills training to address gaps in e.g., green skills and emerging technologies, while there is a widespread need for digital, technical and management capability plus softer skills such as communication, customer service, problem solving, numeracy and time management. Sheffield has a plethora of high-quality Further Education and Higher Education skills providers and large numbers of university graduates who choose to stay in the city. There are, however, mismatches between the skills available in the labour pool and those employers say they need as evidenced in the recent Local Skills Improvement Plan based on surveys with local employers.

Sharp focus will be placed on green skills development, to equip the workforces with the competences needed to drive a clean economy and achieve Sheffield's Net Zero objectives. These include skills which are overtly considered 'green' (e.g., environmental management) but also the much broader need to adapt existing skills programmes and jobs to accommodate the use of greener technologies. In addition, all employees and individuals will need basic environmental awareness training. The low-carbon economy creates significant opportunities for Sheffield, as demand for sustainability professionals arises beyond 'traditional' green economic sectors.

Provision will include:

- Holistic, person-centred support, CEIAG, wellbeing, brokerage and commissioned activity
- Support for people to achieve career progression, upskill, reskill and change career in pursuit of increased hours, stable employment etc
- Independent, impartial and quality careers information,
- Sectoral careers showcases, employer academies and skills matching
- Support to enable more inclusive and flexible working practices
- Employer/business-specific training
- Green skills training
- Digital training

Services will be delivered via:

- CEIAG, 1:1, group support, workshops, employer insights, recruitment days and employer recruitment academies
- Brokerage into wellbeing, personalised employment support services, training providers and partner activities
- Proactive employer engagement
- Sector / industry careers events / talks, pitch days, bookable appointments, masterclasses, wellbeing and confidence sessions, publicised scheduled events and activities, roadshows, familiarisation visits
- A progression fund
- Commissioning where AEB doesn't meet the business need

	<ul style="list-style-type: none"> • A responsive service able to meet and resource demand <p>The main outputs for the project are as follows:</p> <p>Output</p> <ul style="list-style-type: none"> • 400 total participants • 360 supported to participate in education / retain / engage with the skills system. • 128 supported to participate in green skills training <p>Outcome</p> <ul style="list-style-type: none"> • 300 gaining qualifications, licenses and skills • 128 gaining a green skills qualification or completing a course following support • 40 with basic skills following support • 77 gaining a green skills qualification <p>Commission: Council commission training services to be delivered by specialist training providers, with a view to levering in AEB funding or plugging gaps in provision where funded training cannot be sourced. The estimated value of this service is £120,000.</p>
1.3.5	<p>Overarching principles / themes</p> <p>Across the four core programmes, the following core principles will apply:</p> <ul style="list-style-type: none"> • Provision will complement, rather than duplicate, mainstream employment and skills activity, with programmes designed to plug gaps in provision and amplify externally commissioned activity • Approaches will be data-led, responding to real-world problems with a focus on increasing equality of opportunity, maximising economic activity, and increasing social mobility and inclusion • Provision will draw upon best practice from ESF programmes delivered from 2018-23 and other SCC-commissioned activity • Activities will be aligned to local sectoral workforce needs and support employers in identifying, recruiting and upskilling staff • The three strands of activity will provide a ladder where people have opportunities to progress and seamlessly transition onto the next stage • Commissioning budgets will to be incorporated across all strands, at scale, recognising the critical role VCS partners play in engaging and supporting residents • Delivery strands should lever in AEB and other mainstream provision to maximise impact • Green skills will be promoted and supported through delivery • Proactive employer engagement will maximise the opportunities of participants to increase employability, find good work and build careers
2.	HOW DOES THIS DECISION CONTRIBUTE?

