

Economic Development Sub-Committee

Date: **Thursday, 24 November 2016**

Time: **10:00**

Venue: **Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr S Clancy (Chairman)

Ms C Bowes Mr T Jermy

Mr J Childs Mr J Timewell

Mr C Foulger Mrs C Walker

Mr B Iles Mr A White

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1. To receive apologies and details of any substitute members attending

2. Minutes

Page 5

To confirm the minutes of:

- the Committee Meeting held on the 14 July 2016, **Page 5**;
- the Special Meeting held on the 9 September 2016, **Page 21**.

3. Declarations of Interest

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Any items of business the Chairman decides should be considered as a matter of urgency

5. Local Member Issues/ Member Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Monday 21 November**.

6. Public QuestionTime

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Monday 21 November 2016**. For guidance on submitting public question, please view the Constitution at www.norfolk.gov.uk or visit:

www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee

7. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.

8. Cambridge Norwich Tech Corridor

Page 25

A report by the Executive Director of Community and Environmental Services

9. Norfolk Library Information Service (NLIS) support to business

Page 29

A report by the Executive Director for Community and Environmental Services

10. Apprenticeships – update

Page 36

A report by the Executive Director of Community and Environmental Services

11. A47 Road Investment Strategy - Update

Page 47

A report by the Executive Director of Community and Environmental Services

12. Housing and infrastructure growth – timescales for key infrastructure improvements

Page 53

A report by the Executive Director for Community and Environmental Services

13. MPIM UK 2016 : Feedback from event

Page 60

A report by the Executive Director for Community and Environmental Services

- 14. Annual Update on the France (Channel) England Programme** **Page 64**
- A presentation by the Programme Manager for Community and Environmental Services
- 15. Finance Monitoring** **Page 80**
- A report by the Executive Director of Community and Environmental Services
- 16. Performance management** **Page 83**
- A report by the Executive Director for Community and Environmental Services
- 17. Forward Plan and decisions taken under delegated authority** **Page 87**
- A report by the Executive Director for Community and Environmental Services

Group Meetings

Conservative	9:00am	Conservative Group Room, Ground Floor
UK Independence Party	9:00am	UKIP Group Room, Ground Floor
Labour	9:00am	Labour Group Room, Ground Floor
Liberal Democrats	9:00am	Liberal democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH

Date Agenda Published: 16 November 2016

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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 led 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.

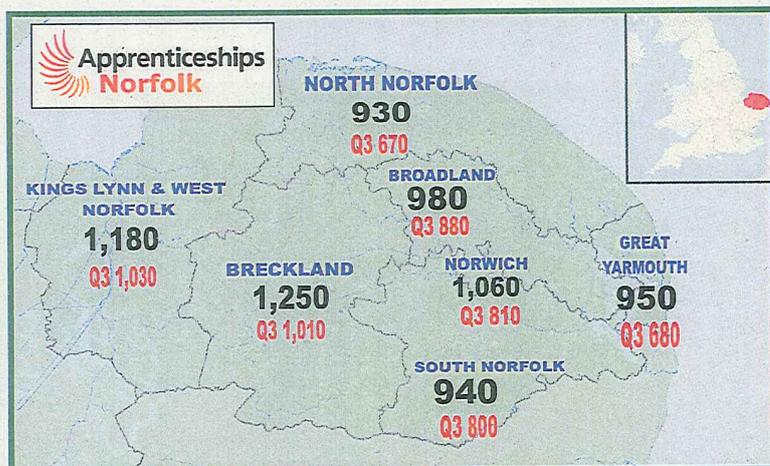
Member Champions

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.

Special Meeting of the Economic Development Sub-Committee

**Minutes of the meeting held on Friday, 09 September 2016
at 2pm in the Edwards Room at County Hall**

Present:

Mr S Clancy - Chairman

Mr M Castle

Mr J Childs

Mr C Foulger

Mr B Iles

Mr I Mackie

Mr J Timewell

Mrs C Walker

Mr A White

Also Present:

Tom McCabe

Simon George

Adrian Thompson

Richard Porter

Councillor A Dearnley

Councillor B Spratt

The Executive Director of Communities and Environmental Services

The Executive Director of Finance

The Chief Internal Auditor

County Farms Manager

1. Apologies and Substitutions

- 1.1 Apologies were received from Mr T Jermy (Mick Castle substituting) and Ms C Bowes (Ian Mackie substituting)

2. Declarations of Interest

- 2.1 None were declared.

3. Items of Urgent Business

- 3.1.1 The Chairman updated the Sub-Committee that Councillor Nobbs intended to stand down as the Council's representative on the Norwich Business Improvement District Board (BID). The BID wished to address the upcoming vacancy on the Board swiftly.

3.1.2 The Chairman proposed Councillor Whitaker be appointed to this position.

3.1.3 The Sub-Committee agreed to appoint Councillor Whitaker as the Council's representative on the Norwich Business Improvement Board.

4. Public Question Time

4.1 None were received.

5. Local Member Issues / Questions

5.1 None were received

6. County Farms

6.1.1 The Sub-Committee received the report introducing the minutes of the County Farms Advisory Board meeting of the 27 May 2016, the County Farms Governance Arrangements audit report and County Farms Lines of Enquiry audit report.

6.2. The Chairman introduced Councillor Spratt who had requested to speak at the meeting. Councillor Spratt spoke positively about the audit reports, and asked the Executive Director of Finance whether any of the tenant farmers had reported cash flow problems to officers following this year's harvest.

6.3. The Executive Director of Finance gave a brief update to the annexed reports and asked the Sub-Committee to note that the audit regarded both governance work and public complaints received regarding the County Farms estate.

6.4.1 Through discussion the following points were raised:

6.4.2 Discussion was held regarding the time taken to complete the audit and for the subsequent reports to be brought to the Economic Development Sub-Committee, having been completed as of April 2016.

6.4.3 Discussion was held over the recommendations in the audit reports, particularly regarding decision making and selection of tenants, and the recommendations in the report; there was discussion over whether the actions taken forward should reflect the April audit report findings.

6.4.4 Discussion was held over the County Farms Advisory Board processes, and some Members voiced concern over the perceived reputation placed on Norfolk County Council by the historic complaints raised about the County Farms estate.

6.4.1 Mrs Walker **moved an amendment** to the recommendations, **seconded by** Mr Timewell as shown:

6.4.2 Recommendation 1

- To note the key findings and recommendations of the 18 April internal audit report on the Governance of the County Farms (Annex B), and the conclusions made in the final report on County Farms Lines of enquiry (Annex C), including specifically the last paragraph of 1.4. For the avoidance of doubt, this would mean that Members no longer have a direct role in the selection of County Farm tenants. Members would continue to set policy direction for the County Farms estate (including the lettings policy) via decisions at the relevant committee. Place the County Farms function of decision making with Policy and Resources Committee.

Recommendations 2, 3, 4, and 5

- Delete

Recommendation 6

- To note with concern that full and final responses have been made to all but four complainants; and that a County Farms systems audit has been included in the 2016-2017 Internal Audit Plan for November/December 2016, which would include following up the agreed actions, to be reported to the January 2017 Audit Committee.

6.5.1 Debate ensued:

6.5.2 There was discussion and debate over the recommendations in the audit reports, past activities and actions undertaken by the County Farms Advisory Board, opinion and feedback received from constituents, actions undertaken by Officers, the decision making process related to County Farms and tenant selection and changes made since the publication of the two Audit reports.

6.6.1 Mrs Walker **moved to a vote** on the proposed motion:

6.6.2 With 3 votes for, 5 against and 1 abstention, the **motion was lost**.

6.6.3 Mrs Walker and Mr Castle chose to leave the meeting.

6.7.1 The Chairman **moved to a vote** for the original recommendations outlined in the report:

6.7.2 With 5 votes for and 2 abstentions the **Sub-Committee agreed**:

6.7.3 1) To note the key findings and recommendations of the 18 April internal audit report on the Governance of the County Farms (Annex B), and the conclusions made in the final report on County Farms Lines of enquiry (Annex C).

2) To agree that the Executive Director of Finance prepare a report for the next meeting of the Economic Development Sub-Committee, that;

a. Presents options for how the Council's constitution could be amended to allow for members to make decisions as to the awarding of Farm tenancies.

b. Present options for ensuring that the tenancy shortlisting process is formalised to include appropriate officer assessment and advice.

3) To agree that a report be submitted to a future Economic Development sub-committee by the Executive Director of Finance to consider and approve:

a. A County Farms Strategy and Policy, in line with the recommendations in the audit report, including;

i. Transparent and strengthened criteria for the selection of new tenants for County Farms

ii. The purpose of the Estate

iii. The practical management of tenancies; and

iv. The relationship with tenants

b. The action taken on the recommendations in the audit reports to strengthen internal controls for County Farms.

4) To note the views of the County Farms Advisory Board, recorded from the 26 July 2016 Board meeting and appended at Annex A.

5) To agree that it is no longer necessary to convene a Task and Finish Group, and to ask the Audit committee to reconsider its request that one be established, as reviewed by the County Farms Advisory Board and this committee has effectively undertaken that role.

6) To note that full and final responses have been made to all but four complainants; and that a County Farms systems audit has been included in the 2016-17 Internal Audit Plan for November/December 2016, which would include following up the agreed actions, to be reported to the January 2017 Audit Committee.

6.7.4 Mr Timewell expressed his intention to step down from the County Farms Advisory Board.

The meeting closed at: 14:37

Chairman



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Economic Development Sub-Committee

Item No.....

Report title:	Cambridge Norwich Tech Corridor
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe - Executive Director, Communities and Environmental Services
<p>Strategic impact Working collaboratively with local partners along the A11, the aim is to promote and exploit the economic potential presented by the common assets between Norwich and Cambridge and most importantly the corridor that links them. Based on the initial corridor geography from Newmarket to Norwich, a report undertaken by Bruton Knowles estimated the strategic impact and the economic benefits will be significant as outlined in section 2 below.</p> <p>Evidence was presented in the report that the significant benefits of the corridor would only come about through a proactive programme by public sector partners to attract and kickstart significant long term private sector investment.</p>	

Executive summary

<p>This project is about exploiting growth potential, in one of the County's most important growth locations. The employment sites along the A11 in Norfolk incorporate many of the county's primary inward investment and growth opportunities – as well as a significant amount of planned housing growth.</p> <p>The Cambridge Norwich Tech Corridor concept was devised following a study by Bruton Knowles, funded by Breckland, South Norfolk and West Suffolk Councils, which highlighted the opportunities along the A11 between the two cities; triggered by the completion of the road's dualling. The City of Norwich as well as key locations along the route such as Hethel, Wymondham, Attleborough, Snetterton and Thetford encapsulate the theme of innovation and technology especially in ICT, Science, Agritech, Automotive Engineering and Advanced Manufacturing.</p> <p>The partnership driving the initiative also now includes East Cambridgeshire, St Edmundsbury, Norwich City Council, Suffolk County Council, Cambridgeshire County Council and the Greater Cambridge Greater Peterborough and New Anglia LEPs. Norfolk County Council is also supporting this partnership and together this is a powerful group of organisations working together with a common purpose to promote this major economic opportunity.</p> <p>The aims of the partnership are to raise the profile of the Corridor, attracting new business investment where there is synergy with our key sectors, and especially where there may be links with the powerful cluster of over 1000 businesses in the Cambridge area. It also aims to help unlock the various sites along the route, supporting master planning, bidding for funding to invest in infrastructure and even undertaking speculative or bespoke development if appropriate.</p> <p>Recommendation – That members formally approve Norfolk County Council signing the Memorandum of Understanding and joining the partnership.</p>
--

1. Proposal

- 1.1 For the County Council to agree formally to be part of the partnership of local authorities and LEPs that has come together to realise the economic growth potential of the Cambridge Norwich Tech Corridor.
- 1.2 The County Council has a key role to play in supporting the aims of the project.
 - It owns Hethel Engineering Centre, and seeks to deliver the long held ambition to establish a technology park nearby
 - It has extensive links with many of the key businesses, as well as the key institutions
 - It is a key delivery partner in the Eastern Agritech Initiative
 - It has access to considerable experience in the planning and delivery of infrastructure and other development
 - It could be a development partner to help deliver investment
 - It leads on inward investment activity across the County.
- 1.3 This report and recommendation does not commit the Council to undertake any specific investment – any such recommendations will be the subject of separate reports backed up by a clear business case.
- 1.4 Signing the MOU makes no direct financial commitment

2. Evidence

- 2.1 Evidence to support the strategy has been based on a report undertaken by Bruton Knowles, funded by Breckland, South Norfolk and West Suffolk Councils which estimated the following economic benefits could be brought to the area as a result of a co-ordinated campaign of activity to enable and encourage investment. The report estimated the benefits would be;
 - 14,900 additional jobs (gross)
 - 8,700 additional jobs (net)
 - Estimated £558 million net additional GVA
 - 708,000 m² of employment space
 - Approx. £905 million in construction investment
 - Space for 20,000 homes across the Corridor;
 - Commercialisation of research;
 - New business start-ups and growth;
 - Attraction of inward investors

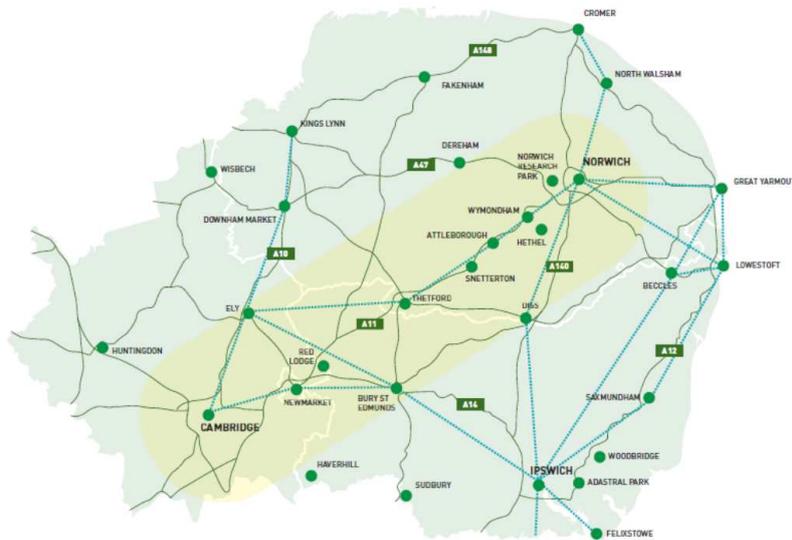
3. Financial Implications

- 3.1 There are no direct implications.

