

Economic Development Sub- Committee

Minutes of the Meeting held on Thursday 14 July at 10am in the Edwards Room at County Hall

Present:

Mr S Clancy - Chairman

Ms C Bowes

Mr J Childs

Mr C Foulger

Mr B Iles

Mr T Jermy

Mr J Timewell

Mrs C Walker

Mr A White

Also Present:

Councillor Michael Chenery of Horsburgh

Councillor Beverley Spratt

1. Apologies and Substitutions

1.1 None received

2. Minutes

2.1 The minutes from the Meeting held on the 12th May 2016 were **AGREED** by the Sub-Committee as an accurate record and signed by the Chairman.

3. Declarations of Interest

3.1 None declared.

4. Items of Urgent Business:

4.1 The Chairman wished to highlight that it was “business as usual for Norfolk” and the importance of continuing to grow Norfolk business and sustain jobs in Norfolk with regard to unknown future changes to EU funding. He highlighted the importance of the County and District boroughs working with businesses and felt highlighted issues should be brought to the Sub-Committee so that businesses could be supported where appropriate.

4.2 The Chairman highlighted his support, and that of the Sub-Committee, for the staff on the France-Channel-England programme; he was supportive of Norfolk County Council working with staff in other programmes moving forward.

4.3 Project Proposal: Working with the Prince's Trust to Deliver Employment and Skills Support to Young People

4.3.1 The Sub-Committee received the report from the Economic Development Manager which originated from a resolution agreed at Full Council on 22 February 2016 to allocate £200,000 of one off Council funding for supporting young people into work and enterprise working with the Prince's Trust. It was proposed to use £100k of County Council funding, to work with other partners who would provide additional funding to create the £200k+ fund required to deliver the programme.

4.4 Through discussion the following points were raised:

4.4.1 Mrs Walker wished to thank the author of the report and gave her support for the continuation of the scheme which she felt was an excellent scheme for young people in Norfolk.

4.4.2 Queries were raised, arising from attendance at a recent launch of a Prince's Trust garden, regarding where referrals originated from for young people to access the Prince's Trust, access to the service, and involvement of businesses. The Economic Development Manager clarified that:

- It was more manageable for a smaller number of large employers to offer the scheme to young people.
- Referrals came from a range of services and, because it was well known, young people themselves approached the Prince's Trust.
- Access to services was a known issue for some young people, but there was a budget to support overcoming this and other barriers, for example, safety clothing.
- Some young people who lived over the County border had been accepted onto the scheme i.e. if they attended school in Norfolk, however it remained primarily for Norfolk children and this would be monitored.

4.5 The Sub-Committee **RESOLVED** to **AUTHORISE** the Executive Director of Community and Environmental Services, in consultation with the Chairman and Vice Chairman of this Sub-Committee to allocate the remaining funding towards other enterprise, learning and community development initiatives as appropriate.

5. Local Member Issues / Questions

5.1 None received.

6. Public Question Time

6.1 None received.

7. Member Working Group Updates

7.1 No updates were given from Member Working Groups.

8. Norwich Research Park / Agri-tech (presentation only)

8.1.1 The Sub-Committee heard and **NOTED** the presentation by the Economic Development Manager about Norwich Research Park, future enterprises, and Agritech.

8.1.2 Some of the key points from the presentation were:

- The sector grew during the recession by 25% and was an important sector for the County's economy.
- The two funds available were a Growth fund, to help companies invest, and an R&D (Research and Development) grant to lead to innovations and improvements in processing, which could cover up to 50% of the project cost.
- The Genome Analysis Centre (TGAC) had been renamed "The Earlham Institute".
- Information was given on the recent technology project developed by the Earlham Institute which was funded by an R&D grant; this would lead to affordable crop monitoring technology being available to farms across the country.
- Information was given on the NERC (National Environment Research Council) grant being applied for by the University of East Anglia

8.2 Through discussion the following points were raised:

8.2.1 It was confirmed that Norwich Research Park and Agri-tech work with Anglian Farmers.

8.2.2 The innovative technology that has come about from the funding and the benefits to industry arising from small amounts of investment was noted.

