

Economic Development Sub-Committee

Date: **Thursday 26th November 2015**

Time: **10.00am**

Venue: **Edwards Room, County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr R Bird
Mr J Childs
Mr S Clancy
Mr T Jermy
Mr I Mackie

Mr B Spratt
Mr J Timewell
Mrs C Walker (Chair)
Mr M Wilby

Ex-Officio Non-Voting Member

Mr G Nobbs

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Anne Pickering on 01603 223029
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1. **To receive apologies and details of any substitute members attending**
2. **To agree the minutes of the meeting held on 21 September 2015.**
3. **Members to Declare any Interests**

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If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare an interest but can speak and vote on the matter.

4. **To receive any items of business which the Chairman decides should be considered as a matter of urgency**
5. **Local Member Issues/Member Questions**

Fifteen minutes for local members to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk or 01603 223055) by **5pm on Monday 23rd November 2015.**

6. **Updates from Member Working Groups**
Verbal updates by members
7. **France (Channel) England Programme annual report**
Presentation by Marie Pierre Tighe
8. **Apprenticeships – Update** **Page 17**
Report by Executive Director, Community and Environmental Services
9. **Finance and Performance Monitoring report** **Page 21**
Report by Executive Director, Community and Environmental Services
10. **Forward Plan** **Page 30**
Report by Executive Director, Community and Environmental Services

Group Meetings

Conservative	9.00am	Conservative Group Room, Ground Floor
UK Independence Party	9:00am	UKIP Group Room, Ground Floor
Labour	9:00am	Labour Group Room, Ground Floor
Liberal Democrats	9:00am	Liberal Democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH

Date Agenda Published: 18th November 2015



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Economic Development Sub- Committee

**Minutes of the Meeting held on 21st September 2015 at
10.00 am at County Hall.**

Present:

Mrs C Walker (Chairman)

Mr R Bird

Mr J Childs

Mr S Clancy

Mr T Jermy

Mr I Mackie

Mr B Spratt

Mr J Timewell

Mr M Wilby

Also Present:

1. Apologies and Substitutions

- 1.1 Apologies received from Mr B Spratt (substituted by Mr A White).

2 Minutes

- 2.1 The minutes of the meeting held on 13th July were agreed as a correct record and signed by the Chairman.
- 2.2 In reference to point 4.2 the Sub-Committee were informed that Great Yarmouth Racecourse had been badly affected by the recent rain and it was unlikely to re-open again this year due to the damage that had been caused.
- 2.3 In reference to point 6. The letter to Brandon Lewis had been written and would be sent in due course. The Sub-Committee agreed the momentum needed to be maintained on this.

3 Declaration of Interest

- 3.1 No declarations were made.

4 Items of Urgent Business

- 4.1 No items of urgent business

5 Local Member Issues / Questions

5.1 No Local Member questions were received.

6. Update from Outside Bodies

6.1 North West Norfolk Economic Development Working Group

- The chairman of the Working Group, Mr R Bird, provided an overview of the aims and terms of reference for the group (Please see **Appendix A**)
- Members raised concerns over the wide scope of the group and whether the goals would be achievable.
- The chairman advised that the wide scope of the aims was required as the need for joined up working with different agencies was key to affecting real change.
- It was mentioned that although the terms of reference incorporated a wide range of issues the focus of the group was on a small geographical area.
- The Working Group could be seen as providing an operational identification tool where the methods could be transferred to other areas of Norfolk if successful.
- The Sub-Committee **Agreed** that the following members should make up the Working Group:
Mr R Bird (Chairman)
Mr M Chenery
Mr J Dobson
Mr T Jermy
Mr J Law
- The Sub-Committee **Agreed** that there would be an open invitation to all local members of the relevant areas the work of the group covered.

6.2 County Farms

- The Sub-Committee were advised that the rent reviews for the County Farms should be done by the end of October.
- Easton and Otley College had been working closely with the staff farms and also with the apprentice for agriculture.
- The County Farms Group had been engaged with the A47 working group as funding for the A47 project would be partially found from the County Farms estate.
- At the next meeting of County Farms the branding of the estate would be considered.

7. Developing Norfolk's Future Workforce

7.1 The Sub-Committee received the report from the Executive Director of Community and Environmental Services which informed members of the progress with Developing Norfolk's Future Workforce including new developments and the planned next steps.

7.2 The following points were raised during the discussion:-

- There were good signs of growth being shown with 5440 new apprenticeships starting between August and April, this was a 20% increase and meant that Norfolk was performing above the average national standard in this area.
 - Developing the network for organisations in Norfolk had been key. Ensuring that the network was adaptable to cope with any big changes from central government had been a necessity that had been achieved. Further development of the social media campaign was seen as the next key goal.
 - It was discussed that generally 70% of apprentice's continue to stay on at place of employment once the apprenticeship had finished.
 - There were currently 35 schools on the network which would enable providers to access the students, however the goal was to get all Norfolk schools involved.
 - Engineering was viewed as being an essential skill area that should be focused on. Support was being given to providers to try and improve engineering provision as there was currently a shortage of training available. The team wanted to try and develop a new apprenticeship that would provide a multi skill that would enable the future workforce to work across energy sectors such as oil and wind. The goal would be to create a skilled workforce that could move seamlessly across the sector and should make working in the energy sector more sustainable.
 - The Future You application was launched at the end of the summer term which officers felt may be why the figures for those accessing this was so low and that they hoped to see figures increase now the web based application had been launched.
 - The different areas of Norfolk had seen varying levels of engagement. Areas such as Breckland had seen a significant rise due to the traditional businesses that were located in the area such as the food manufacturing industry.
 - Working with the Local Enterprise Partnership scheme meant that the team were trying to focus on areas where there was deemed a skills shortage such as within health and social care.
- 7.3 The Sub-Committee received a presentation from two of Norfolk County Council's apprentice's, Kieren Buxton and Jessica Whyte. (Please see attached **Appendix B**)
- 7.4 The Sub-Committee gave thanks to both Kieren Buxton and Jessica Whyte and congratulated them on the valuable job they were doing.
- 7.5 The Sub-Committee **Agreed** to endorse the approach outlined in the paper and promote Developing Norfolk's Future Workforce to the communities with whom Members work – schools, employers, parents and carers.

