

**ECONOMY AND BUSINESS DEVELOPMENT SCRUTINY COMMITTEE –
WORK PROGRAMME 2013 – 2015**

Note:- for items pending meeting dates see last page

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
4/2/2013 Lead Officer Tracey Aldworth	Economic Development Strategy refresh and progress update including information on grants and business start-up help	22/1/2013	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
4/2/2013 Lead Officer Tracey Aldworth	Skills provision – scoping report	22/1/2013	Committee	To set the scene leading to a review of skills provision at the meeting of 25/3/2013 (Mark Wathen)	For recommendations to be made regarding specific skills provision that satisfy the needs of the Vale	Cabinet Member for Economic Development
25/3/2013 Lead Officer Tracey Aldworth	Skills provision – Aylesbury Business Needs - update on latest findings and to hear from skills providers and users.	12/3/2013	Committee	To review the skill set requirements of Aylesbury Vale and how these skills would be provided (Mark Wathen)	For recommendations to be made regarding specific skills provision that satisfy the needs of the Vale	Cabinet Member for Economic Development
25/3/2013 Lead Officer Tracey Aldworth	Broadband delivery. Include input from BRAG	12/3/2013	Committee	To review an update of Broadband delivery. (Mark Wathen)	To make suggestions on any further action to be pursued.	Cabinet Member for Economic Development

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4/6/2013 Lead Officer Tracey Aldworth	Aylesbury Vale Estates update	21/5/2013	Committee	To monitor the performance of the joint commercial property partnership (Jon McGinty)	1. Monitor performance 2. To make recommendation to the Cabinet Member, as appropriate	Cabinet Member for Economic Development
4/6/2013 Lead Officer Tracey Aldworth	Refresh and update of Olympic legacy programme	21/5/2013	Committee	To update and allow scrutiny to comment on the programme (Ian Barham)	To make recommendations to the Cabinet Member	Cabinet Member for Leisure
4/6/2013 Lead Officer Tracey Aldworth	Skills Provision – round up following the meeting of 25/3/2013	21/5/2013	Committee	To update and allow scrutiny to comment (Mark Wathen)	To make recommendations to the Cabinet Member	Cabinet Member for Economic Development

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
26/6/2013 Lead Officer Teresa Lane	To review the draft Improvement Plan for Aylesbury Town Centre	12/6/2013	Committee	To allow scrutiny to comment (Teresa Lane)	To make recommendations to the Cabinet Member	The Leader of the Council

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3/9/2013 Lead Officer Tracey Aldworth	Skills Provision – to report on the findings of the Task and Finish Group following the meeting of 4/6/2013	20/8/2013	Committee	To discuss the presentation by BCC (Cllr Miss Lewis)	To make suggestions on further action that could be recommended to BCC	Cabinet Member for Economic Development
3/9/2013 Lead Officer Tracey Aldworth	Aylesbury Vale Estates Business Plan update	20/8/2013	Committee	To monitor the performance of the joint commercial property partnership (Jon McGinty or Maria Memoli)	3. Monitor performance 4. To make recommendation to the Cabinet Member, as appropriate	Cabinet Member for Economic Development

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
28/10/2013 Lead Officer Tracey Aldworth	Skills update report following working group meeting on 23/9/13	15/10/2013	Committee		To make recommendations to the Cabinet Member/Officers	Cabinet Members for Economic Development and Strategic Planning
28/10/2013 Lead Officer Tracey Aldworth	Rural Economy, look at implications of planning rules, impact on the economy, diversification uses and needs	15/10/2013	Committee	To review whether AVDC is doing all it can to promote and give help to expansion of the rural economy. (Mark Wathen/John Byrne)	To make suggestions on any further action to be pursued.	Cabinet Member for Economic Development
28/10/2013 Lead Officer Tracey Aldworth	Update on LEPs	15/10/2013	Committee		To make recommendations to the Cabinet Member	Cabinet Member for Economic Development