8.2.3 The Chairman thanked the Economic Development Manager for the valuable work of the project and for the information on practical applications of the project and funding grants.

8.2.4 A suggestion was made that grants could be considered as an opportunity for release of equity in order to generate financial return for Norfolk County Council. The Economic Development Manager felt that including this term in the

agreement may dissuade some applicants, but also that it was worth considering. The Chairman felt that this may be worth considering once more was known about the impact / potential impact of changes brought about by Brexit.

9. Appointments to Internal and External Bodies

9.1 The Sub-Committee reviewed the appointments to external bodies, internal bodies and Champions positions.

9.2 The Sub-Committee **RESOLVED** to:

AGREE the existing appointments to external bodies, internal bodies and Champions positions shown in the report **SUBJECT TO THE FOLLOWING CHANGES:**

9.2.1 Outside Bodies:

- Norwich Airport Board (Non-Executive Director): George Nobbs replaced by Cliff Jordan. George Nobbs to replace Mike Sands as Substitute.
- Norfolk Rail Group: Colleen Walker replaced by Tony White.
- New Anglia Skills Board for Norfolk and Suffolk: Colleen Walker replaced by Brian Iles.
- Great Yarmouth Town Centre Partnership Company (Gt. Yarmouth) Ltd: Jonathan Childs replaced by Mick Castle.
- Hethel Innovation Ltd: John Timewell replaced by Colin Foulger.
- Local Transport Body (LEP (Local Enterprise Partnership) sub Group): Colleen Walker replaced by Stuart Clancy.

Member Champions:

- Apprenticeships – Colleen Walker replaced by Stuart Clancy.
- County Farms – Ian Mackie to remain as representative, subject to the findings of the County farms review. Mr Jermy and Mrs Walker asked that it be minuted that they did not support this proposal.

9.3 A full list of appointments is set out in Appendix A

9.4 Appointments to Scottow Enterprise Park Member Working Group was considered under item 11 of the meeting.

10. Housing and jobs growth – performance

10.1 The Sub-Committee received the report by the Executive Director of Community and Environmental Services detailing the origins of the key housing and jobs growth targets, and providing high-level annual performance data for the past three years.

- 10.2 Through discussion the following points were raised:
- 10.2.1 The Chairman apologised to the author of the report; he felt that in order for an effective analysis to be drawn, information on supporting infrastructure would be needed. This information had not been asked for by the Sub-Committee at the Economic Development Sub Panel meeting on the 12 May 2016 where this report was originally requested.
- 10.2.2 The Chairman requested a future report containing information on infrastructure and infrastructure projects including progress and timescales, and including information on key infrastructure projects such as the dualling of the A47 and the Yarmouth river crossing analysed in terms of jobs and housing, in order to identify areas for investment.
- 10.2.3 Mapping of jobs and location of housing across Norfolk (on a district basis) was also requested to be included in the revised report, to show whether new jobs were located across Norfolk or localised in a particular area, such as Norwich.
- 10.2.4 A leaflet from a recent A47 alliance meeting in Peterborough, which showed pictorial data on jobs and housing, was shared with the Chairman. The Executive Director of Community and Environmental Services agreed to share this leaflet with the members of the Sub-Committee.
- 10.2.5 The Executive Director of Community and Environmental Services agreed to look into which data related to water, gas and electricity, which were known key barriers to infrastructure, could be included in future reports.
- 10.3 The Sub-Committee **AGREED** to **REQUEST** a further report at the Economic Development Sub-Committee meeting in November including the information detailed above on infrastructure, infrastructure projects, mapping and data related to water, gas and electricity (see paragraphs 10.2.2, 10.2.3 and 10.2.5).