4. Background

- 4.1 In 2014, the A11 was finally dualled, between the junction with the M11 and Norwich. It created an opportunity to promote our dualled connection to the national trunk road network. However, it also significantly improved connectivity between Norwich/Norfolk and the major economies of Cambridge and London.

- 4.2 The concept of a growth corridor is not new, with probably the first recognised as such being the Silicon Valley in the early 1970s in California. But closer to home we recognise the M4, the M62, the M11 and Motorsport Valley as examples of growth corridors – especially as they are focussed on one or two key sectors such as motorsport, meditech, media or ICT.
- 4.3 The creation of an A11 technology corridor, with the aim of securing substantial economic growth, focusing on advanced manufacturing & engineering and agri-tech, together with wider target sectors and other opportunities of importance to the local economy was a natural progression. Also recognised, was the need to align employment growth with a significant increase in housing accommodation within the A11 Corridor to meet the needs of predicted population growth. The A11 is also recognised by the LEP in the Strategic Economic Plan. The map below outlines the broad coverage of the corridor, which is deliberately vague at the edges.



- 4.4 In 2015, three councils, Breckland, South Norfolk and West Suffolk, funded a comprehensive study of ‘corridor’ sites and also looked at the rationale and business case. The resultant ‘Bruton Knowles’ report set out the potential benefits of a corridor focussed project and this led to the setting up of the current partnership. As of August 2016, the partnership comprises:
- Breckland Council
 - East Cambridgeshire Council
 - Forest Heath Council
 - St Edmundsbury Council
 - Greater Cambridge Greater Peterborough LEP
 - New Anglia LEP
 - Norfolk County Council
 - Norwich City Council
 - South Norfolk Council
 - Suffolk County Council
 - Cambridgeshire County Council
- 4.5 Although Norfolk County Council – through the economic development team – has worked closely in recent months to support the partnership it has not yet formally agreed to sign the MOU. This report seeks that commitment.

Officer Contact

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

If you have any questions about matters contained in this paper please get in touch with:

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Economic Development Sub-Committee

Item No.....

Report title:	Norfolk Library Information Service (NLIS) support to business
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact	
<p>The Norfolk Library and Information Service (NLIS) plays an integral part in enhancing and improving the quality of life across all communities in the County, through the wide range of services it offers. The Business Library, which is part of the NLIS, and is based in the Norfolk and Norwich Millennium Library, has expanded its role in the recent past, working in partnership with the Economic Development and Strategy Group and the New Anglia LEP to support Norfolk's business community to grow and succeed.</p>	

Executive summary

In recent years, the Business Library, in partnership with the Economic Development and Strategy Group, has increased the support it offers to pre start up, start-up and established businesses. This includes the provision of workshops, masterclasses, one to one sessions and improved accessibility to intellectual property advice. Working with and complementary to the New Anglia LEP Growth programme, the Business Library aims to help make business support in the County simplified and accessible for all, using its unique place in the community in which to do so.

The Business Library is now looking to implement additional projects, in partnership with the Economic Development and Strategy Group, that would help to develop its current services as well as providing more targeted support.

Recommendation

Members are requested to support the ongoing and additional work by the Business Library in partnership with the Economic Development Team

1.0 Proposal

1.1 Business start-up support

1.2 The Business Library, working with the Economic Development team using existing budgetary provision, plans to support the two projects described below:

1.3 The Economic Development team will provide £7,650 in order for the Business Library to continue its current business start-up programme, currently provided by Genix, between April 2017 and March 2018. This will include:

1. Ten business training courses on a range of business subjects. (for up to 16 people per course)
2. Fortnightly one to one business advice days
3. A free to attend seminar on a subject to be decided aimed at attracting approx. 50 businesses.
4. The promotion of other online business courses.
5. The production of promotional literature.

This funding will allow the Business Library to continue a programme of business support from April 2017.

Without Council funding, the Business Library will not be able to provide a full business start-up programme. There is a possibility that one to ones could continue to be provided but not business training courses, the seminar or printed literature.

1.4 There will also be local events aimed at women starting and growing businesses in the area, through the provision of £11,500 which will include:

- A high-profile launch event - to raise awareness and offer women a chance to taste what's on offer before signing up for a more intensive start up course. (50 women attendees)
- 8 x three hour sessions about starting up a business (for up to 16 women)
- 1-1 interviews to help participants to make the most of the programme.
- Specialist advice sessions (for up to 32 women)
- Growth coaching sessions at the end of the course to help delegates move forward with confidence. (for up to 16 woman)
- Online peer-support forum
- Childcare support for 3 women

The programme will be targeted at women who are unemployed, inactive or under-active economically.

1.5 Members are requested to support the ongoing work by the Business Library in partnership with Economic Development.

2.0 Current Activity and Background

2.1 The proposals build on current activity, which is summarised in this section for information and provides evidence to support the case to continue providing business support.

2.2 The Norfolk and Norwich Millennium Business Library has become a key provider of business start-up support over the last few years, using its unique

position as an accessible and trusted resource for information, to offer a range of services aimed at encouraging local economic growth.

- 2.3 Integral to this has been the Enterprising Libraries programme, led by DCLG, Arts Council England and the British Library. The aim of which was to implement business start-up and intellectual property advice based on a successful model developed by the British Library.
- 2.4 In 2013, Norwich, was amongst 10 city libraries to be awarded a share of £450,000 to implement aspects of this model which included free workshops, events and one to one advice delivered by information specialists and business experts. Appendix A shows the economic impact Analysis of the programme
- 2.5 Since then, the Library has built on the success of the Enterprising Libraries programme by working with local partners to continue its offer of business start-up support. This saw the Council provide £5,000, from the economic development budget, to the Library to support business start-up provision between September 2015 and November 2016.
- 2.6 This support was delivered by Genix, part of the Menta group and encompassed 1-2-1 support, workshops, masterclasses and networking.
 - a. Nine business training courses (max 14 people per course) – **to date 93 people have attended**
 - b. Fortnightly one to one business support sessions – **to date 40 people have attended**
 - c. 500 printed copies of the catalogue promoting Genix’s online business courses.
 - d. Genix events brochure

Feedback from attendees includes:

- a. *Incredible. Gained so much from the tutor.”*
- b. *“Really useful course – re-motivated me/reassured me about our sales process.”*
- c. *“Exceeded my expectations – things I hadn’t even considered.”*
- d. *“Useful practical and proven techniques*
- e. *“Lots of ideas that I hadn’t thought of were covered.”*

- 2.7 The Library also works in partnership working with the New Anglia Growth Hub, enabling it to double the impact of its one to one advice sessions. To date, over 70 one to ones have been provided.
- 2.8 This has enabled the Business Library to build its reputation and has been able to attract and implement new initiatives. These are shown in Appendix B

- 2.9 Of particular note is the Business & Intellectual Property Centre (BIPC), which when fully operational will build on its existing service to provide a dedicated service for both aspiring and entrepreneurs in the area to take advantage of free intellectual property and business information and expertise.
- 2.10 Becoming a BIPC is a major addition to the Library's business support offer and gives it a unique status within the East of England, as the next nearest centre is the British Library in London. To reflect the strength of this offer, the Business Library now promotes itself as the 'Business and IP Centre, Norfolk'
- 2.11 Further evidence of the success of the BIPC model is shown in appendix B.
- 2.12 Although the Business Library has not previously supported or run women only business support programmes, there is strong evidence of demand for this type of activity and this is also shown in appendix B

3.0 Financial Implications

- 3.1 The proposed projects under Section 1 will require £19,150 which is set aside within the Economic Development and Strategy budget for business support activity.

4.0 Conclusion

It is an exciting time for the Business Library; it has grown significantly over the last few years, fuelled by the Enterprising Libraries initiative and subsequent BIPC model roll out to satellite hubs across the UK. This, combined with a complementary programme of business start-up and growth support in partnership with the Council and the New Anglia Growth Hub, has enabled the Library to build up a more comprehensive and innovative offer, helping it to become a 'go to' and trusted place for business advice and support. Members now have the opportunity to help extend and enhance this by supporting further projects that provide targeted support to clients across Norfolk, thus helping to grow the county's economy.

Officer Contact

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Economic Impact Analysis of the Enterprising Libraries Programme,

The analysis, conducted in March 2015, shows that:

- 1,692 new businesses were created along with 4,178 jobs
- £38m GVA created - a payback of £4.50 for every £1 of public money spent
- 91% of users were satisfied with the services on offer
- 47% of users were female; 26% were black, Asian or minority ethnic;
- 25% were unemployed or had been made redundant

Specific outputs captured for the Norwich programme show that:

- 56% of users were female; 11% were black, Asian or minority ethnic
- 32% of users were employed, 10% were unemployed
- Users wanted to start businesses from a wide range of sectors with creative/media the highest at 24% followed by education at 15% and professional services at 13%.
- 58% of users were in the earliest stages of business development, either planning or in the process of setting up a business.

Business Library Initiatives

In the Spotlight – a series of talks and workshops delivered at the Norfolk and Norwich Millennium Library with a wide range of partners from the local business, business advisory and academic communities.

COBRA workshops – (complete business reference advisor) this is an online service that helps users navigate legal, employment, tax and start up issues.

Google Digital Garage - This offers free courses for businesses on everything from search to social media, through the Business Library.

Partnership working – to deliver events, promote compatible services and support other local business initiatives e.g. with UEA Enterprise Centre, Norwich Lanes, Norwich University of the Arts, Global Entrepreneurship Week.

PATLIB (Patent Library) status – The Business Library hopes to confirm this status in November 2016. This means that it will be able to give advice and signposting about protecting Intellectual property by Trade Mark, Registered design, Copyright or Patent, and carry out basic IP searches for the public. (e.g. for a patent number, an applicant's or inventor's name, or the legal status of an application). Explanatory information or comments about the search results may be provided with the search reports.

The Business and Intellectual Property Centre (BIPC) model - The model provides business support and IP advice and has proved so successful in other major city centre locations that it is has been rolled out to satellite hubs, including Norwich.

Proven benefits of the Business and IP Centre National Network, as demonstrated by the Enterprising Libraries Case Study published on gov.uk include that they:

- 1) Take advantage of existing assets in central city locations, thereby providing better value for money compared with many other business support programmes.
- 2) Leverage libraries' unique position as trusted and accessible places, which have experience in serving diverse and disadvantaged audiences
- 3) Can act at the front door to business support and help to simplify the complex landscape, playing an important role in 'Growth Hubs'
- 4) Provide economic of scale and makes the most of shared resources and expertise
- 5) Enable the delivery of much greater social and economic impact than any one library could achieve on its own
- 6) Support the government's national and local growth agenda

The Case for Women Only Business Support

The choice of targeted female-focussed business support is important to women. The National Council of Graduate Enterprise (NCGE) reports that 98% of women chose to participate in their Women's Flying Start Programme because it was women-only. The number of women accessing the NCGE's Flying Start programme increased by 800% when a women-only option was introduced. Similarly 98% of women involved in the pioneering Enterprising Women initiative said women specific support was either important or very important to them. (Enterprising Women Evaluation and Research Report 2007).

It is well-established that businesses that receive effective business training and support when they start are more likely to do better. Research on the long-term impact of business support (Business Link) has found that businesses that received intensive assistance had almost twice the annual growth rate of those that had received no assistance. (Drews & Hart, ERC 2015). However as the above research suggests, the mainstream model of transactional expert-led business support connects less well with women. .

Prowess Norfolk ran a women only business support programme in 2014 and 2015 and received high demand. The organisation ran one day start-up boot camps for women looking to start or in the early stage of a new business. The first event attracted over 100 women, the second 90. Similarly Prowess has previously recruited 42 women onto their 'Flourish' programme, designed to help women in early stage businesses which ran after the boot camps.