8. Scottow Enterprise Park update

- 8.1 The Sub-Committee received the report from the Executive Director of Community and Environmental Services which updated the Sub-Committee on the progress that had been achieved and sought support, in line with resolution of the infrastructure constraints, to move away from a 'building by building' basis to a more consolidated regeneration programme for the varied collection of the buildings that are not currently let.
- 8.2 It was discussed that the team had found there was a need to move away from the current 'building by building' approach for gaining planning permission previously agreed by the Sub-Committee. The need for the approval of the Change of Use planning applications and the Overarching Statement to be used to ensure future applications ran through more smoothly was key.
- 8.3 The Sub-Committee were informed that currently the best way for a potential client to contact the Scottow Enterprise team was to go through NPS or NCC and enquiries would be directed to the relevant agent until the new commercial website went live.
- 8.4 Mr J Timewell proposed, seconded by Mr T Jermy that the member representation on the Scottow Enterprise Park Member Working Group be:
Mr M Baker, Mr M Castle, Mr J Childs, Mr N Dixon, Mr T Garrod, Mr D Harrison and Mr J Timewell.

Mr M Wilby proposed as an amendment, seconded by Mr S Clancy, that the membership on the Scottow Enterprise Park Member Working Group should be as follows:

Mr S Clancy, Mr A White, Mr B Spratt, Mr N Dixon, Mr T Fitzpatrick, Mr T Garrod and Mr J Timewell.

The amendment to the motion was **LOST** with **4** votes in favour and **5** votes against.

The original motion was then agreed with **5** votes in favour and **4** votes against.

8.5 The Sub-Committee **RESOLVED**:-

- To support the submission of the 'suite' of Change of Use Planning Applications with accompanying Overarching Statement
- To note the new branding and website used to assist the commercial marketing of Scottow Enterprise Park
- To confirm support for the principle of minimising prudential borrowing
- To note the proposed review of management arrangements building on the lessons learned from Hethel and elsewhere.
- That the new membership of the Scottow Enterprise Park Member Working Group would be:
 - Mr M Baker
 - Mr M Castle
 - Mr J Childs
 - Mr N Dixon

- Mr T Garrod
- Mr D Harrison
- Mr J Timewell.

9. Finance Monitoring report

- 9.1 The Sub-Committee received the report from the Executive Director of Community and Environmental Services which provided the Sub-Committee with the financial position for the service to the end of June, including planned use of reserves. It also gave an overview of progress against plan in relation to the service's 2015/16 service plan.
- 9.2 The Sub-Committee noted the report.

10. Forward Plan

- 10.1 The Sub-Committee received the report from the Executive Director of Community and Environmental Services which set out the Forward Plan for the Economic Development Sub-Committee.
- 10.2 The Sub-Committee noted the report.

The meeting closed at 11:45am

Chairman



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North West Norfolk Economic Plan Development and Delivery

Development

The proposed boundary for the extent of the Economic Plan needs to be agreed by members of the Economic Development Sub-Committee. It is being proposed that the scope of the task & finish member working group (MWG) is restricted to the Divisions, (1) North coast, (2) 11 Docking (12) Snettisham. (Div13?)

Once the boundary of the area is set this will allow for appropriate research to be carried out relating to the headings as detailed below.

It should be noted that there are limitations on the data available relating to small geographical areas. Wherever possible the data will be collated for the agreed area but in some instances ward level data will need to be used.

There is the potential to use focus groups, possibly broken down into various sectors e.g. Business, Community and Youth, with the assistance of a facilitator. The results of the focus groups would feed into the Economic Plan.

Delivery- North West Norfolk Economic Plan

1. Context of the area

Physical description

Demography

Skills/education

Inclusion

Employment

Enterprise/business

Tourism/visitor economy. Retirement & Care. Hospitality. Retail.

Housing needs

Environmental factors

Other relevant plans and strategies

The data will be bench marked against the Division, Norfolk and England

2. Finding of the Business Survey

3. Issues and Opportunities

4. Actions

North West Norfolk Economic Development Plan Overview

Introduction

The Norfolk County Council Through its Economic Development Sub-Committee agreed in May 2015 the establishment of the Member working group (MWG) to enable Partners with members & officers to come together and develop a common vision and plans for the area.

The MWG should have an understanding of the economic issues facing the community and develop a plan for making improvements. The plan should focus on a defined local area and be published by early in 2016.

Aims

The overall aims of the team are to:

- Encourage greater local partnership in the area
- Support the development of local solutions to economic issues facing the community
- Encourage the sustainable use of heritage/cultural/AONB assets to provide both a focus for community activities and enhanced economic opportunities.

The MWG will also act as the mechanism to co-ordinate and manage the implementation of the working model that could be rolled out across other areas within the county of Norfolk in the future. The role of the MWG is to develop a shared view on the priorities; provide a mechanism to secure joint working to address and implement these priorities; and monitor and review progress.

To ensure that the organisations with a distinct interest in the economic priorities and development of the area are aware of the issues being considered and have the opportunity to express their views and to input their specialist knowledge and expertise to assist in shaping and delivery of priorities contained in the plans.

Outputs

In line with the key criteria set in the N.W. Norfolk economic plan guidance, The MWG is expected to produce an economic plan for the area that they are focussed on. This plan should contain information on the needs of the area and the challenges it faces particularly with respect to the local economy, along with actions that the team has agreed should be prioritised to help address those challenges. The plan should set out identified means of delivering the actions, such as possible sources of funding and support, or further work which is needed to develop solutions.

North West Norfolk Economic Plan

Aims and Terms of Reference

1. Introduction

The Norfolk County Council Economic Development Sub-committee decided in May 2015 the establishment of a members working group (MWG) to enable the opportunity of developing a financial development plan

The MWP should have an understanding of the economic issues facing the community and develop a plan for making improvements. The plan should focus on a defined local area and be published by early 2016.