2.1	<p>The Shared Prosperity Fund Prospectus outlines the investment priorities and SYMCA’s Investment Plan sets out the programme themes in line with the Employment and Skills priorities outlined in the Mayoral Manifesto and the Strategic Economic Plan:</p> <ul style="list-style-type: none"> • Support to maximise economic activity, including targeted employment support for economically inactive residents • Targeted support for individuals with specific barriers to labour market entry, which may be multiple and/or complex, to include cohorts including young people, ex-offenders, the care experienced, people with learning difficulties, homeless people, ethnic minorities etc • Support to develop green skills provision to generate and provide access to low-carbon employment opportunities as part of a drive towards Net Zero and a clean, inclusive economy for South Yorkshire
2.2	<p>The activity will directly contribute to the priorities outlined for Sheffield in the Council’s 2022/23 Delivery Plan and Future Planning as follows.</p>
2.3	<p>Fair, inclusive and empowered communities – the programmes will enhance the partnership with our VCS organisations by commissioning them to engage and support our diverse communities in recognition of their unique ability to deliver in communities.</p>
2.4	<p>Tackling inequalities and supporting people through the cost-of-living crisis – The programmes will target those who are underrepresented in the labour market to equip them with the skills to gain and sustain employment. This will include targeting of ethnic minorities, people with disabilities and health conditions and those experiencing other multiple and complex barriers.</p>
2.5	<p>Healthy lives and wellbeing for all – employment is a critical determinant of health. Being able to stay in good work improves long term health and wellbeing. Work also provides social interaction, identity and purpose</p>
2.6	<p>The project will support the Council’s low-carbon ambitions by increasing skills and employment in low-carbon sectors and those seeking to use and develop technologies to assist in the journey toward net zero. The Council has a 10-point plan and sets out to “work to build the skills and economy we need for the future”. This programme will directly contribute by inspiring new entrants into these industries through effective labour market forecasting and engagement activities, link to businesses offering employment in these sectors and expand the skills and knowledge of the existing workforce.</p>
2.7	<p>The projects will deliver against the priorities agreed by the Economic Development and Skills Committee in March 2022 where those priorities are not able to be fully met by mainstream provision</p>
3.	HAS THERE BEEN ANY CONSULTATION?

3.1	The core proposals have been developed by the four local authority employment and skills leads and SYMCA.
3.2	The priorities for future UKSPF funding were highlighted in the workshop with the VCS at a workshop organised by Voluntary Action Sheffield on 15th May 2023 which were well received
3.3	A further workshop is planned with partners and the Employment and Skills Advisory Board on 29th June 2023
3.4	We will seek further consultation on additional priorities and proposals as they are developed through both Committee workshops and formal Committee papers for approval.
4.	<p>RISK ANALYSIS AND IMPLICATIONS OF THE DECISION</p> <p>4.1.1 <u>Equality of Opportunity Implications</u> An EIA was undertaken for the wider UKSPF Programme as part of a Finance Sub Committee report in November 2022, (now renumbered EIA 2123 on the Council's new EIA platform). It has been reviewed and updated for this decision.</p> <p>The EIA identified potential positive UKSPF impacts across a range of characteristics and groups. It noted the intention to develop programmes to:</p> <ul style="list-style-type: none"> • Address the cost-of-living crisis and support recovery from the pandemic. • Support measures to improve the built/physical environment for our communities. • Develop a business support programme to improve the economy, creating jobs and income for residents. • Develop a skills programme to enhance residents' ability to access employment opportunities. <p>Part of the UKSPF funding will be used to encourage participation across the groups identified in the EIA. The EIA will need to be reviewed and updated to inform the delivery phase to seek to ensure diverse benefits of the funding</p>
4.1.2	<p><u>Climate Impact Assessment Implications</u> The Council declared a Climate Emergency in 2019 and subsequently set a city wide target to be net zero carbon by 2030. In its 10 Point Plan for Climate Action, the Council set a priority to “work to build the skills and economy we need for the future”, which included specific actions to;</p> <ul style="list-style-type: none"> • Ensure that we understand the potential for green job creation and jobs at risk in Sheffield, as well as the skills gap in provision of carbon reduction products and services in the City. • Work with SYMCA, businesses and industry to increase the provision of low carbon skills. • Explore how we can work with the existing green sector and training providers to increase and expand relevant skills. <p>The UKSPF People and Skills programme directly delivers on those actions.</p> <p>An initial Climate Impact Assessment has been carried out, which considered the positive impacts of this project on the economy, the council's influence and</p>

adaptation. Negative impacts were considered for potential transportation increases, which could be mitigated against by working with providers to use active travel and public transport options where available and appropriate.