Economic Development Sub-Committee

Item No.

Report title:	Apprenticeships - update
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Strategic impact

Since 2013, the formation of the Apprenticeships Norfolk Network has made a significant contribution to the council's key objectives.

- Over the last 3 years August 2013 to July 2016 there have been 21,190 Apprenticeship starts across Norfolk. Each one of these represents a new job created or an individual in work learning new skills.
- In the year from August 2014 to July 2015, there were 4,310 intermediate level starts (Level 2), 2,590 Advanced level starts (Level 3) and 390 Higher level starts (Level 4 to 7) increasing the skills levels within Norfolk.
- In the year from August 2014 to July 2015, there were 2000 16 to 18 year olds who started an Apprenticeship. 2,340 were aged 19 to 24 and 2,950 were 25 or older (60% supported young people under 25).

Progress against targets for the Apprenticeships Norfolk Network from 2015 to 2019

- An additional 2500 Apprenticeship starts from 2014 to 2019 a target within the New Anglia Strategic Economic Plan <http://www.newanglia.co.uk/our-priorities/> (Aug 13 to July 14 data used as a benchmark) Progress to end of July 2016 2360 additional starts created. **94% of target achieved after 2 years.**
- At least 50% of all starts at Level 3 or above by 2019. Last data available to end of July 2015 was **41%**. (Aug 13 to July 14 was 31%).
- An additional 350 Higher Apprenticeship Starts by 2019 (130 in 2013/14 rising to 390 in 2014/15) **74% of overall target achieved as of July 2015.**

Executive summary

Recommendations:

Members are asked to:

- **Note the strong performance in Apprenticeship starts over the last 3 years**
- **Note that the NCC Apprenticeships Norfolk Fund funding to support marketing and other activities apprenticeships ends in March 2017**
- **Note that the NCC Apprenticeship Norfolk Fund funding to provide face to face support promoting apprenticeships ends in June 2017**
- **Note that we are exploring alternative sources of funding to continue these activities**
- **Note that a further report detailing options for future service delivery will be brought to the committee**

1. Proposals

- 1.1. The Apprenticeships Norfolk Network website developed in 2014 has been hugely successful in supporting employers and individuals to access information and support on apprenticeships. Our ambition, which we know is shared by the sector, has always been to extend the service in order to allow providers and colleges to match individuals seeking Apprenticeships with employers seeking apprentices and communicate leads to them through the web portal via email, text message and social networks. We propose to develop this service over the coming months.
- 1.2. Our apprentice Youth Work Ambassadors have been a highly successful and innovative way of engaging young people. In their first year of operation, the county has seen the number of young people citing an Apprenticeship as their first choice at 16 go from 128 to 464 even though the cohort size reduced. (See Appendix 2) In addition, the latest data released from DfE shows that Norfolk has the highest number of 16 and 17 year olds in the Eastern Region participating in Apprenticeships with growth in excess of 3% compared with the previous year. Please see Appendix 3 for details. It is recommended therefore that this work is continued to 2019. (See appendix 2 and 3)
- 1.3. A continuation of the contract with Archant to provide Apprenticeship opportunity advertising through Jobs24 from 1 April 2017 to 31 July 2019 in order to continue to support a simple and effective application process for Apprenticeship Vacancies
- 1.4. Continued support and development for members of the Apprenticeships Norfolk Network including colleges and providers to ensure that the reforms to funding and delivery do not adversely affect the number, level, quality or range of Apprenticeships delivered in Norfolk.

2. Evidence

Please see the attached appendices.

3. Financial Implications

- 3.1 Currently NCC provides approximately £160,000 per annum from its core budget to support staffing of the strategic promotion and delivery of apprenticeships in Norfolk. Additional funding from the Apprenticeships Norfolk Fund (granted by elected members in 2012 to support the promotion and delivery of apprenticeships in Norfolk) currently funds the 4 Youth Work apprentices and all of the work that they do in promoting apprenticeships. This funding also supports all of our marketing and other current activities until the 31 March 2017. The work of the 4 Youth Work apprentices will cease on 30 June 2017 when their fixed term contracts and Apprenticeships are due for completion.
- 3.2 Our work focuses on supporting employers and individuals in understanding apprenticeships accessing information in a variety of ways (from websites to face to face support) as well as marketing and promotion events such as the graduation ceremony and the 'By Apprentices' event. Additionally we support the system as a whole including providers to maximise the opportunities created by apprenticeships for the benefit of the both the individual and employers allowing them to thrive and prosper within the economy
- 3.3 In order for delivery of Apprenticeship support activities to continue to July 2019, there will be a need to seek further funding in the region of £250,000. A number of possible funding streams have been identified including the

European Social Fund and funding made available for the Norwich City area to support social mobility. In light of the current financial issues faced by the council, we propose to seek funding from other sources wherever possible to avoid reliance on further core funding using the investment made by the council into staff costs for the Apprenticeship team as a match if required.

- 3.4 If this funding is unable to be sourced then we will need to review our offer on the level of service and how it is delivered and options will be put forward to members.

4. Issues, risks and innovation

- 4.1 If bids for funding of Apprenticeship activities do not align with the proposed end dates for current funding or bids are unsuccessful, there is a risk that some services currently offered will no longer be able to be offered from 2017 onwards.

These include the following:

- The loss of one to one and group work for potential apprentices in schools and across the community from 1 July 2017. This amounted to over 60 events in the last year.
- The loss of some Apprenticeship promotional and marketing activities including the inclusion of Apprenticeship Vacancies on [JOBS24](#) from 1 April 2017
- The loss of events to promote Apprenticeships during Apprenticeships week and the annual Apprenticeships Graduation Ceremony
- A reduced offer of support for employers requiring help with Apprenticeship information, advice, recruitment and selection.

- 4.2 Risks to the County Council include:

- A reduction in participation in Apprenticeships amongst 16 and 17 year olds
- An increase in the number of individuals who are unemployed or NEET
- An increase in the number of individuals who remain in jobs without training
- Increased pressure on other parts of the organisation, particularly those supporting the vulnerable
- A likely reduction or reversal in the growth in Apprenticeships seen in the County in excess of that seen in the region and across England.

- 4.3 Wider Risks associated with the reforms of Apprenticeships over the next 2 years (See background information below)

- As frameworks are withdrawn, there is a risk that Apprenticeship standards will not be adequately developed in time and therefore delivery will not be available locally. We are working with the Apprenticeships Norfolk Network providers to mitigate this risk but have no control over when the Government decide to withdraw frameworks. We already have examples of situations where framework withdrawal is hampering delivery.

- Many of the Apprenticeship standards that are already approved for delivery do not yet have any organisation approved to deliver the end point assessment. [Please see news article](#). This poses a risk for learners, employers and providers as the cost of end point assessment (which has to be paid for out of the total funding band available) is undetermined. The risk of uncontrolled costs and a possible lack of end point assessment is seen as an unacceptable risk for many. To combat this, Norfolk County Council has convened a working group of local providers to encourage them to collaborate and develop a new enterprise to provide local reasonably priced end point assessment in the sectors that matter most across Norfolk and Suffolk. Members of the group include
 - Poultec Training
 - WS Training
 - The College of West Anglia
 - Steadfast Training
 - Qube Learning
 - Broadland District Council
 - Norfolk Community Learning Services
 - Norfolk Training Services

5. Background

- 5.1 The Government is introducing reforms to the way in which [Apprenticeships are funded](#) and delivered from 2017. This is part of the Governments ambition to put employers in control of Apprenticeship Funding.
- 5.2 In addition, the way in which Apprenticeship training is delivered will also be changing considerably with the introduction of [Apprenticeship standards](#) and [end point assessment](#)
- 5.3 As a result of the above changes, all colleges and training providers wishing to deliver Apprenticeships from May 2017 are currently being forced to apply on a new [Register of Apprenticeship Training Providers](#) and apply for an allocation of funding through a tendering process to deliver to non-levy paying employers.

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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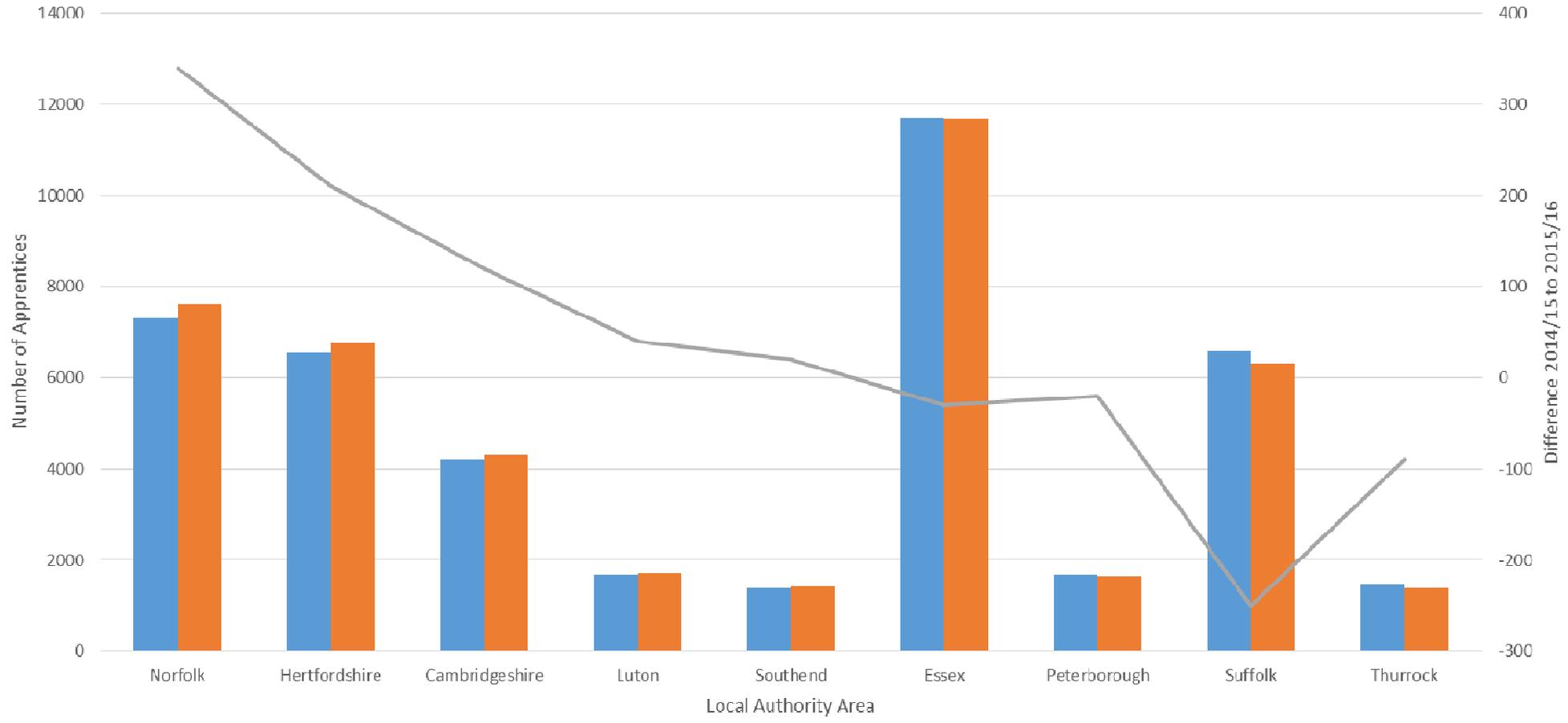
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Appendix 1 Data to show variation in Apprenticeship Growth between August 2015 and July 2016 when compared to the same period in the previous year across the Eastern Region.	2014/15	2015/16	Difference Year on Year	% change
Norfolk	7290	7630	340	4.70%
Hertfordshire	6560	6770	210	3.20%
Cambridgeshire	4200	4320	120	2.80%
Luton	1670	1710	40	2.40%
Southend	1390	1410	20	1.40%
Essex	11710	11680	-30	-0.20%
Peterborough	1670	1650	-20	-1.20%
Suffolk	6570	6320	-250	-3.80%
Thurrock	1480	1390	-90	-6%

