


JOINT STRATEGIC ECONOMIC COMMITTEE (JSEC) **FORWARD WORK PLAN**

SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)

1 FEBRUARY 2017 TO 31 MAY 2017

Explanatory Note

This work plan consists of items to be considered by the JSEC in the next four months. It will be published at the beginning of each month.

This Plan includes matters which the Chairman has reason to believe will be the subject of a key decision to be taken by the JSEC during the period covered by this Plan. Key decisions are marked as ()

The Plan shows the following details for Key Decisions: -

- Title of the matter for decision
- Date that the decision will be made
- A description of the purpose of the report to be considered
- Individuals/Parties consulted regarding decision
- Means of any Consultation carried out
- Any documents relied upon in carrying out the decision
- Officer contact name and telephone number
- Where the item or part of the item will be considered in private

Wiltshire Council and Swindon Council have adopted the following criteria to determine what item qualifies as a key decision:

Wiltshire

1. Any decision which would result in the closure of an amenity or total withdrawal of a service;
2. Any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
3. Any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
4. Any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework;
5. Any proposal to change the Council's policy framework (documents listed within the Council's Constitution)
6. Any contract (or programme) which:

- exceeds an annual value of £1 million or the total contract value; or
 - exceeds £4million including any optional extension period; or
 - involves the transfer of 50 or more employees in or out of the council; or
 - relates to a matter which is commercially, politically or strategically sensitive.
7. Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions.

Swindon

1. Decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and
2. Decisions that are likely to have a significant impact on two or more Council wards.

Voting Membership of JSEC:

Cllr Jane Scott OBE (Chairman)	<u>Leader of Wiltshire Council</u>
Cllr David Renard (Vice-Chairman)	<u>Leader of Swindon Borough Council</u>
Cllr John Thomson	<u>Deputy Leader of Wiltshire Council and Cabinet Member for Communities, Campuses, Area Boards and Broadband</u>
Cllr Brian Mattock	<u>Deputy Leader of Swindon Borough Council and Cabinet Member for Health and Adult Social Care</u>
Cllr Fleur de Rhé-Philippe	<u>Wiltshire Cabinet Member for Economic Development, Skills and Strategic Transport</u>
Cllr Gary Perkins	<u>Swindon Cabinet Member for Economy, Regeneration and Skills</u>

Non-Voting Membership of JSEC:

Mr John Mortimer	Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Vacant	Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Vacant	Member of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)

Representations/Public Participation

Supporting documents other than those listed in the schedule below may be submitted to the JSEC. If you would like to make representations on any of the items to be considered, please contact the officer named for the relevant item.

Additionally, the JSEC welcomes participation at its meetings from members of the public. Meetings are open to members of the public, unless the agenda states that an item or part of an item will be considered in private. Members of the public may ask a question or make a statement. Written notice of questions should be sent Yamina Rhouati, Democratic Governance Manager Yamina.Rhouati@wiltshire.gov.uk by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private (No, unless otherwise stated)
14 February 2017						
14 Feb 2017 SWLEP Board Minutes	To note the discussions undertaken at the Board Meeting.		SWLEP Board Minutes		Deborah House deborah.house@swlep.co.uk Tel: 07825098384	
14 Feb 2017 Assurance Framework	To ratify the Assurance Framework as discussed at the Board meeting.		Assurance Framework Document and Quick Guide		Debby Skellern debby.skellern@swlep.co.uk	
14 Feb 2017 Programme Highlights Report	To note the status of the programmes operating within the SWLEP area.		Programme Highlights Reports presented to the Commissioning Group		Ian Durston ian.durston@swlep.co.uk Tel: 07770700022	
14 Feb 2017 Outcomes of Local Growth Deal Round 3	To provide update on status of progress of submission of 28 July 2016.		Paper		Paddy Bradley paddy.bradley@swlep.co.uk Tel: 07799595443	

14 Feb 2017 Summary of Funding Streams, to include LGF 1 and 2 profiling	To provide members with a summary of each of the funding streams being used within SWLEP programmes to assist understanding.		Paper		Paddy Bradley paddy.bradley@swlep.co.uk Tel: 07799595443	
6 April 2017						
6 Apr 2017 SWLEP Board Minutes	To note discussions undertaken at the Board meeting.		SWLEP Board Minutes		Deborah House deborah.house@swlep.co.uk Tel: 07825098384	
6 Apr 2017 SWLEP Board Constitution	To ratify the Board Constitution as discussed at the Board meeting.		SWLEP Board Constitution		Debby Skellern debby.skellern@swlep.co.uk	
6 Apr 2017 Programme Highlight Reports	To note the status of the programmes operating within the SWLEP area.		Programme Highlight reports to Commissioning Group		Ian Durston ian.durston@swlep.co.uk Tel: 07770700022	
6 Apr 2017 ESIF Update	To provide update on status of European projects.		Paper		Julian Head julian.head@wiltshire.gov.uk Tel: 01225 713421	
6 Apr 2017 SWLEP Board Subgroups	To provide an update of Actions Plans and expenditure for FY 2017/18 for SWLEP Board Subgroups		Paper		Paddy Bradley paddy.bradley@swlep.co.uk Tel: 07799595443	