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11/12/2013 Lead Officer Tracey Aldworth	Update on Aylesbury Town Centre Partnership and Management of the Town Centre. Update on usage and plans for the Markets. How the findings of the Mary Portas review might be linked to Aylesbury Vale's villages.	26/11/2013	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

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
29/1/2014 Lead Officer Tracey Aldworth	Notice of Motion – Support for Town Centre Businesses	14/1/2014	Council	To recommend to Cabinet and then Council of how this should be taken forward. (Andrew Small)	To make recommendations to Cabinet	Councillor Neil Blake

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17/3/2014 Lead Officer Tracey Aldworth	Inward Investment in the Vale – Steps being taken to deliver employment on sites already planned.	4/3/2014	Committee	To update and allow scrutiny to comment (Mark Wathen)	To make suggestions on any further action to be pursued.	Cabinet Member for Economic Development
17/3/2014 Lead Officer Tracey Aldworth	Major Employment Sites, including an update on Silverstone and Westcott growth	4/3/2014	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

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
3/6/2014 Lead Officer Tracey Aldworth	Support for Businesses Scheme	20/5/2014	Committee	To update and allow scrutiny to comment (Andrew Small)	To make recommendations to the Cabinet Member/Officers	

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3/9/2014 Lead Officer Tracey Aldworth	Skills Conference update	19/8/2014	Committee	(Steve McAteer)	To update the Committee on progress towards hosting a skills conference in the Oculus	
3/9/2014 Lead Officer Tracey Aldworth	AVE Business Plan	19/8/2014	Committee	To update and allow scrutiny to comment (J McGinty)	To make recommendations to the Cabinet Member/Officers	

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21/10/2014 Lead Officer Tracey Aldworth	Update on LEP's and to include an information update on AVA's amalgamation and an update on Broadband progress	7/10/2014	Committee	This is a regular update report to keep Councillors apprised of progress		

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8/12/2014 Lead Officer Tracey Aldworth	Budget review	25/11/2014	Committee	To look at 2015/16 budget proposals within the Committee's remit (Andrew Small)	To make recommendations to Cabinet	Cabinet Member for Resources

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21/1/2015 Lead Officer Tracey Aldworth	MEETING TO BE CANCELLED					

Date of meeting	Item	Reports due	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
17/3/2015 Lead Officer Tracey Aldworth	Update report on Key Employment Sites and to include a progress report on East West rail.	3/3/2015				

Items pending –

Skills/Business Development Seminar

The Development of East – West Rail (to include BCC)

Businesses that have been lost from the Vale and reasons why.

Aylesbury Vale Visitor Economy Action Plan

Broadband update

Topics Considered by the Economy Scrutiny Committee 2008 – 2012
And the Economy and Business Development Scrutiny Committee 2012 - 2014

Topic Considered	Date Considered	Outcome
Broadband	October 2011 December 2011 March 2012 March 2013 October 2014	Scoping report Action Plan report – Endorsed – recommended to be reviewed 3 monthly Progress report – noted Delivery update – noted Report to come
Parking	September 2008 March 2009 September 2009 January 2009 March 2009 July 2010 September 2010 July 2011	Annual review of charges – recommendations to Cabinet included modest increase. Call in – Sale of Coopers Yard car park – concurred with Cabinet to sell Annual review of charges – recommendations to Cabinet Cabinet’s recommendations reviewed – outcome = no increase in charges Review of Civil Enforcement Area Agreement with BCC Call in – Buckingham Parking objections to proposals – comments passed to Cabinet Aylesbury and Buckingham Parking Strategies – Comments passed to Cabinet Call in - Swan Pool parking order – Concurred with Cabinet proposals to proceed
Tourism Action Plan/Visitor Economy Action Plan	September 2009 June 2010 June 2011 June 2012	09/10 Plan – noted Output report and updates on 10/11 Plan – comments made Presentation – comments made and report noted Output report and update on 11/12 Plan – noted with comments
Quarterly Performance Digest	September 2008 December 2008 March 2009 September 2009 December 2009 March 2010 June 2010 September 2010 December 2010 March 2011 June 2011 June 2012	Commercial property voids more than 10% from target – Winslow parking Commercial property voids more than 10% from target – Winslow parking Commercial property voids more than 10% from target – Winslow parking Golden Welcome Scheme and void properties Theatre, Waterside retail, Winslow parking - more than 10% from target Job seekers - more than 10% from target Report noted Report noted Parking income reduced Parking income reduced, employment target not reached Parking income reduced, employment target not reached Report noted REPORTS DISCONTINUED