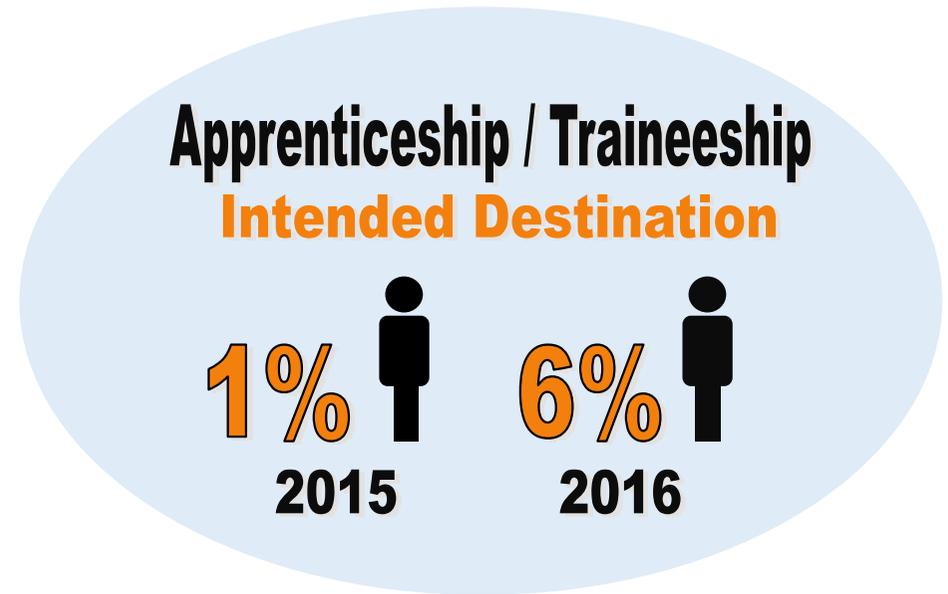
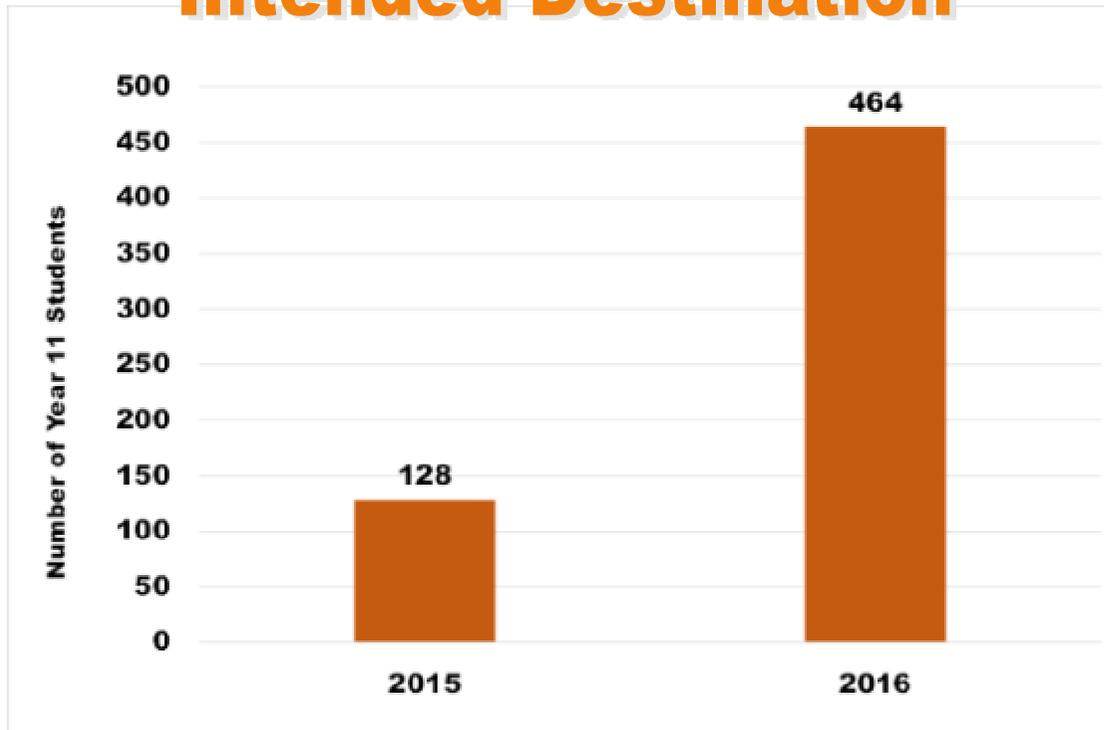
Apprenticeships across Eastern Region 2014/15 to 2015/16



Appendix 1

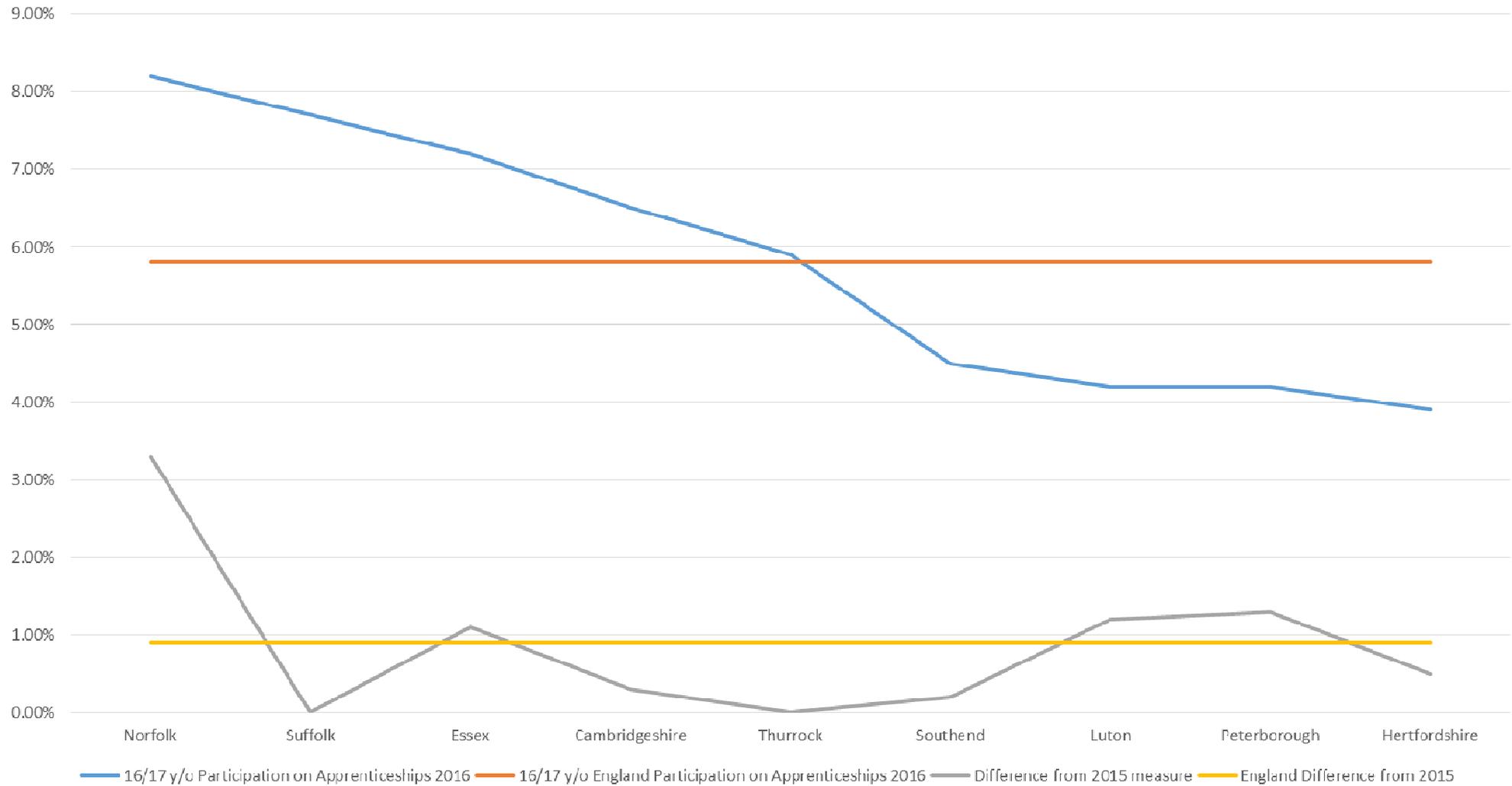
■ 2014/15
 ■ 2015/16
 — Difference Year on Year

Apprenticeship / Traineeship Intended Destination

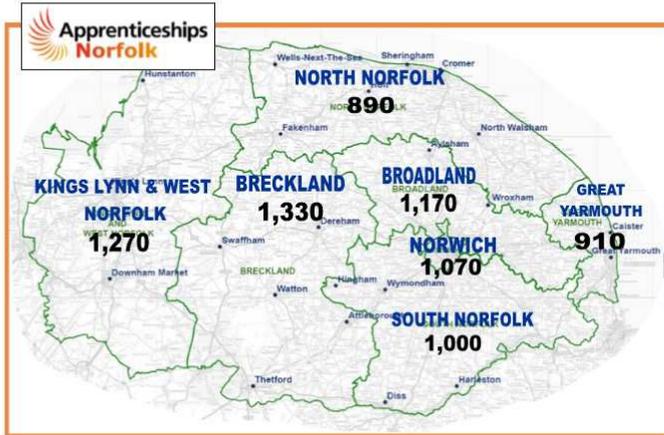


Appendix 3

Percentage of 16 and 17 year olds participating in an Apprenticeship
October 2016



Norfolk



Starts over time

2013/14	2014/15	2015/16*
6,270	7,290	7,630



% change from previous year

East of England

Starts over time

2013/14	2014/15	2015/16*
40,430	45,790	46,270



% change from previous year

National

Starts over time

2013/14	2014/15	2015/16*
440,400	499,900	503,700



% change from previous year

* 2015/16 Provisional Data

Data Source: FE Data Library

Appendix 5

Apprenticeship Starts by District and Occupational Area Studied. (Please note that the sector area relates to qualification studied and not the business activity).

2015/16 Full Year Provisional (2014/15 figures for comparison)												
	Agriculture, Horticulture and Animal Care	Arts, Media and Publishing	Business, Administration and Law	Construction, Planning and the Built Environment	Education and Training	Engineering and Manufacturing Technologies	Health, Public Services and Care	Information and Communication Technology	Leisure, Travel and Tourism	Retail and Commercial Enterprise	Science and Mathematics	Total
Norfolk	340(270)	10(10)	2140(1800)	290(250)	140(70)	1000(1340)	2270(2060)	130(80)	230(170)	1080(1240)	10(0)	7630(7290)
Breckland	100(70)	-	320(260)	50(40)	30(20)	160(250)	430(390)	30(20)	40(30)	180(190)	-	1330(1250)
Broadland	40(30)	-	370(290)	50(40)	20(10)	160(190)	310(250)	20(20)	50(10)	150(140)	-	1170(980)
Great Yarmouth	20(10)	-	240(230)	40(30)	20(10)	130(240)	270(240)	10(10)	40(30)	140(140)	-	910(950)
Kings Lynn and West Norfolk	50(50)	-	370(300)	50(50)	20(20)	200(200)	380(310)	20(20)	30(20)	150(210)	-	1270(1180)
North Norfolk	50(50)	-	180(170)	40(20)	20(10)	110(140)	330(330)	10(10)	30(20)	120(180)	-	890(930)
Norwich	20(20)	-	340(250)	40(30)	20(10)	110(180)	320(300)	10(10)	20(20)	190(250)	-	1070(1060)
South Norfolk	70(50)	-	310(280)	40(40)	20(10)	130(140)	240(250)	20(10)	30(30)	160(130)	-	1000(940)
*numbers rounded to nearest 10 by Source (FE Data Library) -Numbers under 10 are not shown						Red = Decrease Yellow = Static Green = Growth						

The reductions seen in Great Yarmouth are as a result of a drop in Engineering and Manufacturing starts in the area. The majority of the engineering and manufacturing businesses in this area are directly or indirectly linked to the energy industry and therefore this drop is attributed to the reductions in the oil and gas prices.

The reductions in North Norfolk are largely as a result of a fall in Retail and Commercial Enterprise starts. This category includes Hospitality and Catering and we are aware that this is an area where many Apprenticeship vacancies are never filled. The shift work nature of the hospitality industry linked with issues around access to public transport are the most often cited reasons as to why these vacancies remain unfilled. The small reduction in Engineering and Manufacturing in North Norfolk is likely due to a reduction in Apprenticeship recruitment at the Bacton Gas Terminal.

The overall drop in Engineering and Manufacturing across the County (with the exception of the West) requires investigation and it is intended that we discuss the reasons why this has occurred with providers and employers in that sector.

Economic Development Sub-Committee

Item No.

Report title:	A47 Road Investment Strategy - update
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Community and Environmental Services contribute directly to supporting the following council priority: <i>“Good infrastructure – We will make Norfolk a place where businesses can succeed and grow. We will promote improvements to our transport and technology infrastructure to make Norfolk a great place to do business.”</i> The transport network is fundamental to the local economy as it plays a major part in every aspect of our lives. An effective network enables everyone to move around more easily for access to work, key services and leisure. The A47 is crucial as it is the major east-west trunk road providing access for the County to the Midlands, north of England and Scotland; connecting the major settlements of King’s Lynn, Norwich and Great Yarmouth.	

Executive summary

<p>Highways England is developing a number of A47 improvement schemes as part of their Roads Investment Strategy 1 (RIS1: the trunk road programme 2015 to 2020). These schemes include dualling from North Tuddenham to Easton and Blofield to Burlingham; and junction improvements at Thickthorn, Norwich, and Vauxhall and other junctions in Great Yarmouth. Public consultation on these schemes will commence in Spring 2017, with construction currently due to start in 2020.</p> <p>In addition to these major schemes, Highways England is planning to renumber the A12 to the A47 from Lowestoft to Great Yarmouth. This is going through their approvals process with delivery targeted for this financial year.</p> <p>Highways England is also undertaking a trial to translocate snails from dykes adjacent to the Acle Straight to other locations. If this trial is successful it could facilitate the dualling of the Acle Straight to be included in RIS2, the programme from 2020 to 2025. This is one of Norfolk County Council’s priorities, together with dualling from Tilney to East Winch. Work is ongoing to secure funding for these schemes through RIS2 when it is announced towards the end of the decade.</p> <p>Recommendations:</p> <p>Members are recommended to:</p> <ol style="list-style-type: none">1) Note the status and timeline for RIS1.2) Note the likely timeline for RIS2 decisions and actively engage with the A47 Alliance to ensure successful approval of our priority schemes.

