

ECONOMY AND BUSINESS DEVELOPMENT SCRUTINY COMMITTEE FUTURE WORK PROGRAMME

1 Purpose

To set the provisional future work programme for the Economy and Business Development Scrutiny Committee for the next 12-18 months.

2 Recommendations/for decision

2.1 Members are asked to:

- (i) Consider the issues raised by Scrutiny Committee Members and agree on the issues to be prioritised for inclusion within the future work programme.
- (ii) Agree the structure of the scoping document (Appendix 1) to be used in the future to define how identified issues will be scrutinised.
- (iii) Agree the process by which the scoping document for each prioritised agenda item should be completed.
- (iv) Delegate authority to the Director and the Senior Scrutiny and Democratic Services Officer, in consultation with the Chairman to prepare a work programme after taking account of items (i), (ii) and (iii) above.

3 Executive summary

- 3.1 The newly formed Economy and Business Development Scrutiny Committee held its first meeting on 4 September 2012.
- 3.2 Information was circulated to Scrutiny Committee Members in the lead-up to this meeting asking them to identify issues that they believed could be included on the future work programme, as either a single report to the whole Committee or as a more “in-depth” review over a number of meetings. In suggesting issues, Members were asked to be mindful of:-
 - The terms of reference of the Economy and Business Development Scrutiny Committee.
 - The current work programme (Appendix 2)
 - The prioritisation guide (Appendix 3) – that could be used as a quick guide to assess whether an issue put forward was strategic, added value to the work of the Council or impacted on section(s) of the community. It also helped in identifying whether an issue might be of high/medium/low priority for inclusion on the work programme.
 - Additional information (issues looked at by the former Economy Scrutiny Committee over the last 12-18 months. (Appendix 4)
- 3.3 Members did not identify any issues for possible inclusion within the future work programme during the above process and an interim programme was put together by officers to cover the period to the end of March 2013.
- 3.4 Once Members have agreed the items to include onto their future work programme, further work will be required to scope the issues that the Committee wishes to look at, the outcomes that Members might wish to achieve and how the issue will be scrutinised i.e. whole Committee, task and finish group or some other method. A draft scoping document is attached at Appendix 2.

4 Resource implications

- 4.1 Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee's perspective and resourcing work by Officers including representatives of any partner organisations.

5 Response to Key Aims and Objectives

- 5.1 The work of overview and scrutiny, particularly on making recommendations on matters which affect the area or its residents all support the key aims and objectives that Aylesbury Vale District Council is striving to achieve.

Contact Officer

Derek Willmer (01296) 585060

Background Documents

Work programmes of former Economy Scrutiny Committee

Issues looked at by the Economy SC within the last 12-18 months

- High Speed Broadband
- AVE yearly update
- Economic Development Strategy
- Aylesbury Town Centre Management including the Mary Portas report
- Aylesbury Town Centre Partnership
- Silverstone
- What Businesses Want or Need
- Visitor Economy Action Plan
- LEPs
- 2012 Olympic Legacy
- Quarterly Corporate Plan monitoring and reporting
- Rural Diversification
- Car parking strategy and future management
- Skills and recruitment
- Start-up Companies – access to finance, business planning and mentoring.
- Existing companies – barriers to growth
- Aylesbury Enterprise and Innovation Centre
- Key Employment Sites
- Budget Planning
- Retail Strategy

June 2011 – A work programme event identified the following topics that were considered but not actioned:-

- Homeworking and Home Hubs
- Entrepreneurial Activity
- How the loss of Major Growth Area status was affecting economic growth in the Vale

January 2012 – A similar event, involving a Sub-Group of Members, identified the following key items to report on:-

- Enterprise
- Enabling Infrastructure
- Business Retention and growth
- Inward Investment
- Enhancing knowledge and skills

**TERMS OF REFERENCE OF ECONOMY AND BUSINESS DEVELOPMENT
SCRUTINY COMMITTEE**

Membership

15 Councillors

Terms of Reference

The Committee will contribute towards the Council achieving the following Key Aim and Objectives:-

Key Aim: To grow the economy of the Vale.

Objectives:

To attract new businesses to the Vale.

To improve our infrastructure.

To deliver town centre projects.

To improve our communications and interaction with our customers (as it relates to the issues that fall within their remit).

