

Overview and Scrutiny Committee

Thursday 15th March, 2018 at 10.00 am

Meeting to be held at County Hall, Durham, County Durham, DH1 5UL

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AGENDA

Page No

1. **Apologies for Absence**

2. **Declarations of Interest**

Please remember to declare any personal interest where appropriate both verbally and by recording it on the relevant form (to be handed to the Democratic Services Officer). Please also remember to leave the meeting where any personal interest requires this.

3. **Notes and Minutes of Previous Meetings**

- | | |
|--|----------------|
| (a) Minutes of 13 September 2017 | 1 - 6 |
| (b) Notes of Inquorate Meeting 14 December 2017 | 7 - 16 |
| (c) Notes of Inquorate Meeting 5 February 2018 | 17 - 22 |

4. **Thematic Lead Update Report for Employability and Inclusion** **23 - 48**

5. **Durham Youth Employment Initiative** **49 - 56**

6. **NECA Decision Making Protocol** **57 - 80**

7. **Exclusion of Press and Public**

Under section 100A and Schedule 12A Local Government Act 1972 because exempt information is likely to be disclosed and the public interest test against disclosure is satisfied.

- | | | |
|-----|--|------------------|
| 8. | Tyne Pedestrian and Cyclist Tunnels | 81 - 112 |
| 9. | NECA Forward Plan and Scrutiny Work Programme | 113 - 146 |
| 10. | Date and Time of the Next Meeting | |

Provisional date (subject to confirmation at the Annual Meeting):

Monday 16 July 2018 at 10.00am

Contact Officer: Janet Howard Tel: (0191) 211 5048 E-mail: janet.howard@northeastca.gov.uk

To All Members

North East Combined Authority, Overview and Scrutiny Committee

13 September 2017

(1.30 - 3.00 pm)

Meeting held North Tyneside Council, Quadrant, The Silverlink, Cobalt Business Park, Tyne & Wear, NE27 0BY

Present:

Councillor: D Taylor-Gooby (Chair)

Councillors: A Patterson, R Crute, J Eagle, A Lower, R Glindon, S Graham, B Flux, J Amar, Flynn, D Snowdon and S Green

8 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Weatherley (Gateshead) and Councillor Wright (Sunderland).

9 DECLARATIONS OF INTEREST

Councillor Eagle declared an interest as an employee of Nexus and informed Committee that dispensation had been granted for him to take part in discussions of transport related items but he would not be voting in decision making.

10 MINUTES OF THE PREVIOUS MEETING

RESOLVED: The minutes of the previous meeting held on 10 July 2017 were agreed as a correct record subject to checking the following information; Apologies were believed to have been given by Councillor Flux (and not Councillor Flynn as stated).

Matters arising

Nicola Laverick (Policy and Scrutiny Officer) provided an update on the vice chair position. The post was currently being advertised and standard recruitment procedures would be followed. It was anticipated that interviews would possibly take place at the end of September.

11 NORTH EAST STRATEGIC ECONOMIC PLAN

Submitted: Report of Head of Paid Service (previously circulated and copy attached to the Official Minutes).

Richard Baker (NELEP Head of Strategy and Policy) presented the report which provided an update on the North East Strategic Economic Plan. The Plan had been refreshed and relaunched by the North East Local Enterprise Partnership (LEP) in conjunction with the North East Combined Authority.

The refreshed SEP, published in March 2017, set out how recent successes could be built on and continue to create more and better jobs for the region. The SEP was jointly endorsed and delivered by the North East Local Enterprise Partnership (North East LEP) and the North East Combined Authority (NECA) and brought together a number of key partners behind the vision of 'more and better jobs'.

Six programmes detailed how the SEP would be delivered in a partnership approach:

- Innovation
- Business Growth and access to finance
- Skills
- Employability and Inclusion
- Economic Assets and Infrastructure
- Connectivity

There was a focus on four areas of opportunity - the sectors where it was believed would have the greatest impact on productivity and growth:

- Digital
- Advanced manufacturing
- Health and Life Science
- Subsea, Offshore and Energy

Comments, questions and points raised by members

- A Member asked how a 70% increase in better jobs would be possible in the current economic climate.

Richard Baker advised that a key focus of the plan was on professional and technical jobs via promoting demand and working with the education sector to supply skills. The skills programme was trying to match supply of labour in the region to demand in the economy. The plan set the long term strategic direction and NELEP was working with businesses and schools to prepare students for jobs.

- The rural areas of Northumberland and Durham were raised; these had seen a massive decline in local/traditional industries and the 'local economy' was disappearing.

Issues specific to rural areas were recognised and the plan detailed specific actions such as in the energy sector. The Netpark site was given as an example of innovation. The Business Growth Programme also included support to rural enterprise and provided a focus for growth.

There were four live Enterprise Zones in the NECA area including Berwick. The LEP was working closely with Northumberland County Council; as the issues were recognised in the SEP it was anticipated that funding would follow.

- The issue of connectivity with the local planning system was raised.

The LEP would act as a co-ordinating body and was not responsible for delivery of every aspect of the plan. All seven local authorities had agreed to align their Local Development Frameworks with the plan.

- With regard to digital connectivity this would be developed through the availability of superfast broadband and the development of 5G. Innovative exploration was taking place with the European Space Agency around the 5G platform.
- The SEP was aligned with the national strategy to deliver other sources of funding. The LEP also worked with bordering regions to maximise economic growth and was engaged with the Northern Powerhouse and Transport for the North.
- The potential problems of Air Passenger Duty was an important issue as all seven local authorities were shareholders in Newcastle Airport. Significant discussions were ongoing and representations had been made for the last 3-4 years.
- This issue of a shortage of NHS consultants was raised. Although the LEP endorsed improvement to the NHS, and Health Quest was identified as one of four areas of opportunity that could improve the performance of the economy, it did not have a role in recruitment.
- The job growth increase of 6.6% over the past two years broadly described growth in a number of areas including advanced manufacturing, digital/technical sectors and continued growth in public sector employment.
- A state of the region report would be prepared annually to illustrate the growth.
- The data source used relied on for targets did include apprenticeships.
- Decommissioning of gas and oil rigs offered opportunities as well as challenges. The offshore renewables agenda was a key area and there were potential opportunities including wind and tidal technologies.
- Investment in the Metro stock going forward was raised and transport improvements for rural areas.

The Chief Finance Officer stated that it was widely recognised that the NECA area had limited investment compared to other areas. The Leaders and Nexus had been working hard on transport issues. The strategic case for replacement of the Metro fleet had been accepted nationally at officer level

although there was no detail on the nature of the funding. It was hoped that there would be news on this in the next few months. Nexus was also looking at Metro extension and the Blyth/Ashington/Tyne link also offered opportunities to improve transport links.

- It was stated that a PFI route could hinder future technical development.

The Chief Finance Officer agreed that PFI had delivered bad projects but others had been successful such as the new Tyne Crossing. Many different issues would be taken into consideration on the drafting of the potential contract including issues of flexibility; the contract would be for purchase and maintenance of the Metro fleet.

RESOLVED: That the Overview and Scrutiny Committee noted the content of the report.

12 **NECA BUDGET PROCESS AND TIMETABLE 2018/19**

Submitted: Report of the Chief Finance Officer setting out the process and timetable for the preparation, consultation and approval of the 2018/19 budget and indicative medium term financial strategy (previously circulated and copy attached to the official minutes).

NECA was required to set its budget and Transport Levies in its area for 2018/19 before 15 February 2018. It is currently planned that the NECA Leadership Board will agree these at its meeting on 16 January 2018.

To achieve this, Transport levies must be considered by the Tyne and Wear Transport Sub-Committee and in Durham and Northumberland by mid-December 2017.

All comments received during the consultation period would be fed into the process.

Members considered if a further meeting would be required to consider the draft budget proposals or whether to extend the time frame of the next meeting on 14 December. The Chief Finance Officer would brief the Chair and highlight if anything unexpected had arisen during the consultation process.

RESOLVED: That the Overview and Scrutiny Committee noted the budget process and timetable and that the draft budget would be circulated on 14 November.

Members also agreed that a decision as to whether an additional meeting was required would be taken at the discretion of the Chair. If another meeting was not necessary the Overview and Scrutiny Committee would receive and consider the draft budget report at its next meeting on 14 December 2016.

13 **FORWARD PLAN AND WORK PROGRAMME**

Submitted: Report of the Monitoring Officer (previously circulated and copy attached to the Official Minutes).

Nicola Laverick (Policy and Scrutiny Officer) introduced the report which provided Members with an opportunity to consider the items on the Forward Plan for the current 28 day period and to endorse the Scrutiny Annual Work Programme for 2017/18.

Comments, questions and points raised by members

- A Member commented that the work programme was heavily weighted towards transport to the exclusion of other areas of NECA responsibility.

The Scrutiny Officer agreed that other policy areas could be considered, based on Member input, and plotted against the regular areas of workload.

- Members requested that a forceful line be taken with all of the thematic leads to present to Overview and Scrutiny Committee at least once per year. The Chair agreed to write to the thematic leads on behalf of the Committee.
- Following a request for more information regarding a possible North of Tyne combined authority and the position of NECA, Paul Woods (Chief Finance Officer) agreed to ask Helen Golightly (Head of Paid Service) to provide an update for the next meeting.
- A Member requested information on the refurbishment of the Tyne Pedestrian Tunnel. The Chief Finance Officer informed Committee that the NECA Transport North East (Tyne and Wear) Sub-Committee received regular updates on the project and it was anticipated the tunnel would open in spring 2018. A short update would be provided for the next meeting.
- Members agreed that an update on health and wealth be built back into the work programme. The Chair suggested inviting a health expert to a future meeting.
- The Scrutiny Officer advised that the delegated decision process had gone through a review and refresh of procedures.

RESOLVED: That Committee agreed the Forward Plan and endorsed the work programme for 2017/18.

14 **DATE AND TIME OF THE NEXT MEETING**

10:00am on Thursday 14 December 2017

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North East Combined Authority, Overview and Scrutiny Committee

14 December 2017

(10.11 - 11.59 am)

Meeting held Committee Room, Town Hall, Westoe Road, South Shields, NE33 2RL

Present:

Independent Members : D Taylor-Gooby(Chair), S Hart (Vice-Chair)

Councillors: A Patterson, R Crute, J Eagle, N Weatherley, O Avery,
R Glindon, S Graham, J Amar and N Wright

15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dodd, Flux, Lower and Snowdon.

The Chair confirmed that the meeting was not quorate and that any decisions taken would therefore be ratified at the next meeting.

16 DECLARATIONS OF INTEREST

Councillor Eagle declared an interest in items 6 and 7 as an employee of Nexus and informed the Committee that dispensation had been granted for him to take part in discussions of transport related items, but that he would not be voting in decision making.

David Taylor-Gooby declared a personal interest in item 4 as a member of an NHS Commissioning Group.

Councillor Avery declared a personal interest in item 4 as a governor of the North East Ambulance Trust.

17 MINUTES OF THE PREVIOUS MEETING HELD ON 13 SEPTEMBER 2017

The Committee reviewed the minutes of the previous meeting held on 13 September 2017 and those present agreed their accuracy subject to the following amendment: That the Chair (David Taylor-Gooby) be recorded as an Independent Person, and not as a Councillor.

RECOMMENDED – That the minutes be formally approved at the next meeting of the Committee.

Matters arising:**Minute 13 – Forward Plan and work programme.**

Peter Judge, Monitoring Officer, and Helen Golightly, Head of Paid Service, gave a verbal update on recent developments with North of Tyne Devolution proposals.

The Committee were advised that all three of the North of Tyne authorities' Cabinets had given their approval to the 'minded-to' devolution deal, and that the next stage was for a period of consultation to take place running from 14 December 2017 to 5 February 2018. The NECA had been invited to respond to the consultation, but it was felt that it would be more appropriate for each constituent authority to respond individually, along with businesses, residents, universities etc. The North of Tyne authorities would then review responses to the consultation and submit a report to the Secretary of State, who would determine whether or not to make an Order to create a new combined authority for the North of Tyne area, which covers Newcastle, North Tyneside and Northumberland local authority areas.

There would be no changes made to the NECA unless/until the Secretary of State decided to make an Order. There were a range of Orders that the Secretary of State could choose to make, one of which would be to change the boundary of the NECA area to remove the three North of Tyne authorities, with the agreement of the NECA Leadership Board, but allow the remaining four authorities to continue operating as NECA with the only change being to membership and geography. If any of the remaining four authorities also wished to withdraw a separate exercise would then need to take place. Until such time as an Order is made, the NECA must continue with business as usual in order to discharge its responsibilities.

It was noted that some functions operating across the seven local authorities would continue regardless of the outcome of the consultation, e.g. the Local Enterprise Partnership and the Metro, and that there would be issues to address about the operation and governance of those functions.

18 **HEALTH AND WEALTH: CLOSING THE GAP IN THE NORTH EAST - UPDATE**

Submitted: Report of Chief Executive, Gateshead Council (previously circulated and copy attached to the Official Minutes).

Sheena Ramsey, Chief Executive Gateshead Council, presented the report which updated Members on progress in taking forward the 10 recommendations of the North East Commission for Health and Social Care Integration as set out in its report 'Health and Wealth: Closing the Gap in the North East'.

Sheena drew Members' attention to the following key points: that although the north east had seen the fastest increase in life expectancy of any UK region, the health and wellbeing gap with the rest of the UK and inequalities within the region itself remained high; that the current system was thought to be over-focused on treatment of ill health rather than prevention, and; that there is a strong link between people's health and the wealth and productivity of the region.

The Committee were advised that the recommendations of the Commission had been incorporated into the refreshed Local Enterprise Partnership's Strategic Economic Plan (SEP).

It was also noted that, since the last update to the Committee in March 2017, a Sustainability and Transformation Plan Prevention Board had been established across the region as part of the remit for the NHS Sustainability and Transformation Plan (STP), and that this had been deemed to be the most appropriate place to take the recommendations of the Commission forward.

Members were advised that there had not been as much progress in taking the recommendations forward as had been hoped, and that there were a number of factors that had contributed to this. The footprint of the STP had changed, and configuring it had taken more energy and focus than had been expected, the devolution deal for North of Tyne had not been anticipated at the time at which the recommendations were drafted, and preparations for Brexit had taken up a great deal of capacity nationally. It was suggested that the Committee may want to consider challenging lack of progress going forward.

Comments, questions and points raised by members

- That the north east should be proud of the success of its health initiatives, such as the Fresh campaign, but that such success only happened when the local authorities all worked together.
- That there was an increasing number of people choosing to vape, and whether there was any evidence regarding addiction or damage to lungs as a result of this.

Officers advised that evidence so far suggested that vaping was 95% less harmful than smoking, and so was considered to be a good alternative to tobacco for existing smokers. However, there were concerns that it could become a route into smoking. It was suggested that this was something that should be reviewed in a few years' time when more data and evidence would be available.

- Noting both the link between health and wealth in the region, and that the north east had recently been found to be doing better than expected on social mobility, whether this could play a role in improving health outcomes.

Officers advised that the north east had proven to be quite resilient to austerity in recent years. Employment was felt to be the biggest determinant in improving health outcomes, but the quality of jobs was also an important factor. It was highlighted that there were people in work who were still having to rely on foodbanks. It was also noted that some people developed life limiting conditions at a fairly early stage, e.g. in their 50's, and so although they were living longer they did not have a good quality of life.

- That the north east had a good track record on improving health but still lagged behind the rest of the UK, not least because of the region's industrial heritage, and that there were still some massive issues to be addressed.

- That a lot of the good work taking place was being put under strain by funding cuts, and that greater integration between health and social care would result in a greater impact.
- It was suggested that there was a perverse incentive to put money into acute care whereas investment in preventative measures may be more effective, and ultimately cost less.
- That there was uncertainty about governance of the STP in light of Brexit and North of Tyne devolution, whether any thought or consideration was been given to alternative options, and how realistic the prospects of delivering the Commission's recommendations were in this context.

Officers advised that the Sustainability and Transformation Plan Prevention Board had already acknowledged that there would be a need to review its governance in light of recent developments, including whether Board membership was appropriate. The Board may decide to focus on the top two or three most significant recommendations, rather than trying to deliver on all 10. Moving forward there would be a need to align with the evidence base about what works.

- That the Committee shared concerns expressed in the report about lack of funding, and noted that the north east has some of the best performing hospitals, but still some of the worst health outcomes. It was suggested that there should be a greater focus on preventing ill health, rather than just on treating it.
- Whether the recommendations around mental health included child and adolescent mental health issues.

Officers advised that mental health services for children and adolescents were not in a good place, and that young people often reached crisis point before they were able to gain access to services. Work was taking place to look at lower level mental health support, such as provision within schools, and a model was being developed for early intervention.

- That there were concerns about workforce capacity and recruitment, and whether any workstreams were being put in place to address this.

Officers advised that this was included in the SEP and that there were a number of schemes to bring people with existing experience of health work back into the workforce, to look at recruitment for health and social care and to skill up the workforce who are at a lower level to enable them to provide additional support.

- That loneliness and isolation could have a big impact on health, and was something that could be addressed without the need for skilled professionals.

Sheena suggested that the Committee may wish to request further updates on specific aspects of this agenda or a further comprehensive update back to the Committee at an appropriate time.

The Chair thanked everyone for their contributions those present agreed that they wished to have further updates on progress brought back to them at an appropriate point.

RECOMMENDED – That:

- i. The report be received and comments noted.
- ii. Further updates to be brought back to the Committee at an appropriate point.

19 DRAFT BUDGET 2018/19 AND TRANSPORT LEVIES

Submitted: Report of Chief Finance Officer (previously circulated and copy attached to Official Minutes).

Kate Laing, Principal Accountant, presented the report highlighting the key issues. It was noted that the Leadership Board had received and approved the draft Budget report for 2018/19 at their meeting held on 21 November, but that since then the North of Tyne devolution deal had been announced, which may change the budget arrangements for 2019/20. Implications for the 2018/19 Budget would be assessed and reported to the Leadership Board in January 2018 but it was not expected to have a significant impact.

Comments, questions and points raised by members

- Officers confirmed that comments made by the Committee would be passed on to the Leadership Board.
- How realistic the transport savings were thought to be given recent infrastructure problems.