1. Proposal

- 1.1. Activity is ongoing to support successful delivery of funded schemes, currently programmed to start on site in 2020. This work is not only aimed to support successful delivery, but also to ensure that the needs of the County are reflected

in the proposals.

Technical and advocacy work is also ongoing with the aim of securing an announcement later in the decade that Acle Straight and Tilney to East Winch dualling are included in the RIS2 programme for 2020 to 2025. This work, much of which is being channelled via the A47 Alliance, is now being geared up to reflect that we are now approaching the run-up to the decision-making processes. This approach was extremely successful previously when we secured over £300m of investment into the A47 for the current RIS1 programme.

- 1.2. Details of the activities are described below. Members are asked to consider if any additional activities should be undertaken to support delivery of schemes in RIS2; or to support the inclusion of the two additional, county council priority, schemes in RIS2.

2. Roads Investment Strategy 1

- 2.1. In the Autumn Statement 2014 government announced over £300m of investment for improvements to the A47 in the Roads Investment Strategy 1 (RIS1). RIS1 is government's trunk road programme over the period 2015 to 2020. This will be delivered by Highways England.
- 2.2. A47 schemes in RIS1 are:

A47 North Tuddenham to Easton Dualling

Dualling to provide continuous dual carriageway between Norwich and Dereham.

A47 Blofield to North Burlingham Dualling

Dualling to complete a gap in the dual carriageway between Norwich and Acle. Combined with the North Tuddenham to Easton dualling scheme, this will provide full dualling between Dereham and Acle.

A47/A12 Great Yarmouth Junction Improvements

Junction improvements, including reconstruction of the Vauxhall roundabout.

A47 Acle Straight Safety Measures

Safety improvements at key hotspots and joint working with Natural England to establish environmental impacts and mitigation measures for the medium and long term which could include installation of safety barriers, junction improvements and road widening or capacity improvements.

A47/A11 Thickthorn Junction Improvement

Improvement of the interchange to give improved access to Norwich.

A47 Guyhirn Junction Improvement

Creation of a new larger junction linking the A47 with the A141.

A47 Wansford to Sutton Dualling

Dualling the A47 between the A1 and Peterborough.

- 2.3. From the above package of schemes, four are within Norfolk:

A47 North Tuddenham to Easton Dualling

A47 Blofield to North Burlingham Dualling

A47/A12 Great Yarmouth Junction Improvements

A47/A11 Thickthorn Junction Improvement

All schemes are being taken forward to the same timetable, which is outlined below. Officers from the County Council have been involved in detailed discussions with the technical teams from Highways England to make sure that emerging options best serve the needs of residents and businesses, and fit with the existing local road network and future planned developments or proposals such as the Norwich Western Link.

- 2.4. Highways England have established major projects governance structure which determines the overall project development process:
- Stage 0 – Strategy shaping and prioritisations – completed in October 2015;
 - Stage 1 – Option Identification and Selection – started in December 2015. This is a twelve month process and therefore reaching its conclusion; and
 - Stage 2 – preliminary and final design, statutory approval procedures and construction preparation – due to start in late 2016/early 2017 and complete in early 2020.

- 2.5. Stage Two, which will commence shortly, is the lengthiest and most complex of the pre-construction stages. Officers understand HE will consult on three options for each scheme. A report will be brought to Committee to agree the County Council's response to the consultation.

Following the consultation process HE will select their preferred options for each scheme and commence preliminary design work, which is expected to be completed in mid-2018. An application for the necessary Development Consent Orders (DCO) is expected to be made shortly thereafter. The granting of a DCO is a statutory process and is anticipated to be finalised in late 2019 (i.e. it is a 18-month process)

An estimated timeline for development and delivery of RIS1 schemes is shown in the appendix.

- 2.6. Based on the timeline as officers understand it, and recognising the steps HE are required to take to prepare the DCO submission and the 18 months allowed for examination and approval, it is unlikely construction will commence prior to 2020.

Should the Minister wish to instruct Highways England to bring scheme delivery forward, reducing the timescale between consultation and the DCO process appears the main opportunity. However any reduction in timelines is likely to be measured in months (not years).

However there may be an opportunity to deliver some minor schemes (from within the overall package) that are not subject to the DCO process, including Great Yarmouth junction improvements. This option is being pursued by Council officers

2.7. **Acle Straight**

A major blockage to any substantive improvements on the Acle Straight, including dualling, is the habitats of the adjacent dykes. These contain a species protected by UK and European law: the Lesser Whirlpool Ramshorn snail. A licence is required before any work can be undertaken involving the dykes since this could lead to their disturbance or harm. Previous attempts to undertake a trial to translocate the snails, to see if they would survive in other locations, have foundered.

- 2.8. Over 800 snails were moved in spring 2016 and will be monitored over the coming years. The monitoring period is likely to last approximately 4 years to fully understand their survival/breeding patterns.

- 2.9. If successful it could open the way for Acle Straight dualling to be agreed to, and

funded and undertaken in RIS2.

- 2.10. As well as this trial, three improvements schemes are scheduled for Acle Straight at Acle Roundabout, Halvergate and Paddy's Loke. These will be carried out early in 2017.
- 2.11. **A12 renumbering**

In addition to the measures outlined in 2.2, government announced that the A12 between Great Yarmouth and Lowestoft (where the trunk road ends) would be renumbered as the A47. This will make it clearer to road users that the trunk road route to Lowestoft is via the A47 rather than from the south via the A12 local, non-trunk road from Ipswich.
- 2.12. Progress on renumbering the A12 has been disappointing. As this initiative came from the local authorities it was agreed that Highways England would fund changes to the signs on the trunk roads and the local authorities fund those on local, non-trunk, roads (Norfolk County Council, EDT Committee agreed the Norfolk element at their meeting of 16 January 2015.). However Highways England were unable to fund their share of the works in the 2015/16 programme and are currently in the process of getting approvals to include them in the 2016/17 programme.

3. Roads Investment Strategy 2

- 3.1. RIS2 is the trunk road programme from 2020 to 2025. Members decided (EDT 16 January 2015) that Norfolk County Council's priorities should be dualling from Tilney to East Winch and the Acle Straight.
- 3.2. The County Council has been working towards getting these schemes included in the RIS2 programme. In broad terms, this is on two fronts:
 - Engaging with Highways England and government in their technical processes for development of RIS2; and
 - Direct advocacy and political engagement, as well as through the A47 Alliance.
- 3.3. The timeline in the appendix shows the anticipated dates for development of RIS2. It should be noted that, although government and Highways England have published the stages in the process, they have not published the exact dates for each step. The timeline must therefore be treated as indicative only in terms of the particular quarters shown for each step (although the year is known).
- 3.4. **Engagement in Highways England's and government's technical processes**

Norfolk County commissioned Mouchel to develop the evidence base to support the County Council's two A47 priorities. This was submitted to Highways England in August 2016 in response to their call for evidence. Further work is now being undertaken to produce an outline Strategic Case to provide the narrative around the problems and opportunities including local stakeholder input, and a very outline Economic Case to quantify the likely benefits. The scope of this work was agreed in liaison with Highways England and will be submitted towards the end of the year, again to meet their timescales in development of RIS2.
- 3.5. The final RIS2 programme is unlikely to be decided by Highways England and government until 2019.
- 3.6. **Advocacy and political engagement**

Norfolk County Council co-ordinates the A47 Alliance. This brings stakeholders (local authorities, local enterprise partnerships and others) together along the entire length of the trunk road route from the A1 to Lowestoft. It is a very

Appendix A: Timeline of Activities

NB: Programme dates indicative only. (See Section 3.3 in the report.)

	2016	2017	2018	2019	2020
RIS1 (Programme 2015-2020)					
Highways England: Option Identification	■				
Highways England: Options Consultation		■			
Highways England: Option Selection		■			
Highways England: Preliminary Design			■		
Highways England: Development Consent Order				■	
Highways England: Detailed Design				■	
Highways England: Construction preparation					■
Highways England: Start on site					■
RIS2 (Programme 2020-2025)	■				
Highways England: Call for Evidence to support RIS2 planning	■				
Norfolk County Council response to call for evidence					
Highways England: Develop RIS2 options and route strategies		■			
NCC: Develop Business Case work to support RIS2 priorities		■			
Highways England: Produce Strategic Business Plan		■			
Office of Rail and Road (ORR): Advice to Government			■		
Transport Focus: Advice to Government					
Highways England: Publish Draft Strategic Road Network Initial Report			■		
DfT: Publish Draft Roads Investment Strategy				■	
ORR: Efficiency Review				■	
Highways England: Publish Final Strategic Business Plan					■
DfT: Publish Final Roads Investment Strategy					■

Economic Development Sub-Committee

Item No.

Report title:	Housing and infrastructure growth – timescales for key infrastructure improvements
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
<p>Strategic impact Community and Environmental Services contribute directly to supporting the following council priorities: <i>“Good infrastructure” – We will make Norfolk a place where businesses can succeed and grow. We will promote improvements to our transport and technology infrastructure to make Norfolk a great place to do business.”</i> <i>“Real jobs” – We will promote employment that offers security, opportunities and a good level of pay. We want real, sustainable jobs available throughout Norfolk.</i></p>	

Executive summary

As requested by members at the previous meeting a map has been produced to present housing completions, jobs growth and the status of key infrastructure projects. An accompanying set of graphs provides further analysis of housing and jobs data. The analysis shows that whilst housing completions are below the local plan targets there is an upward trend across the county and job numbers also have an upward trend with figures exceeding targets.

Recommendations:

For members to note the contents of this report

1. Proposal

- 1.1. As requested by members at the previous meeting a map (Appendix A) has been produced to present housing completions, jobs growth and the status of key infrastructure projects. An accompanying set of graphs (Appendix B) provides further analysis of housing and jobs data as discussed in 2.1.

2. Evidence

- 2.1. The attached map and analysis shows that there is an upward trend of house completions across the county with 5 of the 7 districts having shown steady growth in house completions, with King’s Lynn and West Norfolk experiencing the highest level of growth on the previous year (72%). 3,558 dwellings were completed across Norfolk in 2015/16, representing an 13% rise from 2014/15 however this figure is below the required local plan targets. All districts have shown a steady growth in job numbers, with Norwich and South Norfolk experiencing the highest level of percentage growth from base line year of 2012. Jobs number in Norfolk demonstrate a positive growth trend, with annual increases of 8,900 (2012 – 13) and 11, 600 (2013 – 14), both of which significantly exceed the annual average jobs growth rate required to meet the targets.

3. Financial Implications

3.1. No direct financial implications

4. Issues, risks and innovation

4.1. None

5. Background

5.1. The data used to produce the maps were taken from the following sources:
Housing: districts housing survey data used by the Infrastructure and Economic Growth team to produce the annual housing monitoring report.
Jobs: data taken from the East of England forecasting model.