Copy of UKSPF
People and Skills_CIA.:

4.2 Financial and Commercial Implications

SCC must adhere to the terms of the UKSPF grant funding received from SYMCA. The financial and commercial implications pertaining to the SYMCA grant funding are summarised in the Background Paper document – per Fin Committee Nov 2022.

Match-funding – core match funding will need to be eligible to use, available and evidenced.

Accountable Body - Where SCC is the Accountable Body for grants to third parties then SCC will need to ensure that a back to back Grant Agreement is developed that covers the funders terms and conditions placed on SCC and passports these onto each third party in order to ensure compliance with the grant terms and conditions.

Estimated Budgets 2023/24 to 2024/25

The draft Sheffield costs for the proposals are outlined below, including the budget for UKSPF and match funding:

**Changes may be made but costs will not exceed those below*

Income	2023/24	2024/25	TOTAL
Activity Allocation	£616,918	£3,042,536	£3,659,454
Accountable Body Allocation (Management fee)	£42,750	£242,250	£285,000
Match Funding	£0	£922,520	£922,520
TOTAL INCOME	£659,668	£4,207,306	£4,866,974
Expenditure			
Preparation for work	£591,785	£2,192,301	£2,784,086
Accessing the labour market	£10,526	£1,148,317	£1,158,844
In-work progression	£0	£625,858	£625,858
Accountable Body	£57,356	£240,830	£298,186
TOTAL EXPENDITURE	£659,668	£4,207,306	£4,866,974

The funds for which we will be accountable body for (SPF funds only) and their split amongst the authorities are below. Note that the above Progression funds are not included because City of Doncaster Council will be the Accountable

Body for that activity. This includes extra funds for Sheffield to cover the Accountable Body function.

People and Skills UKSPF	2023/24	2024/25	TOTAL
Barnsley MBC	£288,674	£949,126	£1,237,800
City of Doncaster Council	£0	£970,451	£970,451
Rotherham MBC	£280,589	£922,543	£1,203,132
Sheffield City Council	£659,668	£3,582,868	£4,242,536
TOTAL	£1,228,931	£6,424,988	£7,653,919

Below are the contracts and values that will be procured with the VCS and training providers. No single contract will exceed £250,000.

Commissioning Budget	2023/24	2024/25	TOTAL
Preparation for work - youth	£42,469	£145,406	£187,875
Preparation for work - adult	£451,281	£1,253,844	£1,705,125
Accessing the labour market	£10,526	£431,876	£442,402
Progression	£0	£120,000	£120,000
TOTAL	£504,276	£1,951,126	£2,455,402

4.3 Procurement

All public sector procurement is governed by and must be compliant with UK National Law and the Grant Agreement. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).

CSO requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, goods or works must go via a competitive process.

Procurement requirements will also be passed on to grant beneficiaries where the Council provides UKSPF to a third party via a grant agreement.

All procurement activity will demand, score, evaluate and monitor Social Value contributions

4.4 Legal Implications

4.4.1 As the recipient of the UKSPF grant and the accountable body under the funding agreement with SYMCA, the Council will need to comply with the UKSPF grant funding terms. The Council should therefore mitigate risks of non-compliance by ensuring key obligations under the UKSPF funding agreement are flowed down when passporting grant awards to third parties.