2. Aims

The overall aims of the MWP are to:

- Encourage greater local partnership in the area
- Support the development of local solutions to economic issues facing the Community
- Encourage the sustainable use of heritage/cultural/AONB assets to provide both a focus for community activities and enhanced economic opportunities.

The MWG will also act as the mechanism to co-ordinate and manage the implementation of a master plan for the area. The role of the MWG is to develop a shared view on the priorities; provide a mechanism to secure joint working to address and implement these priorities; and monitor and review progress. To ensure that the organisations with a distinct interest in the economic priorities and rejuvenation of the area, are aware of the issues being considered and have the opportunity to express their views and to input their specialist knowledge and expertise to assist in shaping and delivery of priorities contained in the plans.

3. Scope

- a) To develop the economic plan for North West Norfolk, to agree the priorities and oversee the implementation of agreed actions.
- b) To provide the main mechanism for liaison and consultation on proposals to Rejuvenate the defined area.
- c) To enable a positive contribution to be made to the formulation and implementation of proposals by organisations with a distinct interest in the area.
- c) The MWG itself has no decision-making authority but acts as mechanism for updating the members and officers of Norfolk County council Economic Development Sub-committee.
- d) The MWG would not have the authority to commit other partners' action or

expenditure, or supersede any statutory processes.

e) The MWG will have a particular focus on the area of Norfolk referred to as North West Norfolk, referred to as (A) Division 1 North Coast. (B) Division 11 referred to as Docking. (C) Division 12 referred to as Snettisham. (NOTE: Area to be discussed and agreed)

4. Terms of Reference

The Terms of Reference are:

1. To develop a shared view on the priorities and the actions required.
2. Identify the resources required and available for each priority and where necessary work together to secure additional funding.
3. Ensure effective co-ordination between the activities and actions of the agencies and organisations involved.
4. To monitor and review the progress of the programme and effectiveness of the actions.
5. Facilitate effective communication on the economic priorities and the regeneration of the built environment of the area between partner organisations, other Partnerships and residents of the area.

5. Operating Arrangements

The Project Team is to:

1. Meet at quarterly but more frequently should the need arise;
2. Be chaired by the Richard Bird Norfolk County Council;
3. Vice chair be sought.
4. Establish Task Groups to progress specific initiatives if necessary;
5. Respect confidentiality where this applies and this will be explicitly highlighted at the meeting for the particular agenda item concerned;
6. It is expected that members will consult within their particular interest groups and Partners/organisations on non-confidential matters so that the widest possible range of views can be represented;
7. Receive specialist reports and be advised by officers from Norfolk County Council & The KL&WNBC except where confidentiality is an issue.

Norfolk County Council will provide secretarial services.

The individual expertise and interests of any individual members any stage where this is relevant to facilitate informed discussion may be sought at.

Substitutes cannot attend in place of nominated representatives unless previously agreed. The Chair and/or secretariat must be informed who will be attending as a substitution within a reasonable timescale prior to the meeting.

Any wider consultation with interested parties including the public will be carried out using the appropriate mechanism on a case-by-case basis depending on the specific project.

Appendix B

Employment & Skills Team Apprenticeship Programme



Who are we and what we are doing

We are the apprentices in the Employment & Skills team, employed on behalf of the Apprenticeships Norfolk Network (ANN) and our job is to raise awareness of Apprenticeships in Norfolk in order to upskill and develop Norfolk's future workforce.

Our Apprenticeship is in youth work and we are Apprenticeship ambassadors building relationships with other agencies and employers.

Our aim is to encourage individuals to look at different options when thinking about their education and career and to help them to be work ready.



Meet Katie and Chris



What we have achieved so far...

- 1 Helped in the organization and running of the Apprenticeship Graduation ceremonies
- 2 Created and actioned a social media plan (handout)
- 3 Given presentations at various high schools in Norfolk regarding Apprenticeships
- 4 Shadowed training providers and met NCC staff to build our knowledge base
- 5 Co-ordinating of ANN attendance at information events
- 6 Chosen our Apprenticeship units and starting applying them to our jobs, ie working for vulnerable young people, NEET or those at risk of becoming NEET and mentoring.



Upcoming Projects!

- Sector work - Working with ANN members to identify skills gaps in key sectors and to increase the number, level, range and quality of the Apprenticeship offer in Norfolk. See table below
- Piloting the new recruitment model – 1-2-1 support through the application and interview process
- Increased partnership working with schools to raise awareness of Apprenticeship opportunities

Sector specialisation	
Health and Social Care	Kate
Construction	Kate
Energy	Karen
Financial and Insurance Services	Karen
Tourism and Culture	Jess
Advanced Manufacturing & Engineering	Jess
ICT and Digital Creative	Chris
Agriculture, food and drink & Life Sciences (and Agri-tech)	Chris

How are we addressing NCC's priorities?

Excellence in education

- By raising awareness of the importance of preparing for the world of work and offering support to individuals. Working with a range of partners to continue to make skills/career events available to young people

Real jobs

- By promoting quality Apprenticeships

Good infrastructure

- By working with colleges and training providers to develop a network of post 16 provision that meets current and future employers needs

Supporting vulnerable people

- By working with external and internal colleagues to give vulnerable people the information and support around Apprenticeships and employability and helping to achieve a smooth transition from education to the workplace

Apprenticeships Norfolk – Target

The LEP target is an extra 2,500 Apprenticeships over 5 years (2014-2019) for Norfolk.

We are looking at increasing Apprenticeships by 500 a year

Quite a big ask, but achievable!

Raising the profile of Apprenticeships is key in the upcoming years!

How we are raising the profile – journey so far!

The graph below shows the number of unique visitors to the Apprenticeships Norfolk Network's website since its launch in March 2015 on a weekly basis (up to August 2015). The 'spike' of 2,487 visitors in May was immediately after the Look East broadcast of the Youth Worker apprentices and the innovative interviewing by Norfolk County Council.



Final Thought...

We feel we have accomplished a lot of innovative and exciting things in the short time we have worked for Norfolk County Council and are looking forward to the upcoming events and projects lined up for us not only in our youth work but in our Apprenticeship journey.