Officers advised that although there had been a number of recent issues on the Metro, and a particular issue on 29 October, these would be addressed later on the agenda. There had been a sustained reduction in grant funding to Nexus from the NECA. This was part of an ongoing position since 2012 and was a result of the declining resources of the constituent authorities. The levy largely covered the cost of bus passes, accounting for around two thirds of the total amount, with the remaining money going towards other services such as the discretionary concession scheme, bus stop maintenance and cleaning, information provision, the ferry service, and around £5m to extend the free bus pass scheme on to the Metro (the Gold Card). The remainder of Metro funding was a mixture of fare box revenue (around £50m) and grant received directly from the Department for Transport (approx £25m). The Metro system was not performing as well as previously and patronage was declining, which put pressure on the fare box income.

In previous years it had been agreed with Tyne and Wear Authorities that frontline services would be preserved despite the reducing grant made available to Nexus. In order to achieve this Nexus had progressively reduced its non-Metro staffing numbers (by over 20% in all), and made efficiencies to reduce the cost of delivery. Reserve funding had been used to plug the remaining gap over the past five years and is proposed to be used for one final year in 2018/19, but it was anticipated that this would no longer be possible in future years (2019/20 and beyond). Therefore cuts to frontline services may now need to be reconsidered, to take effect in 2019/20. Consultation had previously taken place with service users and other interested parties into priorities, and further detailed consultation would probably be carried out over the following year in preparation for future cuts.

- That it was pleasing to see the inclusion of cheaper fares for young people following the Committee's policy review of transport related barriers to education, employment and training, and that the Committee expressed their thanks to officers for following through on those recommendations.

Officers elaborated that proposals had been taken to the Transport North East Tyne and Wear Sub-Committee a few weeks previously for new flexible and more affordable fares for young people under the age of 19, with the introduction of new £1 single and £2 capped daily Metro fares that could be bought with a new form of Pop Pay As You Go (PAYG) card.

RECOMMENDED – That the report be received and comments noted.

20

METRO FUTURES NEW FLEET PROCUREMENT UPDATE

Submitted: Report of the Lead Chief Executive for Transport (previously circulated and copy attached to Official Minutes).

Tobyn Hughes, Managing Director Transport Operations, introduced the report and highlighted the significant progress that had been made since the report was requested. The Chancellor had stated that £337 million of funding would be made available for Metro fleet replacement, and that this would be in the form of a full grant rather than a private finance initiative (PFI). It would cover 93% of costs, which was a very favourable outcome as there would usually be an expectation of a minimum 10% local contribution. The announcement was good news as the current fleet was in urgent need of replacement and it allowed officers to proceed with the procurement process. The specification for the new fleet was being finalised and would be presented to the Leadership Board in January 2018. It was suggested that the announcement had been made on the back of a united regional voice to Government requesting funding, including from cross-party political groups, businesses, bus companies, the airport, passenger groups and others.

Comments, questions and points raised by members

- Whether the Overview and Scrutiny Committee would be able to contribute to the discussion on specification of the new fleet.

Officers advised that discussions about the specification have already taken place, and that there was a need to get out to the market as soon as possible, but that any comments made by the Committee would be taken on board.

- That the funding announced by the Chancellor was fantastic news, and the Committee offered their congratulations to all those who had been involved in securing it.
- Given that it would be some time before the new fleet was operational, whether the existing system could potentially worsen in the meantime and if so what could be done to address that.

Officers advised that the current fleet was at the end of its natural life. As it was a unique fleet that was bespoke to the Tyne and Wear system it was not possible to bring trains in from elsewhere or to source spare parts. Under the circumstances, it was felt that depot staff were doing a fantastic job in maintaining the trains. The peak hour timetable required 74 trains to be running out of a total of 90 available, some of which would always be undergoing routine maintenance, and this resulted in a low level of resilience. It was confirmed that 84 new trains were to be commissioned. It was suggested that residents were used to a high level of performance and a high frequency service, and although performance was worsening the frequency was still believed to be the highest in the UK outside of London. Members were advised that there would continue to be an uphill struggle with the current fleet, and that while it was possible to inject more money into maintenance there would be a value for money measure to be taken into account given the imminent retirement of the trains.

- It was highlighted that failure of the signal system could also impact on the service, and that it was not always possible to fix such faults while the Metro was running.
- That if the new trains had the ability to use other railway tracks it could enable extension of the system, and whether this would be reflected in procurement.

Officers confirmed that there was an opportunity to specify for something that would set the system up for future expansion. Members were advised that the original fleet was not designed to run on Network Rail tracks, and extension of the service to Sunderland using Network Rail tracks therefore required a number of derogations from Network Rail. The new trains would be specified to be compatible with Network Rail, and this may also allow for operation on a wider network than currently, although there were currently no specific proposals for that. Provision could also be made for dual voltage, which would allow for Metro trains to operate using the standard rail electrification system, and new trains are expected to be fitted with a battery that would enable short journeys to be made in the event of power failure. In future it may be possible to provide for longer journeys to be made using batteries.

RECOMMENDED – That the Committee received the report and noted;

- i. Progress made on the Fleet Procurement Project to date;
- ii. The current position in regard to funding arrangements for the new fleet; and
- iii. The intention of Nexus to seek the endorsement of the Leadership Board before commencing any procurement process for new rolling stock, rolling stock maintenance and new rolling stock maintenance facilities.

21 **MONITORING NEXUS' PERFORMANCE**

Submitted: Report of the Managing Director Transport Operations (previously circulated and copy attached to Official Minutes).

Tobyn Hughes, Managing Director Transport Operations, introduced the report, and explained that the failure of the Metro system on 29 October 2017 had been caused by a fault with a newly installed transformer which had been put in place to address an issue with stray currents. Members were advised that it was very unusual for transformers to fail, and that safety always had to be the priority. It was highlighted that the Metro was not the only rail service to suffer failures, with recent examples in both London and Manchester.

RECOMMENDED – That the Committee noted the report.

22 **FORWARD PLAN AND SCRUTINY WORK PROGRAMME**

Submitted: Report of the Monitoring Officer (previously circulated and copy attached to Official Minutes).

Nicola Laverick, Policy and Scrutiny Officer, presented the report and highlighted the proposal for a workshop planning meeting to take place either in January 2018 or in addition to the committee meeting in February 2018. Members were advised that the purpose of the workshop would be to discuss decision making within the NECA and forward planning for the Overview and Scrutiny Committee in 2018/19.

Comments, questions and points raised by members

- That an opportunity for a seminar on North of Tyne devolution would be welcomed.
- That the preference would be for a stand-alone workshop session in January 2018, and that the timing of this should allow for discussion about the North of Tyne devolution proposals following discussion any by the Leadership Board but in advance of the consultation deadline.
- Whether it would be possible to hold either the workshop session or the February committee meeting at Nexus headquarters and combine with a site visit to the Metro depot.

RECOMMENDED – That:

- i. The Forward Plan and work programme be received; and
- ii. A workshop to be held following the Leadership Board meeting in January, to be combined with a site visit to the Metro depot if feasible.

23 DATE AND TIME OF THE NEXT MEETING

Monday 5 February 2018 at 10.00am.

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Overview and Scrutiny Committee

5 February 2018

(10.07 - 11.44 am)

Meeting held Committee Room, County Hall, Morpeth, NE61 2EF

Present:

Independent Members: D Taylor-Gooby (Chair) S Hart (Vice-Chair)

Councillors: A Patterson, J Eagle, O Avery, R Glindon, J Amar, M Clarke,
T Graham and K Stephenson

24 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Crute (Durham), Weatherley (Gateshead), Graham (North Tyneside), Flynn (South Tyneside), Wright (Sunderland) and Snowdon (Sunderland).

Councillors Lower (Newcastle), Dodd (Northumberland) and Flux (Northumberland) were also absent.

The Chair confirmed that the meeting was not quorate and that any conclusions reached would therefore be ratified as decisions of the next meeting.

Members expressed concern that this was the second consecutive meeting that had not been quorate, and queried whether anything could be done about non-attendance by Committee members. It was also suggested that the number of members required for quorum was high and should be lower, possibly with a condition that a minimum number of the constituent authorities were represented.

It was agreed that the Chair and Vice-Chair would write to members who had not attended meetings to remind them of the importance of attendance and use of substitutes, and that officers would review the quorum requirements.

RECOMMENDED – That:

- i. The Chair and Vice-Chair to write to members who had not attended meetings to remind them of the importance of attendance and use of substitutes.
- ii. Officers to review the quorum requirements for the Committee in the next NECA Constitutional Review.

25 **DECLARATIONS OF INTEREST**

David Taylor-Gooby declared a personal interest in item 6 (NECA Forward Plan and Work Programme) as a member of an NHS Commissioning Group.

26 **MINUTES OF 13 SEPTEMBER 2017**

The Committee reviewed the minutes of the meeting held on 13 September 2017 and those present agreed their accuracy.

RECOMMENDED – That the minutes be formally approved at the next meeting of the Committee.

27 **NOTES OF INQUORATE MEETING 14 DECEMBER 2017**

The Committee reviewed the minutes of the inquorate meeting held on 14 December 2017 and those present agreed their accuracy.

RECOMMENDED – That the minutes be formally approved at the next meeting of the Committee.

28 **TRANSPORT AND DIGITAL CONNECTIVITY THEMATIC LEAD UPDATE REPORT**

Submitted: Report of Thematic Lead for Transport and Digital Connectivity (previously circulated and copy attached to the Official Minutes).

Councillor Forbes (Thematic Lead for Transport and Digital Connectivity) introduced the report which provided members with an opportunity to comment on the most recent developments associated with the Transport and Digital Connectivity Thematic Lead Update. Councillor Forbes highlighted the key points of the report including the launch of a consultation by Transport for the North on a Strategic Transport Plan, the development of the NECA Transport Manifesto into a Transport Plan, the Metro Future project and the announcement of funding for a new Metro fleet, Metro performance and fares including the new fares for under 19s, the Key Route Network, and air quality.

In response to comments, questions and points raised by members the following was noted:

1. The design specification of the new Metro fleet was being looked at in terms of making it feel safer for passengers, for example through linear seating providing increased visibility along the length of the carriage.
2. NECA would like to move to a 24 hour Metro service but the current population and scale of the night time economy was not sufficient to support it. It was something that could be considered in future. There were some night buses in operation but they were the exception not the rule.
3. The push to improve air quality came about because the Government lost a court case with Clean Earth over its failure to tackle illegal air pollution.

Leaders had considered the issue and agreed that they wanted to do something that would have a longer term and more substantial impact, rather than just fixing the breaches of the Climate Change Act. Better technical planning arrangements between local authorities would help to prevent congestion. Having a good public transport system as an alternative to car use was key – buses only operated on routes that made a profit, although there were now better relationships with some bus operators and discussions were taking place about what would be done to encourage adoption of less profitable routes. A lot of the current routes had not been reviewed for many years and a fundamental review of the bus network was needed. New communities were not served well.

4. In response to a proposal for a new East West motorway from Blyth, Councillor Forbes noted that it was always much cheaper to upgrade motorways rather than build new ones, and that people tended to be fiercely protective of the green belt so any proposals for a new motorway were likely to be met with protest. Roads linking Newcastle and Carlisle were at the narrowest part of the country so there would be a good economic case to be made.
5. The International Advanced Manufacturing Park (IAMP) project was relatively new in transport planning terms. Both short and long term solutions to access were being developed. Highway access was good but there was a need to upgrade junctions. In the short term enhanced and rapid bus links would be provided and work would take place to develop bus interchange links. Over the longer term there were ambitions to extend the Metro service to the IAMP site as part of the Metro Futures project, but this could take many years to develop.
6. There was a challenge currently in gaining funding from Government for transport projects because of the introduction of competitive bidding processes where the odds were stacked against the North East, and it was important that this was challenged. The lobbying for Metro fleet replacement funding had been successful because there had been a wider coalition of support across the region. Lessons should be learned from this in terms of how the region could come together to lobby for particular schemes.
7. There was no intention to have one big bus corporation covering the whole region but there needed to be a range of options that could meet the needs of different communities. Free bus passes for older people were all very well but were of no use if there were no buses. Local authorities had done their utmost to protect rural services by subsidising bus operators to cover those routes, but this was not sustainable in the longer term, and this was an issue that was moving up the agenda at a national level.

The Chair thanked Cllr Forbes and Tobyn Hughes for their attendance.

A Member highlighted that there had been no verbal update on Digital Connectivity. The Committee noted concerns that the Government push for high speed broadband was focused on large conurbations, rather than rural areas, and that a recent project in the North West had demonstrated that infrastructure built from

scratch may be a better solution for rural areas. It was agreed that the Chair and the Policy and Scrutiny Officer would request a written submission from the Thematic Lead on progress with digital connectivity that focused on rural areas, and that it would be presented at a future meeting.

RECOMMENDED – That:

- i. The report be received and comments noted.
- ii. The Chair and the Policy and Scrutiny Officer request a written submission from the Thematic Lead for Transport and Digital Connectivity on progress with digital connectivity in rural areas, to be presented at a future meeting.

29 **NECA DECISION MAKING PROTOCOL**

Submitted: Report of Monitoring Officer and Policy and Scrutiny Officer (previously circulated and copy attached to Official Minutes).

Nicola Laverick (Policy and Scrutiny Officer) and Peter Judge (Monitoring Officer) introduced the report which outlined the proposed Decision Making Protocol for the Overview and Scrutiny Committee, highlighting the key issues. Members' attention was drawn to the definition of a 'Key Decision' in part 4 of the draft Protocol including suggestions made by the Chief Finance Officer for a minimum value over which decisions relating to capital and revenue spending would be considered to be Key.

In response to comments, questions and points raised by members the following was noted:

1. The Committee were able to review any decision of any value relating to the NECA. The Protocol was designed to clarify how it did that, to provide clarity for Members and Officers, and to ensure a focus on the Committee's priorities and the most important decisions. The Committee could identify areas they wanted to focus on through their long-term work plan and would be provided with clear guidance about those matters that must be brought to them.
2. The Committee were able to call in any officer of the NECA to answer questions, and could also chose to take evidence from members of the public.
3. The Committee were entitled to review confidential reports and could request to see, for example, detailed transport plans such as those pertaining to access to the IAMP. It would be an ideal time, in advance of the possible creation of a North of Tyne Combined Authority and of a joint transport committee, to review transport plans.
4. There was an obligation for the NECA to have a decision making protocol in place, and this had yet to be addressed.

5. The procedure for urgent decisions would include consultation with the Chair of Overview and Scrutiny.
6. Officers from each local authority had been given the opportunity to review the draft protocol, and it would be shared with them again in advance of the next Overview and Scrutiny Committee meeting.
7. The NECA Constitution would need to be amended in time, but the Protocol was consistent with the existing Constitution.
8. The five working day window of opportunity for Members to call-in decisions was short, but Members were reminded that notification of key decisions was required to be published 28 days in advance resulting in a 33 day minimum timescale for making key decisions. Members were asked to reflect on this, and to consider what the correct balance should be, in advance of further discussion at the next Committee meeting.
9. The Call-In Request form could be submitted electronically and did not need to be signed by hand by all four members requesting the call-in. It was agreed that officers would amend the form to make this clear.

RECOMMENDED – That:

- i. The report be received and comments noted in producing an amended protocol.
- ii. The draft Decision Making Protocol be shared again with officers in each constituent authority in advance of further discussion at the next Overview and Scrutiny Committee Meeting.
- iii. Officers amend the Call-In Request form to clarify that electronic submission was acceptable and that it did not need to be signed by hand.

30

NECA FORWARD PLAN AND WORK PROGRAMME

Submitted: Report of Monitoring Officer and Policy and Scrutiny Officer (previously circulated and copy attached to Official Minutes).

Nicola Laverick (Policy and Scrutiny Officer) introduced the report which provided Members with an opportunity to consider the items on the Forward Plan for the current 28 day period and the proposals for a revised and updated Work Programme for 2017/18. Nicola highlighted the issues previously identified by Members for inclusion on the Work Programme, including updates and discussions about the North of Tyne Combined Authority, visits to other combined authorities and a review of the issues considered by their overview and scrutiny committees, a review of digital connectivity at a future meeting, and an opportunity to review any transport barriers to employment and education.

It was noted that following an update at the last Committee meeting on progress in taking forward the recommendations of the North East Commission for Health and Social Care Integration set out in its report 'Health and Wealth: Closing the Gap in

the North East, it had been suggested that further updates be brought back at an appropriate point. It was agreed that the July meeting of the Committee would be an ideal time for an update, however the Chair and Vice-Chair would liaise with the North East Joint Health Scrutiny Committee prior to any item being brought to the Overview and Scrutiny Committee, to ensure that there was no duplication of work.

RECOMMENDED – That:

- i. The report be received and comments noted.
- ii. The Chair and Vice Chair of the Overview and Scrutiny Committee liaise with officers and with the North East Joint Health Scrutiny Committee. Consideration then be given to inviting Sheena Ramsey, or an appropriate officer, to attend the July 2018 meeting of the NECA Overview and Scrutiny Committee to present an update on progress with taking forward the recommendations of the North East Commission for Health and Social Care Integration.

31 DATE AND TIME OF THE NEXT MEETING

Thursday 15 March 2018 at 10.00am.

Councillor Patterson submitted her apologies for this meeting.

Overview and Scrutiny Committee

Date: 15 March 2018

Subject: Employability and Skills Inclusion Thematic Lead Update Report

Report of: Thematic Lead for Employability and Skills, Skills Director North East LEP

Executive Summary

The purpose of this report is to provide Overview and Scrutiny Committee with an opportunity to note and comment on the Employability and Skills Inclusion Thematic Lead Update.

Recommendations

The Overview and Scrutiny Committee is recommended to note the contents of this Update Report and provide feedback as appropriate.

Overview and Scrutiny Committee

1. Background Information

- 1.1 The Thematic Lead for Employability and Skills and provides regular updates to the North East Combined Authority Leadership Board covering the latest developments in Transport and Digital Connectivity. Updates are also provided via the Programme Updates to the North East Local Enterprise Partnership Board. The updates include progress of delivery programmes and projects identified as being part of the Strategic Economic Plan, in order to address the challenges and opportunities for our region regarding Employability and Skills.

The report provides Overview and Scrutiny Committee an opportunity to comment on the latest version of the Employability and Skills Thematic Lead Update Report (received at 16 January 2018 Leadership Board) appended to this report.

The Committee will also receive a presentation specifically regarding the Skills Programme.

Update to Report of Thematic Lead for Employability and Inclusion (Appendix A)

1.8 to 1.13 - *DWP European Social Fund Opt-In for the North East*

NECA representatives continue to liaise with DWP and act as a local link to oversee the contract delivery and ensure it fits strategically with local requirements. However the contract, as proposed by DWP, has been widened to incorporate a wider set of claimants, i.e. not just those at one year+ on the Work Programme.