4.4.2	A review of the draft UKSPF grant funding terms was set out in the report to Finance Committee on 7 th November 2022 which highlighted some of the key terms such as clawback provisions, the Council's obligations to meet Project Outputs/Outcomes etc as well as the requirement to seek SYMCA's prior approval for all significant changes to the project.
4.4.3	Before considering any grant award/financial assistance to a third party the Council must on each occasion first establish whether the grant/financial assistance is a subsidy under the subsidy control regime. Where a grant/financial assistance meets the definition of a subsidy a full subsidy control assessment must be carried out in compliance with the Subsidy Control Act 2022.
4.4.4	<p>Public authorities are required to upload details about certain subsidies or subsidy schemes on the BEIS subsidy database. Section 33 of the Act details that the following are required to be uploaded:</p> <ul style="list-style-type: none"> • All standalone subsidy awards that are not: <ul style="list-style-type: none"> -MFA (minimal financial assistance) or -SPEI (services of public economic interest) or -SPEIA (services of public economic interest assistance) or -exempt under part 3 of the Act • Any individual subsidy awards that are MFA or SPEI or SPEIA that are over £100,000. • All subsidy schemes (unless an exemption under part 3 of the Act applies). • Any subsidies awarded under a scheme that are over £100,000 (even if paid in smaller payments that are below the £100,000 threshold)
5.	ALTERNATIVE OPTIONS CONSIDERED
5.1	<p>Not applying for SPF funding was considered. However, this would result in most Council run core employment and skills programmes stopping altogether and result in withdrawal of funding for the VCS and the communities they serve. Due to a shared understanding with SYMCA of the local labour market challenges, the Investment Plan submitted aligns well with the local needs and therefore the activity we seek to deliver fits with the programme of funding.</p> <p>Alternative models were considered but would have less alignment with the themes developed in the SYSPF Investment Plan and might not be supported by SYMCA. Alternative funding has been attained or is being sought for other activity which does not fit with the investment plan.</p>
6.	REASONS FOR RECOMMENDATION
6.1	The underlying benefit that this proposal brings to secure external funding to deliver a programme of activity in Sheffield that will cover:

- | | |
|--|--|
| | <ul style="list-style-type: none">- Addressing the cost-of-living crisis- Support the community sector- Support to the cultural and visitor economy- Improvements to the built environment and reduce carbon emissions. |
|--|--|



Report to Finance Committee

Author/Lead Officer of Report: Ben Morley,
Head of Programmes and Accountable Body, City Futures

Tel: 07909898754

Report of: Kate Martin, Executive Director City Futures

Report to: Economic Development and Skills Policy Committee

Date of Decision: 15th June 2023

Subject: UKSPF – Commissioning Strategies

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 2123				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

The purpose of this report is to seek approval for the Commissioning Strategies associated with two Local Business Support projects funded by UK Shared Prosperity Fund (UKSPF) with contract values over £250,000.

Recommendations:

It is recommended that the Economic Development and Skills Policy Committee approves the following recommendations:

1. The Commissioning Strategies as set out in this Report.

Background Papers:

Lead Officer to complete:-						
1	<table border="1"> <tr> <td rowspan="4">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td> <td>Finance: Mark Wassell</td> </tr> <tr> <td>Legal Gemma Day</td> </tr> <tr> <td>Equalities & Consultation: Ed Sexton</td> </tr> <tr> <td>Climate: Jess Rick</td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Mark Wassell	Legal Gemma Day	Equalities & Consultation: Ed Sexton	Climate: Jess Rick
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Mark Wassell					
	Legal Gemma Day					
	Equalities & Consultation: Ed Sexton					
	Climate: Jess Rick					
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>					
2	EMT member who approved submission: Kate Martin, Executive Director, City Futures					
3	Committee Chair consulted: Martin Smith					
4	<p>I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p> <table border="1"> <tr> <td>Lead Officer Name: Ben Morley</td> <td>Job Title: Head of Programmes and Accountable Body</td> </tr> <tr> <td colspan="2">Date: 30 May 2023</td> </tr> </table>	Lead Officer Name: Ben Morley	Job Title: Head of Programmes and Accountable Body	Date: 30 May 2023		
Lead Officer Name: Ben Morley	Job Title: Head of Programmes and Accountable Body					
Date: 30 May 2023						

1. PROPOSAL

1.1.1 This report seeks approval for the Commissioning Strategies associated with two Local Business Support projects funded by UK Shared Prosperity Fund (UKSPF) both with contract values over £250,000.