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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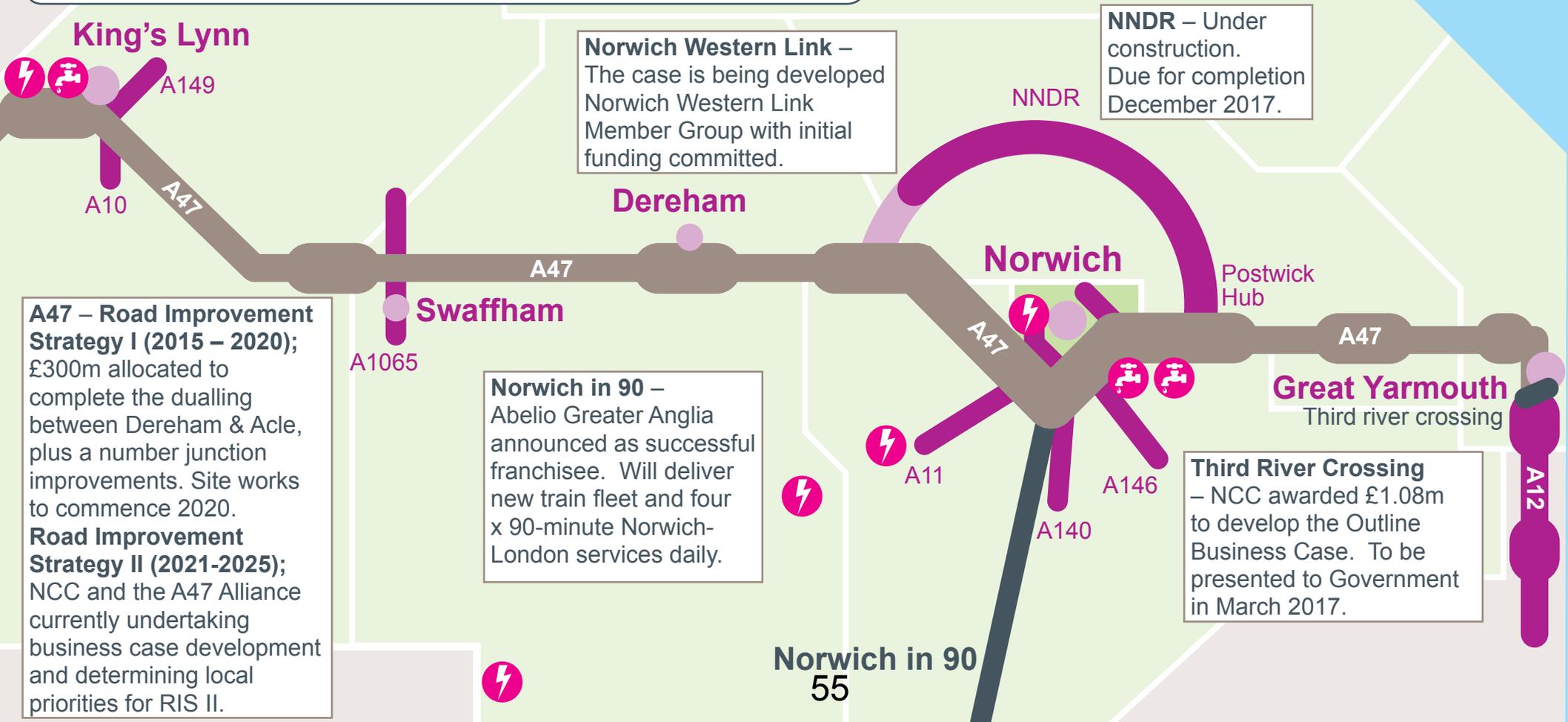
 House completions

 Jobs

	2013/14	2014/15	2015/16	2013	2014
King's Lynn	472	302	520	65,900	67,900
North Norfolk	383	503	479	38,700	39,800
Broadland	356	405	598	53,500	54,500
Norwich	210	252	365	95,800	98,400
Breckland	425	491	619	52,000	53,300
Great Yarmouth	152	189	212	44,300	45,600
South Norfolk	675	1019	765	60,300	62,600

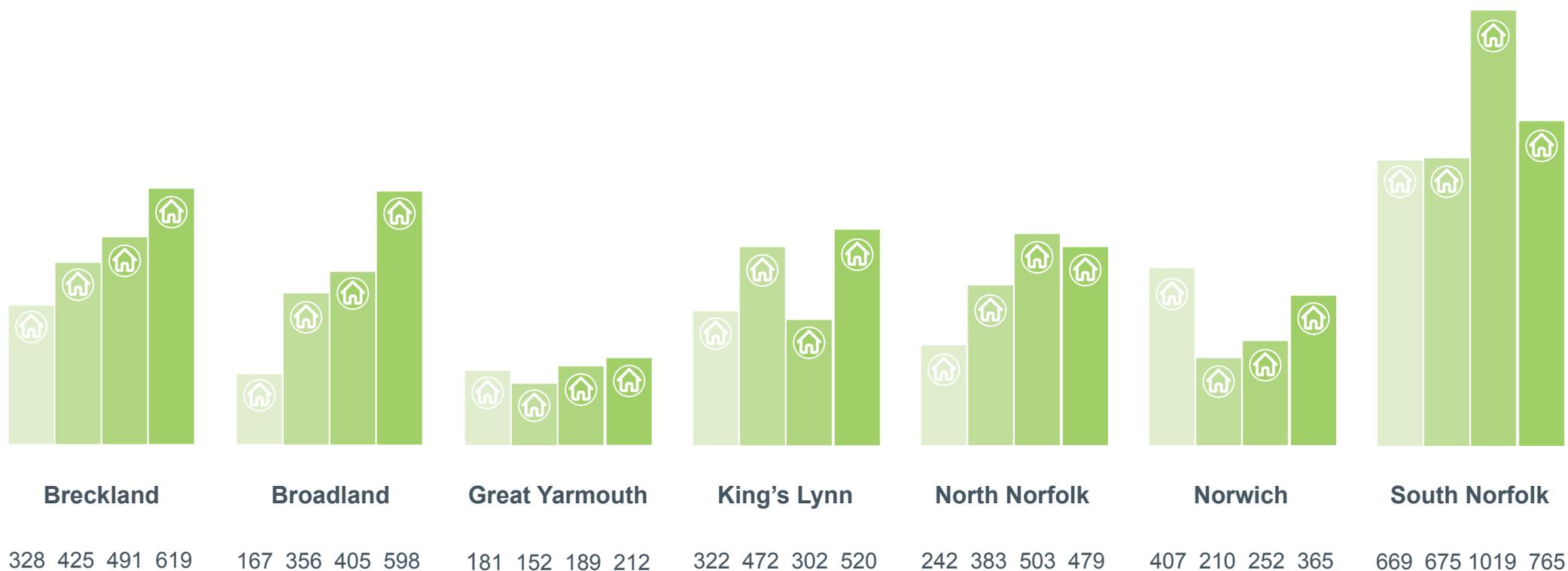
Key

-  Water projects
-  Electricity projects





Housing by district – 2012 to 2016

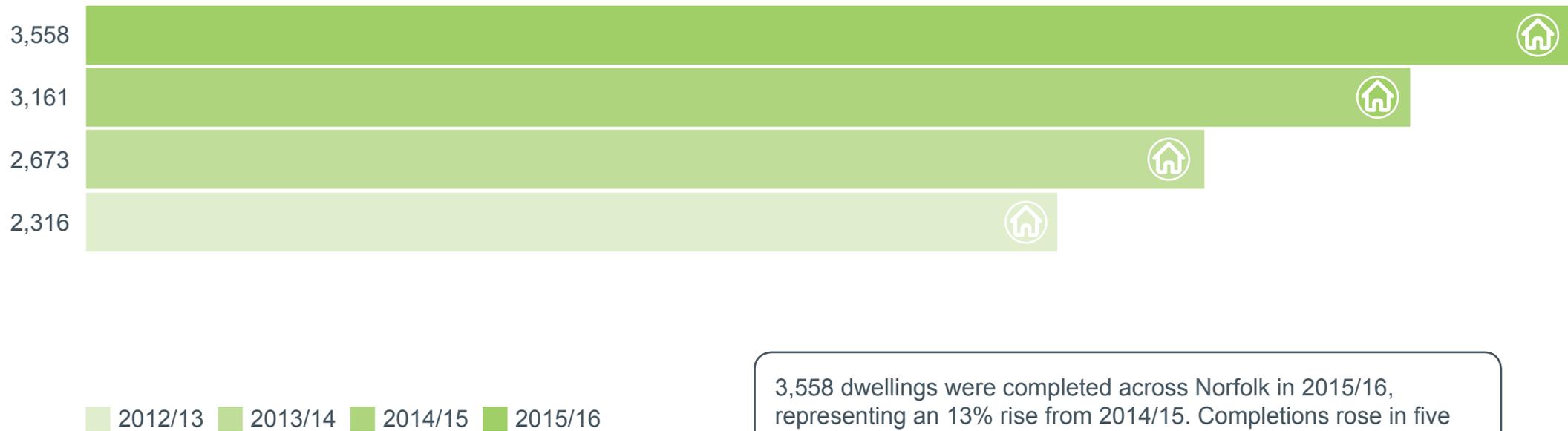


2012/13
 2013/14
 2014/15
 2015/16

This represents the annual growth in housing completions across districts. Reflecting the trend of the County, 5 of the 7 districts have shown steady growth in house completions, with King's Lynn and West Norfolk experiencing the highest level of growth on the previous year (72%).



House completions in Norfolk – 2012 to 2016



3,558 dwellings were completed across Norfolk in 2015/16, representing an 13% rise from 2014/15. Completions rose in five of the seven districts in 2015/16. Based on the Local Plan targets, from 2013 to 2021 4,291 dwellings should be completed per year across Norfolk, between 2001 and 2016 completions averaged 3,306 per year, showing that even longer term building trends have been below the required targets.



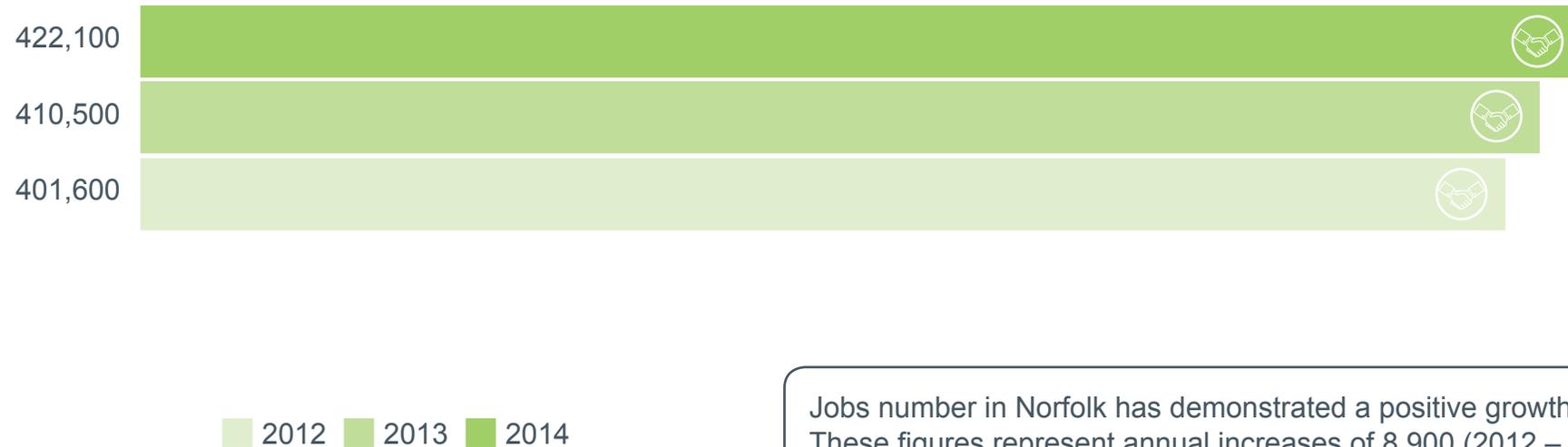
Employment by district – 2012 to 2014



This represents the annual growth in jobs across districts. Reflecting the trend of the County, all districts have shown a steady growth in job numbers, with Norwich and South Norfolk experiencing the highest level of percentage growth from base line year of 2012.



Employment in Norfolk – 2012 to 2014



Jobs number in Norfolk has demonstrated a positive growth trend. These figures represent annual increases of 8,900 (2012 – 13) and 11,600 (2013 – 14), both of which significantly exceed the annual average jobs growth rate required to meet the target.

Economic Development Sub-Committee

Item No.

Report title:	MIPIM UK 2016: Feedback from event
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact Attracting new investment into the County is essential to accelerating the delivery of new homes, commercial floor space and other infrastructure necessary to sustain and increase economic development. The Economic Development and Strategy team has recently worked with the Districts, the LEP and the private sector to promote a range of development opportunities in Norfolk and raise Norfolk and Norwich's profile to a national and international audience of property investors at MIPIM ('the world's leading property market') UK 2016.	

Executive summary

In October 2016 the County Council's inward investment team combined with the Greater Norwich Growth Board, New Anglia LEP and the private sector to attend MIPIM UK 2016 to promote a range of development opportunities in Norfolk and raise Norfolk and Norwich's profile to a national and international audience of property investors. This report provides an update on the event.

Recommendations:

Note this report for information

1. Background

- 1.1. In early 2015 a Special Advisor to the then Secretary of State for Communities and Local Government strongly encouraged the Greater Norwich partnership and County to attend MIPIM UK for three reasons:
 - i. Raise our profile within the investment community
 - ii. Actively promote inward investment opportunities; and
 - iii. Demonstrate our growth ambitions to Government ministers and senior officials.
- 1.2. MIPIM UK is an offshoot of MIPIM which is held annually in Cannes, and brings hundreds of international property specialists and investors together with promoters of property development projects, including national and local government.
MIPIM UK started in 2014 and has been growing in size and reputation annually, and will be moving to a significantly bigger venue in 2017 to accommodate the delegates and promoters.
- 1.3. In October 2015 the County Council's inward investment team combined with the Greater Norwich Growth Board to take a small stand at MIPIM UK. Officers estimated that more than 50 local authorities from across the UK had also taken stands, and were actively promoting investment opportunities.
Attendance in 2015 was partially seen as a fact-finding exercise, and Council officers concluded the most effective stands:

- i. Were visually appealing and welcoming to visitors/delegates;
 - ii. Had a clear investment 'offer'; and
 - iii. Had cross-sector representation (i.e. public and private).
- 1.4. In mid-2016 the Greater Norwich Growth Board and the County Council agreed to work with the LEP to again attend MIPIM UK. Partnering with the LEP meant working across the two-county LEP footprint under the banner of 'The East' (a brand that has been developed by the LEP). This was seen as a strategic move, as it enabled the County to promote itself as part of a larger presence, in the same way that the Northern Powerhouse and Midlands Engine authorities combine to promote larger economic market areas.