Thank you & Questions

Thank you for taking the time to listen to us. Please feel free to ask us any questions!



Economic Development Sub Committee

Item No 8

Report title:	Apprenticeships – Update
Date of meeting:	26th November 2015
Responsible Chief Officer:	Tom McCabe, Executive Director of Community and Environmental Services

Executive summary

Apprenticeships Norfolk Network

Progress has been positive since the last report in September 2015. The latest data available shows that Norfolk has seen a 15% increase in Apprenticeship starts for period August 2014 to August 2015 inclusive.

Membership of the network continues to grow with 100 members now signed up. By the end of October 2015, there had been over 6,000 requests for information made on the network's website since its launch on 13 March 2015.

The four Youth Worker apprentices, recruited to work across the network to help and support more young people to become aware of the Apprenticeship career options, have been very busy. They have worked on implementing their social media plan, attending career/Apprenticeship events in schools and colleges, information events and presenting bespoke activities in schools. Feedback from schools on their performance and interaction with young people has been excellent.

1. Proposal

1.1 Apprenticeships Norfolk Network

The Apprenticeships Norfolk Network was established in September 2014. It aims are to:

- Work in partnership with schools, intermediaries, employers and providers to increase the number, level, quality and range of Apprenticeships
- Work with partners to identify barriers to young people taking up Apprenticeships locally
- Work with partners to identify ways in which to ensure the Apprenticeship vacancies are reaching the public in a timely fashion

1.2 Apprenticeship Challenges in 2016/17

Between now and July 2017, there will be significant changes to the way in which Apprenticeships are delivered and funded. These include:

- Changes to funding arrangements for small and medium sized businesses which includes a requirement to part match funding for Apprenticeship training at a rate of £1 for every £2 of Government funding spent. *
- Introduction of End Point assessment and grading by an organisation independent of the learning provider.
- A move from delivery using Apprenticeship Frameworks to more specific Apprenticeship Standards (written like job descriptions)
- An introduction of an Apprenticeships Levy for larger organisations

Much of the detail around these changes is yet to be announced but the levy could have financial significance to larger schools or public sector organisations as they will not receive any exemptions. More detail on this will be provided in the Autumn Spending Review.

In addition, Apprenticeship providers are concerned at the lack of applications for current Apprenticeship Vacancies with many going unfilled in the county and others having to be advertised two or three times before candidates are found. The members of the network are working together to research the causes of the lack of applications and develop a strategy to increase applications.

Actions:

- Four Advanced Apprentices working for NCC are working as Apprenticeship Ambassadors across schools and the community
- Promote Apprenticeships via JOBS24 and across a number of social media platforms
- CPD training for network members on the changes to funding and delivery and Marketing and Communications
- Apprenticeship graduation ceremony on the 8 July 2016 at St Andrews Hall in Norwich. All apprentices who have completed their qualifications in the last year will be invited to attend.
- Bespoke support for young people aged 16 to 24 who are vulnerable and need help and support to become an apprentice is available. Young people can refer themselves via the website www.apprenticeshipsnorfolk.org

2. Evidence

2.1 Apprenticeship Data – See Appendix 1

3. Financial Implications

3.1 There is no further financial commitment required from Norfolk County Council for this project.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer Name: **Tel No:** **Email address:**

Paul Wright 01603 638463 paul.wright@norfolk.gov.uk



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Appendix 1

Members of Apprenticeships Norfolk Network

The table below shows those member organisations of the ANN. As of November 2015 there are 33 Schools and Colleges, 18 Support organisations, 22 Employers, and 27 Training providers.

Schools & colleges	Support Organisations	Employers	Providers
Aylsham HS	Beacon East	Alan Boswell Group	3AAA
Broadland Hs	DWP	Archant Group	Active Development Education
Caister Academy	EDGE Careers	Ben Burgess	Anne Clarke
Cromer Academy	Education Youth Services	Bespak	Apprenticeships Broadland
Dereham Neatherd	Inspire Norfolk	Chamber of Commerce	CCN
Dereham Sixth Form	Inspired Youth	Fitzroy	CITB
Downham Market Academy	Kickstart	Flagship Housing	Colchester Institute
ENSF	Lola Stafford Consulting	Global Closure Systems	CTS
Fakenham Academy Norfolk	Marine East Skills	Howards Estate Agents	CWA
Flegg HS	Norfolk & Suffolk Care Support	KLM	Develop
Framingham Earl HS	North Nfk DC	Lafarge Tarmac	Easton & Otley College
Great Yarmouth HS	Realise Futures	Lovewell-Blake	First4skills
Hellesdon HS	Skills Service	Naked Element	Fusion Hair Consultants
Hethersett Academy	SWARM Apprenticeships	Norfolk & Norwich University Hospital	Gt Yarmouth College
King Edward VII (KES)	Talent Match	Norfolk & Suffolk NHS Foundation Trust	ITS
King's Lynn Academy	The Discovery Centre	Norfolk Community Health & Care NHS Trust	JTL
Litcham HS	Trac	Norse Group	Kaplan Financial
Long Stratton HS	Unit 23	Osiris	Learndirect
North Walsham HS		Scottow Enterprise Park	Lowestoft College
Notre Dame Academy		Smurfit Kappa	NCC Ad Ed
Old Buckenham HS		South Norfolk Council	NTS
Open Academy		Warren Services	PB Development
Ormiston Victory Academy			Poultec
Reepham HS & College			Qube Learning
Sewell Park Academy			Steadfast Training
Short Stay School			WS Training
Smithdon HS			YMCA Training
Sprowston HS			
Stalham HS			
Thorpe St Andrew			
Wayland Academy			
Wymondham College			
Wymondham High Academy			