11. Scottow Enterprise Park – Member Working Group

- 11.1.1 The Sub-Committee received and **NOTED** the report suggesting for the Working Group to continue, with a smaller, more focussed Membership, consisting of:
- 3 Norfolk County Council Members;
 - 1 North Norfolk District Council Member; and
 - 1 Broadland District Council Member.
- 11.1.2 The Chairman shared the proposal for appointment to the newly structured Scottow Enterprise Park Member Working Group: Tom Garrod, Tony White and Stuart Clancy
- 11.2 Through discussion the following points were raised:

- 11.2.1 The practice of not taking minutes at Member Working Group meetings was queried. The Executive Director of Community and Environmental Services confirmed that the monitoring officer had produced guidance outlining that, since these were not decision making groups, they did not require minutes to be taken. The Sub-Committee suggested that these guidelines be reviewed so that minutes were taken at Working Group meetings.
- 11.2.2 The positive changes that had been seen at Scottow since the establishment of the Member Working Group were highlighted.
- 11.2.3 The change in membership was disputed as to why not all District Councils were represented, and a lack of cross party representation within the appointment proposal was queried.

11.3 With 5 votes for, 2 against, and 2 abstentions:

The Sub-Committee **AGREED** to **APPOINT** Tom Garrod, Tony White, and Stuart Clancy to the Scottow Enterprise Park Member Working Group.

12. Scottow Enterprise Park – Update

- 12.1.1 The Sub-Committee received the report, setting out the Scottow Enterprise Park (SEP) Business Plan, Development Vision and Operating Plan, and seeking Member endorsement on the next steps in the development of the business.
- 12.1.2 The Development Manager from Scottow Enterprise Park gave further information to the Sub-Committee:
- Hethel innovation took over running of the Scottow Enterprise Park in December 2015, which lead to team changes which would be completed within 2 weeks.
 - 116 buildings, amounting to 52,500 sq ft of space, had been identified for use, and occupancy had gone up to 60%. A further 23% of occupancies were in the pipeline.
 - Open days, local start up masterclasses and school STEM (Science, Technology, Engineering and Mathematics) masterclasses were being planned.
 - Management systems and performance monitoring were being improved, and they planned to reintroduce e-newsletters.
 - Over the next 18 months they planned to achieve savings of £200,000.
- 12.2 Through discussion the following points were raised:
- 12.2.1 Following a query regarding timescales around infrastructure on site, the Scottow Enterprise Park Development Manager clarified that:
- Phase 1 for water supply installation started in February 2016 and was

70% complete.

- It consisted of a new water line through the site, supplying a small number of the buildings.
- Phase 2 of water supply installation was underway to supply all but 33 of the buildings, located in zone D.
- The cost to supply zone D with water was £25,000, but it was not financially viable to cover this cost unless a bore hole was used. This was not required by the tenants who used the buildings for storage.
- Phase 1, detailed above, cost £1.8m including a contingency of £200,000 which would be used; phase 2 was estimated to cost some £1.4m including a contingency of £400,000. In total, completing all 3 phases of supplying water to the site was presently estimated to cost £3.5-3.6m.
- Broadband would be in place by the end of August or September.
- Phases 1 and 2 of electricity installation were now complete.

12.3 The Sub-Committee **RESOLVED** to:

1. **NOTE** the SEP Business Plan, Development Vision and Operating Plan and **REQUESTED** further information be brought to a future meeting to agree a timescale for a detailed proposal to take to Policy and Resources Committee (see resolution 3 below).

2. **NOTE** that a detailed Capital Investment Plan was in preparation.

3. **AGREE** that the future operating model for SEP was a work in progress, and **REQUESTED** further information be brought to a future meeting to agree a timescale for a detailed proposal to take to Policy and Resources Committee.

13. Apprenticeships – update (verbal)

13.1.1 The Sub-Committee heard the update on apprenticeships given by the Employment and Skills Manager and the Apprenticeships Strategy Manager

- Data and a letter were circulated, shown at appendices B and C.
- A photograph of the recent apprentices' graduation ceremony was displayed, and information about the event was discussed.
- Data in appendix B showed that Norfolk's apprenticeship "starts over time" had increased by 8%, which was 5% over the national figure.
- North Norfolk and Broadland had low growth, however other areas in the County had shown good growth.
- The Employment and Skills Manager agreed that when further data was available it would be brought to the Sub-Committee.