At a strategic level five NECA officers, sit on the ESIF Committee and provide strategic fit and value for money advice on any new proposals for ERDF and ESF funding. NECA officers also sit on a working group which provides detailed advice on ESF projects to ESIF Committee. These individuals have considerable experience in employability and inclusion in their local areas and the LEP help to co-ordinate a strategic view which is fed into the Committee.

Proposals

- 2.1 This report is for information purposes only. Therefore, no proposals are contained in this report.

3. Reasons for the Proposals

- 3.1 This report is for information purposes only.

Overview and Scrutiny Committee

4. Alternative Options Available

4.1 Not applicable to this report

5. Next Steps and Timetable for Implementation

5.1 The Overview and Scrutiny Committee receives annual updates on the key themes of Employability and Skills, Economic Development and Regeneration and Transport and Digital Connectivity. New developments will continue to be reported through North East Leadership Board and North East Local Enterprise Partnership Board in the coming year.

6. Potential Impact on Objectives

6.1 Successful delivery of the programmes and projects outlined in Appendix A will assist the Combined Authority and the North East Local Enterprise Partnership in delivering the aims set out in the Strategic Economic Plan and support the focus on delivering more and better jobs in our region.

7. Financial and Other Resources Implications

7.1 There are no specific financial implications, Human Resource or ICT implications for NECA arising from this report.

8. Legal Implications

8.1 There are no specific legal implications arising from this report

9. Key Risks

9.1 There are no specific risks arising from this report

Overview and Scrutiny Committee

10. Equality and Diversity

10.1 There are no specific equality and diversity implications arising from this report

11. Crime and Disorder

11.1 There are no specific crime and disorder implications arising from this report

12. Consultation/Engagement

12.1 Each strategic theme within the Strategic Economic Plan was developed in consultation and engagement with a wide range of stakeholders. Employability and Skills programme updates are provide to North East Leadership Board, the North East Local Enterprise Partnership Board and the advisory Employment and Skills Board of the LEP. A number of engagement events and activities were held in 2017 and further events are scheduled for 2018.

13. Other Impact of the Proposals

13.1 No specific impacts

14. Appendices

14.1 Appendix A – Employability and Skills Thematic Lead Updated report presented to 16 January 2018 North East Leadership Board.

Appendix B – Copy of the Presentation. Skills Programme Overview and Update

15. Background Papers

15.1 None

16. Contact Officers

16.1 Michelle Rainbow, Skills Director, North East LEP
michelle.rainbow@nelep.co.uk Tel: 0191 338

Overview and Scrutiny Committee

17. Sign off

- Head of Paid Service: ✓
- Monitoring Officer: ✓
- Chief Finance Officer: ✓

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Leadership Board

Date: 16 January 2018

Subject: Employability and Inclusion Update

Report of: Thematic Lead for Employment and Inclusion

Executive Summary

The purpose of this report is to provides an update on progress being made in delivering the Employability and Inclusion, and Skills themes of the Strategic Economic Plan (SEP) for the North East.

Recommendations

The Leadership Board is:

- i. recommended to note the contents of the report

Leadership Board

1. Background Information

- 1.1 This report provides an update on the employability, inclusion and skills programmes and projects that the Combined Authority and the LEP are delivering within the context of the SEP for the North East.

Labour Market Intelligence (LMI)

- 1.2 Labour Market Intelligence (LMI) for the North East continues to be developed. Discussions about future developments are taking place with the North East LEP and a number of digital partners who are designing some innovative tools to present data and information to various audiences.
- 1.3 A series of Careers Videos to promote our key priority sectors was completed in 2017 and is part of a toolkit available for schools and colleges in the North East. Their purpose is to help teachers communicate the many exciting careers available in the North East, and the paths young people can take to get them. The videos and toolkit have now been requested by over 180 educational establishments.
- 1.4 The toolkit includes four videos, all showcasing young people and the jobs and training they're participating in, in our region. Feedback has been extremely positive.
- 1.5 Each of the four videos is accompanied by a toolkit for teachers, including powerpoint presentations and lesson plans. Anyone can sign up to receive the resources from the North East LEP website.
- 1.6 Work is on-going to support various initiatives with their LMI needs including the Good Career Guidance Benchmarks, development of Devolution proposals and support to ensure that ESF proposals meet our strategic priorities.
- 1.7 Work was undertaken in recent months by the LEP developing labour market information for graduate retention. Case Studies and videos have been produced to promote the opportunities in the North East, reasons to stay and to provide examples of working in the key sectors and opportunity areas. The campaign launched in mid-November and provides a further resource for schools, colleges and universities. The social media campaign was the most successful social media campaign the LEP has run to date and the resources are being used by all four universities.

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North East LEP area Construction Labour & Skills Gap Analysis

The North East Local Enterprise Partnership (LEP), Local Authorities, key construction employers, groups and CITB are working in partnership to address the labour and skills challenges facing the construction sector across the North East LEP area.

CITB has produced a report which highlights that there are significant issues and challenges for the short and medium term particularly around levels of skills and availability of labour. The report acts as an evidence base to inform stakeholders and may be used as a basis for the development of a construction skills strategy so that the industry has the skills it needs now and for the future so that effective plans and investment decisions can be made to exploit employment and economic growth opportunities.

This event was held to provide a presentation of the findings, to discuss the report's significance in helping shape the North East LEP area and agree the next steps.

North East LMI Conference 2017 – this year's conference arranged by the National Careers Service was held on 23rd November and included presentations from the North East LEP, Tees Valley Combined Authority and a range of speakers from different industries and sectors to share labour market information.

DWP European Social Fund Opt-In for the North East

- 1.8 The DWP 'Opt-In' programme for the North East is utilising £6m European Social Fund (ESF) to test a local approach to support 2,500 long term unemployed residents with health conditions to find work over 2017-19. The programme is delivered by Working Links.
- 1.9 Performance data from January to the end of October show 786 people attached to the programme, 520 are in the more developed area (Northumberland and Tyne and Wear) and 266 in the transition area (County Durham). 203 job starts in total (including first and second job starts). High numbers of those referred (510 to date) have been ruled ineligible by DWP; or have withdrawn. The programme is performing below profile in the more developed area but close to profile in the transition area. Durham has continued to be the best performing area, with one third of total attachments and just under one third of job starts. However there has been a significant drop in attachments from September which is being monitored.

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Insufficient referrals from Job Centres and ESF eligibility continue to be the prime cause of under-performance. Referral numbers appear to have a direct negative impact in areas of Universal Credit roll-out which is being monitored. DWP have stated that the introduction of the Work and Health Programme in January 2018 will be the priority for Job Centre referrals. This will potentially have a negative impact on the referrals to the Opt-in (and other local programmes) and impact will be closely monitored.

1.10 Assessment of participants shows:

- 72% are male, and 28% female
- Most are very long-term unemployed, with around 70% unemployed for five years or more.
- The majority have health conditions, including some which were undiagnosed prior to engagement with the programme. One-third of participants are working with the Health Advisor and Mental Health and Neuro Diversity Specialist.
- Mental Health remains the prevalent health condition
- The majority of participants are from jobless households
- Many have multiple barriers to work with poor transport accessibility a key features.

1.11 Advisors are working from Jobcentres to improve referral rates and engage directly with participants. To offset the low referral rates from Jobcentres, a range of other local organisations are being engaged with, and can refer. Big Lottery, BBO programmes are being engaged as a source of cross-referral and Wise Group as a progression routes for participants. An agreement has been reached to allow participants to the Mental Health Trailblazer where appropriate. Work with other local programmes is being prioritised to raise levels of appropriate referrals and to ensure a well co-ordinated programme of provision across the area.

1.12 The last report to Leadership Board advised that DWP was to invoke a contract clause to widen eligibility due to performance achievement of under 70% in the more developed region. It was made clear at a meeting of LEP representatives and DWP on 24th October, and in subsequent email contact, that the variation was not supported and other means to improve performance were proposed. The key concern was that widening eligibility will direct the provider away from the original intent of the contract which was based on local intelligence of identified need and potential negative impact on ESF and other local programmes

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- 1.13 Despite the representation and agreement that any variation should be in consultation and agreement with the LEP, DWP has varied the contract with widened eligibility. ESIF sub committee was informed of the concerns. DWP ESF managing authority agreed as an action to liaise with the NECA representatives to discuss the matter but have not, to date, responded. Despite the variation, NECA and NELEP officers have committed to continue supporting the project to improve performance and ensure it delivers to original specification intent and local benefit.

North East Mental Health Trailblazer

- 1.14 The North East Mental Health Trailblazer is delivering a Random Control Trial of integrated employment support and psychological therapy, using the Individual Placement and Support (IPS) model in partnership with Increasing Access to Psychological Therapies (IAPT) in each local authority area.
- 1.15 Performance data show that from January to early December over 290 people attached to the programme and received treatment group support and 56 moved into employment. County Durham continues to be the best performing area in terms of total programme starts and with over a third of all job starts. Northumberland and Gateshead are also continuing to achieve good job outcomes rates, with one quarter of all job starts each.
- 1.16 Performance remains below profile, primarily as a consequent of a much later than expected start date and lower than expected referral rates. A request will be made to extend the project to April 2019 to ensure local performance is achieved against ESF targets and trial has a sufficient sample size to produce robust evidence for government. DWP has delayed the process for extension approval, now expected in January 2018.
- 1.17 The profile of participants continues to be long-term unemployed people, primarily Job seekers Allowance claimants. Impact of the introduction of Universal Credit is not yet evident, but will be monitored. Participants have a wide range of mild to moderate mental health conditions, primarily anxiety and depression.
- 1.18 Referral volumes from Jobcentres continue to be below profile but actions are being implemented to improve processes and JCP has agreed a profile of referrals at a level to meet performance expectations. Direct referrals from IAPT services are underway, which is improving volumes and appropriateness of referrals.

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- 1.19 Other referral routes are being developed through a series of ‘trusted partnership’s agreements with a range of organisations, including Generation NE, Durham YEI, Working Links, Newcastle Futures and Big Lottery BBO projects. These will be expanded further in 2018. Partnerships are ensuring that anyone participating in local projects can have access to the trial and appropriate mental health and employment support. This demonstrates improvement in joining up of strategic projects across NECA and maximisation of ESF and other local investment.
- 1.20 The Behavioural Insights Team conducted an IPS fidelity assessment of the service in late October producing a rating of ‘Good” with the score very close to achieving ‘Exemplary’ status. The evaluators rated this assessment as beyond expectation for an IPS programme at this stage in development and at this scale. The project will be responding to the recommendations of the report with an aim to achieve exemplary status in 2018.
- 1.21 Alongside the Behavioural Insights Team meta- evaluation, a locally specific evaluation will be considered in 2018, subject to ESF agreement.

Generation NE

- 1.22 Generation NE has been operational since July 2014 and the programme has supported 4265 young people, of which 1981 have moved into employment to date; 1125 of those gaining employment have now sustained employment for 6 months or more. Generation NE funds have also supported a further 756 participants, 345 into work through provision of match-funding for Durham Works. The project has now exceeded all targets set as a part of the funding agreement by the Cabinet Office and continues to perform well.
- 1.23 A Digital Service has been launched to complement the support available through Generation NE on a face to face basis; this service is testing innovative approaches to engaging and supporting young people which accommodates their changing attitudes, particularly a desire to engage with services in non-traditional ways. There are currently over 200 young people being supported in this way with, on average, an additional 30 young people engaged each month. A full Randomised Control Trial of digital services within Generation NE is being explored with the Governments What Works Centre for evaluation.
- 1.24 A call for projects to support young people into employment and training was released under the European Social Fund (ESF) on 26th July 2017 and an application was developed by a cross authority working group and submitted on behalf of Generation NE on 23rd September to extend and expand the

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programme, including to those young people not claiming benefit. Outline approval has been received (15th December 2017) and a full application will now be developed in partnership and submitted on or before 9th March 2018.

Good Career Guidance Benchmarks

- 1.25 From June 2015 and in partnership with The Gatsby Foundation, North East LEP has been supporting the application of the Good Career Guidance benchmarks. This provided the opportunity to test the benchmarks in action; lead the development of practice which would have local impact and national profile; and improve the quality of provision and opportunity for young people.
- 1.26 The pilot was subject to on-going review, with schools and colleges submitting regular reports and case studies, and analysis against each benchmark to track progress. The pilot phase of implementation has now ended.
- 1.27 Reports now evidence impact in a number of key areas:-
- One clear finding from the pilot in the North East is the usefulness of the benchmarks as an auditing tool for users to report on their own career guidance provision and to 'action plan' specific, measurable improvements
 - The rate of progress in year one (+2) is accelerated in year 2 (+4)
 - Every school and college now fully achieves at least four benchmarks (previously 50% of the schools / colleges fully achieved zero benchmarks). All schools and colleges now partially achieve every benchmark.
 - 88% of schools and colleges now fully achieve 6-8 benchmarks (previous national surveys showed that no school had achieved more than 5 of the benchmarks)
 - The results demonstrate that it is possible to make significant and rapid progress – using the benchmarks as a framework – to carefully target improvements in schools / colleges of every type, size, location and structure. These improvements are documented in focussed actions plans with measurable targets.
 - New strategic relationships with employers now existing and schools / colleges have clear plans for engagement and systems in place to measure quality and impact. This includes an increase in the number of 'careers' or 'business' governors.
 - New strategic delivery structure structures have also emerged in schools and colleges maximising the impact of the benchmarks, including the reallocation of existing resource towards careers provision.
 - Curriculum integration – joint CPD, teacher / career leader placement in industry.

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- The pilot has inspired collaboration and pioneering thinking in the approach to delivering good career guidance
 - Schools and college participating in the pilot are significantly closer to providing 'good career guidance' for 'each and every' young person than they were at the outset.
- 1.28 Analysis of evidence, emerging data and observations within the school and college visits over the duration of the pilot also suggests that progress against the benchmarks is greater and more rapid when the careers leader is either a member of the senior leadership team or when they have a dedicated and active SLT link responsible for the strategic leadership and quality of careers provision.
- 1.29 The career benchmarks are central to the skills element of the Strategic Economic Plan. From the start of the Autumn term 2017 / 2018 all schools and colleges in the North East LEP area are encouraged to adopt the benchmarks in anticipation of the launch of the new Careers Strategy in Autumn 2017.
- 1.30 An event titled 'North East Ambition' marking the end of the pilot phase and the introduction of a LEP-wide roll-out was held in July 2017. There were over 300 attendees, including over 150 schools and colleges. Feedback and uptake was extremely positive. A follow-up event was held in October 2017 and there are now well over 100 schools and all 9 FE colleges working to implement and achieve the benchmarks.
- 1.31 On 4th December 2017, HM Government launched the Careers Strategy at the national CDI Conference. The Minister for Skills said 'The North East pilot has shown what can be achieved – the careers strategy will replicate this best practice across the country'. The benchmarks are central to the strategy and examples, quotes and case studies to illustrate their effectiveness and impact on young people are lifted from the North East pilot.
- 1.32 The North East LEP is preparing to expand the career benchmarks, designed originally for secondary schools and colleges, for use in primary schools. We continue to seek funding to allow us to map the benchmarks for delivery in a primary setting, engage 10% of primary schools across the region (approx. 70 schools) in a pilot that seeks to test the implementation of the benchmarks and facilitate support for primary schools to achieve the benchmarks. Evidence of the impact will be through an action research approach. The proposal has the support of the members of the Careers IAG Advisory Group, chaired by the CBI. Discussions are on-going with a number of foundations and charitable trusts.

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Enterprise Advisors

- 1.33 This key Government-backed initiative was initiated in September 2015. The Careers & Enterprise Company (CEC) is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work.
- 1.34 The North East LEP has taken the opportunity to shape and adapt the original CEC model to enhance the opportunities for school and business engagement. The Enterprise Advisor network is active in every LEP area.
- 1.35 To date, in the North East over 140 Enterprise Advisers have signed up. 95 schools and colleges have returned their self-assessment and supporting Enterprise Adviser action plan. Of the 95 schools, 82 have been matched with an EA, and 7 further schools and college who have met with an Enterprise Coordinator are in the process of completing the self-assessment document and are being followed up. All 9 colleges have signed up and in varying degrees of completion. From a slow start due to the rigorous matching process opted for by the North East LEP, we are pleased that our 'matches' and the sustainability of those matches are now amongst the highest in the country.
- 1.36 With the support of the Communications Team we continue to grow the numbers of business leaders becoming Enterprise Advisors in the North East network. Other activities within the network include school CPD sessions for staff to support benchmarks 4, 5 & 6. Skills North East hosted the most recent EA networking event and Virgin Money hosted an information and awareness session for new EAs.

Apprenticeships

- 1.37 The North East has a strong and active part to play in meeting the Government's target of three million apprentices by 2020. However, there is also a recognition that there is still much to be done to deliver the ambitious targets that the region has set within the Strategic Economic Plan (SEP).
- 1.38 In light of the apprenticeship reforms earlier this year, the Apprenticeship Growth Partnership (AGP) reviewed its work plan and membership at its meeting in July 2017; and confirmed their role in supporting the following:-
- Maximise employer engagement and the take-up of apprenticeships including higher and degree apprenticeships.
 - Promote the parity of apprenticeships with academic routes and

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- qualifications.
 - Encourage and support greater collaboration across and within sectors to share good practice.
 - Consider the impact of the apprenticeship reforms on employers as they are implemented – ensuring examples of good practice are promoted, lessons learned and potential ‘unintended consequences’ are carefully monitored to inform future policy and strategy.
- 1.39 Apprenticeship Growth Partnership meetings continue with the next planned for November 2017. Although there have been some concerns raised by members collectively around the ‘confirmed’ lack of standards, speed of development and the slow-down in response from IoA, there are membership organisations that are lobbying on behalf of businesses and sectors and the AGP monitoring North East KPIs against National performance. National figures show take up of apprenticeships has slowed considerably. The latest version of the ‘data cube’ due in late November was withdrawn by the SFA and the next version is now expected in early 2018. LEP officers and AGP are considering other ways to obtain this data to provide an earlier insight into regional KPIs.
- 1.40 The general feedback from members is that the group is adding real value to raise an awareness of apprenticeship provision to business, highlighting issues and challenges and we have been made aware that other ‘national’ apprenticeship groups and aligning their work with what is being done within the North East LEP’s AGP.
- 1.41 The North East LEP is now part of the North East Apprenticeship Ambassador Network (AAN). The primary aim of the Apprenticeship Ambassador Network is to support the delivery of a high quality apprenticeships programme. As members of the AAN we will support government in enabling employers and wider stakeholders to realise the benefits and aims of the apprenticeship programme.