1.2 Background

1.2.1 The UKSPF is the Government's major economic development fund, replacing EU Structural and Investment Funds (ESIF) and aims to contribute to the "Levelling Up" agenda by providing financial assistance (largely revenue) to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas. The financial restrictions for the funding are limited to the priorities outlined in the UKSPF Investment Plan.

1.2.2 The UKSPF has three Investment Priorities and will operate over the next three years. The Investment Priorities and their objectives are:

- Communities and Place
- Local Business Support
- People and Skills

1.2.3 The South Yorkshire Mayoral Combined Authority (SYMCA) who is the lead body for the UKSPF in South Yorkshire submitted an Investment Plan to Government in August 2022. The core themes in the Plan were:

- Supporting communities to address cost of living and pandemic recovery
- Promoting the cultural and visitor economy
- Providing a broad and inclusive 'total business support' offer
- Stimulating enterprise and growth
- Accelerating Research and Development and innovation
- Building pathways to participation and accessing the benefits of being economically active
- Promoting a skills-driven green economy

As such the South Yorkshire UKSPF will:

- Contribute to the Council's response to the Cost of Living (Col) crisis, support recovery post pandemic and encourage engagement and participation of some of our most vulnerable communities.
- Support the cultural and visitor economy.
- Replace EU funding to support South Yorkshire regional programmes in respect to Business Support and Skills development.

1.2.4 In total £38.9m UKSPF has been allocated to South Yorkshire of which £32m is revenue and £7m capital. The notional allocations to Sheffield have been calculated as being £12.8m revenue and £2.7m capital.

Government approved the South Yorkshire Investment Plan in December 2022 and since then SYMCA has approved two Year One revenue projects based in Sheffield:

Year 1 – Building Thriving Communities

Year 1 – High Street Business Information Officer

Year 1 – Culture and Events

Year 2 and 3 – Communities Programme

Year 2 and 3 – Energy Efficiency for Community and Cultural Buildings

Year 2 and 3 – Business Support Programme

To complete the full UKSPF Programme details of Years 2 and 3 Culture and Events and the People and Skills programme are due to be presented to the Committee in June 2023.

1.2.5 In November 2022 Finance Sub-Committee approved that Sheffield City Council should act as Accountable Body for the UKSPF for activity within Sheffield and South Yorkshire (where necessary) and authorised the Council to enter into funding agreements with the SYMCA to accept grants associated with UKSPF.

1.2.6 A detailed programme of Business Support activity utilising UKSPF was presented to the Economic Development and Skills Policy Committee on 22nd February 2023. Since then capacity within the UKPSF allocation to Sheffield has been identified to incorporate a Social Enterprise strand to the programme.

1.3 Commissioning Strategies

1.3.1 To facilitate the delivery of a number of projects from all three Investment Priorities the Council will need to commission services from a variety of external specialist providers.

1.3.2 The two projects requiring Commissioning Strategy approval are:

- **Low Carbon Business Support and Energy Efficiency Grants for Community and Cultural Buildings**

The aim of the activity is to enable businesses and community organisations to access specialist advice in respect of their energy use and costs and to identify means of introducing efficiency measures. Specialist advisors will work with the organisations to offer solutions to not only reduce costs but also introduce measures that reduce their carbon impact. The outputs of this work will be an Energy Audit or Sustainability Plan that can then be utilised to access a grant to support some of the measures identified.

The expertise and capacity to deliver this specialist service does not exist within the Council and as a result it is recommended that external support be commissioned.

Activity proposed to be commissioned:	Framework of Environmental Consultants to deliver Energy Audits to SMEs / Organisations based in Doncaster, Rotherham and Sheffield
Estimated Value of Activity:	£355,000
Proposed Procurement Route:	Open Tender
Appointment:	<p>Framework</p> <ul style="list-style-type: none"> • Maximum of 12 providers will be appointed to the Framework based on the scoring methodology set out in the tender document. A fixed daily rate will be agreed for each Provider as part of this process. • Following appointment to the Framework, the Council will, when it requires an energy audit, invite all appointed Providers to confirm via email their availability to deliver a specified number of audits within a set timeframe. • A Contract for Services will be awarded based on the provider's rank in the Framework and their stated availability.