Three objectives were set during the planning process:

- i. Ensure there was a credible investment offer to promote;
 - ii. Present Norwich and Norfolk in a bold and appealing way; and
 - iii. Ensure the public and private sectors worked together to promote Greater Norwich and Norfolk collaboratively.

2. Evidence

2.1. Investment offer

The Economic Development and Strategy team worked with district colleagues and Norfolk's property development sector to identify a portfolio of investable and market-ready development sites including housing, employment and industrial land. Collaborating with the LEP and Suffolk colleagues, a property investment prospectus for the 'The East' was developed detailing more than 40 sites across the two counties (which will be available at Committee).

2.2. Promotion and marketing

Experience from MIPIM UK 2015 showed there was generally quite low brand-recognition of Norwich and Norfolk as a place and/or as an investment proposition.

In mid-2016 the Greater Norwich partners engaged Thinking Place to assist with the development of a set of key messages and a 'visual identity' suitable for use with the national and international property investment community.

Thinking Place is a specialist consultancy with experience of working with local authorities and other sectors to promote 'places' in support of economic development ambitions. Thinking Place regularly attend MIPIM and MIPIM UK and therefore have a strong understanding of promoting places to these audiences.

Thinking Place held more than 40 meetings across Greater Norwich and Norfolk with local authority members and officers, plus senior representatives from the non-government sector including Roche Surveyors, Norwich International Airport, Peel Ports, Norwich University of the Arts, Norwich Research Park, R G Carter, Jarrolds, Mills & Reeve and the Norfolk Chamber of Commerce.

Thinking Place subsequently proposed six key messages and a new visual identity for use at MIPIM. The proposal marked a new and bold representation of Greater Norwich and Norfolk and was approved for use by the Greater Norwich partners and the other authorities. (Thinking Place recommended the use of Greater Norwich as the 'attack brand' as cities generally have higher brand recognition than counties.)

The key messages and visual identity subsequently informed the design of a Greater Norwich prospectus and the MIPIM stand (the prospectus and visuals will be available at Committee).

2.3. *Working with other sectors*

It was evident from MIPIM UK 2015 that the highest profile (and busiest) stands were staffed by the private and public sectors.

In addition to including the other sectors in the development of the messaging and visual identity, Council officers proactively sought their involvement at MIPIM. Approximately 90 people attended a business breakfast prior to MIPIM which was used as an opportunity to provide information about MIPIM and the reasons for attending, as well as inviting them to attend the event and participate on the stand.

The response was overwhelming with more people registering their interest than we were able to accommodate on the stand over three days. Ultimately 30 individuals from a range of businesses did travel to London to staff the stand and promote the region alongside local authority officers.

2.4. *The event*

Held over 3 days in October 2016 the event was attended by over 3000 participants, with 350 exhibiting companies and 1500 visiting companies.

The Greater Norwich stand was one of the larger stands at the exhibition and was visually striking in both its scale and design. There was strong interest in the Greater Norwich offer from those attending the event including Gavin Barwell MP, Minister for Housing, who visited the stand on the first day on the event. Speaking with a range of senior personnel representing both public and private sector the Minister was impressed by the partnership approach, and the range of development opportunities on offer, and expressed enthusiasm for finding out more about the area's future plans.

2.5. *Generation of leads*

Over the course of the event contact was made with nearly 70 leads interested in the investment opportunities on offer within Greater Norwich and Norfolk, with at least 30 of these resulting in detailed conversations relating to specific opportunities. Serious interest was logged from the Private Rental Sector market, hotel developers, as well a number of developers looking specifically at mixed use city centre sites. All leads are being followed up.

2.6. *Next steps*

Relationships with the private sector will continue to be developed going forward and opportunities to utilise and promote the Investment Prospectus will be actively created.

Officers will develop proposals for building on the success of the promotional activity to date and ensuring that the momentum generated by MIPIM UK 2016 is not lost. This will be brought back to a future committee for consideration.

3. Financial Implications

- 3.1. The total budget of £90,000 for attendance at MIPIM UK 2016 will be shared between Norfolk County Council, New Anglia LEP and the Greater Norwich authorities. Norfolk County Council's allocation of just over £27,000 comes from within existing budgets for inward investment and marketing activity.

4. Issues, risks and innovation

- 4.1. n/a



INTERREG VA France (Channel) England Programme

Presentation to the **Economic Development Sub-Committee**

24/11/2016



The Interreg VA France (Channel) England Programme is financed by European Regional Development Funds/
Le Programme Interreg VA France (Manche) Angleterre est financé par le Fonds Européen de Développement Régional

1. Presentation
2. Programme delivery
3. Presentation of projects
4. Impact of Brexit
5. Project development activities



The Interreg VA France (Channel) England Programme is financed
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1. Presentation

- NCC is the first Managing Authority in England for European Territorial Cooperation programmes
- Formal adoption of the Cooperation Programme by the European Commission in October 2015
- 209 M€ ERDF available to fund cross-border projects
- Co-funding rate up to 69% for “common projects”
- 2 stage application process
- Emphasis on impact - Importance of being able to measure long term economic impact of projects, of delivering change

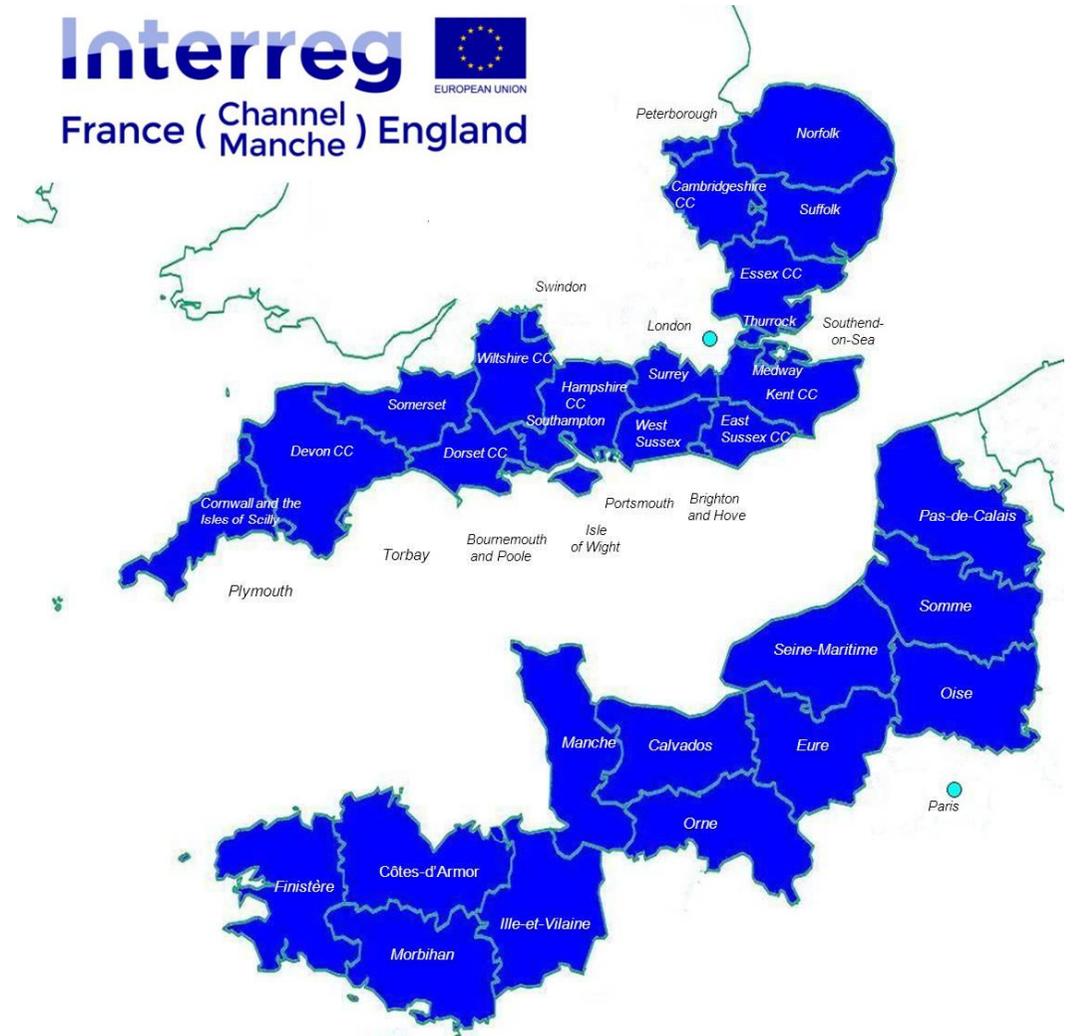


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Eligible area

Interreg 
France (Channel) England
Manche



Interreg 
France (Channel) England
Manche

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 **Norfolk** County Council

What the Programme wants to achieve



To support the economy of the Programme Area by building upon its existing research excellence and stimulate innovation.



To support and increase the ability of organisations that currently seek to tackle social exclusion



To support the development of renewable energy sources and energy efficiency



To develop the potential of the area's cultural and natural heritage, including through a more competitive tourism offer.



To protect the environment and its eco-systems.



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Programme Priorities



Priority 1 - “Support innovation in order to address the economic and societal issues facing the FCE area”



Priority 2 - “Support the transition to a low carbon Economy in the France (Channel) England area”



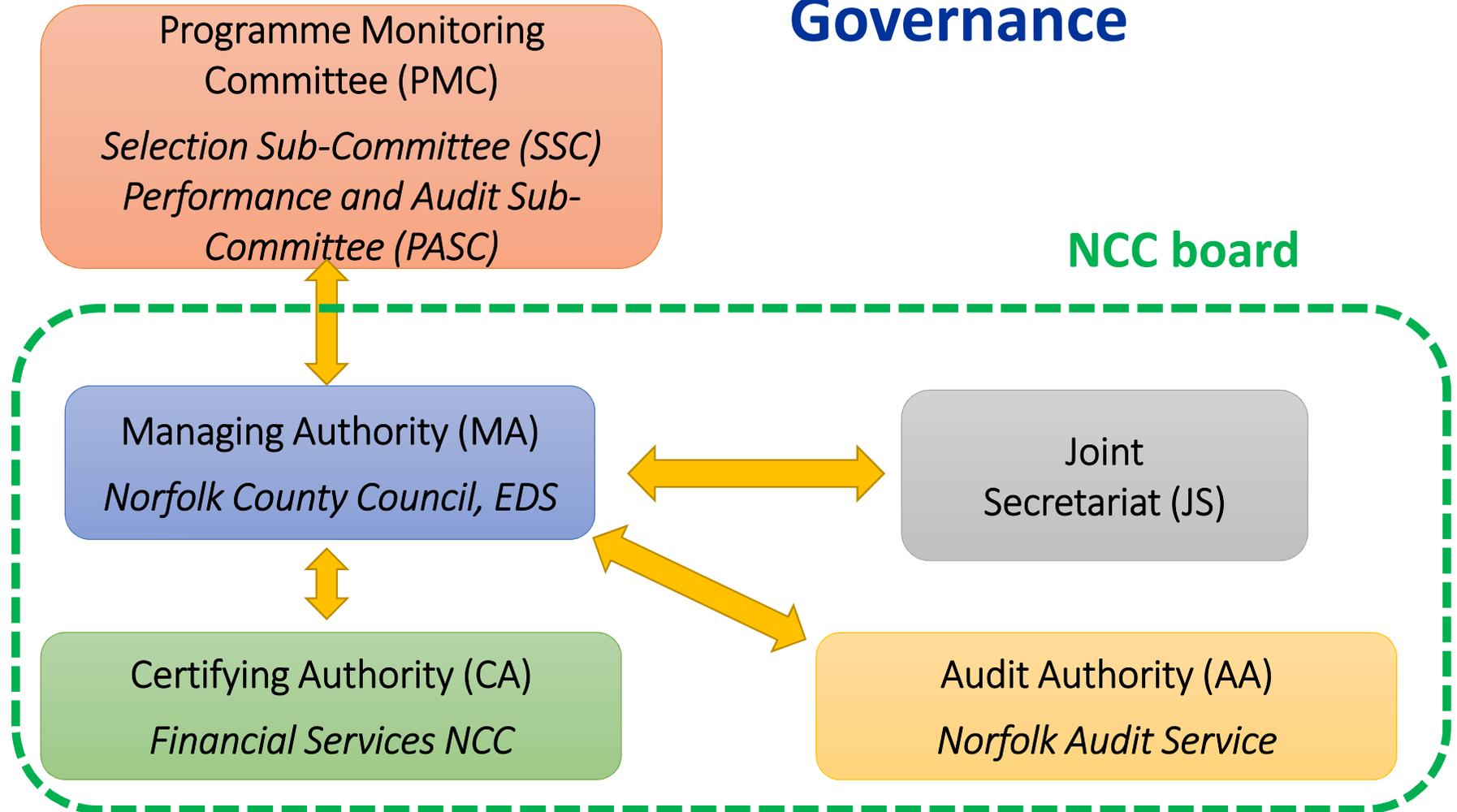
Priority 3 - “Enhance the attractiveness of the territories of the France (Channel) England area.”