The work of the AAN is linked to the Strategic Objectives of the Apprenticeship Reform Programme, Benefits Realisation Strategy:

- To create more quality apprenticeships
 - To meet the skills needs of employers
 - To create progression for apprentices
 - To widen participation and social mobility in apprenticeships
- 1.42 North East LEP’s Growth Hub website has been further developed to provide access to links and further information on recruitment of apprentices and will be live early in 2018 with a good range of resources for employers.

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North East Education Challenge

- 1.43 The North East Local Enterprise Partnership's 'Education Challenge' as described in the Strategic Economic Plan seeks to reduce the gap between our best and lowest performing secondary schools and improve social mobility in our young people. Building on the success of Gatsby Foundation's 'Career Benchmarks', in the North East the education challenge will support teachers, schools, governors and leaders to integrate careers learning into the curriculum to ensure those entering the workforce in the future have the skill level to support our diverse economy and are fully aware of the progression routes available to make this happen.
- 1.44 The North East LEP has been chosen by Ford Next Generation Learning and The Edge Foundation as the first area internationally to translate elements of the very successful Academies of Nashville model. The North East LEP, working closely with The Edge Foundation and initially three schools in the region, will be translating elements of the model and building an approach that works in the context of this country. The vision is to build a model in the UK that is impactful, scalable and replicable.
- 1.45 The Academies of Nashville model transformed attendance, attainment and progression across 12 schools by placing employers and business partners alongside teachers and school leaders and developing highly personalised approaches to progression. 10 years ago the 12 schools were some of the worst performing in the USA – now they are 12 of the highest performing and the model has been rolled out across 25 states. The Academies of Nashville model transformed attendance, attainment and progression across 12 schools by placing employers and business partners alongside teachers and school leaders and developing highly personalised approaches.
- 1.46 The North East LEP's brief is to create and implement a pilot project to run from January 2018 – December 2018 initially involving three schools in the North East LEP area, supported by senior management team at the North East LEP and NECOP, and with a view to rolling the pilot to a region wide cohort. Project outputs:
- To improve teachers understanding of regional LMI and higher education needs within this context
 - To develop models of good practice in relation to project based learning, teacher placements in industry and CPD that supports 'careers in the

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curriculum' and to disseminate these within the pilot schools and more broadly across the region

- To deliver in Autumn 2018, a teacher CPD event sharing the learning
- To create resources to support the development and delivery of Careers in the Curriculum

- 1.47 The Project will be managed by a Steering group co-chaired by the Edge Foundation and the Skills Director from the North East LEP. Implementation and progress of the pilot will be reported to the North East LEP and NELB Board for information throughout 2018.

Skills – capital investment

- 1.48 Four from five original LGF Skills Projects are now physically completed and the remaining project at Northumberland College in Ashington commenced on site in early December 2016 and is on schedule.
- 1.49 Following the project call in March 2016, two new skills focussed projects were approved, both are social-enterprise led – Foundation of Light in Sunderland, which is underway and Eagles Foundation in Newcastle where construction commenced Autumn 2017.
- 1.50 In January 2017 the North East LEP received confirmation from Government of its funding award from Round 3 of the Local Growth Fund. A total of £49.7m has been awarded over the period 2017-21 to support the development of the 'International Advanced Manufacturing Park', north of the Nissan factory and the introduction of an 'Innovation, Skills and High Growth business' mini programme. The focus of the mini programme is still under development

2 Proposals

- 2.1 There are no proposals as this is an information item.

3 Reasons for the Proposals

- 3.1 This section does not apply as the report is only for information.

4 Alternative Options Available

- 4.1 This section does not apply as the report is only for information.

Leadership Board

5 Next Steps and Timetable for Implementation

5.1 The Employability, Inclusion and Skills Steering Group will continue to co-ordinate and monitor the delivery of these programmes and projects.

6 Potential Impact on Objectives

6.1 The work being taken forward is consistent with the Combined Authority's stated objectives and SEP for the North East.

7 Financial and Other Resources Implications

7.1 There are no financial implications arising from this report.

8 Legal Implications

8.1 There are no legal implications arising from this report.

9 Key Risks

9.1 There are no key risks arising from this report.

10 Equality and Diversity

10.1 There are no equality and diversity issues arising from this report.

11 Crime and Disorder

11.1 There are no crime and disorder issues arising from this report.

12 Consultation/Engagement

There are no consultation or engagement issues arising from this report.

Leadership Board

13 Other Impact of the Proposals

13.1 There are no other impacts arising from this report.

14. Appendices

14.1 This report has no appendices

15. Background Papers

15.1 There are no background papers for this report

16. Contact Officers

Michelle Rainbow, Skills Director, North East Local Enterprise Partnership
michelle.rainbow@nelep.co.uk
0191 338 7439

17. Sign off

- Head of Paid Service: ✓
- Monitoring Officer: ✓
- Chief Finance Officer: ✓



Michelle Rainbow
Skills Director

Skills Programme Overview & Update

Overview & Scrutiny Committee

15th March 2018

The Skills Challenges

Ensuring workforce has the skills required


- NE has a lower qualifications profile than England and forecasts indicate increasing demand particularly in technical skill levels.
- There is a gap in performance and outcomes between the best and lowest performing schools
- Employers report skills shortage vacancies and skills gaps within existing workforce (increasing deficit in broad digital skills)

Attracting and retaining workforce within the region

- Relatively low levels of in-migration. We do have 'graduate gain' but it could be higher
- Aging population means we need to consider how best to retain (regain) older workers in the workforce

Supporting young people to understand the labour market to make informed choices

- And providing them with the opportunity to have meaningful experiences of the world of work.



Addressing the challenges - SEP

Within the SEP we list our five areas of focus (and report against delivery of these in the programme updates to NELB & LEP Board).

- Excelling in technical and professional education
- Higher Education
- Fuller Working Lives
- North East Ambition
- Education Challenge

Skills Programme delivery

Excelling in Technical & Professional education

- Apprenticeship Growth Partnership (sub E & S board) and establishing sector specific sub groups.
- Focus on good quality apprenticeship provision
- Promotion of higher and degree apprenticeship
- Apprenticeship reforms – working with sectors to understand impact (positive and negative) and lobbying with HMG for better, less lagged data
- ABR process facilitated dialogue between with colleges, provision of LMI and support with employer engagement in growth sectors. LEP presents at each Principals Group and Chairs Group meetings
- Technical education - working with FE colleges and other partners in preparation for the technical education reforms (Gatsby support regarding supply and demand of technical education)
- With CBI started the process of engagement with employers (technical route pilots, work placement, system and policy change).

Skills Programme delivery

Fuller Working Lives

- Raising awareness with employers about this aging workforce / opportunity
- 2017 – in partnership with DWP and CIPD – HR Event & pilot launch
- NCS Pilot – skills audit of older workers
- 2018 – sector events to understand specific challenges and solutions

Higher Education

- Graduate retention and attraction. Campaign #LiveWorkStay – social media campaign with most engagement in 2017.
- 2nd wave of campaign – sector specific
- Part of the Northern Powerhouse graduate retention working group
- Pilot – UUK and OfS – careers provision in Universities, working with all four universities as highlighted in the National Careers Strategy.

Skills Programme delivery

North East Ambition

- 2015 North East LEP selected by Gatsby Foundation to trial national programme in good career guidance. 16 schools and colleges from across the region selected to test in action in wide range of 'types'. 8 benchmarks.
- 2015 – 2017 – pilot and results described as 'transformative' by DfE. Highest performing region in terms of careers and LEP recognised by Social Mobility Commission, DfE, CEC as leading the way in career guidance and the skills agenda. 88% of pilot schools and colleges now achieve all 8 benchmarks for 'each and every pupil'
- All 9 colleges part of LEP / DfE / College working group looking at indicators to suit college provision.
- Pilot ends and roll-out to region's schools at NE Ambition event (300 attendees)
- 16 Career Advocates being trained in anticipation of national roll-out
- Career Strategy (released Dec 2017) Statutory Guidance (Jan 2018) both refer extensively to case studies in the North East. Gatsby Foundation published best practice handbook and sends to every school in England with NE case studies and created a website dedicated to good practice in the North East.

Skills Programme delivery

North East Ambition – 2018 onwards

- 140 schools now engaged and working with the LEP towards achieving the benchmarks
- Further lobbying for the benchmarks to be measured against the 'all and every' criteria of the North East pilot.
- College benchmarks released. North East Colleges leading the way and shaping national thinking
- North East LEP now working with CEC, DfE and Gatsby in the national roll-out of career guidance strategy, supporting the national roadshows and shaping / influencing thinking around career hubs and career leaders
- NE LEP develops resource pack for schools and colleges – LMI videos and lesson plans, electronic audit tool, provider directory, working groups, Career Leads meetings, case studies and Enterprise Co-ordinators now have almost 100 Enterprise Advisors working in NE schools to forge relationships between employers and education.
- SEND working group
- Advocates sharing good practice across region and UK – positioning the NE as leading the way
- Primary Benchmark Pilot – more to come on this (currently in discussion with potential funders)

We want every school and college in the North East working towards the benchmarks with 'each and every' pupil and student. Critical for social mobility and our 'North East Ambition' – recommended in the Social Mobility Commission State of the Nation Report.



Skills Programme delivery

Education Challenge - to improve outcomes for all students and to reduce the disparity between schools so that all students have the opportunity to be educated in a good or outstanding school.

How ?

- Continuing to work with schools and colleges to support them to implement the good career guidance benchmarks, specifically benchmark 4 – Integrating career guidance in the curriculum
- A focus on good school governance, raising the profile of school governors and their contribution and highlighting the skillsets schools tell us they need to recruit.
- Attraction and retention of high quality teaching staff through graduate retention, working closely with Schools NorthEast and highlighting nationally the benefits of working and living in the North East as well as promoting teacher CPD and supporting externships for teachers in industry. LEP is part of a steering group for a national CPD pilot being supported by the Wellcome Trust
- To learn from the best examples of world class education systems nationally and internationally and pilot them in the North East. North East LEP acknowledged and recognised as LEP leading ambitious and policy changing skills strategy.



Skills Programme delivery

Education Challenge - Ford Next Generation Learning Pilot

- North East LEP were successful in a bid for the first International translation of this model.
- It is a LEP-wide pilot to trial this outside the US where it is now being implemented in 20+ states.
- Bid competed against other countries - S. Africa, Australia and Germany. UK (and NE success!)
- We are working in partnership Edge Foundation, the CBI (regional and national), City & Guilds, Ford Motor Co and the North East Collaborative Outreach Programme (NECOP).
- Initial wave of the pilot – 3 schools (2017)
- Second wave (2018) – 3 or 4 further schools and 1 FE college (some identified)
- Appointment of key staff now made (starting in early February)
- Based on elements of the 'Nashville Academies' model, School 21 Oracy Programme and potential partnership with IBM P-tech.
- Areas of focus – teaching existing curriculum though the lens of a sector and intensive employer involvement, project based learning, a small school approach, oracy and effective implementation of benchmark 4.
- Ofsted and DfE are interested and supportive.
- International symposium in NE for 'exceptional school models' in the UK and overseas delivering the 21st Century skills employers want. Models of effective business engagement in schools (and in the curriculum) that have improved educational outcomes and enhanced the social mobility of young people as well as supporting and developing high quality teachers who are retained in schools



Partnerships established


Clearly we don't do all in isolation. Listed below are a few of the partners we collaborate with to successfully implement the Skills Strategy within the SEP. We have established the networks to influence national thinking, shape national policy, secure funding and ensure that learning is shared for the benefit for everyone in the North East.

- LAs, SNE, Trusts, Academies and SEND provision, PRU's, Independents, Colleges
- DfE, Ofsted
- CEC, Gatsby, CDI, NCS
- Edge Foundation, Ford NGL, CBI, NECOP
- Wellcome Trust
- Nuffield Foundation
- Social Mobility Foundation / Big Lottery
- EY Foundation
- EE Foundation
- UUK and Office for Students


Employment and Skills Board and sub boards ensure connectivity and relevance for the region and we are now recognised as the point of contact for this work and our strength is in ensuring that we bring coherence across the region.



Thank you – any questions?



The slide features a large, colorful geometric graphic on the right side, composed of several overlapping triangles in shades of purple, light green, light blue, yellow, and light pink. The text 'Thank you – any questions?' is positioned on the left side of the slide.



North East
Local Enterprise Partnership

North East LEP | 5t James Gate, Newcastle upon Tyne, NE1 4AD
Tel: 0191 338 7420 | Email: info@nelep.co.uk | www.northeastlep.co.uk | [@northeastlep](https://twitter.com/northeastlep)

Overview and Scrutiny Committee

Date: 15 March 2018

Subject: DurhamWorks Programme – Youth Employment Initiative

Report of: Linda Bailey – Strategic Lead: Progression and Learning, Children and Young People’s Services, Durham County Council.

Executive Summary

The purpose of this report is to provide members of the Overview and Scrutiny Committee with information on the DurhamWorks Programme.

DurhamWorks is a European funded programme (Youth Employment Initiative) to support young people aged 16-24 who are unemployed and resident in County Durham. The target is to engage 5,830 young people by the end of the Programme, which was originally scheduled to be July 2018.

This report provides further information about the Youth Employment Initiative, including the DurhamWorks delivery model, funding, programme outputs and performance, marketing and communications, employer engagement, as well as programme evaluation.

Recommendations

The Overview and Scrutiny Committee is recommended to:

- i) Note and comment upon the information provided within the report.
- ii) Receive further progress reports on the delivery of the DurhamWorks Programme at future meetings of the Committee, if appropriate.

Overview and Scrutiny Committee

1. Background Information

- 1.1 In January 2013, the European Council created the Youth Employment Initiative (YEI) in order to tackle the high levels of youth unemployment that existed across member states at that time. In the United Kingdom, a number of areas were identified as being eligible for YEI funding, including County Durham.
- 1.2 The total funding available to County Durham is £17.04m, consisting of £6.39 YEI funding, £6.39m ESF and £4.26m of required match funding.
- 1.3 Delivery of YEI in County Durham is through the DurhamWorks Programme. This is a project that supports young people aged 16-24 who are unemployed and resident in County Durham. It was originally envisaged that DurhamWorks would be a four year Programme, with an end date of July 2018. However, as a result of a delay in receiving final approval from the Department for Work and Pensions (DWP), the Programme did not commence until April 2016.
- 1.4 Durham County Council has recently been informed by DWP that there is a possibility that the timeframe for delivering YEI may be extended beyond the original end date of July 2018.

2. DurhamWorks Programme Delivery Model

- 2.1 DurhamWorks is a partnership project led by Durham County Council in conjunction with a broad range of Delivery Partners. This is supplemented by a number of subcontractor organisations who deliver specialist activities.
- 2.2 Delivery Partners are not funded to deliver outcomes but are paid for the work they undertake with young people. This is to encourage collaborative working between partners, rather than them competing with each other to recruit young people.
- 2.3 DurhamWorks consists of three strands of activity:
 - Transition Support – The provision of individual Careers Information, Advice and Guidance and support for young people over a sustained period of time using Transition Advisors and Progression Workers is a key feature of the Programme. Specialist Advisors/Workers support the engagement and progression of vulnerable and disadvantaged Groups, in particular young people who have SEND (Special Educational Needs and Disabilities), young people who are supervised by County Durham Youth Offending Service, and Care Leavers.
 - Development Programmes - Young people have access to a broad range of innovative, flexible activities to meet their needs, ranging from: 'hook-type' provision to attract disengaged individuals; activities to develop confidence, motivation and emotional resilience; through to programmes to provide work experience and develop skills for employment. Annex One provides a snapshot of current activity being delivered through DurhamWorks along with an example of the branding used in marketing activity.

Overview and Scrutiny Committee

- DurhamWorks Employment Zone – This strand identifies Apprenticeship, Traineeship, employment, as well as work experience opportunities through employer engagement. This includes the provision of one to one recruitment and ongoing mentoring support for employers by Business Advisors.

2.4 In order to provide an appropriate level of governance, a Strategic Partnership is in place, to oversee delivery of DurhamWorks. Representatives from key stakeholders meet regularly to monitor and review performance.

3. Programme Outputs and Performance

3.1 The overall target is to engage 5,830 young people into DurhamWorks, of which:

- 3,090 males;
- 2,740 females;
- 580 participants with disabilities;
- 466 participants who live in a single adult household with dependent children;
- 58 participants who belong to an ethnic minority group;
- 5,247 unemployed (including long term unemployed) participants;
- 1,749 long-term unemployed participants;
- 583 inactive participants not in education or training.

3.2 The headline performance indicators (January 2018) are as follows:

- 4,471 young people are registered on DurhamWorks of which 3,913 are verified participants, representing 67% of the final target number of 5,830;
- 1,556 young people are currently in receipt of wrap-around-support;
- 230 young people are currently participating in an intervention through a delivery partner;
- 2,535 young people have progressed into education, employment and/or training (64% of verified participants).

3.3 This is below the profiled volumes for the Programme, which is explained by the delayed start. However, if there is an extension to YEI, it is anticipated that the targets will be met.

4. Marketing and Communications

4.1 Distinctive DurhamWorks branding has been developed and regular marketing campaigns have been undertaken since the commencement of the Programme, utilising multiple channels, including radio and bus advertising. Campaigns have been targeted at specific geographical locations where rates of youth unemployment are higher than average, as well as specific groups such as employers.

4.2 A DurhamWorks website and Facebook page are live and have proven to be very effective in terms of raising awareness of and engaging young people onto

Overview and Scrutiny Committee

the Programme. For example, in the previous quarter (October to December 2017), there were more than 4,000 visitors to the website. DurhamWorks Facebook page has nearly 1,000 'likes'.

- 4.3 The marketing campaigns encourage a 'digital first' approach, with self-service for initial registration through the website. A vacancy portal has been developed which is used to promote DurhamWorks vacancies directly to participants. This is encouraging more young people to sign up to the Programme.

5. Employer Engagement

- 5.1 A comprehensive employer engagement strategy has been implemented which focuses on developing employment opportunities to enable DurhamWorks participants to progress into the labour market. This work is underpinned by Business Advisors, who work with employers to create opportunities for young people and provide on-going support. To date, the Business Advisors have:

- Supported 1095 businesses;
- Identified 799 Apprenticeships for DurhamWorks participants;
- Identified 680 employment opportunities for DurhamWorks participants;
- Supported the development of 12 Traineeships for DurhamWorks participants.

