

# Economic Development Sub-Committee

Item No.

<b>Report title:</b>	<b>Forward Plan and delegated decisions</b>
<b>Date of meeting:</b>	<b>14 July 2016</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe – Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> 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. 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 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 22 June 2016) is included at Appendix A.

This report is also be used to set out other relevant decisions taken under delegated powers by the Executive Director within the Terms of Reference of this Committee, since the last meeting. There are no delegated decisions to report for this period.

### 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. Forward Plan

- 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 22 June 2016) is attached at Appendix A.
- 1.3. The Forward Plan includes an additional single-item meeting in September to discuss County Farms. The County Farms Advisory Board met in May 2016 to give the Members of the Board an opportunity to formally respond to the audit reports. The Board agreed that it would meet again on 26 July 2016 to receive

its draft response report, prior to discussion at an Economic Development Sub-Committee in September.

- 1.4. 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.
- 1.5. Any further changes made to the Forward Plan will be reported verbally at the Sub-Committee meeting.

## 2. **Delegated decisions**

- 2.1. The report will set out detail of 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. Future delegated decisions will also be reported to this Committee for information.
- 2.2. There are no delegated decisions to report for this period.

## 3. **Financial Implications**

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

## 4. **Issues, risks and innovation**

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

## 5. **Background**

- 5.1. N/A

### **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:

**Officer name :** Sarah Rhoden

**Tel No. :** 01603 222867

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



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# Forward Plan for Economic Development Sub-Committee

Appendix A

## Economic Development Sub-Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>September 2016 – meeting date TBC</b>			
County Farms	Link to P&R and reported to Audit Committee 21 March 2016	To consider a response from the County Farms Board.	Executive Director of Finance (Simon George)
<b>24 November 2016 meeting</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)
Annual Update on the France (Channel) England Programme	No	To receive the annual update	Programme Manager (Marie-Pierre Tighe)
Performance management	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Daniel Harry)