

# Economic Development Sub-Committee

Item No.

<b>Report title:</b>	<b>Forward Plan and decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>24 November 2016</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe - Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> 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 7 November 2016) 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 7 November 2016) 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 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.

- 1.4. 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:

**Officer name :** Sarah Rhoden

**Tel No. :** 01603 222867

**Email address :** sarah.rhoden@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

## Forward Plan for Economic Development Sub-Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>Meeting : 19 January 2017</b>			
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 and delegated decisions	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)
Inward Investment Update	No	To update the committee on recent inward investment activity	Economic Development Manager (David Dukes)
EU Programmes Update	No	To update the Committee on EU Funding post Brexit	Programme Manager for European, National and Rural Funded Programmes (Eliska Cheeseman)
Growth Deal	No	To advise the committee of the outcome of the Growth Deal secured by the LEP	Infrastructure and Economic Growth Manager (Tig Armstrong)
Enterprise Zones	No	To update the Committee on progress made with the new Enterprise Zones	Economic Development Manager (David Dukes)
Integrated Employment Strategy	No	To bring proposals for a model integrated employment strategy	Acting Assistant Director – Economic Development &

## Forward Plan for Economic Development Sub-Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
			Strategy (Vince Muspratt)
Presentation on Growth Hub		Update the Committee on the work of the Growth Hub - presentation	Economic Development Manager (David Dukes)
LEP/Local Councils	No	To receive an update on the LEP	TBC
Skills Board	No	To receive an update on the Skills Boards	TBC
<b>Meeting : 30 March 2017</b>			
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 and delegated decisions	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)
Presentation on ICT/Tech East	No	Receive a presentation on the Tech East Project	Economic Development Manager (David Dukes)
Presentation on the Integrated Transport Strategy	No	Receive a presentation on the Integrated Transport Strategy	Infrastructure and Economic Growth Manager (Tig Armstrong)

## Forward Plan for Economic Development Sub-Committee

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 May, July, September 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)