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Governance



2. Programme delivery

- The first project was approved in June 2016
- 4 projects will be presented to the selection sub-committee in November 2016
- 14 projects currently developing their phase 2 applications
- 2 calls for projects per year. Next ones are:
 - 02/03/17 - 06/04/17 (5th call)
 - 05/09/17 – 12/10/17 (6th call)



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Commitment assumptions agreed in Dec 2015



- Commitment required in 2016 =
 - 29M€ worth of projects
 - 21M€ ERDF



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2016 performance

(against target of 20.6M€ ERDF)

- One project was approved in June 2016 (5.5 M€)
- Four projects will be presented for approval in Nov 2016 (14.5M€)
- It is likely to have 20M€ committed in 2016 (98% of 2016 target)
- Potential forecast for 2017 (against target of 62M€)
 - 31M€ phase 2 projects currently under development
 - 25M€ projects submitted at the latest call
 - Micro-projects



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3. Presentation of projects

- The first approved project - ICE
- The four projects submitted at Phase 2
- Further examples of projects currently developing their Phase 2 application



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One project approved

ICE – Intelligent Community Energy

9 partners

Total ERDF : 5.5 million Euros

Total ERDF in Norfolk: 622,650€ (UEA)

Two pilot sites – the Ushuant Island in Finistere and the University of East Anglia campus in Norfolk



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4 projects submitted



New model of smart electric powered wheelchair



Concept of housing first with unemployed young



Development of automated robotic systems to improve SMEs' productivity



Development of new clean chemical manufacturing techniques in the chemical industry

12 projects under development



Smart material to enhance Wi-Fi signals



Helping unemployed residents living in social housing to start and maintain micro-enterprises



Producing pellets and briquettes made of local green heath and wetland waste (biomass)



Monitoring harmful algal blooms by developing an innovative detection system using new data from a satellite



Creating an augmented reality open source tool to improve the visitors' experience in cultural heritage sites



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4. Impact of Brexit

- Reassurance was obtained on 3rd of October by HM Treasury.
- If a project is contracted whilst the UK remains in the EU, project partners from the UK will have their full funding guaranteed.
- Lobbying through the East of England partnership so that NCC is involved into the negotiations.
- Big push to get applications in.



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5. Communication activities planned in 2017

- 2 calls for projects in 2017
- 2017 communication plan
- Launch of micro-project scheme early 2017
- Cross-border roadshow on natural and cultural heritage
- Other communication activities: webinars, bid-writing workshops, website, social media
- Annual event

www.interreg5a-fce.eu



The Interreg VA France (Channel) England Programme is financed by European Regional Development Funds/
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Economic Development Sub-Committee

Item No.

Report title:	Finance monitoring
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe – Executive Director Community and Environmental Services
<p>Strategic impact</p> <p>On 22 February 2016, the County Council agreed the overall budget for the authority. The Economic Development and Strategy (EDS) net revenue budget for 2016/17 is £2.003m</p> <p>At the end of each month, officers prepare financial forecasts for each service area and will highlight any potential risks or issues arising.</p>	

Executive summary

This report provides the Sub-Committee with the financial position for the service as at the end of September, period 6 - 2016-17 financial year, covering the revenue budget, capital programme and balance of reserves.

The revenue budget for 2016/17 is £2.003m, the capital programme relating to this committee is £10.008m and the balance of reserves as at 01 April 2016 was £2.863m

Members are requested to note the budgets for Economic Development and Strategy for 2016-17.

1. Proposal

- 1.1. Members have a key role in overseeing the financial position of Economic Development and Strategy (EDS), including reviewing the revenue and reserves held by the service. Although budgets are set on an annual basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

2. Evidence

- 2.1. The agreed budget for 2016-17 are shown in Section 3.

3. Financial Implications

3.1. Revenue

The net revenue budget for Economic Development & Strategy for 2016/17 is **£2.003m**. Table 1, below, shows the budget for the service.

Table 1: 2016-17 Economic Development & Strategy budget

Budget	Budget	Forecast	Variance
	£m	£m	£m
Core Salaries	1.489	1.489	
Overheads	0.115	0.115	
Depreciation	0.090	0.090	
NCC funded project expenditure	1.926	1.926	
Externally funded project expenditure	4.250	4.250	
Use of Reserves (as 3.3 below)	(1.592)	(1.592)	
Other Income	(0.025)	(0.025)	
Externally funded project income	(4.250)	(4.250)	
Total	2.003	2.003	

NCC funded project expenditure includes £0.200m that Full Council allocated for youth employment and the projects against this fund are under development. Of the remaining £1.726m, £1.563m is committed to projects focused on Sector Support, inward investment and support to the rural economy (including residual Apprenticeship Scheme expenditure). The remaining £0.163m is allocated to annual funding for the Local Enterprise Partnership and various other smaller projects.

Externally funded projects include France (Channel) England (£0.860m), Skills Funding Agency Apprenticeships scheme (£2.005m), Great Yarmouth 3rd River Crossing Business Plan preparation (£1.020m) and various Skills and Facilitation projects (£0.185m).

3.2. Capital

The capital programme for activities relating to this committee is £10.008m, which includes the £6.250m loan facility for the Aviation academy. The remaining funding is an indicative allocation for improvements at Scottow Enterprise Park, for which funding will be drawn down subject to the appropriate business cases for investment in the site.

3.3. Reserves

The reserves falling under this Committee are largely reserves held for special purposes or to fund expenditure that has been delayed. Reserves can be held for a specific purpose, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which can help smooth the impact of funding.

Additionally they also may related to income that we have received from specific grants where we have yet to incur the expenditure, or the grant was planned to be used over a period of time (where the grant is not related to a specific financial year).

The balance of reserves as at 1 April 2016 was £2.863m, the table below shows the planned movement on reserves and the forecast balance for 31 March 2017.

	Balance as at 1 April 2016 £m	Forecast Balance 31 March 2017 £m	Forecast Movement £m
Apprenticeships	1.263	0.150	(1.113)
Strategic Ambitions	0.572	0.437	(0.135)
Europe Fund	0.125	0.040	(0.085)
Future Jobs Fund	0.274	0.190	(0.084)
EZ Skills	0.040	0.000	(0.040)
IEG	0.125	0.039	(0.086)
HEC Trading	0.415	0.415	
Scottow Trading	0.049	0.000	(0.049)
Total Balance	2.863	1.271	1.592

The reserves for Apprenticeships, Strategic Ambitions, Europe Fund, Future Jobs fund and EZ skills are all committed over the next 3 years. The IEG reserve is held to fund feasibility studies in relation to transport schemes.

4. Issues, risks and innovation

- 4.1. Risk management is undertaken at a project or programme level and is robustly monitored.

5. Background

- 5.1. This report seeks to focus on the controllable revenue budget of the EDS service, as well as the capital budget allocated to Scottow Enterprise Park.

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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Email address : andrew.skiggs@norfolk.gov.uk



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Economic Development Sub-Committee

Item No.....

Report title:	Performance management
Date of meeting:	24 November 2016
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact Robust performance management is key to ensuring that the organisation works both efficiently and effectively to develop and deliver services that represent good value for money and which meet identified need.	

Executive summary

This is the third performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016, and the committee's 4 vital signs indicators. Work is underway to see what other data may be available to report to committee on a more frequent basis.

Performance is reported on an exception basis using a report card format, meaning that only those vital signs that are performing poorly or where performance is deteriorating are presented to committee. To enable Members to have oversight of performance across all vital signs, all report cards will be made available to view through Members Insight - <http://inet.norfolk.gov.uk/services/Democratic-Services/Members-insight/index.htm>

Of the 4 vital signs indicators that fall within the remit of this sub-committee, none have met the exception criteria. As such, no report cards have been included in this report.

Recommendation:

Note that none of the 4 vital signs that fall within the remit of this sub-committee have met the exception reporting criteria.

1. Introduction

- 1.1. This is the third performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016. Details of the revised Performance Management System are available in the 11 March 2016 EDT Committee 'Performance monitoring and risk report' on the Norfolk County Council web site.
- 1.2. There are four vital signs performance indicators that relate to the Economic Development and Strategy (EDS) Service. At the 14 July 2016 committee meeting members requested data
"..... 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." (Economic Development Sub-Committee minutes 14/07/16)

Work is underway to explore what data is available on a more regular basis to report to Committee, including reviewing measures reported by other councils to their economic development committees and comparing with those currently reported in Norfolk. An update on this work will be included in the next performance report to committee.

1.3. Members also asked at the 14 July 2016 meeting for further information regarding Scottow Enterprise Park (SEP). The following table gives an overview of performance measures between December 2015 and October 2016 concerning the SEP:

1.4. KPI	December 2015	October 2016
Occupancy	24%	66%
No. of Units Available	76	122
Space Available to Rent	465,000	511,459
No. of Units let	29	80
No. of enquiries in 2016/17	94	446
No. of enquiries from Norfolk	90%	90%
% of enquiries STEM related	28%	36%
Confirmed Pipeline	Not tracked	8%
No. of Start-ups	3	9
No. of jobs on site since opening	64	133

2. Performance dashboard

2.1. The performance dashboard for the Economic Development Sub-Committee is as below. Targets have been set for 2016/17 and it is against these targets that performance will be evaluated. As the full performance data is only available on an annual basis with some significant lags, we will not be able to report on final performance until mid-2017.

Annual (calendar)	Bigger or Smaller is better	2013/14	2014/15	2015/16	2016/17	Target 2016/17
Median full time weekly pay – comparison between Norfolk and the national average	Bigger	91.0%	89.0%	90.0%		90.25%
% of ESA claimants who claim benefits for more than one year	Smaller	65.0%	62.0%	71.0%		70.0%
Partial data is available monthly, full data at year-end	Bigger or Smaller is better	2013/14	2014/15	2015/16	2016/17	Target 2016/17
Monitoring the job creation outputs of the projects and programmes that NCC manages or leads	Bigger			562	354.8 (year-to-date)	861
Delivery of New Anglia Growth Hub's business start-up targets	Bigger				3 (year-to-date)	195

3. Report cards

3.1. A report card has been produced for each vital sign, as introduced in March's performance report. It provides a succinct overview of performance and outlines what actions are being taken to maintain or improvement performance. The report card follows a standard format that is common to all committees and it is updated on a monthly basis.

3.2. Vital signs are reported to committee on an exceptions basis. The exception reporting criteria are as follows:

- Performance is off-target (Red RAG rating or variance of 5% or more)
- Performance has deteriorated for three consecutive months/quarters/years
- Performance is adversely affecting the council's ability to achieve its budget
- Performance is adversely affecting one of the council's corporate risks.

3.3. Of the 4 vital signs indicators that fall within the remit of this sub-committee, none have met the exception criteria. As such, no report cards have been included in this report.

4. Recommendation

4.1. Note that none of the 4 vital signs that fall within the remit of this sub-committee have met the exception reporting criteria.

5. Financial Implications

5.1. There are no significant financial implications arising from the development of the revised performance management system or the performance management report.

6. Issues, risks and innovation

6.1. There are no significant issues, risks and innovations arising from the development of the revised performance management system or the performance management report.

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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Email address : austin.goreham@norfolk.gov.uk



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Appendix 1 – Economic Development Sub-Committee Vital Signs indicators

A vital sign is a key indicator from one of the Council's services which provides members, officers and the public with a clear measure to assure that the service is performing as it should and contributing to the Council's priorities. It is, therefore, focused on the results experienced by the community. It is important to choose enough vital signs to enable a good picture of performance to be deduced, but not so many that strategic discussions are distracted by detail.

There are four vital signs performance indicators that relate to the Economic Development and Strategy Service. At the 11 March 2016 meeting of the EDT Committee, it was agreed that these vital signs would be monitored by the Economic Development Sub-Committee.

All four vital signs indicators are considered to be corporately significant. As such, they will also be reported to the Policy and Resources Committee.

Service	Vital Signs Indicators	What it measures	Why it is important	Data
Economic Development and Strategy	Job creation in Norfolk	Monitoring the job creation outputs of the projects and programmes that NCC manages or leads	SEP has a target to deliver 73,000 more jobs by 2026. This measure looks at those jobs the EDS service has had a hand in bringing forward	Partly monthly
Economic Development and Strategy	New Anglia Growth Hub delivery – business start up	Delivery of New Anglia Growth Hub's business start-up targets	All programmes should deliver outputs that benefit the Norfolk economy	Partly monthly
Economic Development and Strategy	Norfolk median weekly earnings	Median full time weekly pay – comparison between Norfolk and the national average	A skilled workforce is essential to growing existing, and attracting new businesses to Norfolk and to the overall prosperity of Norfolk communities	Annual
Economic Development and Strategy	People on benefits can find work quickly	% of ESA claimants who claim benefits for more than one year	Residents claiming ESA have a higher likelihood of receiving support from NCC services.	Annual

Economic Development Sub-Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	24 November 2016
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 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:

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Forward Plan for Economic Development Sub-Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 19 January 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)	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
Meeting : 30 March 2017			
Updates from Member working groups	No	To receive updates from Member Working Groups previously established by the Committee	N/A – this item is for Committee Members to feedback
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)