

Economic Development Sub-Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	30 March 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact The Committee Forward Plan sets out the items/decisions programmed to be brought to this Committee for consideration in relation to economic development issues in Norfolk. The plan helps the 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 Committee's business. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for the Economic Development Sub-Committee. The Forward Plan is a key document for this 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 Forward Plan for this Committee (as at 9 March 2017) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director within the Terms of Reference of this Committee. There are no relevant delegated decisions to report to this meeting.

Recommendations:

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

1. Forward Plan

- 1.1. The Forward Plan is a key document for this 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 9 March 2017) is attached at Appendix A.
- 1.3. There have been some additions and changes to the Forward Plan since it was last reviewed by this Committee in January. This includes adding the following additional items for the June meeting:-

- Norfolk Infrastructure Fund Update
- New Anglia Economic Strategy
- Presentation on ICT/Tech East
- Integrated Employment Strategy

- 1.4. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this 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.
- 1.5. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

2. Delegated decisions

- 2.1. This report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. There are no relevant decisions to report to this meeting.

3. Evidence

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

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

5. Issues, risks and innovation

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

6. Background

N/A

Officer Contact

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

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Forward Plan for Economic Development Sub-Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 1 June 2017			
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)		To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Forward Plan and delegated decisions		To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report		To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Appointments to external Bodies	None	To agree appointments to external bodies.	Head of Democratic Services (Chris Walton)
Norfolk Infrastructure Fund Update	None	To note the year end position on the fund (2016/17) and agree the proposed approach for future deployment of the Fund.	Acting Assistant Director Economic Development and Strategy (Vince Muspratt)
New Anglia Economic Strategy		To give a progress update on the development of the New Anglia Economic Strategy.	Acting Assistant Director – Economic Development and Strategy (Vince Muspratt)
Presentation on ICT/Tech East	No	Receive a presentation on the Tech East Project.	Economic Development Manager (David Dukes)
Integrated Employment Strategy	No	To bring proposals for a model integrated employment strategy	Acting Assistant Director – Economic Development & Strategy (Vince Muspratt)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 13 July 2017			
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)		To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Forward Plan and delegated decisions		To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Performance management		To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance Monitoring report		To review the service’s financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting : 30 November 2017			
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)		To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Forward Plan and delegated decisions		To review the Committee’s forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Performance management		To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin

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			Goreham)
Finance Monitoring report		To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Updates from Member working groups	Every meeting	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)	Every meeting	To receive an update on the apprenticeships programme.	Employment & Skills Manager (Jan Feeney)
Performance management	Meetings in June/July and November (where held)	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Forward Plan and delegated decisions	Every meeting	To review the Committee's forward plan and agree any amendments/additions.	Business Support and Dev. Manager (Sarah Rhoden)
Finance Monitoring report	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)