13.1.2 As a precursor to devolution, the Skills Funding Agency had taken over the apprenticeships grant for employers; this grant was due to be devolved to Norfolk and Suffolk for administration. Norfolk County Council had been

collaborating with colleagues across Cambridge and Suffolk with a view to reduce and hopefully half the time that employers waited to receive grants, which at that time was 6 months. A letter was circulated detailing this, which had been sent to colleges and other providers; see appendix C.

13.2 Through discussion the following points were raised:

13.2.1 The Chairman thanked Mrs Walker for her work with Apprenticeships in the Champions role.

13.2.2 The Chairman wished to note his pride in “Apprenticeships Norfolk” and felt it was a flagship for Norfolk, providing jobs for young people and was a service that should continue; it was important for employers to have a fast and responsive service.

13.2.3 The Chairman felt that “Apprenticeships Norfolk” should be publicised in “Your Norfolk Magazine” to ensure that young people were aware of apprenticeships across the County and raise to raise the publicity of the service.

13.2.4 Following queries related to the data and statistics shown in Appendix B, the Employment and Skills Manager confirmed that the data represented the residency of the apprentice and not the location of their apprenticeship. She clarified that apprentices were supported by usually being paid above the National Minimum Wage, however, there was limited support to provide transport for apprentices; she felt that employers tended to be supportive to apprentices.

13.2.5 Mrs Walker thanked the Chairman for his comments, the Employment and Skills Manager for the experience working with Apprenticeships Norfolk and highlighted the importance of feedback being brought to the Sub-Committee about the work of “Apprenticeships Norfolk”.

13.3 The Sub-Committee **AGREED** to **REQUEST** publicity about “Apprenticeships Norfolk” in “Your Norfolk Magazine”.

14. Performance management

14.1.1 The Sub-Committee **NOTED** the performance management report which was based upon the revised Performance Management System, implemented as of 1st April 2016, and the committee’s 4 vital signs indicators

14.1.2 It was noted that discussions had been held regarding alternative sources of data with the Environment Development and Transport Committee.

14.2 Through discussion the following points were raised:

14.2.1 Data was requested on a timelier and more regular basis, in order for the Sub-

Committee to be proactive and react more quickly, and for future reports to include more information related to the data shown in the Performance Dashboard, broken down by District to support effective targeting of economic help.

- 14.2.2 A query was raised asking whether monitoring and targets around housing, lack of housing and Scottow Enterprise Park could be built into the Monitoring Report. The Senior Analyst for Business Intelligence and Performance clarified that monitoring of housing was reported in an annual report but that this could be revisited if Sub-Committee wished.
- 14.2.3 A query was raised around how data was collected. The Senior Analyst for Business Intelligence and Performance clarified that this was via collection of national data sets and also by finding meaningful local data with a beneficial timescale.

15. Forward Plan and delegated decisions

- 15.1 The Sub-Committee reviewed the Forward Plan.
- 15.2 The Sub-Committee **AGREED** to include in the Forward Plan for the meeting on November 24 2016:
 - 1. An additional Housing and Jobs Growth report with further information housing infrastructure and growth, infrastructure projects, mapping and available data related to water, gas and electricity (see paragraphs 10.2.3, 10.2.4 and 10.2.6 and 10.3).
 - 2. A report giving information on Norfolk County Council procurement.
 - 3. A report into the ongoing relationship with Anglia Local Enterprise Partnership (LEP) and District Councils.
 - 4. Report or presentation giving information on the A11 technology corridor which linked with Thetford Technology Park.
 - 5. Further information on the future operating model for Scottow Enterprise Park to agree a timescale for a detailed proposal to take to Policy and Resources Committee (see paragraph 12.3).

16. Finance Monitoring Report

- 16.1.1 The Sub-Committee received and **NOTED** the report providing the financial position for the service as at the end of May, period 2 - 2016-17 financial year, covering the revenue budget, capital programme and balance of reserves.
- 16.1.2 The Finance Business Partner for Community and Environmental Services added that the performance would be picked up in performance monitoring going forward.

16.2 Through discussion the following points were raised:

16.2.1 The monitoring of Scottow Enterprise Park's finances and accounting was discussed. It was clarified that the financial support team were supporting the issues around Scottow Enterprise Park's accounting.