- 5.2 A 'Learning, Working Earning' grant has been offered to employers to the value of up to £5,000 to support the employment of DurhamWorks participants. A total of 568 grants have been awarded, which means that a significant number of young people have had the benefit of employment, training and support. 69% of employers who received a grant have an annual income of £500,000 or less.

- 5.3 A range of sector-based routeways with direct employer links have been created in partnership with JobcentrePlus (a DurhamWorks Strategic Partner) in order to provide opportunities for DurhamWorks participants. Examples include:

- Caterpillar / Infinite Learning and Development – This routeway supports DurhamWorks participants to develop their skills in Fabrication and Welding, to enable them to access opportunities at Caterpillar.
- Optimum Skills – This routeway provides work ready skills programmes to enable DurhamWorks participants to successfully progress into employment opportunities in a range of occupational areas, including private security, industrial cleaning and warehousing.
- RAW Digital – This routeway provides training in digital skills and is resulting in DurhamWorks participants progressing into employment opportunities within the digital sector.

6. Evaluation

- 6.1 York Consulting has been procured to undertake an in-depth evaluation of DurhamWorks. To date, activities such as consultations with DurhamWorks Delivery Partners, Transition Advisors, young people, as well as a forensic analysis of data, have been undertaken. These have been used to inform the

Overview and Scrutiny Committee

delivery of the Programme.

6.2 Three key features of the DurhamWorks delivery model are:

(a) comprehensive Careers Information, Advice and Guidance and targeted sustained wrap-a-round support that is provided to young people for as long as they want support and can continue when they enter education, employment and/or training;

(b) encouragement of collaborative working between Delivery Partners to ensure young people can access provision and support from whichever Delivery Partner can best meet their needs at specific points in their journey to employment. The delivery model enables this as Delivery Partners are not funded on outcomes; and

(c) targeted support for priority groups, including those with special educational needs, Care Leavers and those supervised by the County Durham Youth Offending Service.

6.3 Initial evaluation has found evidence that (a) targeted sustained wrap-a-round support for young people is resulting in participants progressing into a positive destination. There is also evidence that some young people purely want wrap-a-round support and are experiencing 'programme fatigue' in the sense that they do not wish to engage in further activities to develop employability skills.

6.4 In a survey of participants, the overwhelming majority of young people were very positive about the sustained wrap-a-round support they were receiving.

Comments include:

- 'The best thing about DurhamWorks is that your Advisor really listens to what you want and gives you guidance about getting a job.'
- 'It's really helpful to have someone in your corner who is prepared to go that extra mile to help you gain employment.'
- 'I have had a lot of help from DurhamWorks. They have helped me apply for a college course that I didn't think I would ever do.'
- 'When I first started working, they gave me all the help they could with travel etc. until I got my pay sorted.'

6.5 In relation to (b) encouraging collaborative working between Delivery Partners, initial evaluation suggested this was proving challenging with more recent feedback suggesting it is improving. This is what could be expected with partners being more familiar with working in a competitive rather than collaborative environment. Actions taken to improve collaboration to benefit young people have included:

- Implementation of a comprehensive communication strategy – ensuring all partners and wrap-a-round support staff are aware of what delivery partners and sub-contractors can provide;
- Challenging DurhamWorks Delivery Partners to demonstrate that their provision is leading to positive outcomes;

Overview and Scrutiny Committee

- Undertaking regular performance reviews with Advisors; and
- Establishing locality groups to enable Delivery Partners and Advisors to exchange information, share good practice and discuss key issues relating to Programme delivery. Feedback from these meetings has been very positive.

6.6 In respect of (c), targeting support for priority groups, the evaluation suggests this has been successful with, for example, 1,246 participants having self-declared a learning difficulty, disability, health or mental health problem from the start of DurhamWorks; 295 Looked After or Care Leavers participating in the programme and over 200 participants having self-declared as ex-offenders.

6.7 A survey of DurhamWorks participants has shown that awareness of the DurhamWorks brand is increasing amongst young people and their families. Just under a fifth (18%) of respondents heard about DurhamWorks through family or friends suggesting that awareness of the service has broken outside of formal agencies/organisations. This has led to a decision being taken to retain the DurhamWorks brand at the end of the programme.

7. Finance

7.1 Cumulative expenditure to the end of December 2017 was £9.190m. This is £1.378m below profile, partly as a result of the delayed start of the Programme and underspending by some Delivery Partners.

8. Impact

8.1 A comparison of unemployment data before and during DurhamWorks shows that there has been a reduction in the number of unemployed 16-24 year olds in County Durham during this period of time. It is recognised that a direct correlation cannot be drawn between this data and the impact of DurhamWorks given the multiple factors that impact upon youth unemployment.

	Sept 2015	Sept 2016	Sept 2017
Number of 16-24 year olds unemployed in County Durham.	6,400	5,800	5,400

Source: Office for National Statistics, Annual Population Survey.

8.2 There has also been a reduction in the proportion of young people in specific vulnerable groups who are NEET. Care Leavers, young people who have SEND, and young people who are supervised by County Durham Youth Offending Service all receive additional support through the Programme.

	Dec 2015	Dec 2016	Dec 2017
Care Leavers (NEET).	50.3%	40.9%	37.9%
Young people with SEND (NEET).	20.2%	21.9%	15.1%

Overview and Scrutiny Committee

Young people supervised by CDYOS (NEET).	36.2%	28.3%	26.9%
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Source: Local Authority CCIS (Client Caseload Information System)

9. Future of DurhamWorks Programme

9.1 A call for proposals under ESF Investment Priority 1.2. “Sustainable integration into the labour market of young people in County Durham” was announced in September 2017. This was focused on increasing the participation, achievement and progression of young people aged 15-24 in County Durham who are NEET, whilst also reducing the number of young people who are at risk of becoming NEET. The total value of the project was £7.98m, consisting of £4.79m ESF funding and £3.19m required match funding. The closing date for applications was 20th November 2017 and Durham County Council submitted a partnership bid.

9.2 However, the Department for Work and Pensions recently informed Durham County Council of the possibility of an extension to the timeframe for the delivery of YEI, as well as a potential opportunity to pursue additional funding. Therefore, in light of these developments, the regional ESIF (European Structural and Investment Funds) Committee has recommended the open call in relation to ESF Investment Priority 1.2 is put on hold until further information about the potential extension to the Youth Employment Initiative is available.

10. Conclusion

10.1 Although there have been a number of challenges, significant progress has been made in delivering a successful DurhamWorks Programme, which is resulting in over 4,000 unemployed young people in County Durham receiving support to help them to progress into a positive outcome. The scale and complexity of YEI is providing a very useful evidence base which will be used to influence the design and delivery of future programmes to support unemployed individuals.

11. Contact Officers

11.1 Linda Bailey; Strategic Lead: Progression and Learning, Children and Young People’s Services, Durham County Council; E: linda.bailey@durham.gov.uk; T: 01325 375940.

11. Sign off

- Head of Paid Service ✓
- Monitoring Officer: ✓
- Chief Finance Officer: ✓



Your future is created by what you do **today!**

To find out more about any of the providers mentioned in this leaflet visit: durhamworks.info

Please ask us if you would like this document summarised in another language or format.

Braille Audio AAA Large print

durhamworks@durham.gov.uk
03000 262 930

Your future is created by what you do **today!**

“DurhamWorks is brilliant, it’s helped me to gain work experience and training which has improved my confidence.”

Mark



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To improve your future



“DurhamWorks have the extra time to treat you as a person and get you a great job.”

Daniel

“DurhamWorks helped me by listening to my problems. I think that’s what I liked the most about it.”

Catherine



Are you...

- Worried about money?
- Don't know what to do?
- Worried you don't have the skills or experience to get a job?
- Finding it hard to get past the application stage?
- Do you have the qualifications but lack experience?

DurhamWorks will help!

Why DurhamWorks?

- DurhamWorks provides everything you need to get on.
- Get one to one support from a dedicated member of the team.
- We can give you advice and guidance, specific to you on any issue.
- We will listen to you and help you get where YOU want to be.

With our partners we have access to all the training and support you need, including:

- Qualifications
- Experience
- Emotional and wellbeing support
- Practical skills and more...

We have advisors who can help you into the opportunities over the page.

- ✓ Work Experience
- ✓ Apprenticeship / Training
- ✓ Employment
- ✓ Volunteering
- ✓ Further Learning

Our advisors have funds to help you with things like: travel, childcare, clothes for interviews, CSCS cards and other licences, uniforms and more.

DurhamWorks Partners

NORTH DURHAM

Derwentside College
Provides industry specific courses, at the end of which you will get a qualification and a guaranteed interview. Not only that, you will get the support you need to get you job ready.
Contact Justine on 01207 585 929

first point TRAINING
Working with those who are at risk or have committed an offence, First Point will help get you back on track. Focusing on employment, being creative, wellbeing, sport and fitness and recovery.
Contact Mandy on 0191 374 0810

CONSETT YMCA
Finishing Touches uses practical activities, including outdoor adventure, to help you develop your employability skills.
Contact Jess on 07498 282 065

Sunderland YMCA
Develop your essential work skills such as communication, teamwork and problem-solving, gain a qualification and get a guaranteed interview.
Contact Lee on 07447 099 363

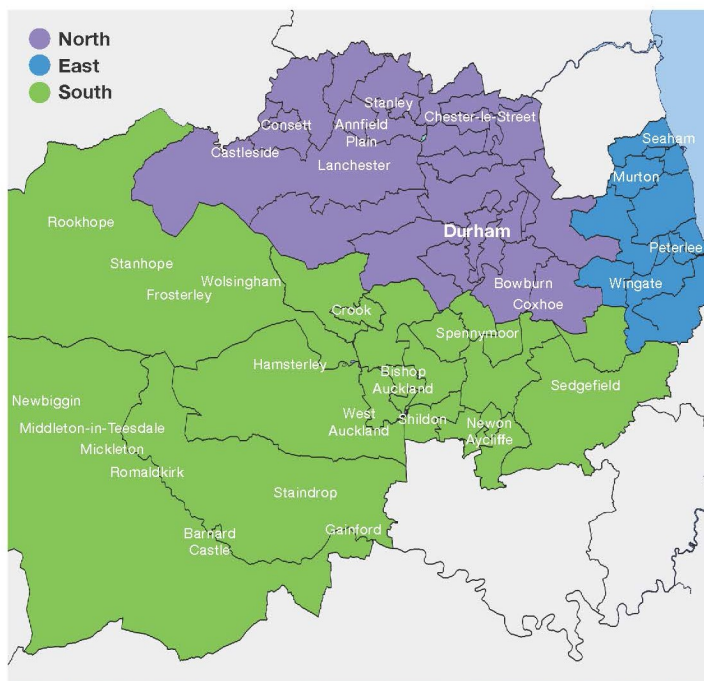
SHAID
The Plan 4 Life scheme supports you to find out your career and education dreams in an informal, creative and fun environment. It will identify your needs and offers a unique way of focusing on your future.
Contact Audrey on 01207 238 241

EAST DURHAM

citizens advice County Durham
Adviceline Call Training
Boost your confidence and employability through an all-expenses paid scheme with a national charity in County Durham. Full training and support will be provided as you volunteer on a helpline and webmail service.
Contact Jess on 07534 518 634

edbs
East Durham Business Service provides a programme which aims to give you everything you need to get into employment, apprenticeships or further education.
Contact Simon on 0191 586 3366

The Cornforth Partnership
We provide specific 1-2-1 support to young parents, giving you the support and advice you need to get on in life. Or maybe you are interested in working in health and social care and getting a job with a local employer. Complete our short course and we will guarantee you an interview.
Contact Tony on 01740 652 000



Cornerstone
Supported Housing and Counselling
Hands on training is available in a wide range of areas including machine operation, joinery, design and sales. Once you complete a three to five-week course, you will receive a certificate and reference.
Contact Steve on 01388 747 892

Jack Drum Arts
Young people are welcome to the weekly drop-in service in Crook. You can also take part in a series of intensive week-long programmes of creative arts activities including film, theatre, music and visual arts.
Contact Helen on 01388 765 002

COUNTYWIDE

FOUNDATION OF LIGHT
Want to get match fit for the world of work? The Foundation runs fun, interactive programmes which use the power of sport to help develop important skills that could kick-start your career.
Contact Allen on 0191 551 5091

Optimum Skills Limited
Get job ready, with a range of courses giving you the skills you need in different sectors including; manufacturing, warehousing, logistics, care, construction, retail, cleaning and digital marketing. What's more, you'll get an interview at the end of the course for a potential job.
Contact Diane on 01325 311832

DURHAM COMMUNITY ACTION
Durham Community Action
Ever considered volunteering as a way to get new skills and experiences? Join today to get 1-2-1 support in becoming a volunteer and receive accredited training as well as support in identifying the best opportunities.
Contact Abby on 01388 742005

GROUNDWORK
CHANGING PLACES CHANGING LIVES
Groundwork
Get support and learn with advice and information, training with qualifications, job matching help, as well as residential activities, digital skills training and volunteering opportunities.
Contact Joanne on 0191 527 3333

East Durham College
If you have the skills and qualifications and want to start your own business, EDC can help. We will provide you with the additional skills you need to take the next step. EDC also offers specific support to get young people with special educational needs to become job ready.
Contact Joanne on 0191 518 5514

PV
Penshaw View Training
Penshaw View
Do you want to work in any of the following sectors: contact centre, warehousing, retail, manufacturing or construction? We have links with local employers to give you the skills, qualifications and experience to apply for their jobs.
Contact Bev on 0191 543 7177

RAW
RAW Digital Training
We deliver a cutting edge digital skills programme covering digital marketing, online design and social media marketing. Why not develop your social media skills and become savvy in digital platforms? Gain hands on experience and develop your own skills.
Contact Joanne on 0782 533 1515

employment futures
Get Skills, Get Experience, Get Employed
Employment Futures
Specialising in support for young people with educational needs; we will work with all young people and support them to develop their skills and experience. We match you to the right job for you and provide the right support to keep you in the job.
Contact Derek on 0191 410 9974

Delivered with support from County Durham Community Foundation.

You may be entitled to help from DurhamWorks with the following costs/activities:

- Wellbeing support
- Child care
- Qualifications
- Transport
- Lunch
- Outdoor activities
- Personal Protection Equipment Funding

DurhamWorks can help you take your first steps towards a job, training or education through a range of fun activities:

- Enjoy new experiences and meet new people.
- Gain extra skills.
- Explore opportunities for progression.
- Have fun; team building, trampolining, laser quest or climbing.
- Available countywide.

To find out more, contact Paul, Debbie and Lucy on 03000 262731



Overview and Scrutiny Committee

Date: 15 March 2018

Subject: NECA Decision Making Protocol

Report of: Monitoring Officer and Policy and Scrutiny Officer

Executive Summary

The purpose of this report is to outline the Decision Making Protocol for the Overview and Scrutiny Committee.

Recommendations

The Overview and Scrutiny Committee is recommended to:

- 1) Note comments received from the Scrutiny Officers (section 1.6) regarding the Protocol and discuss.
- 2) Agree the draft Decision Making Protocol and invite the Leadership Board to consent to the Protocol, in order that it may take effect.
- 3) To instruct the Monitoring Officer and the Policy and Scrutiny Officer to implement the Protocol and provide advice and guidance to Officers regarding the Protocol and the required standards.

Overview and Scrutiny Committee

1. Background Information

- 1.1 On the 11 January 2018, an informal Overview and Scrutiny member's workshop was held that discussed decision making and members agreed that a draft paper would be presented today that outlined a Decision Making Protocol.
- 1.2 The Protocol (Appendix 1) reflects the discussions held in the workshop and outlines the fundamental principles of Scrutiny and Decision Making ensuring both democratic and public accountability. It also provides clear guidance to both Members and Officers regarding the role of the committee and NECA's decision making principals for key, non-key and urgent decisions.
- 1.3 The creation of the Protocol is developed in accordance with the role of the Overview and Scrutiny Committee as defined by Schedule 5A of the Local Democracy, Economic Development and Construction Act:
- a) *“Review or scrutinise decisions made, or any other Action taken in connection with the discharge of functions*
 - b) *Make report or recommendations to the authority with the discharge of functions*
 - c) *“To make reports or recommendations to the authority on matters that affect the authority's area or the inhabitants of the area.”*
- 1.4 The Local Democracy, Economic Development and Construction Act 2009 (Schedule 5A paragraph 1 (5) and (6) also reflects the role that:
- “(5) an overview and scrutiny committee must publish details of how it proposes to exercise its powers in relation to the review and scrutiny of decisions made but not yet implemented and its arrangements in connection with the exercise of those powers”*
- “(6) Before complying with sub paragraph (5) an overview and scrutiny committee must obtain the consent of the combined authority to the proposals and arrangements.”*
- 1.5 It is the intention that the Protocol provides a clear and structured guidance and it is formed on the basis of the underpinning legal framework (as noted above 1.3 and 1.4) that outlines the role of the Committee.

Overview and Scrutiny Committee

- 1.6 The Protocol was initially presented at the Committee on the 5th February however, the meeting was inquorate. As requested at that Committee the Protocol was shared again with Scrutiny Officers. In the draft now attached the Protocol addresses the feedback as noted below:

Feedback	Comments and update
Section 2 – good emphasis on the importance of scrutiny, including reference to the CLG report	Noted with thanks
Section 2.2 - Where is Nexus covered, is it under the Transport North East (Tyne and Wear) Sub-committee (TWSC)?	Section 2.3 has been inserted in the Protocol to make clear the discharge of functions and Nexus.
Section 2.2 - Are all plans and strategies key decisions?	Please refer to update on page 6 which defines the criteria for a Key Decision.
Section 3 – it is useful to have information on the role of the Scrutiny Officer	Noted with thanks
Section 4, figure 1 – useful that Overview and Scrutiny has been added to the diagram	Noted. Nexus has also been added to the diagram.
Section 4.3 – the information on the bi-cameral structure provides clarity on decision making on LEP finances	Noted with thanks
The fact that although the document focuses on key decisions and non key decisions, section 5.3 f) explains that it does not stop scrutiny from considering other decisions	Noted with thanks
5.3 b) – What dialogue will take place when selecting or appointing the Chair or Vice-chair of the Overview and Scrutiny Committee?	The Monitoring Officer is currently preparing a paper to the Governance Committee regarding the selection and appointment of members of Committee(s). <i>Members are asked to share their thoughts and comments at Committee regarding this.</i>
5.11 – is the Sub-Committee the same as in the old arrangements, e.g. 7 Members, 1 from each Authority plus the independent chair?	The Terms of Reference (role and remit) of the Committee and Sub Committee remains unchanged. The Protocol does not seek to change; as defined in the NECA Constitution and most recently in the Terms of Reference approved by the Committee in July 2017.