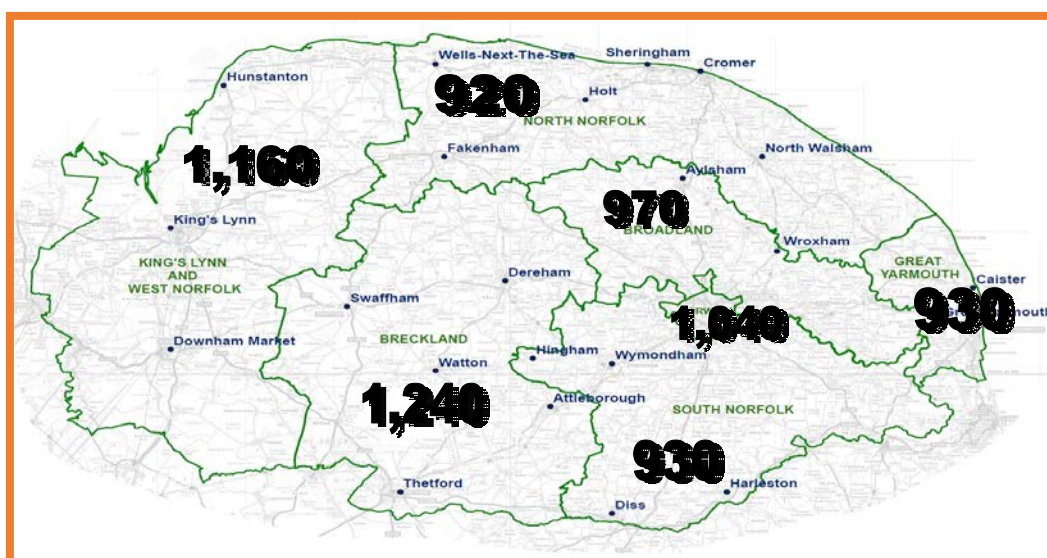
Apprenticeship Starts from August 14 to July 15 inclusive. All ages and Levels

The table below shows the number of Apprenticeships starts for all ages. All areas in the East of England have shown an increase in numbers in 2014/15 from the previous year. (source: <https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships>. Note that published data from the Skills Funding Agency is rounded data)

	2013/14 Full Year Final	2014/15 Full Year (Provisional)	Increase in 2014/15 on previous year
Norfolk	6,270	7,200	+15%
Suffolk	5,750	6,490	+13%
East of England	40,430	45,190	+12%
National	440,400	492,700	+12%

District Comparison

In 2014/15 Breckland has seen the highest number of starts at 1,240.



Growth by Level and Age in Norfolk

2014/15 (2013/14 figures)	16 to 18	19 to 24	25+	All
Level 2	1460 (1440)	1320 (1390)	1490 (1490)	4270 (4330)
Level 3	520 (450)	930 (720)	1100 (640)	2550 (1820)
Level 4+	10 (10)	70 (40)	290 (80)	370 (130)

Key: green = increased number of starts, yellow = same, red = decrease

Economic Development Sub-Committee

Item No. 9

Report title:	Finance and Performance Monitoring report
Date of meeting:	26 November 2015
Responsible Chief Officer:	Tom McCabe – Executive Director Community and Environmental Services
Strategic impact On 16 February 2015, the County Council agreed a net revenue budget of £318.428m. Economic Development and Strategy's (EDS) net revenue budget is £1.896m, including the Skills Team, which transferred to EDS from Children's Services on 1 April 2015. At the end of each month, officers prepare financial forecasts for each service showing forecast income and expenditure and the planned use of earmarked reserves.	

Executive summary

This report provides the Sub-Committee with the financial position for the service to the end of October, including the planned use of reserves.

It also gives an overview of progress in relation to the service's 2015/16 service plan priorities, as at the end of quarter 2.

The service's budget includes planning for an in-year saving of £0.090m, to contribute to the savings target for Community and Environmental Services of £36m.

As at the end of October 2015, spend is on track. Therefore, projected year end spend, against a budget of £1.896m, is £1.806m.

Members are requested to note the forecast year end underspend for Economic Development & Strategy and progress against plan on economic targets.

1. Proposal

- 1.1. Members have a key role in overseeing the financial position of Economic Development & Strategy (EDS), including reviewing the revenue and reserves held by the service. Although budgets are set and monitored on an annual basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

2. Evidence

- 2.1. The three main strands of activity delivered by the EDS service focus on Infrastructure; Enterprise and Business Support; and Skills. These are underpinned by a fourth - securing external funding for Norfolk's priorities.

The service also contributes directly to three of the Council's four priorities: Good Infrastructure, Real Jobs and Excellence in Education (as it relates to the work skills of young people).

The detail of performance against our service plan targets can be found in Appendix A.

2.2 Key successes this quarter include:

- The team has been heavily involved in producing the **Norfolk/Suffolk devolution proposals** that were discussed with Lord Heseltine on 4 November. These were positively received and are the start of an ongoing dialogue around devolved powers for both counties.
- The **Growing Business Fund (GBF)** seeks to support the start-up new businesses and create jobs in Norfolk and Suffolk. It has a target of approving grants that should lead to the creation of 600 jobs, by the end of December 2015. These jobs will be created over the next few years. If all projects approved as at the end of October 2015, deliver to profile, **1,409 jobs** will be created – **941.5 in Norfolk** and the remainder in Suffolk. This is based on £6.9m of GBF, leveraging £40m of private sector match funding and providing £46.9m total investment for the Norfolk area. As the programme progresses, the LEP will monitor the actual delivery of the jobs.

The programme still has not spent all of its original £12m allocation and has also secured follow on funding from Government beyond 2015. As the funds come from different government sources – and as projects funded from the first pot must claim by the end of December 2015 – the two pots are being managed separately.

From the new allocation, **9 projects have been approved in Norfolk, set to create 17 new jobs**. This is based on £138k worth of grants, leveraging £589k of private sector match, giving £728k total investment for the Norfolk area.

- Falling just beyond the end of the quarter in October, the EDS team attended **MIPIM UK**, the UK's largest exhibition and conference for property professionals. It provides a market place for both national and international investors, developers, local authorities, government representatives and property professionals to meet, discuss projects and opportunities and do business. Over 4,000 delegates attended the show and the team received much positive feedback from people visiting the Locate Norfolk stand. As well as businesses, high profile visitors to the stand included MPs Richard Bacon and Brandon Lewis, as well as Jackie Sadek from DCLG (policy advisor to Minister Greg Clark and CEO of UK Regeneration).

