

HARROW COUNCIL

SUSTAINABLE DEVELOPMENT AND ENTERPRISE SUB-COMMITTEE

25 SEPTEMBER 2006

BOROUGH-WIDE ECONOMIC DEVELOPMENT CHALLENGE PANEL - DRAFT SCOPE

1	SUBJECT	Borough-Wide Economic Development
2	COMMITTEE	Sustainable Development and Enterprise
3	REVIEW GROUP	Chairman to be confirmed. Members to be confirmed. Co-optees to be confirmed, but possibly representative of Harrow in Business, Harrow Chamber of Commerce, LDA.
4	AIMS/ OBJECTIVES/ OUTCOMES	<ul style="list-style-type: none">• To examine and challenge the Council's Economic Development Review documents.• To identify areas of further policy development in this area which might benefit from additional scrutiny and consideration by the sub-committee.
5	MEASURES OF SUCCESS OF REVIEW	<ul style="list-style-type: none">• An effective engagement with the development of the Economic Development Strategy, leading to recommendations for change as and where appropriate.• A clear view to guide scrutiny's future approach on development and regeneration issues.
6	SCOPE	<p>The challenge panel will consider the planning being carried out for the Economic Development Strategy by engaging with it and its supporting documents directly.</p> <p>Background evidence will be provided to members covering three key areas:</p> <ol style="list-style-type: none">1) The borough's current economic profile, including information on skills and business development.2) The strategy's "vision" for the borough3) Actions necessary to bring about this vision <p>The panel will then address these issues in turn with reference to expert witnesses.</p>
7	SERVICE PRIORITIES (Corporate/Dept)	Making Harrow safe, sound and supportive Getting Harrow moving Protecting our environment Tackling waste and giving real value for money Harrow youth Sports, leisure and amenities
8	REVIEW SPONSOR	Graham Jones, Gp Mgr, Strategic Planning
9	ACCOUNTABLE MANAGER	Lynne McAdam, Service Manager, Scrutiny
10	SUPPORT OFFICER	Ed Hammond, Scrutiny Officer

11	ADMINISTRATIVE SUPPORT	N/A
12	EXTERNAL INPUT	Possible input from: London Development Agency Harrow in Business Harrow Chamber of Commerce
13	METHODOLOGY	Pre-meeting A pre-meeting will be held a few days before the panel itself to allow members to discuss the key issues and make decisions on particular questions to be asked. Members may have attended the Cabinet meeting on this subject in early October and this will provide an opportunity to feed back. Panel meeting (probably on or around 11 October) Short presentation from officers on the strategy. Discussion between members and officers on the issues raised above, concentrating on issues related to value for money, partnership, equalities and timescales for projects. Report A report with key findings will be prepared and distributed to members and ultimately to Cabinet for endorsement.
14	EQUALITY IMPLICATIONS	Members will need to consider the extent to which the strategy promotes equality of opportunity.
15	ASSUMPTIONS/ CONSTRAINTS	The panel needs to convene in mid-October and be prepared to report its views soon afterwards to ensure that it has the maximum possible impact.
16	SECTION 17 IMPLICATIONS	None specific to this review.
17	TIMESCALE	Scope planning: September 2006 Scope agreed by Chairman: by 15 September 2006 Scope noted and approved by Sub-Committee: 25 September Material distributed to members: by around 5 October Panel meeting: on or around 11 October Report approved: on or around 20 October Report presented to sub-committee: 22 November
18	RESOURCE COMMITMENTS	As over.
19	REPORT AUTHOR	Ed Hammond with Chairman and challenge panel members.

20	REPORTING ARRANGEMENTS	<p>Outline of formal reporting process:</p> <p>To Portfolio Holder [] When.....</p> <p>To CMT [] When.....</p> <p>To Cabinet [] When.....</p>
	FOLLOW UP ARRANGEMENTS (proposals)	Discussion at meeting in November on possible follow-up work.

OUTLINE PROJECT PLAN

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
Pre-scope session					
Finalise scope & obtain O&S/Sub-Committee endorsement	Review Chairman, Committee Chairman, 1 day x 2	Scrutiny Officer 2 days		15/9 and 25/9/06	EH all
Research/Preparation Period/Desk top data gathering	Review Chairman, 1 day	Scrutiny Officer, 4 days		By 5/10/06	
Meetings/Witnesses/ Visits (specify)	<u>Pre-meeting</u> Review Members, 0.5 days x 4 <u>Meeting</u> Review Members, 0.5 days x 4	Scrutiny Officer, 1 day Scrutiny Officer, 4 days	Strategic Planning, 1 day	By 10/10/06 11/10/06	
Collation & evaluation of data/evidence	Review Members, 0.5 days x 4	Scrutiny Officer, 2 days		15/10/06	
Review Group determines thrust of report					
Draft report	Review Chairman, 0.5 days	Scrutiny Officer, 3 days		20/10/06	
Review Group agrees early draft of report					
Early draft report to accountable manager for confirmation of factual accuracy		Scrutiny Officer	Strategic Planning, 0.5 days	20/10/06	
Review Group's informal discussions of report with Head of Service/Director (or NHS body if appropriate)					
Review Group sign off report & refer to	Review Group, 0.5 days x 4	Scrutiny Officer,		early Nov	

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
O&S/Sub-Committee for information/approval		0.5 days		2006	

Review Group's presentation of report to CMT/DMT (if appropriate)					
Final report to accountable manger		Scrutiny Officer, 0.5 days	Strategic Planning, 0.5 days	late Nov 2006	
Final report of Group to O&S/Sub-Committee for approval (if necessary)		Scrutiny Officer, 0.5 days		late Nov 2006	
Consider if there is a need to publicise report findings					
Final report published & referred to Executive for consideration		Scrutiny Officer, 0.5 days		Dec 2006	
Evaluation of review process		Scrutiny Officer, 1 day		Dec 2006	
Follow up/Monitoring of outcomes	To be agreed as a result of findings.				
TOTALS					

Contact : Ed Hammond, Scrutiny Officer, Scrutiny Unit, Harrow Council

Background Papers