Overview and Scrutiny Committee

Section 6.1 – it is helpful that the report author consult with the Chair and Vice-Chair of NECA and also the Chair or Vice-chair of the Overview and Scrutiny Committee	Noted with thanks. This merits the changes in the law as reflected in the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017
It is helpful to have additional information on the Exception and Urgent Decisions section.	Noted with thanks
Old Terms of Reference – para 8 – ‘Review the performance of the Leadership Board against objectives within the Combined Area’s Strategy’ – doesn’t seem to be in the new draft protocol – therefore how will this be accommodated?	The Protocol does not change the roles and responsibilities (or Terms of Reference) of the Overview and Scrutiny Committee. Please refer to 1.3.

1.7 It is intended that the Protocol will be brought at the earliest convenience to the Leadership Board for sign off.

2. Proposals

2.1 The report proposes to provide members with an opportunity to review the draft Protocol.

3. Reasons for the Proposals

3.1 Appendix 1 – Decision Making Protocol is created to allow members the opportunity to consider the draft Protocol.

4. Alternative Options Available

4.1 There are no other alternative options and the Protocol is the agreed approach.

5. Next Steps and Timetable for Implementation

5.1 The overall timeline for the next steps is proposed as:

1. 11th January – Overview and Scrutiny Members informal workshop
2. 18th February – Decision Making draft Protocol discussed by the Scrutiny Committee

Overview and Scrutiny Committee

3. 15th March – Committee review Protocol following inquorate previous Committee;
4. Earliest opportunity - protocol for agreement by the Leadership Board and implementation upon decision

5.2 The protocol requires the approval of the Leadership Board in accordance with Schedule 5A paragraph 1 (6) before it is implemented.

6. Potential Impact on Objectives

6.1 The approval of a Decision Making Protocol for the Overview and Scrutiny Committee will allow NECA to have robust and transparent mechanism for decision-making.

6.2 The proposals align with the Committee's Decision Making processes. The Protocol will be reviewed on an annual basis or at an appropriate point relevant to any changes to NECA's governance and decision making structure.

7. Financial and Other Resources Implications

7.1 There are no financial implications.

8. Legal Implications

8.1 There are no legal implications.

9. Key Risks

9.1 There are no key risks regarding the implementation of this Protocol.

10. Equality and Diversity

10.1 There are no equality and diversity implications

11. Crime and Disorder

11.1 There are no known risks regarding crime and disorder.

12. Consultation/Engagement

12.1 Consultation has been undertaken with Members and Officers regarding the development of a Decision Making Protocol.

Overview and Scrutiny Committee

13. Other Impact of the Proposals

13.1 There are no other known impacts on the proposed Protocol.

14. Appendices

14.1 Appendix 1 – NECA Decision Making Protocol: Overview and Scrutiny Committee

15. Background Papers

15.1 NECA Constitution

15.2 The Local Democracy, Economic Development and Construction Act 2009 (Schedule 5a)

16. Contact Officers

16.1 Peter Judge
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Telephone: 07342069371

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Telephone: 07342 069 369

17. Sign off

- Head of Paid Service: ✓
- Monitoring Officer: ✓
- Chief Finance Officer: ✓

18. Glossary

NECA – North East Combined Authority

NECA Decision Making Protocol

Adopted by the Overview and Scrutiny Committee on:	
Implemented with the consent of the Leadership Board on:	
Review date:	

1. Introduction

- 1.1 This Protocol explores the types of decisions and its related processes within the decision making bodies of the North East Combined Authority (NECA). It also describes the Overview and Scrutiny Committee's role regarding decision making.
- 1.2 The Protocol is for both Members and Officers to ensure that a clear and accountable process is in place regarding decision making which is consistently understood and applied. This Protocol will be reviewed on an annual basis or at an appropriate point relevant to any changes to NECA's governance and decision making structure.
- 1.3 The Protocol does not change the roles and responsibilities of the Overview and Scrutiny Committee as set out in Section 3.9 of the Constitution and simply sets out how the Committee will discharge aspects of its role.

2. The role of the Overview and Scrutiny Committee

- 2.1 The Overview and Scrutiny Committee is an important part of NECA decision making and is responsible for holding the Combined Authority to account by:
 - a) Testing and challenging decisions
 - b) Being a forum for public and political scrutiny
 - c) Providing public confidence in decisions about the use of public assets and money
 - d) Pausing decisions to allow for further consideration
 - e) Engaging members of the public
- 2.2 One of the main functions of the Committee is the review and scrutiny of 'Key Decisions' made by the North East Leadership Board (NELB), the Transport North East Committee (TNEC), Transport North East (Tyne and Wear) Sub-Committee (TWSC) and Officers of NECA, (the North East LEP) and NEXUS.
- 2.3 The functions formerly falling to the Tyne and Wear Integrated Transport Authority are discharged by the Tyne and Wear Sub Committee (TWSC). The NECA Constitution defines TWSC Committee as overseeing the activities and performance of NEXUS. In accordance with section 101 of the Local Government Act (1972) and the NECA Order, Nexus is treated as an officer of NECA.
- 2.4 The role as defined by Schedule 5A of the Local Democracy, Economic Development and Construction Act 2009 is to:
 - a) To review or scrutinise decisions made, or any other action taken in connection with the discharge of functions
 - b) Make reports or recommendations to the authority with the discharge of functions
 - c) To make reports or recommendations to the authority on matters that affect the authority's area or the inhabitants of the area.

- 2.5 The Overview and Scrutiny Committee use the NECA 28 day Forward Plan as the main way that members can keep in view those matters and decisions they would like to focus their attention on.

Creating a productive culture

- 2.5 The recent CLG Effectiveness of Overview and Scrutiny Report highlighted the importance of creating a culture whereby scrutiny is recognised as playing a productive part in the decision making process. This Protocol sets out the Committee's role that makes up 'part' of the overall decision making that encompasses NECA; it is a mechanism that allows outcomes to be continuously improved in creating an overall productive culture.
- 2.6 In the support of the Committees objectives and purposes, this Protocol sets out types of decisions which can be of two main types: 'Key or Non Key'. There is a standard process for making key decisions but in cases of urgency, key decisions may also be made using the urgent procedure. This Protocol explains the Committee's definition of Key Decisions within the relevant legal framework.

3. The role of the Scrutiny Officer

- 3.1 The function of the Scrutiny Officer as defined by the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committee) Order 2017:
- a) to promote the role of the Overview and Scrutiny Committee;
 - b) to provide support and guidance to the Overview and Scrutiny Committee and its members;
 - c) to provide support and guidance to members of the Combined Authority in relation to the functions of the Overview and Scrutiny Committee
- 3.2 The Scrutiny Officer appointed at NECA is an independent full-time resource (not employed by a constituent Council) that is responsible for providing advice and guidance to Members and Officers to ensure an accountable and transparent decision making process. The dedicated resource is one that is seen to enhance the role of Overview and Scrutiny in the Combined Authority.
- 3.3 The Scrutiny Officer will ensure that items on the NECA Forward Plan and issues of importance are communicated to the Chair and Vice Chair of the Overview and Scrutiny Committee, and to Members when deciding on the work programming for the Committee.
- 3.4 This will ensure that the Committee's role in reviewing decisions that can add value can be maintained by the Scrutiny Officer taking a proactive approach in forward planning and working with the Chair and Vice Chair.

4. North East Combined Authority - Decision Making

4.1 Decision making is a central part of the North East Combined Authority. Decisions are made at a number of levels by Statutory Officers or the NECA Leadership Board, or any committee that has final decision making authority to act in place of the Leadership Board.

The Decision Making structure

4.2 The decision making structure of the North East Combined Authority and the North East Local Enterprise Partnership (NECA as the accountable body) can be described as a **bi-cameral structure**.

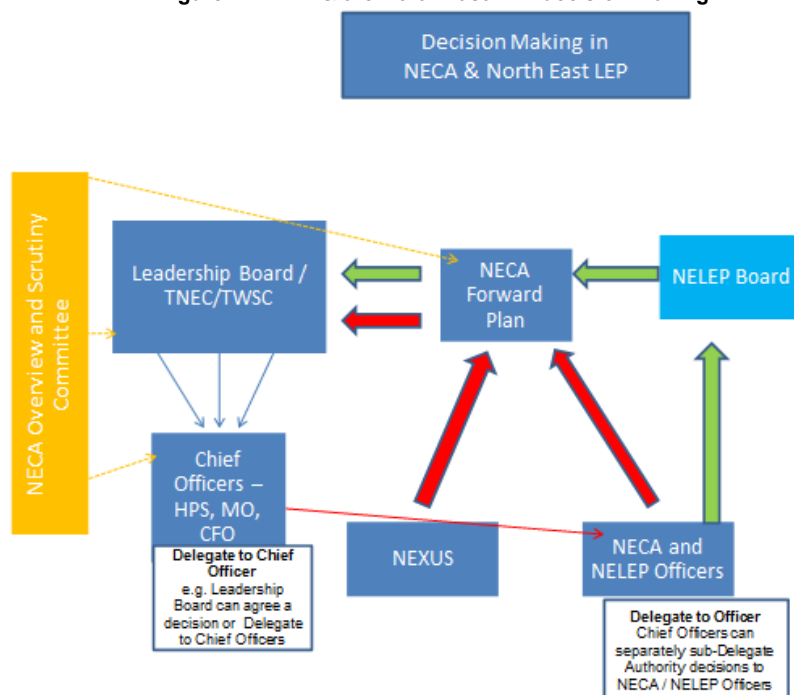
The bi-cameral structure

For example: The bi-cameral structure means that a decision in relation to funds from the North East LEP under its control is first made through the LEP governance structure and, after that, it must be confirmed by the NECA governance structure.

This ensures appropriate transparency and responsibility for decision making. As the decision passes from the LEP governance 'side' into the NECA governance 'side' the decisions become subject to prior notice on the NECA Forward Plan, call in rules and other transparency requirements which ensure democratic and public accountability.

4.3 Figure 1 below, provides an overview of the decision making arrangements of NECA and reflects the bi-cameral structure of both the North East LEP and NECA. The role of the Overview and Scrutiny Committee is highlighted on the figure and is a key part of decision making for the North East Combined Authority.

Figure 1: NECA & the North East LEP decision making



Types of NECA Decisions

- 4.4 This Protocol adopts a description of the North East Combined Authority's decision making as having two different types of decisions:
- a) Key Decisions
 - b) Non Key Decisions
- 4.5 This Protocol will explain these types of decision in more detail.

5. Key Decisions

The importance of Key Decisions

- 5.1 The Overview and Scrutiny Committee - in discharging its role and purpose - wishes to focus its attention and the attention of decision makers at those decisions which are most important to the authority and the public. Accordingly, Key Decisions are those which are most significant to NECA.
- 5.2 The mechanism in the legislation and adopted throughout this Protocol ensures the public and the Overview and Scrutiny Committee have advance notice of important matters that need to be considered.
- 5.3 The Authority is required to maintain a 28 day Forward Plan and to publish it on its website. The Overview and Scrutiny Committee consider these matters by reviewing the NECA 28 day Forward Plan at each Committee, which allows members to review the key decisions being made. Accordingly, the Forward Plan is the Committee's main tool for anticipating and discharging its scrutiny role. This is supplemented by its periodic Forward Planning and Annual Work Programming approach.

Key Decisions Definition

The Overview and Scrutiny Committee adopt a definition of Key Decisions as decisions which:

- a) Are made by the NECA Leadership Board, or any committee that has final decision making authority to act in place of the Leadership Board except for the decisions listed in the schedule
- b) Could have been made by a body at (a) above but which have been delegated to an Officer(s) or another Committee
- c) Are made at any level of the organisation which set the Authority's policy or Strategy across the NECA area or a defined sub area (such as Tyne and Wear)
- d) Has a policy impact or effect on persons living or working within two or more wards e.g. Transport Policies/Plans
- e) Creates a commitment for capital expenditure with a value greater than £1m
- f) Creates a commitment for a revenue expenditure with a value greater than £250k
- g) Any matter which a Chief Officer believes might have repercussions across the NECA area or significant adverse reputational implications for the Authority (NECA)

Schedule of decisions which are made by the Leadership Board but are not key decisions:

- a) a decision to appoint a Chief Officer provided that the appointment has been openly advertised and the appointment is recommended by a selection panel, appointed by the Leadership Board, or by a process approved by the Leadership Board
- b) a decision on the selection or appointment the Chair or Vice Chair of the Overview and Scrutiny Committee, or any other Committee or Sub Committee provided any public appointment is openly advertised and managed, as set out above (a)
- c) The designation of NECA's Head of Paid Service (3.1 A14)
- d) The appointment of co-opted members to any of its joint committees, committees or sub committees (3.1 B26)
- e) Agreement to the establishment of working groups (3.1 B29)
- f) The designation of thematic leads (3.1 B30)
Please note that inclusion on this list does not prevent the Overview and Scrutiny Committee from examining any issue. This schedule only lists Leadership Board decisions which are not considered Key Decisions by the Overview and Scrutiny Committee.

Consequences of a Key Decision

- 5.4 The Overview and Scrutiny Committee adopts this definition of Key Decision on the basis that the Authority agrees that it will not seek to implement any Key Decision within 5 working day of the decision being made and a decision notice being published, and circulated to the Committee members. This will allow the Committee members opportunity to Call-In the decision should they wish to.
- 5.5 A decision which is Non Key can be implemented by the Authority immediately.
- 5.6 The Overview and Scrutiny Committee also expect that written reasons will be kept for all but the most minor decisions in order that if the Committee wishes to examine any decision made in the future, there is evidence of who made it and the reasons why.

Call in Arrangements: Key Decisions

- 5.7 Only Key Decisions [are subject to call-in] by the NECA Overview and Scrutiny Committee and cannot be implemented until the Call-In process (5 days) has elapsed. Examples of Key / Non Key Decisions are attached as **Appendix 1**.
- 5.8 The process for Call-In is shown in **Appendix 2 (flow chart of Call-In)**. A total of four members of the Committee can Call-In a decision; using a **Call In Decision form (Appendix 3)** that will be sent to the Monitoring Officer.
- 5.9 Democratic Services Officers will notify members of the Overview and Scrutiny Committee when decisions are made and will provide the Committee with the Decision record and report(s), the date of publication, and the deadline date and deadline time for Call-In.

The Call-In Process

If a decision is not called in:

- 5.10 On the expiry of **5 working days** after the Key Decision is published and Scrutiny Committee members notified, Democratic Services Officers will send confirmation to the decision maker and report author that the decision has come into force and may be implemented.

If a decision is called in:

- 5.11 Democratic Services officers will notify the decision maker and report author and a meeting of the Overview and Scrutiny Call-In Sub-Committee will be called within **14 calendar days** of the decision to call-in. Decisions cannot be implemented during this time.

- 5.12 If the Call-In Sub-Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, Democratic Services officers will notify the decision maker and the decision can then be implemented.
- 5.13 If having considered the decision the Call-In Sub-Committee is still concerned, they will set out the nature of their concerns in writing and refer it back to the decision making body or person within one working day. The decision maker must then hold a meeting to reconsider the decision within **10 working days** of the referral being received. The decision making body or person will choose whether to amend the decision or not before reaching a final decision and implementing the decision.

6 'Non Key' Decisions

Understanding Non Key Decisions

- 6.1 Non Key Decisions are usually those that are operational and can be made on a day to day basis. These decisions are not subject to Call-In.

Examples of Non Key Decisions

- 6.2 These are some examples of Non Key Decisions:
- a) Operational Decisions e.g. procurement decisions, HR decisions, Recruitment, Expenditure within budget, Grant variations within approved budget
 - b) Has an Internal Policy impact across NECA staff at an operational level
 - c) Decisions that need to be implemented immediately
 - d) Having a capital expenditure less than £1m
 - e) Having a revenue expenditure less than £250k
- 6.3 Non Key Decisions tend to be those that are taken at an operational level and less than the expenditure requirements noted above.

7 Exceptions and Urgent Decisions

Definition

- 7.1 There are occasions when an Urgent Decision may need to be taken *and 'cannot reasonably be deferred'* (Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

7.2 The definition of this is described below:

- a) The decision to seek special consent for urgent decisions will be taken by the Head of Paid Service in consultation with the Monitoring Officer
- b) The report author will consult with the Chair and Vice Chair of NECA, and the Chair or Vice Chair of the Overview and Scrutiny Committee
- c) Urgent Decisions should be the exception, and only in genuinely urgent situation.

The Request for Special Urgency and Urgent Decision process

7.3 The Author / Officer will initially email Statutory Officers with a request for Special Urgency. Using the 'Request for Special Urgency Report' (Appendix 4) and ask if they consent to the request being emailed as below to:

The report requests the consent of:

- a) The Chair (and or Vice Chair in their absence) of the Overview and Scrutiny Committee under Paragraph 13 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (the 'Order'); and
- b) The Chair and Vice-Chairs of the North East Combined Authority under sections 32 and 33 of the Leadership Board Rules of Procedure set out in Part 4.1 of the NECA Constitution.

Note: The Chair (and or Vice Chair in their absence) of the Overview and Scrutiny Committee and the Chair and Vice-Chairs of NECA are each requested to consent to permit the decision to be made without it being entered onto the Combined Authorities Forward Plan as a key decision.

7.4 The request is made on the basis that it:

- a) It is impractical to include the matter on the NECA Forward Plan for a period of 28 clear days before the decision is made, and
- b) Consent or refusal should be communicated to the Monitoring Officer as soon as possible following due consideration.

7.5 Following the consent of Statutory Officers the Author/Officer will email the Request for Special Urgency Report as noted in 7.2 (a) and (b) above.