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In doing this the Committee will undertake the overview and scrutiny function in relation to:

1. the improvement of private sector housing;
2. grants and loans to owner occupiers, tenants, landlords and/or developers;
3. policies and strategies of the Council and other bodies which affect the economic development of Aylesbury Vale;
4. the Council's Sustainable Community Strategy, in particular, relating to the economic well-being of Aylesbury Vale;
5. the provision, planning and management of the Council's car parking and markets;
6. town centre development and promotion;

7. the Council's leisure function in relation to tourism;
8. the Council's work being done to contribute to, and benefit from, the legacy being generated by the 2012 Olympics;
9. the implementation of policy framework plans as they relate to the remit of this Committee; Economic Development Action Plan, Parking Strategy for Aylesbury Town Centre, and Waterside Final Scheme;
10. the Council-wide property and asset strategy;
11. the management of commercial estates and property including asset acquisition and disposal;

ECONOMY AND BUSINESS DEVELOPMENT SCRUTINY COMMITTEE – WORK PROGRAMME

Appendix 3

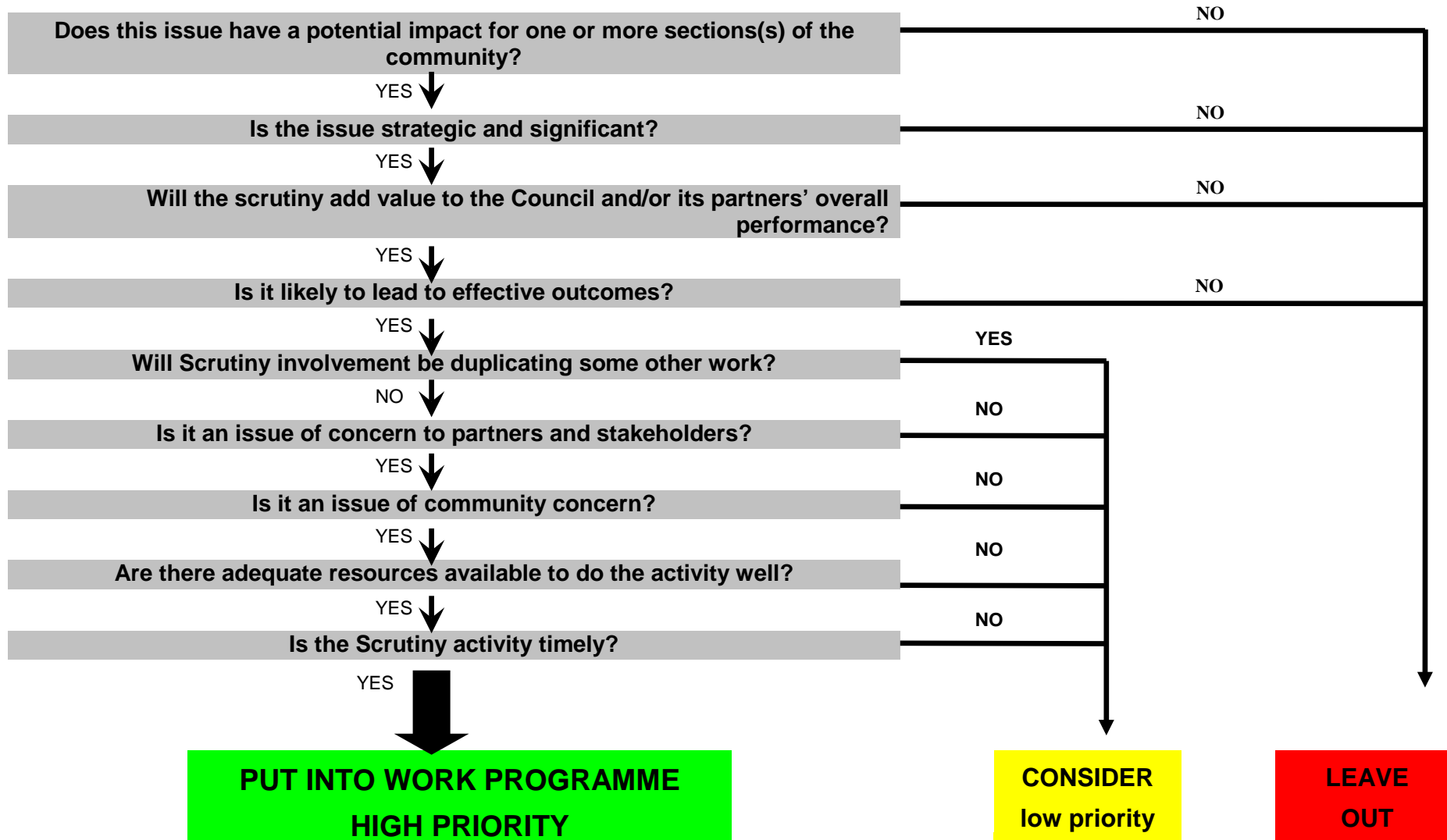
Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
11/12/2012 Lead Officer Jon McGinty	SEMLEP presentation	5	Committee	To look at the effectiveness of the new arrangements and benefits for the Vale. (Mark Wathen)	To make recommendations to the Cabinet Member / Officers, as appropriate	Cabinet Member for Economic Development
11/12/2012 Lead Officer Jon McGinty	Future Work Programme planning		Officers	To set an effective programme of work within the Committee's remit	A work programme to March 2014	
17/12/2012 Lead Officer Tracey Aldworth	Draft Budget for 2013/14 2 nd Chance Discussion REPORT WITHDRAWN MEETING CANCELLED	1	Committee, Cabinet	To look at 2013/14 budget proposals within the Committee's remit (Andrew Small)	To make recommendations to Cabinet	Cabinet Member for Resources and relevant Cabinet Members
17/12/2012 Lead Officer Tracey Aldworth	Major Employment Sites Including an update on Silverstone growth REPORT WITHDRAWN MEETING CANCELLED	5	Committee	To look at designated sites and how to get them up and running, and the planned growth of Silverstone (John Byrne)	To make recommendations to the Cabinet Member / Officers	Cabinet Members for Economic Development and Strategic Planning
4/2/2013 Lead Officer Tracey Aldworth	Economic Development Strategy refresh including an update on Broadband provision	3, 5	Committee	To allow scrutiny to comment on the strategy refresh and Action Plan (Mark Wathen)	To make recommendations to the Cabinet Member	Cabinet Member for Economic Development