Tim Edmunds also presented a seminar highlighting opportunities at the Scottow Enterprise Park at the UK Trade and Investment stand, which was well attended.

We received 23 enquiries for follow up and good attendance at a reception, hosted by Dr Sally-Ann Forsyth CEO of Norwich Research Park.

The event was useful in terms of inward investment promotion and generating enquiries. It was felt, however, that we need to generate more private sector support for these types of profile-raising activities, possibly through an ambassadors' programme.

- There have also been **four inward investment successes since April 2015**. This month Freshasia, a Chinese food manufacturer, announced their multi million investment in the Little Melton Food Park, South Norfolk. This includes a bank loan, £400k from New Anglia LEP and £200k Finance East. 50 jobs will be created initially. This brings total jobs created from the four successes so far to **147**.
- The 2016/17 **Greater Norwich Annual Growth Programme** was agreed by the Greater Norwich Growth Board (whose activity the team coordinates) on 24 September. In total the Board has now committed £8.33m from the pooled fund for infrastructure projects. Two further schemes, including the Northern Distributor Road (NDR), totaling £50m, were also approved.
- **Business Rates Pool Projects**. The 'Pool' comprises the *uplift* in business rates in participating districts (all seven, except Great Yarmouth and Norwich, for whom

it was not financially advantageous to pool this year), rather than the rates themselves, which go back to central government and are then allocated to local authorities as part of the revenue support grant. Norfolk Leaders agreed those projects to fund at their meeting in June and grant offer letters have now been issued, following the final confirmation of the Pool amount in October. Projects focus on supporting economic growth – eg master planning for the airport estate that will support the emerging aviation sector and aviation academy – and delivery is being overseen by the EDS team. Grants from the 2014/15 Pool total £1.846m and projects have 12 months to carry out their funded activity.

- Development of **Scottow Enterprise Park** is also progressing on budget. Commercial agents are progressing a number of new enquiries, site branding and marketing and 14 companies now operate out of the site, employing 63 people (full time equivalents). The Park has also joined the Norfolk Apprentice Network. Sixth form students and their teachers from Paston College, North Walsham have visited October Films to see first-hand what it is like to work in the creative industries.
- On **apprenticeships**, progress has been positive since the last report in September. The latest data available shows that Norfolk has seen a 15% increase in Apprenticeship starts (August 2014 to August 2015 inclusive) when compared with the previous year. (The data is reported on a quarterly basis and the previous report to committee showed a 20% increase for August 2014 to April 2015). There is a more detailed update on apprenticeships elsewhere on this agenda.
- On the **France (Channel) England EU funding programme**, over €20m of projects were approved by the selection sub-committee in July 2015, committing almost all of the €21.7m allocation for the calendar year 2015. A presentation on the FCE Programme by the Programme Manager is also on the agenda for this meeting.

3. Financial Implications

3.1. Revenue

The net revenue budget for Economic Development & Strategy for 2015/16 is **£1.896m**. This figure does not include the income/expenditure for Hethel Innovation, which is managed as a separate company, with County Council representation on the Board. It also does not include a number of Economic Programmes Team staff, who are paid for by the external funding programmes they work on. However, it *does* include funds for the 8 staff in the Skills team, who transferred to EDS from Children's Services on 1 April 2015. Table 1, below, shows the budget for the service.

Table 1: 2015-16 Economic Development & Strategy budget

Budget	£m
Salaries	1.280
Overheads	0.131
Depreciation	0.098
Projects Fund	0.387
Total	1.896m

The Projects Fund is supplemented by allocated reserves until 2018/19, largely the balance of the **£3.5m** corporate funding for Apprenticeships Norfolk:

Table 2: 2015-16 income and expenditure, including the use of reserves

Projected expenditure	£m
Salaries	1.440
Overheads	0.131
Depreciation (Hethel Innovation buildings, plant and equipment)	0.098
Project activity (supplemented by reserves – see income)	
• Apprenticeships Norfolk	1.299
• Other projects (sector development, business support, inward investment, corporate European activity etc)	0.417
Total expenditure	3.385
less	
Income	
From reserves	
• Apprenticeships	1.299
• Other projects	0.120
Project recharges (staff re-charged to the funding programmes they work on, ie net salaries budget is £1.280m, not £1.440m)	0.160
Total income	1.579

As at end of October 2015, spend is on track. This includes planning for the in-year saving of £0.090m, to contribute to the savings target for Community and Environmental Services of £36m.

Therefore, projected year end spend, against a budget of £1.896m, is £1.806m.

Looking forward, EDT committee received a report in September outlining proposed savings for the coming years. For EDS these were:

2017/18 – £50,000m Economic development sector grants funding - cease the direct funding to support economic development projects, and work with others to identify alternative ways to secure funding.

2018/19 – £51,000m Economic development match funding - cease providing match funding to Hethel Innovation for European funding bids and seek alternative match funding opportunities.

3.2. Capital

There are currently no approved capital schemes under the control of this sub-committee. As previously agreed, the future plan for the development of Scottow Enterprise Park formed part of the capital programme that was approved by Full Council in February 2015, and the progress and detailed plan reported to this sub-committee periodically. A full report was discussed at the September 2015 sub-committee.

4. Issues, risks and innovation

- 4.1. Risk management is undertaken at a project or programme level and is robustly monitored.