7.6 The Chair (and or Vice Chair in their absence) of the Overview and Scrutiny Committee, then the Chair and Vice Chairs of NECA may decide either (1) agreement to the request or (2) rejection of the request:

Following Agreement to the request:

Following agreement and consent given as 7.2 (a) and (b) to the request:

- a) The 'Request for Special Urgency Report' will be published on the NECA Website.
- b) The Author/Officer will then draft the Urgent Decision Report and Urgent Decision Record
- c) The Urgent Decision Report and Urgent Decision Record will be circulated to the Head of Paid Service for sign off, and circulated to the Chief Finance Officer and Monitoring Officer (*if this was stipulated in the original request e.g. a report was sent to the Leadership Board previously giving a delegated authority to the Head of Paid Service, in consultation with the Chief Finance Officer and the Monitoring Officer*)
- d) The signed Urgent Decision Report and Urgent Decision Record will be emailed to the Report Author

The Decision can now be implemented

The Report author will then:

- a) Ensure that the Decision Report and Record, along with the Request for Urgency Report is returned to the Democratic Support Officer within 2 working days (or asap) of the decision being made.
- b) Email a copy of all of approval emails of The Chair (and or Vice Chair in their absence) of the Overview and Scrutiny Committee, and the Chair and Vice Chairs of NECA consenting to the Request for Urgency to the Democratic Support Officer
- c) The Democratic Support Officer is to publish the Decision Report, Decision Record and Request for Special Urgency Report within 3 working days of the decision being made

Rejection of the Request

- The Chair (and or Vice Chair in their absence) of the Overview and Scrutiny can reject the request for Special Urgency
- They can ask for further information to be supplied

Appendices

Appendix 1 – Key Decision Examples

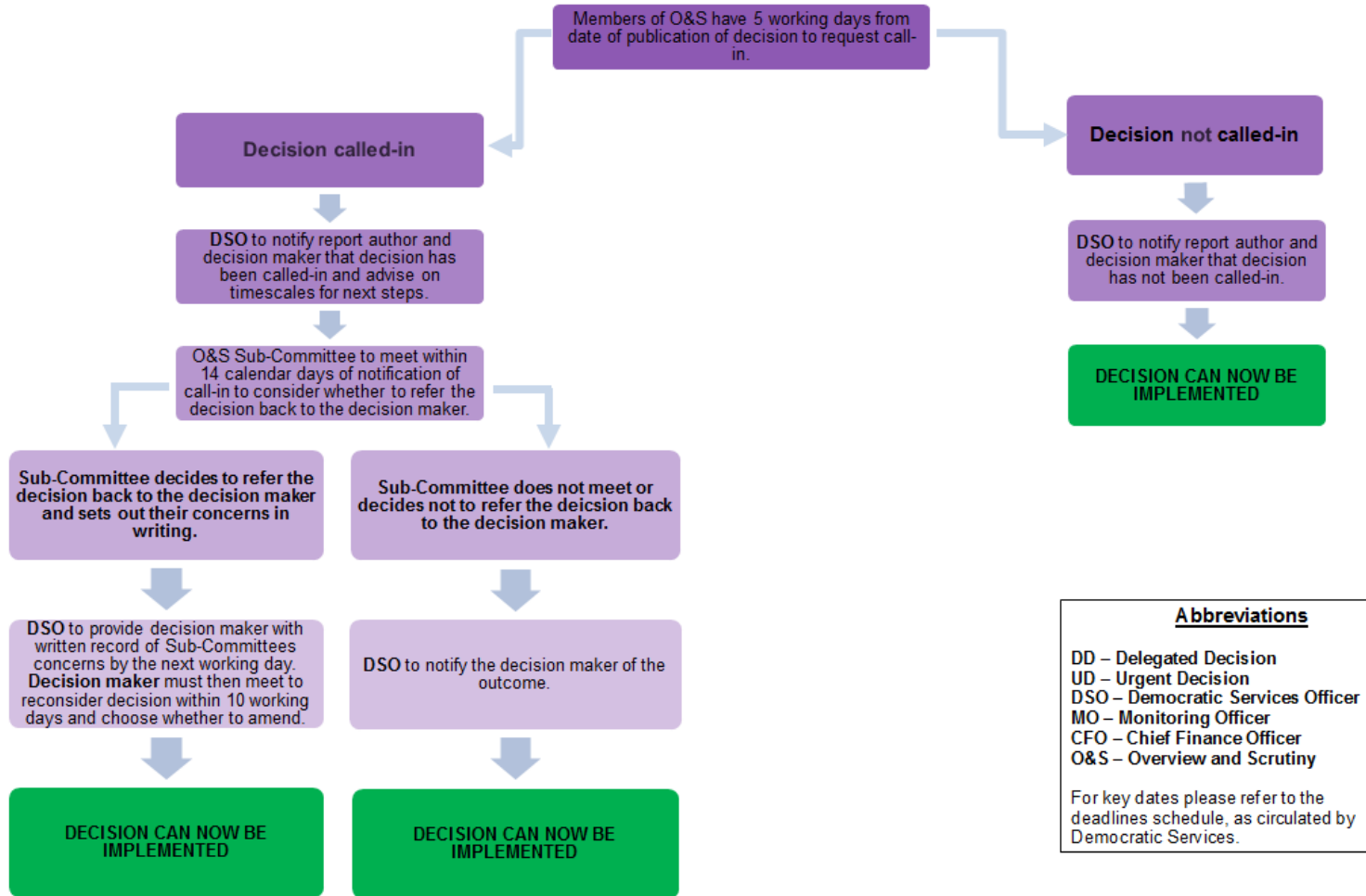
Appendix 2 - Call In Flow Chart

Appendix 3 - Call in Decision Form

Appendix 1: Key Decision Examples

Examples of Decisions	Key Decision <i>(Decision can be called in)</i>	Non Key Decision
HR Updated Policy		✓
Update of Strategic Plans – e.g. Transport Plan or Strategic Economic Plan	✓	
Recruitment of a Chair /Vice Chair of Committee	✓	
Project approval with a capital expenditure greater than £1m	✓	
A Project having a revenue expenditure less than £250k		✓

NECA Call-In Process



Abbreviations

- DD – Delegated Decision
- UD – Urgent Decision
- DSO – Democratic Services Officer
- MO – Monitoring Officer
- CFO – Chief Finance Officer
- O&S – Overview and Scrutiny

For key dates please refer to the deadlines schedule, as circulated by Democratic Services.

Appendix 2: Call In Flow Chart

NORTH EAST COMBINED AUTHORITY

Call-In Request Form

This form should be submitted to the NECA Monitoring Officer by no later than 5pm on the day of the call-in deadline, which is the fifth working day after the decision publication date. The completed form should be submitted by email (to peter.judge@northeastca.gov.uk).

The call-in process is not designed to act as a brake, but as a check and balance within the decision making process. Members will wish to make measured use of the call-in function, whilst ensuring that the day to day business and implementation of decisions can be carried out efficiently and effectively.

A call-in request can be made by any four members of the NECA Overview and Scrutiny Committee.

Call in requests cannot be made in respect of:

- Decisions already called-in
- Urgent decisions (as defined under the Overview and Scrutiny Committee Rules of Procedure at Part 4.3 of the NECA Constitution)

The call-in procedure should not be used:

- To deal with individual complaints or concerns
- As a means of requesting information
- In respect of decisions made by external bodies

Title of decision:		
Date of decision:		
Decision maker:		
On what basis is the decision challenged:	Insert ✓	Principles of Decision Making (as set out in the NECA Constitution – see appendix 1 for guidance notes)
		Proportionality (meaning that the action must be proportionate to the desired outcome).
		Absence or lack of consideration of professional advice.
		Inadequate consultation relating to the decision.
		Absence or lack of consideration of legal and/or financial implications.
		Decision making process has not been open and

		transparent.
		Viable alternatives have not been considered.
		Adequate consideration has not been given to: <ul style="list-style-type: none"> • Respect for human rights • Promotion of equality • Prevention of crime and disorder • Environment and sustainability • Risk management • The purpose of the Constitution
		Other, please specify:

What desired outcome/alternative course of action is sought:

Reasons for the call-in (provide supporting information under each heading outlining the grounds for the call-in, which explains why you believe the decision making process was flawed. Please limit this summary to no more than 1,000 words. Additional documents can be submitted if necessary):

SIGNATORIES: (please add additional rows as required)

1.
2.
3.
4.

Please note that in place of a signature an email from each signatory, confirming their support for the call-in request, must be submitted alongside the completed form.

OFFICE USE:

Received on behalf of Monitoring Officer by:

Name:

Date and time received:

NECA Principles of Decision Making – Part 1 paragraph 13.3 of the NECA Constitution.

All decisions of the NECA will be made in accordance with the following principles:

a) Proportionality (meaning that the action must be proportionate to the desired outcome).

For example, the level of resources which are deployed to implement a decision should be proportionate to the likely impact of that decision.

b) Consideration of professional advice from officers.

This does not mean that officer advice must always be followed. However, where advice has been offered and it is not followed the reason for not following the profession advice must be justified and recorded.

c) Due consultation.

It is expected that consultation will form part of NECA's decision making process. This does not mean that consultation must take place on every decision. The level of consultation required will be appropriate to the nature of the matter under consideration. The views of those likely to be affected by a decision should be sought wherever possible.

d) Consideration of the legal and financial implications.

This means that the legal consequences and financial implications of any decision must be considered and recorded.

e) A presumption in favour of openness.

The process through which all decisions are taken must reflect NECA's commitment to open government and the Access to Information Rules of Procedure (see the Access to Information paragraph of the Leadership Board Rules of Procedure (Part 4.1, paragraph 8).

f) Consideration of available options and outlining reasons for decisions.

Decision makers should ensure that they are able to consider all reasonable and available options in respect of any decision they are to make. In doing so they must clearly explain why they have chosen one particular option and give reasons for rejecting others and this must be included in the formal record of their decision.

g) Respect for human rights.

All decisions must demonstrate that consideration has been given to any human rights implications under the Human Rights Act 1998 and follow the principles of natural justice. Consideration must also be given to any other principles or duties in associated areas which may in future arise.

h) Promoting equality.

Decision makers must have regard to the likely effect of the decision on individuals depending on age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation in accordance with the equality duty placed in public bodies by the Equalities Act 2010.

i) Preventing crime and disorder.

Decision makers must have regard to the likely impact of the decision on crime and disorder in the area, including anti-social and other behaviour adversely affecting the local environment and the misuse of drugs, alcohol and other substances in its area in accordance with the duty placed on the NECA by the Crime and Disorder Act 1998.

j) Environment and sustainability.

Consideration must be given to whether the decision will contribute to sustainable development i.e. development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

k) Risk management.

Decision makers must ensure the NECA's risk management processes have been applied to the matter and that any risks have been documented and will be appropriately managed.

l) The purpose of the Constitution.

Decision makers should have regard to the purpose of the Constitution set out in Part 1 paragraph 1 of the Constitution.

Agenda Item 8

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Overview and Scrutiny Committee

Date: 15 March 2018

Subject: Forward Plan and Scrutiny Work Programme

Report of: Monitoring Officer and Policy and Scrutiny Officer

Executive Summary

The purpose of this report is to provide Members with an opportunity to consider the items on the Forward Plan for the current 28 day period and discuss items for the Work Programme for 2018/2019

Recommendations

The Overview and Scrutiny Committee is recommended to:

1. Consider the current Forward Plan and provide any comments on items that members would wish to discuss;
2. Suggest any items for the Work Programme for 2018/2019;

Overview and Scrutiny Committee

1. Background Information

- 1.1 The Forward Plan is a document which NECA is required to maintain under the Combined Authorities (Overview and Scrutiny, Access to Information and Audit Committees) Order 2017. The Forward Plan is published on NECA's website and lists the decisions that the North East Combined Authority intends to take in the coming months and must include all decisions to be made in the next 28 days. The Forward Plan contains specific information relating to each decision, including the date the decision will be made, a brief explanation of the topic, the consultation to be undertaken, and contact details of the author.
- 1.2 Details of each decision are included on the Forward Plan 28 days before the report is considered and any decision is taken. There are special procedures for circumstances where publication is impractical or where there is special urgency. Both of these procedures involve the Chair of the Overview and Scrutiny Committee and would be reported to the committee at the next meeting.

2. Role of Overview and Scrutiny

- 2.1 The Overview and Scrutiny Committee examine any decision of the Authority – be that by the principal decision making body or a committee or officer holding delegated authority. This Scrutiny occurs in public and ensures democratic and public accountability.
- 2.2 One of the main functions of this Committee is the review and scrutiny of decisions 'Key Decisions' made by the North East Leadership Board (NELB), the Transport North East Committee (TNEC), Transport North East (Tyne and Wear) Sub-Committee (TWSC) and Officers. The relevant regulations set out a test for what should be considered a Key Decision – being those which are most significant in financial or other terms.
- 2.3 It is NECA's practice to include formal decisions on the forward plan to maximise the opportunity for review and scrutiny. In considering items in the Forward Plan, the Overview and Scrutiny Committee should determine which areas scrutiny can add most value to in relation to the decision being made
- 2.4 The Forward Plan at the date this paper was issued is attached marked as Appendix 1. The up to date forward plan is always published at <https://www.northeastca.gov.uk/committee-meetings/forward-plan>.

3. Annual Work Programme

- 3.1 The work programme has been compiled to allow the Overview and Scrutiny Committee to have an overview of all performance, decision-taking and developments within the NECA, as well as being focused and flexible to allow for new issues and recognising the capacity of the scrutiny committee to respond in a

Overview and Scrutiny Committee

timely way to emerging developments throughout the year. The Plan allows the Committee to take a longer term view than the Forward Plan, adding a longer term perspective to the Committee's work. Advantages of a longer term perspective is the opportunity to gain a deeper understanding of matters and to allow for more constructive engagement and scrutiny.

3.2 The Overview and Scrutiny Committee obtains work programme items from the following sources:

- a) Items submitted by Members of the Committee (and including items referred by other members of the Combined Authority);
- b) Suggestions from the Scrutiny Officer or NECA Chief Officers;
- c) The Budget and Policy Framework;
- d) The Forward Plan;
- e) The three Thematic Leads; or,
- f) Evidence for any policy review work.

3.3 The Annual Work Programme is developed by the Chair, Vice Chair, both working with the Policy and Scrutiny Officer.

The Annual Work Programme for 2018/2019 is attached as Appendix 2.

4. Reasons for the Proposals

4.1 The report proposes to provide Members with an opportunity to consider the items on the Forward Plan for the current 28 day period and discuss the Annual Work Programme for 2018/19.

5. Alternative Options Available

5.1 Committee members are asked to input on any additional items as part of continued planning for the Work Programme for 2018/19. The preferred option is for members to consider the Forward Plan and the updated Work Programme for 2018/19.

Overview and Scrutiny Committee

6. Next Steps and Timetable for Implementation

Next steps:

- 6.1 In considering the Forward Plan, Members are asked to consider those issues where the Scrutiny Committee could make a contribution and add value.
- 6.2 If the Overview and Scrutiny Committee determines to review or scrutinise a decision notified in the Forward Plan, a meeting of the Committee will be arranged to allow scrutiny members to carry out their role in a timely way.
- 6.3 The work programme will be refreshed and updated at each meeting of the Committee throughout the year. Members are also asked to consider any items they would like to form part of the Work Programme for July onwards as part of horizon planning for 2018/2019.

Annual Work Programme 2018/2019

- 6.4 Members have been informally briefed of the timeline regarding the proposals around the implications of the North of Tyne Combined Authority.
- 6.5 Members have also been notified of the requirement of the Joint Transport Committee and the governance arrangements regarding the proposed joint Scrutiny Committee; with membership from North of Tyne Combined Authority and the North East Combined Authority. Members of the Overview and Scrutiny Committee have advised that planning of the NECA work programme moving forward should consider any implications regarding the North of Tyne Combined Authority proposals.
- 6.6 This report asks members to consider any items of importance, and those where the Committee can add value. Items considered by members of the NECA Overview and Scrutiny Committee also have the potential to be taken forward as part of good practice for a joint Scrutiny Committee.

7. Potential Impact on Objectives

- 7.1 Development of a work programme and review and scrutiny of decisions in the Forward Plan will contribute towards the development and implementation of the policy framework of the NECA, Nexus and the North East LEP as well as providing appropriate challenge to decisions taken.

8. Financial and Other Resources Implications

- 8.1 No financial or other resource implications are identified at this stage.

Overview and Scrutiny Committee

9. Legal Implications

9.1 There are no specific legal implications arising from these recommendations.

10. Key Risks

10.1 There are no key risks associated with the recommendations made in this report.

11. Equality and Diversity

11.1 Not applicable.

12. Crime and Disorder

12.1 Not applicable.

13. Consultation/Engagement

13.1 On-going consultation takes place with Officers and Scrutiny Members across the NECA in regards to the items for the Annual Work Programme as Appendix 2.

14. Other Impact of the Proposals

14.1 The proposals consider the wider impact and take into account the Principles of Decision Making as set out in the NECA Constitution. They allow Members consideration of the items on the Forward Plan and allow them the opportunity to have an overview of all performance, decision making and developments across NECA.

15. Appendices

15.1 Appendix 1 – Forward Plan

15.2 Appendix 2 – Annual Work Programme

16. Background Papers

16.1 None

Overview and Scrutiny Committee

17. Contact Officers

17.1 Peter Judge, Monitoring Officer
Email: peter.judge@northeastca.gov.uk
Telephone Number: 07342069371

17.2 Nicola Laverick, Policy and Scrutiny Officer
Email: nicola.laverick@northeastca.gov.uk
Telephone Number: 07342 069 369

18. Sign off

- Head of Paid Service: ✓
- Monitoring Officer: ✓
- Chief Finance Officer: ✓

19. Glossary

NECA - North East Combined Authority

NELB - North East Leadership Board

North East LEP - North East Local Enterprise Partnership



Forward Plan of Decisions

Published 5 March 2018 *

The Forward Plan for the North East Combined Authority (NECA) is prepared and published by the Monitoring Officer for the purpose of giving the 28 days' notice of decisions that are planned to be taken by the NECA, its committees or a Chief Officer, which impact on the key areas of the NECA, namely Transport, Economic Development, Regeneration, Skills and Inclusion.

Unless otherwise indicated, if you require any further information or wish to make representations about any of the matters contained in the Forward Plan, please contact the appropriate officer as detailed against each entry at least 7 days before the meeting.