16.2.2 A suggestion was made that a risk management be undertaken to consider potential loss of funds received from the European Union with the upcoming changes brought about by Brexit.

The meeting closed at 11.34

Chairman



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Economic Development Sub-Committee Outside Bodies

2016/17 Appointments shown

1. Agri-Tech (Eastern) Programme Board (1)

Jonathan Childs

This body makes decisions on the eastern Agri-Tech Growth Initiative Programme Board about which projects to fund from this specific Regional Growth Funded scheme.

2. BID (Norwich Business Improvement District) (1)

George Nobbs (Richard Bearman sub)

The Norwich BID is run for local businesses by local businesses. It aims to make a clear positive impact on the vitality of the City centre and the business within it.

3. Norwich Airport Consultative Committee (1)

Shelagh Gurney, (Sub David Collis)

These meetings are a DfT requirement to enable aerodrome operators and communities in the vicinity of the airport to discuss operational and business matters affecting their interests.

4. Norwich Airport Board (Non-Executive Director) (1)

Cliff Jordan (Sub George Nobbs)

5. Norfolk Rail Group (4)

Tony White
Andrew Boswell
Tim East
Michael Chenery

To consider strategic rail policy issues and respond to such issues as they arise, and lobby and pursue rail policy objectives on a continuing basis between Norfolk Rail Policy Group meetings.

6. Norfolk Chamber of Commerce and Industry (1)

John Timewell

Norfolk Chamber of Commerce is an independent, not-for-profit Company that aims to support its membership be more successful and to improve the Norfolk economy. public/private economic development partnership for Norfolk and Suffolk.

7. Greater Thetford Development Board (1)

Denis Crawford

8. New Anglia Skills Board for Norfolk and Suffolk (1 plus 1Substitute)

Brian Iles

A sub group of the LEP Board which is tasked with steering the implementation of the Greater Norwich/ Greater Ipswich City Deals and the Strategic Economic Plan. Membership consists of representatives of the Further Education sector and training providers with employers. Both Norfolk and Suffolk County councils are represented and can nominate a substitute.

9. Great Yarmouth Town Centre Partnership Company (Gt. Yarmouth) Ltd (1)

Mick Castle

The Partnership meets and discusses all relevant issues concerning the Town Centre.

10. Hethel Innovation Ltd (2)

Stuart Clancy
Colin Foulger

Runs Hethel Engineering Centre and provides innovation-led business support to businesses in Norfolk/East of England.

11. Great Yarmouth Port Authority (1)

No appointment required

12. Eastport – Community and Marine Liaison Committee (1)

Jonathan Childs

To exchange information, ideas and proposals for discussion between the constituent interest groups and the Port's CEO and Harbour Master, thus improving co-ordination and understanding between the different port users and interest groups within Great Yarmouth with relevance to the operations of the Port.

13. Great Yarmouth Development Company - Area Board (1)

Colleen Walker

The Norfolk Development Company was established to promote economic development on behalf of the local authorities of Norfolk, with an initial emphasis on physical regeneration and development. The company provides a structure for joint ventures which enables new projects to be agreed and implemented more quickly. Individual companies can be established – the first to do so was the Great Yarmouth Development Company, a 50-50 partnership between the County Council and Great Yarmouth Borough Council. The agreement states the representative should be the lead member for Economic Development

14. Local Transport Body (LEP sub Group) (1)

Stuart Clancy

15. Royal Norfolk Agricultural Association (1)

Ian Mackie

The objectives of the Association are to promote, through the Royal Norfolk Show and other events, the image, understanding and prosperity of agriculture and the countryside.

16. The Norfolk, Suffolk, Essex China Partnership (1)

The Partnership consists of the three leaders of the authorities, who have signed a Memorandum of Understanding to develop the Partnership with Jiangsu Province. They meet quarterly to oversee the progress of the Partnership.