Topics Considered by the Economy Scrutiny Committee 2008 – 2012
And the Economy and Business Development Scrutiny Committee 2012 - 2014

Topic Considered	Date Considered	Outcome
Budget	December 2008 December 2009 December 2010 October 2011 December 2012 December 2013 December 2014	No comments Parking, Buckingham Tourist Info Centre – comments made Potential £8k savings on ED budget - Comments made Savings options – comments made No report to Scrutiny No report to Scrutiny Report expected
Aylesbury Vale Advantage	October 2009 December 2010 NO LONGER IN THIS COMMITTEE'S PORTFOLIO	AVA presentation – report noted AVA annual report – noted
Aylesbury Vale Estates	December 2010 February 2011 January 2012 June 2012 June 2013 September 2013 September 2014	1 st report following formation – no Business Plan 11/12 Business Plan – comments made regarding lack of financial information Update on progress, presentation by AVE – comments made Presentation of Business Plan – comments made Update on performance – Business Plan requested Draft Business Plan – noted with comments Draft Business Plan – noted – recommended to Cabinet for approval
Olympic Games 2012	August 2011 June 2013	Report on approach – noted with comments Legacy report – update on Business and Economic impacts – noted
Social Housing and Employment	March 2010	One off report to look at impact of social housing and employment – noted
Miscellaneous Call-In	October 2008 June 2009	Use of LABGI money for electricity supply – agreed Management of Markets – concurred with Cabinet's resolution

Topics Considered by the Economy Scrutiny Committee 2008 – 2012
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Topic Considered	Date Considered	Outcome	
Economic Development		ED STRATEGY	
	October 2008	1 st sight of updated strategy plus Marketing Strategy	
	December 2008	Stage 1 review of new Strategy	
	January 2009	Review of Cabinet's decisions on new Strategy – recommendations made which included a recommendation of reduced Business Rates for new businesses.	
	September 2009	Focus on inward investment and business retention – recommendations made	
	December 2009	Update on ED and Marketing Strategy – noted	
	March 2010	Report on Business Grants – comments made regarding incentives	
	March 2011	ED Strategy progress report – noted with comments	
	August 2011	Rural Diversification and Planning Regulations – noted with comments	
	January 2012	ED Strategy refresh – noted with comments	
	February 2013	ED Strategy refresh and update – comments made	
	October 2013	Rural Economy – update on ED activity on Rural Economy – noted with comments	
	January 2014	Call In – Notice of Motion calling for more Business Support	
	March 2014	Inward investment in the vale - report on steps to be taken to deliver employment on existing sites	
	March 2014	Report on Major Employment Sites	
	June 2014	Support for Businesses scheme – recommended for approval	
			SKILLS
	March 2009	Skills – ATG + Aylesbury College – proposals recommended	
	February 2013	Skills – scoping report	
	March 2013	Skills – external trainers attended – progress with partners agreed	
June 2013	Skills – BCC Education attends – Working Group formed		
September 2013	Skills - 1 st report from Working Group – noted		
October 2013	Skills – 2 nd report from Working Group – noted with comments		
September 2014	Skills – update report on progress – noted with comments		
October 2009	Business Engagement and Retention programme – report noted		

TERMS OF REFERENCE OF SCRUTINY COMMITTEES

ECONOMY AND BUSINESS DEVELOPMENT SCRUTINY COMMITTEE

Membership

11 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;