5. Background

- 5.1. This report seeks to focus on the controllable revenue budget of the EDS service, as well as the capital budget allocated to Scottow Enterprise Park.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Appendix A: Economic Development & Strategy Service Plan Targets

Measure	Our target for this year	Q1 Progress (Apr-Jun 2015)	Q2 Progress (Jul – Sep 2015)	Q3 Progress (Oct – Dec 2015)	Q4 Progress (Jan – Mar 2016)	RAG rating
Infrastructure. Delivery of schemes in Growth Deals/City Deals	<p>Determine infrastructure projects to be delivered in the Greater Norwich Growth Board (GNGB) area for 16/17 and delivery of 15/16 programme.</p> <p>Annual business plans for GN partners approved as an integrated GNGB Programme.</p> <p>Legal agreement in place to support GNGB Growth Programme Borrowing.</p> <p>Secure funding for and start delivery of the Northern Distributor Road (NDR).</p> <p>Lynn Sport road scheme delivered.</p> <p>Growth Deal 3 projects identified and submission coordinated with Suffolk County Council and New Anglia Local Enterprise Partnership (NALEP).</p>	<p>NALEP Local Transport Body established to manage delivery of transport infrastructure schemes – agreed its £1m contribution towards Lynnsport Access Road.</p> <p>Greater Norwich Infrastructure Plan published – evidence base for GNGB 16/17 Growth Programme produced</p> <p>Annual Business Plans for Local Planning Authorities produced and reported through individual Councils.</p> <p>Negotiations on the legal agreement to support GNGB Growth Programme borrowing have begun.</p> <p>GD3 discussions taking place.</p>	<p>2016/17 Annual Growth Programme agreed by the GNGB on 24 September 2015. In total the Board has now committed £8,330,000 from the pooled fund. 2 further schemes, including the NDR, totaling £50m, were also approved. These projects will be supported by borrowing.</p> <p>Borrowing agreement finalised but awaiting signed copies.</p> <p>Site clearance and other enabling works for Lynnsport Access Road to take place over winter. Delivery of road now likely to start in spring 2016.</p> <p>GD3 projects discussed at the Project Pipeline Sub-Group. Supporting evidence cases being worked up.</p>			Green
Business support. Scottow Enterprise Park	<p>Remain within agreed Business Plan spend.</p> <p>All-encompassing site-wide planning application to ease development process for current/future tenants submitted June/July 2015</p> <p>Increase the number of jobs on site (from 1/4/15</p>	<p>Project team in place on site.</p> <p>Marketing agent being appointed.</p> <p>Member Working Group established.</p>	<p>Remain within agreed Business Plan spend.</p> <p>Dual commercial agents in place progressing a number of new enquiries</p> <p>Site branding and marketing agreed.</p> <p>Change of use planning applications being finalised</p>	<p>Successful stand in October at MIPIM UK, the UK's largest exhibition and conference for property professionals. It provides a market place for both national and international investors, developers, local authorities,</p>		Green

Measure	Our target for this year	Q1 Progress (Apr-Jun 2015)	Q2 Progress (Jul – Sep 2015)	Q3 Progress (Oct – Dec 2015)	Q4 Progress (Jan – Mar 2016)	RAG rating
	base) by 100 by 31/3/16. Provide 10 opportunities for young people in full time education to engage with the businesses that operate on the.		for submission end of October. Bid for Enterprise Zone status submitted, outcomes will be reported end of next quarter. 14 companies now operate out of the site, employing 63 people (full time equivalents). Scottow Enterprise Park has joined the Norfolk Apprentice Network. Sixth form students and their teachers from Paston College, North Walsham have visited October Films to see first-hand what it is like to work in the creative industries.	government representatives and property professionals to meet, discuss projects and opportunities and do business. 23 enquiries being followed up.		
Business support. Inward investment/ business support targets	Enquiries handled/ engagements: 30 Jobs as a direct result of team intervention: 200 Hits on LocateNorfolk – 5,500 unique users, 7,788 sessions (visits) Increase in Twitter followers – additional 150	Business start-up support subsumed within New Anglia Growth Hub going forward. Growth Hub funding secured and targets/ implementation plan in place. LocateNorfolk has achieved 1,289 unique users, 1,724 sessions (visits) & 130 new Twitter followers since soft launch in April. Publicity articles in London Metro & Evening Standard June 2015. ES piece led to a mobile app developer shortlisting Norfolk – due to visit in August.	11 inward investment enquires since April 15. Latest one is from a Japanese automotive manufacturer producing electric sports cars and looking for European base. Sites at Scottow and HEC are being promoted. 4 successes since April 2015. This month Freshasia, a Chinese food manufacturer, announced their multi million investment in the Little Melton Food Park, South Norfolk. This includes a bank loan, 400k from New Anglia LEP and 200k Finance East. 50 jobs will be created initially.			Green

Measure	Our target for this year	Q1 Progress (Apr-Jun 2015)	Q2 Progress (Jul – Sep 2015)	Q3 Progress (Oct – Dec 2015)	Q4 Progress (Jan – Mar 2016)	RAG rating
			<p>This brings total jobs created from the four successes so far to 147</p> <p>We also have 1 pending success from 2014, offshore wind Chinese cable manufacturer. We will know if they secured a tender with Scottish Power early next year.</p> <p>There have been 5,770 unique users to the Locate Norfolk site since launch in April, and 7,163 sessions (visits)</p> <p>We now have 5644 followers on Twitter, an increase of 195 since April.</p>			
Skills	<p>Apprenticeships targets: 7567 (includes the SEP target of 500 for Norfolk for 15/16)</p> <p>Develop Skills Plans for high impact/ demand-led sectors:</p> <ul style="list-style-type: none"> • ICT/Digital Creative • Advanced Manufacturing/ Engineering • Construction • Agri-tech 	<p>New 'Future You' app developed to assist career choices and launched at Radio 1 Big Weekend, late May bank holiday.</p> <p>4 Advanced Apprentices recruited to support delivery of the apprenticeships target.</p>	<p>LEP target = 7,200 for 2014/15, which we are already meeting. The latest data shows that Norfolk has seen a 15% increase in Apprenticeship starts (Aug 14 – Aug 15) compared with the previous year.</p> <p>Skills plans for Construction and Engineering are under development.</p>			Green
Securing/ managing funds for Norfolk's	ERDF allocation: €209m 2015-20. As this is calendar years, 2 targets are relevant (agreed at committee level in Nov	Pro rata 2015 allocation. ERDF is 70%, so spend will also include 30% match funding.	Programme approved by the EU 27/10. Phase 2 bidding round has now closed, with 18 eligible projects, worth €45m, submitted. These will			Green