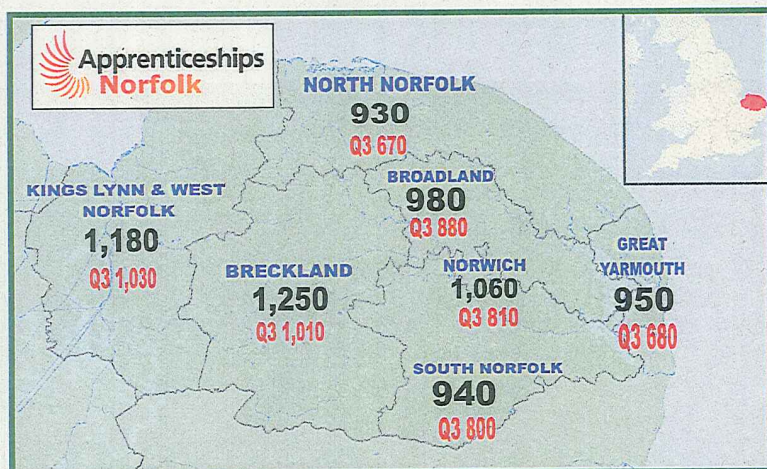
Member Champions

Apprenticeships – Stuart Clancy

County Farms – Ian Mackie

Rail – Michael Chenery

Norfolk



Starts over time

| 2013/14 | 2014/15 | Q3 |
|---------|---------|-------|
| 6,270 | 7,290 | 5,870 |



% change from previous year

Full Year 2014/15 starts 7,290

Q3 (Aug 15 - April 16) 5,870

East of England

Starts over time

| 2013/14 | 2014/15 | Q3 |
|---------|---------|--------|
| 40,430 | 45,790 | 35,430 |



% change from previous year

National

Starts over time

| 2013/14 | 2014/15 | Q3 |
|---------|---------|---------|
| 440,400 | 499,900 | 384,500 |



% change from previous year

To Providers across Norfolk and Suffolk

Dear.....

AGE GRANT DEVOLUTION ARRANGEMENTS

I am writing to inform you that from the 1 August 2016, the Apprenticeship Grant for Employers will be devolved to Norfolk and Suffolk for administration. Further information will be made available shortly about arrangements for Cambridgeshire and Peterborough.

I understand that current arrangements for the grant administered through the Skills Funding Agency means that providers each had an allocation of grants and were responsible for the management and payments to employers. It is our intention to streamline the process and make it quicker for employers to claim the incentive.

From the 1 August, *employers* will apply online for the age grant which will be administered by Norfolk County Council across Norfolk and Suffolk. Employers will complete a simple application online and electronically "sign" a declaration that they meet the terms and conditions associated with the grant. These will be as follows:

1. The apprentice was under the age of 25 when they started their Apprenticeship and the start date was on or after the 1 August 2016
2. The Apprenticeship delivered is a Framework and not a new standard. (AGE is restricted nationally to Frameworks only)
3. The company that the apprentice works for has less than 250 employees
4. The company (or branch of the company where the apprentice works) is based in Norfolk or Suffolk
5. The company has made less than 5 claims for AGE in the current year (August 2016 to July 2017)

When an employer applies for a grant, they will select the training provider that they work with from a drop-down list and each provider will then receive an email confirmation. Employers will be expected to prove that the learner is still on programme after 10 weeks by uploading a copy of the learner review through the system. After 10 weeks, the employer and the provider will receive a further email alert to remind them to do this. We intend to pay the employer by BACS within 28 days of the review being uploaded (so long as the evidence is complete and satisfactory)

The funding allocated to us from the Skills Funding Agency is split between 16 to 18 year olds and 19 to 24 year olds with more available in the 16 to 18 stream, therefore we intend to pay employers £2000 for a 16 to 18 start and £1500 for those aged 19 to 24.

The website will include a countdown system so the homepage will always display the number of grants still available at any point in time for each age range. We would ask that providers promote this to employers and explain to them that they will no longer be able to access the national AGE scheme and that the funding is allocated on a first come, first served basis. In addition, providers may wish to support their employer to navigate the system if they choose to.

In the next few weeks, we will provide you with more information on the website system and an electronic flyer for you to use with employers to promote the scheme.