- **Social Enterprise**

The aim of the activity is to increase the startup, survival and impact of the sector, through a business focused, expert led, collaborative approach, aligning with the wider Sheffield/South Yorkshire business support infrastructure and ecosystem. Social enterprises receiving support will be helped to tackle barriers to start and growth through increased knowledge, support and effective collaborations.

The expertise and capacity to deliver this specialist service does not exist within the Council and as a result it is recommended that external support be commissioned.

Activity to be Commissioned:	A Service provider with social enterprise expertise to deliver a programme of specialist business support and advice for social enterprises in Sheffield.
Estimated Value of Commission:	£375,000

Proposed Procurement Route:	Open tender
Appointment:	Single appointment (but potential multiple appointment depending on tender returns).

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The South Yorkshire Investment Plan for UKSPF sets out a need to deliver the £38m UKSPF programme effectively and efficiently across South Yorkshire for the benefit of residents and businesses.
- 2.2 The activity supports the Clean Growth ambition of the Council and aligns with the Covid Business Recovery Plan and enables the delivery of UKSPF projects agreed by the Committee.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 No specific consultation is required in connection with this report however the procurement activity will be in relation to projects that have been agreed by the Committee and undergone their own appropriate consultation during the development process.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 An EIA was undertaken for the wider UKSPF Programme as part of a Finance Sub Committee report in November 2022, (now renumbered EIA 2118 on the Council's new EIA platform). This identified potential positive UKSPF impacts across a range of characteristics and groups. The EIA has been updated and presented alongside the Economic Development and Skills Committee report in February 2023.
- 4.1.2 It has been determined that approval for entering into procurement does not require a further assessment.

4.2 Financial and Commercial Implications

- 4.2.1 All appointments following procurements will be paid for within approved project budgets.
- 4.2.4 Procurement

Section 1.3 identifies significant procurement activity that is potentially over £250,000 in value.

All public sector procurement is governed by and must be compliant with UK National Law and the Grant Agreement. In addition, all procurement in the Council must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).

Contracts Standing Orders requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, goods or works must go via a competitive process.

Procurement requirements will also be passed on to grant beneficiaries where the Council provides UKSPF to a third party via a grant agreement

4.3 Legal Implications

4.3.1 The Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act which enables the Council to undertake the procurements with the funding provided by UKSPF.

4.3.2 Procurements will be undertaken in line with the requirements set out in Section 4.2.4 and the requirements of the Funding Agreement with SYMCA.

4.3.3 Successful providers will be required to enter into contracts with the Council.

4.4 Climate Implications

4.4.1 Positive Climate Impact Assessment have been completed for UKSPF projects and programmes have since they were first presented to Finance Committee in November 2022.

4.4.2 The commissioning of experts to undertake energy audits for Low Carbon Business Support and Energy Efficiency Grants for Community and Cultural Buildings is welcomed. This expertise does not currently sit within the Council.

The procured and successful bidder delivering Social Enterprise will be working with start-up and established social enterprises – many of which will have environmental and sustainability focussed business strategies.

4.4.3 The decision to approve the Commissioning Strategy does not require any further Climate assessment.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 The specialist nature of services and capacity required through the procurement process are not available within the Council. It is not possible to effectively and efficiently deliver UKSPF projects without the procurement of external services.

6. REASONS FOR RECOMMENDATIONS

- 6.1 In order to deliver a number of large UKSPF projects external support is required that can provide specialist knowledge and capacity.
- 6.2 Without the external services the UKSPF programme will either not be delivered as approved by Economic Development and Skills Committee and the outputs and outcomes within Funding Agreements with SYMCA will not be achieved. This will have a negative impact upon the services being provided to Sheffield and South Yorkshire based businesses and residents.