1: Holding to account		2: Performance management		3: Policy review	4: Policy development	5: External scrutiny
Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
4/2/2013 Lead Officer Tracey Aldworth	Aylesbury Vale Estates update	2, 5	Committee	To monitor the performance of the joint commercial property partnership (Joanna Swift)	1. Monitor performance 2. To make recommendation to the Cabinet Member, as appropriate	Cabinet Member for Economic Development
25/3/2013 Lead Officer Tracey Aldworth	Update on Aylesbury Town Centre Partnership and Management of the Town Centre plus follow up of Mary Portas report	1, 2	Committee	To look at how Aylesbury Town Centre is performing (Diana Fawcett & Teresa Lane)	To make suggestions on any further action that they would like to see pursued.	Cabinet Member for Civic Amenities
4/6/2013 Lead Officer Tracey Aldworth	Aylesbury Vale Visitor Economy Action Plan	3	Committee	To allow scrutiny to comment on the strategy refresh and Action Plan (Phil Black)	To make recommendations to the Cabinet Member	Cabinet Member for Economic Development
4/6/2013 Lead Officer Tracey Aldworth	Major Employment Sites Including an update on Silverstone growth	5	Committee	To look at designated sites and how to get them up and running, and the planned growth of Silverstone (John Byrne)	To make recommendations to the Cabinet Member / Officers	Cabinet Members for Economic Development and Strategic Planning
3/9/2013 Lead Officer Tracey Aldworth			Committee			

1: Holding to account		2: Performance management		3: Policy review	4: Policy development	5: External scrutiny
Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
28/10/2013 Lead Officer Tracey Aldworth			Committee			
1/12/2013 Lead Officer Tracey Aldworth	Draft Budget for 2014/15		Committee	To look at 2014/15 budget proposals within the Committee's remit (Andrew Small)	To make recommendations to Cabinet	Cabinet Member for Resources and relevant Cabinet Members
29/1/2014 Lead Officer Tracey Aldworth	Economic Development Strategy refresh including an update on Broadband provision	3, 5	Committee	To allow scrutiny to comment on the strategy refresh and Action Plan (Mark Wathen)	To make recommendations to the Cabinet Member	Cabinet Member for Economic Development
?????? Date to be agreed	On Street parking enforcement report	5	Committee	To report on discussions with BCC on the activities of the enforcement officers on the enforcement of the on-street parking contract managed by BCC	To make suggestions on any further action that they would like to see pursued.	Cabinet Member for Civic Amenities

WORK PROGRAMME PRIORITISATION GUIDE

Appendix 4



Review topic – outline scope of issue

Purpose of the review	
Review membership	
Background	1-2 short paragraphs of the background, leading up to the Scrutiny Committee wishing to review this issue
Key questions for the review to ask	<ul style="list-style-type: none"> • ? • ? • ? • ?
Resources	Both in terms of Officer time, Member time, and of witnesses / public who might be asked to participate in the review
Out of scope	What the review IS NOT looking at, although this might be of interest.
Anticipated outcomes	What are Members hoping to achieve during the review (it might also be helpful to identify the people to whom any recommendations might be presented.
Outline timetable	Of meeting dates and Officers / witnesses that the review would like to speak to, or evidence that Members would like to consider