

Economic Development Sub-Committee

Item No.

Report title:	Scottow Enterprise Park Member Working Group
Date of meeting:	14 July 2016
Responsible Chief Officer:	Tom McCabe, Executive Director Community and Environmental Services
Strategic impact Working Groups enable a small group of Members to develop a more in-depth knowledge in a particular subject area and to focus on that subject area in a way that Committees would not have the time to be able to do so. As such, they have a useful purpose in assisting committees in the decision making process.	

Executive summary

<p>In January 2015, the Sub Committee established a Member Working Group to oversee Scottow Enterprise Park. Since that time, Hethel Innovation Ltd have been commissioned to manage SEP to provide a sharper commercial focus to activities. This is a good opportunity to review the arrangements for the Working Group to ensure that it can effectively support this focus.</p> <p>A smaller more focussed Membership for the Working Group is suggested, as follows:-</p> <ul style="list-style-type: none">3 x Norfolk County Council Members1 x North Norfolk District Council Member1 x Broadland District Council Member <p>The Working Group would continue to be advisory, and is not a decision making body.</p> <p>Recommendations:</p> <ol style="list-style-type: none">1. To consider the Membership of the Scottow Enterprise Member Working Group, and the suggested revised Membership set out in para 1.5.

1. Proposal

- 1.1. At the meeting in January 2015, the Sub Committee agreed to establish a new Member Working Group to provide oversight and steer for Scottow Enterprise Park (SEP), superseding the previous Member Steering Group arrangements.
- 1.2. The Sub Committee agreed that the Working Group would be advisory with the following role:-
 - Provide overall direction for the project.
 - Consider advice and comments from the Community Liaison Reference Group.
 - Make recommendations on master planning and business cases for site uses

to the Economic Development Sub-Committee (and EDT Committee, where appropriate).

- Monitor progress against the Scottow Enterprise Park business plan, to ensure key milestones are achieved.

1.3. As Members will be aware, Hethel Innovation Ltd have recently been commissioned to manage SEP to provide a sharper commercial focus to activities. This is a good opportunity to review the arrangements for the Member Working Group to ensure that it can effectively support this focus.

1.4. It is proposed that the Sub Committee Review the Membership of the Working Group. The current Membership is as follows:-

Cllr Mick Castle
Cllr Jonathon Childs
Cllr Nigel Dixon
Cllr Tom Garrod
Cllr David Harrison
Cllr John Timewell

Leader of the Council (the Leader was agreed as an ex officio member of the Working Group on the basis that the Leader is also an ex officio non-voting member of the Sub Committee)

1.5 A smaller more focussed group of Members is suggested. It is also suggested to invite Member representatives from the relevant district councils to be part of the group. The proposed Membership is as follows:-

3 x Norfolk County Council Members
1 x North Norfolk District Council Member
1 x Broadland District Council Member

1.6 The Working Group will continue to be supported by relevant officers, including the Executive Director.

1.7 The Head of Law and Monitoring Officer has previously provided guidance on Working Groups. In particular, this sets out that Working Groups are not decision making bodies, to enable the free and frank exchange of views do not working in public and formal minutes are not kept. If the Sub Committee wishes to invite representatives from district councils to join the Working Group it will be on this basis and on the understanding that all information shared will be treated confidentially.

2. Financial Implications

2.1. There are no implications arising from this report. Any implications, financial or otherwise, relating to the remit of the Working Groups will be considered by the relevant Working Group and recommendations made to this Committee, as needed.

3. Background

3.1. • Scottow Enterprise Park Working Group – [report to Economic Development Sub Committee 19 January 2015](#)

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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