Measure	Our target for this year	Q1 Progress (Apr-Jun 2015)	Q2 Progress (Jul – Sep 2015)	Q3 Progress (Oct – Dec 2015)	Q4 Progress (Jan – Mar 2016)	RAG rating
priorities. France Channel England Programme	2014) : 2015: €21.7m 2016: €49.5m	Projects are approved in 2 phases. The first selection sub-committee approved €20.1m ERDF at phase 1 on 1 st and 2 nd July 2015.	be reviewed at the Jan 2016 project selection meeting.			
Securing/ managing funds for Norfolk's priorities. Other EU/ external funds		First meeting of the Corporate Bid Team has taken place.	ESF. First bidding round for New Anglia notional allocation of European Social Fund (targeting social inclusion) closes 30/11. The County Council may possibly lead a bid.			Green
Securing/ managing funds for Norfolk's priorities. Effective allocation & monitoring of 14/15 pooled Business Rates saved levy	Allocate funds & oversee delivery of funded projects to the value of c. £2.2m. Regular progress reporting to Norfolk Growth Group. Devise commissioning process for 15/16 monies, based on prioritised investment in stalled employment sites.	All project proposals scored, prioritised & approved by Norfolk Leaders 16/6/15. Milestones requested by Programmes Team, so that offer letters can be issued.	Saved levy reduced to £1.846m, due to increased allowances required for appeals. Lowest scoring projects re-profiled, with spend to come from the 15/16 Pool instead. Offer letters issued to all approved projects funded from the 2014/15 business rates pool. Pool members confirmed for 2016-17: all districts except Great Yarmouth, for whom it is not financially advantageous to join the Pool. Stalled employment sites project proposal agreed by Norfolk Growth Group.			Green

Economic Development Sub-Committee

Item No. 10

Report title:	Forward Plan
Date of meeting:	26 November 2015
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact <p>The Sub-Committee Forward Plan sets out the items/decisions programmed to be brought to this Sub-Committee for consideration in relation to economic development issues in Norfolk. The plan helps the Sub-Committee to programme the reports and information it needs in order to make timely decisions. The plan also supports the Council's transparency agenda, providing service users and stakeholders with information about the Sub-Committee's business.</p>	

Executive summary

This report sets out the Forward Plan for the Economic Development Sub-Committee. The Forward Plan is a key document for this Sub-Committee to use to shape future meeting agendas and items for consideration, in relation to delivering economic development issues in Norfolk.

Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The latest version of the Forward Plan for this Sub-Committee (as at 11 November 2015) is included at Appendix A.

Recommendation:

- 1. To review the Forward Plan and identify any additions, deletions or changes to reflect key issues and priorities the Sub-Committee wishes to consider.**

1. Proposal

- 1.1. The Forward Plan is a key document for this Sub-Committee in terms of considering and programming its future business, in relation to economic development issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 11 November 2015) is attached at Appendix A.
- 1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the programmed business for this Sub-Committee. As this is a key document in terms of planning for this Sub-Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website.
- 1.4. There have been some additions and changes to the Forward Plan since it was last reviewed by this Committee in September 2015, summarised below:

- Apprenticeships update (verbal) added for each meeting;
- Next stage of development for Hethel Engineering Centre/Hethel Innovation Ltd added for January 2016;
- Norfolk Infrastructure Fund update and Norwich Aeropark/Aviation Academy update added for March 2016;
- Items for May, July and November meetings added.

- 1.5. Any further changes made to the Forward Plan will be reported verbally at the Sub-Committee meeting.

Evidence

- 1.6. Bringing together the business for this Sub-Committee into one Forward Plan enables Members to understand all of the business programmed. This is a tool to support the Sub-Committee to shape the overall programme of items to be considered to ensure they reflect the Sub-Committee's priorities and responsibilities.

2. Financial Implications

- 2.1. There are no financial implications arising from the Forward Plan. Any financial implications relating to the issues/decisions included on the Plan will be considered and detailed in the relevant report to this Committee.

3. Issues, risks and innovation

- 3.1. The Forward Plan indicates the issues/decisions which have potential implications for other service committees. There are separate Forward Plans owned by each Committee.

4. Background

- 4.1. N/A

Officer Contact

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Economic Development Sub-Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
21 January 2016 meeting			
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	<i>N/A – this item is for Committee Members to feedback</i>
Apprenticeships – update (verbal)	Link to Children’s Services	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Next stage of development for Hethel Engineering Centre/Hethel Innovation Ltd	No	To agree the way forward for the next stage of development.	Managing Director, Hethel Innovation Ltd (Simon Coward)
County Farms Update	None	To note performance of Norfolk County Farms in meeting policy objectives and endorse actions to optimise economic, social and financial benefits through a programme of strategic acquisitions, land development and disposals and actively working with farm operators to diversify and enhance yields.	Interim Assistant Director, Property (Dinesh Kotecha)
Forward Plan	No	To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report	No	To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
24 March 2016 meeting			

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	<i>N/A – this item is for Committee Members to feedback</i>
Apprenticeships – update (verbal)	Link to Children’s Services	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Norfolk Infrastructure Fund Update	No	To receive the annual update on the Fund.	Finance Business Partner (Andrew Skiggs)
Norwich Aeropark/Aviation Academy Update	No	To note.	Economic Development Manager (David Dukes)
Forward Plan	No	To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report	No	To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
12 May 2016 meeting			
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	<i>N/A – this item is for Committee Members to feedback</i>
Apprenticeships – update (verbal)	Link to Children’s Services	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Scottow Enterprise park Update	No	To note	Development Manager Scottow Enterprise Park (Tim Edmunds)
Forward Plan	No	To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring	No	To review the service’s financial position in	Finance Business Partner

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
report		relation to the revenue budget, capital programme and level of reserves.	(Andrew Skiggs)
14 July 2016 meeting			
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	<i>N/A – this item is for Committee Members to feedback</i>
Apprenticeships – update (verbal)	Link to Children’s Services	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Presentation on Norwich Research Park/Agri-tech	No	To note	Economic Development Manager (David Dukes)
Forward Plan	No	To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report	No	To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
24 November 2016 meeting			
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	<i>N/A – this item is for Committee Members to feedback</i>
Apprenticeships – update (verbal)	Link to Children’s Services	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Forward Plan	No	To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report	No	To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)