***The most recent entries are referred to as "NEW". Updated entries are referred to as "Updated". Items withdrawn since the last publication are referred to as "Withdrawn", and following that will be removed altogether.**

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
A. North East Leadership Board (Leadership Board)							
LB 13 (a)	20 March 2018 (Standing Item)	Leadership Board	Update reports on the following thematic lead areas: a) Economic Development and Regeneration; b) Employability and Inclusion; and c) Transport (and Digital Connectivity)	All	a) EDR: NECA Elected Members and officers; NELEP Members and officers b) To be confirmed c) To be confirmed	a) EDR: North East Strategic Economic Plan – More and Better Jobs b) Held by the Contact Officer c) Held by the Contact Officer	a) Sarah McMillan Corporate Lead Strategic Development 0191 424 7948 sarah.mcmillan@southtyneside.gov.uk b) Janice Rose Economic and Inclusion Policy Manager 01670 624747 Janice.rose@northumberland.gov.uk c) Tobyn Hughes Managing Director (Transport Operations) (0191) 2033246 Tobyn.hughes@nexus.org.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
LB 13 (b)	20 March 2018	Leadership Board	<p>NECA Scheme of Delegation</p> <p>Leadership Board are asked to approve a scheme of delegation and comment on the principles and framework for delegation of authority across the responsibilities of the North East Combined Authority (NECA) and the North East Local Enterprise Partnership 'the LEP' (as the Accountability body).</p> <p>Leadership Board will also be asked to delegate the giving of consent for a Decision Making Protocol to the Monitoring Officer in consultation with the Head of Paid Service and Chief Finance Officer.</p>	Corporate Issue	Consultation has taken place with NECA Officers, Statutory Officers Chief Executives and Leaders.	<p>NECA Constitution</p> <p>NECA Draft Overview and Scrutiny Decision Making Protocol</p>	<p>Peter Judge Monitoring Officer 07342 069 371 Peter.judge@north-eastca.gov.uk</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
LB 13 (c)	20 March 2018	Leadership Board	<p>Funding Approvals (confidential report)</p> <p>Leadership Board are asked to agree to the legal and financial matters associated with any North East LEP decision to award an LGF grant relating to the following projects:</p> <ul style="list-style-type: none"> •East Pilgrim Street •Newcastle Central Gateway •Jade Business Park <p>Approval will be sought to the funding of intervention costs for the following Enterprise Zone sites from Business Rate income Growth:</p> <ul style="list-style-type: none"> •Jade Business Park •Port of Blyth – Bates Terminal 	Economic Development and Regeneration	<p>North East Technical Officers Group and North East LEP Investment Board and/or North East LEP Board</p> <p>NECA Head of Paid Service</p> <p>NECA Monitoring Officer</p> <p>NECA Chief Finance Officer</p>	<p>Confidential NE LEP Board Reports</p> <p>Confidential project business cases and supporting documents</p> <p>Confidential project appraisal reports</p>	<p>Ray Browning Programme Manager 0191 3387427 ray.browning@nelep.co.uk</p> <p>James Davies Programme Manager 0191 3387430 james.davies@nelep.co.uk</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			<p>Approval will be sought to any Loans agreed by the North East LEP in relation to its Northeast Investment Fund (NEIF) Loans Fund.</p> <p>Agreement will be sought to the delegation of financial and legal matters associated with any North East LEP decision to award a grant relating to National Centre for Imagination to the Chair and Vice Chair of the Leadership Board, in consultation with the Head of Paid Service.</p> <p>Agreement will be sought to the delegation of financial and legal matters associated with any award from the</p>				

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			Department for Digital, Culture, Media and Sport to the North East LEP from the Northern Cultural Regeneration Fund.				
LB 13 (d)	20 March 2018	Leadership Board	<p>North of Tyne Proposals – Consent to Secretary of State’s Order</p> <p>The paper provides an update on the recent consultation on North of Tyne proposals, including the creation of a North of Tyne Mayoral Combined Authority following the amendment of the current NECA boundaries.</p> <p>The paper invites Leadership Board to consent to a proposed Secretary of State’s Order to amend the NECA boundary, to</p>	Corporate Issue	<p>Consultation has taken place with NECA Statutory Officers and all NECA Constituent Authorities.</p> <p>Wide public consultation has taken place across the whole of the existing NECA area.</p> <p>The North of Tyne Authorities have engaged with the</p>	None	<p>Peter Judge Monitoring Officer 07342 069 371 Peter.judge@north-eastca.gov.uk</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			remove the North of Tyne authority areas (Newcastle upon Tyne, North Tyneside and Northumberland) and to make certain provisions in relation to the governance of transport.		Secretary of State and the MHCLG.		
LB 13 (e)	20 March 2018	Leadership Board	<p>2017/18 Budget Monitor and Closure of Accounts Process</p> <p>The report will provide information for the Leadership Board to note in connection with the 2017/18 Revenue budget monitor and the Closure of Accounts Process.</p>	Corporate Issue	Head of Paid Service	<p>2017/18 Budget and Capital Programme Reports approved in January 2017.</p> <p>Budget Update reports to the Leadership Board during 2017/18, including the information included in the 2018/19 Budget and Capital Programme</p>	<p>Paul Woods Chief Finance Officer 07446936840 paul.woods@north-eastca.gov.uk</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
						report approved in January 2018.	
B. Transport North East Committee (TNEC)							
TN 6 (a)	19 April 2018 (Standing Item)	TNEC	Transport Plan for the North East This standing item provides a regular update on progress in developing the NECA's Transport Plan	Transport	Wide public consultation will take place on the Transport Plan, in line with statutory guidance.	“Our Journey” – the NECA Transport Manifesto published at http://www.northeastca.gov.uk/sites/default/files/file_attachments/NECA%20Transport%20Manifesto_1.pdf	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 Tobyn.hughes@northeastca.gov.uk
TN 6 (b)	19 April 2018 (Standing Item)	TNEC	Capital Programme Monitoring Report This standing item provides the Transport North East Committee with a progress update in relation to delivery of the transport related	Corporate issue	Consultation on the capital programme with Treasurers and Chief Executives, and capital programme	NECA Budget and Capital Programme	Katy Laing Principal Accountant 0191 3387428 katherine.laing@northeastca.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			capital programme. This is a requirement of the NECA constitution and is a function delegated to TNEC.		agreed in April 2016.		
TN 6 (c)	19 April 2018 (Standing Item)	TNEC	Revenue Budget Monitoring Report This standing item provides the Transport North East Committee with a progress update in relation to how the transport related budgets for the delivery agencies are being managed. This is a requirement of the NECA constitution and is a function delegated to TNEC.	Corporate issue	Consultation on the budget with Treasurers and Chief Executives, and budget agreed by Leadership Board.	NECA Budget and Capital Programme	Katy Laing Principal Accountant 0191 3387428 katherine.laing@northeastca.gov.uk
TN 6 (d)	19 April 2018 (Standing Item)	TNEC	Transport for the North This standing item is intended to provide a regular update on the programme to improve	Transport	As required	The Northern Transport Strategy Spring 2016	Tobyn Hughes Managing Director Transport Operations (0191) 2033246

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			the transport network in Northern England and thereby promote economic growth			report published at: http://www.transportforthenorth.com/pdfs/The-Northern-Transport-Strategy-Spring-2016-Report.PDF	Tobyn.hughes@nexus.org.uk
TN 6 (e)	19 April 2018 (Moved from 8 February 2018)	TNEC	NECA Cycling and Walking Strategy and Implementation Plan The Transport North East Committee are asked to endorse the proposals and recommend them to the Leadership Board for approval.	Transport	Consultation has taken place with all NECA constituent authorities and other relevant stakeholders	Department for Transport Cycling and Walking Investment Strategy: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/603527/cycling-walking-investment-strategy.pdf	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 Tobyn.hughes@nexus.org.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
TN 6 (f) NEW	19 April 2018 (Annual report)	TNEC	Discharge of Transport Functions by Durham County Council. The report provides an update on the discharge of delegated functions at Durham County Council.	Transport	The report refers to the discharge of delegated functions by officers in Durham County Council in consultation with the relevant cabinet portfolio holder.	The North East Combined Authority Constitution The North East Combined Authority Deed of Operation dated the 29th April 2014.	Adrian J White Head of Transport and Contract Services 03000 267455 adrian.white@durham.gov.uk
C. Transport North East (Tyne and Wear) Sub-Committee (TW)							
TW 10 (a)	19 April 2018 (Standing Item)	TWSC	Tyne Tunnel Update (confidential report) The report will provide an update for Members on the operation and management of the Tyne Tunnel.	Transport	To be confirmed	Held by the Contact Officer	Alastair Swan Principal Engineer 0191 211 5931 alastair.swan@newcastle.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
TW 10 (b)	19 April 2018 (Standing Item)	TWSC	<p>Monitoring Nexus' Performance and Metro Performance Update 2017/18</p> <p>The purpose of these reports is to advise TWSC of Nexus' corporate performance in respect of service and project delivery such that the Sub-Committee exercises the monitoring and oversight functions in respect of Nexus activities delegated to it from the NECA Leadership Board.</p> <p>The report also reports on the measures in place to improve Metro performance.</p>	Transport	The report has been prepared through Nexus' internal reporting arrangements.	Held by the Contact Officer	<p>Tobyn Hughes Managing Director Transport Operations (0191) 2033246 Tobyn.hughes@nexus.org.uk</p>
TW 10 (c)	19 April 2018 (Standing Item)	TWSC	Update on Nexus Corporate Risks 2018/19	Transport	The report has been prepared through Nexus internal reporting	Held by the Contact Officer	<p>Tobyn Hughes Managing Director Transport Operations (0191) 2033246</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			The purpose of this report is to provide an update to TWSC of the strategic risks identified by Nexus for the year.		arrangements.		Tobyn.hughes@nexus.org.uk
D. Governance Committee							
G 6 (a)	3 April 2018 (Standing Item)	Governance Committee	Internal Audit Progress Report Members are requested to note the internal audit activity to date.	Corporate issue	Head of Paid Service, Monitoring Officer and Chief Finance Officer	Final Internal Audit Reports & Internal Audit Plan	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk
G 6 (b)	3 April 2018 (Standing Item)	Governance Committee	External Audit Progress Update This report provides an update for information on the work of Mazars, the External Auditors to the Combined Authority.	Corporate Issue	Consultation with statutory officers and Governance Committee chair.	None.	Jim Dafter External Audit Senior Manager, Mazars jim.dafter@mazars.co.uk Katy Laing Principal Accountant 0191 3387428 katherine.laing@no

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
							rtheastca.gov.uk
G 6 (c)	3 April 2018	Governance Committee	Accounting Policies 2017/18 The report will set out the accounting policies to be used in the preparation of the 2017/18 accounts, with an explanation of any changes which may have been introduced, and an update on changes to the Code of Practices on Local Authority Accounting. Governance Committee will be asked to approve the policies.	Corporate Issue	Consultation with statutory officers and Governance Committee Chair.	Code of Practice on Local Authority Accounting 2017/18	Paul Woods Chief Finance Officer 07446936840 paul.woods@north-eastca.gov.uk Katy Laing Principal Accountant 0191 3387428 katherine.laing@north-eastca.gov.uk
G 6 (d)	3 April 2018 (Standing Item)	Governance Committee	Strategic Risks and Opportunities Register The report is for Governance Committee member's information	Corporate Issue	Head of Paid Service, Monitoring Officer and Chief Finance Officer	Risk Management Strategy	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
G 6 (e)	3 April 2018	Governance Committee	Draft Annual Governance Statement 2017/18 The purpose of this report is to bring the draft Annual Governance Statement to Members to consider its inclusion in the accounts.	Corporate Issue	Head of Paid Service, Monitoring Officer and Chief Finance Officer	Guidance on the production of an Annual Governance Statement	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk
G 6 (f) NEW	3 April 2018	Governance Committee	Appointment of independents/non-Council members Governance Committee are asked to endorse a standard process to be followed for the recruitment and selection of independent members to NECA Boards and Committees.	Corporate Issue	Discussion with Chief Legal Officers	None	Peter Judge Monitoring Officer 0191 338 7455 peter.judge@northa-stca.gov.uk
G 6 (g) NEW	3 April 2018	Governance Committee	Proposals for the June Constitutional Review Governance Committee are asked	Corporate Issue	Engagement with Chief Legal Officers, Governance	Constitutional Review papers	Peter Judge Monitoring Officer 0191 338 7455 peter.judge@northa-stca.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			to endorse proposed changes to the NECA Constitution ordinarily considered by the Leadership Board annually at its meeting in June.		Committee and Leadership Board.		stca.gov.uk
G 6 (h) NEW	3 April 2018	Governance Committee	North of Tyne Governance Update Governance Committee are asked to note proposals relating to the governance changes to be introduced should the North of Tyne proposals to amend the NECA boundary be implemented.	Corporate Issue	Leadership Board members together with Chief Executives and Chief Legal Officers	Various North of Tyne update reports.	Peter Judge Monitoring Officer 0191 338 7455 peter.judge@northastca.gov.uk
G 6 (i) NEW	3 April 2018	Governance Committee	Scheme of Delegations/Decision-making Protocol Governance Committee are asked to note and endorse	Corporate Issue	Chief Executives, Chief Legal Officers, LEP staff and the OSC in relation to the	None	Peter Judge Monitoring Officer 0191 338 7455 peter.judge@northastca.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			proposals in relation to the clarification of delegation arrangements to NECA Statutory Officers and Officers (covering transport and North East LEP issues)		overview and scrutiny protocol.		
E. Governance Sub-Committee							
There are no meetings currently scheduled.							
F. Overview and Scrutiny Committee (O and S)							
OS 9 (a)	15 March 2018 (Standing Item)	O and S	NECA Forward Plan and Scrutiny Work Programme To receive the latest version of the Forward Plan and annual work programme	Corporate Issue	The Chair of the Committee	Held by the Contact Officers	Nicola Laverick Policy and Scrutiny Officer 07342069369 nicola.laverick@northeastca.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
OS 9 (b)	15 March 2018 (Moved from 5 February 2018)	O and S	Tyne Pedestrian and Cyclist Tunnels This report provides an update on the refurbishment of the Tyne Pedestrian and Cyclist Tunnels.	Transport	To be confirmed	None	Alastair Swan Principal Engineer 0191 211 5931 alastair.swan@newcastle.gov.uk
OS 9 (c)	15 March 2018 (Deferred from 5 February 2018)	O and S	NECA Decision Making Protocol Overview and Scrutiny Committee are asked to agree the principles around decision making, as discussed at a workshop held during January 2018.	Corporate	Consultation has taken place with NECA officers and the members of the Committee.	Local Democracy, Economic Development and Construction Act 2009 (Schedule 5A, (5))	Peter Judge Monitoring Officer 07342 069 371 Peter.judge@northeastca.gov.uk Nicola Laverick Policy and Scrutiny Officer 07342 069 369 Nicola.laverick@northeastca.gov.uk
OS 9 (d)	15 March 2018	O and S	Thematic Lead Update Report for Employability and Inclusion Overview and Scrutiny Committee are asked to receive this Thematic Update	Employability and Inclusion	Consultation with Officers and Thematic Lead	North East Strategic Economic Plan – More and Better Jobs	Michelle Rainbow Skills Director 0191 338 7439 michelle.rainbow@nelep.co.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			report for information and comment.				
OS 9 (e)	15 March 2018	O and S	Durham Youth Employment Initiative Overview and Scrutiny Committee as asked to receive this report for information and comment	Corporate Issue	Consultation was undertaken with members of the Committee regarding this particular item	None	Linda Bailey Strategic Lead Progression and Learning 01325 375940 Linda.bailey@durham.gov.uk
OS 10 (a) NEW	July 2018 (date to be confirmed) (Standing Item)	O and S	NECA Forward Plan and Scrutiny Work Programme To receive the latest version of the Forward Plan and annual work programme	Corporate Issue	The Chair of the Committee	Held by the Contact Officers	Nicola Laverick Policy and Scrutiny Officer 07342069369 nicola.laverick@northeastca.gov.uk
OS 10 (b) Updated	July 2018 (date to be confirmed) (moved from 15 March 2018)	O and S	Thematic Lead Update Report for Economic Development and Regeneration Overview and Scrutiny Committee are asked to receive this Thematic Update annual report for	Economic Development and Regeneration	Consultation with Officers and Thematic Lead	None	Sarah James Employment and Skills Manager 0191 424 7396 sarah.james@southtyneside.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			<p>information and comment.</p> <p>The report will also provide an update for discussion (via an appendix) on the role of the North East England's Chamber of Commerce (NEECC) and their role in supporting the delivery of key activities and the commissioning work of DIT.</p>				
G. Economic Development and Regeneration Advisory Board (EDRAB)							
ED 7 (a)	27 March 2018 (Standing Item)	EDRAB	<p>Economic Development and Regeneration – Progress Update</p> <p>Members are requested to receive an update on, and provide views in relation to, progress within the key areas of the Economic</p>	Economic Development and Regeneration	NECA Elected Members and officers; and NELEP Members and officers	North East Strategic Economic Plan - More and Better Jobs	<p>Sarah McMillan Corporate Lead Economic Strategy and Skills 0191 424 7948 sarah.mcmillan@sothtyneside.gov.uk</p>

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			Development and Regeneration theme. The update will include progress on the development of the regional Inward Investment function and Regional Investment Plan.				
ED 7 (b)	27 March 2018	EDRAB	Automotive Deep Dive The Advisory Board is requested to note and provide views on the report regarding the Automotive sector	Economic Development and Regeneration	NECA Elected Members and officers; NELEP Members and Officers	<ul style="list-style-type: none"> • North East Automotive Alliance Overview • Automotive Sector Deal 	Sarah McMillan Corporate Lead Economic Strategy and Skills 0191 424 7948 sarah.mcmillan@southtyneside.gov.uk
ED 7 (c)	27 March 2018	EDRAB	North East LEP Skills and Education Update The Advisory Board is requested to note and provide views on the progress North East LEP Skills and Education work	Economic Development and Regeneration	NECA Elected Members and officers; NELEP Members and Officers	<ul style="list-style-type: none"> • North East Strategic Economic Plan • Careers Strategy: Making the most of everyone's talents 	Sarah McMillan Corporate Lead Economic Strategy and Skills 0191 424 7948 sarah.mcmillan@southtyneside.gov.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
F. Officer Delegated Decisions							
DD 79	8 February 2018	Monitoring Officer	Innovation project development fund – CESAM project application (confidential report) To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Innovation project development fund application relating to the CESAM project.	Economic Development and Regeneration	North East LEP Board, North East LEP Innovation Board Chair and Innovation Director, NECA Leadership Board	Confidential LEP Delegated Decision report Confidential project business case and supporting documents Confidential project appraisal report	James Davies Programme Manager 0191 3387430 James.davies@nel.ep.co.uk
DD 80	8 February 2018	Monitoring Officer	Innovation project development fund – IC3 project application (confidential report) To agree to the financial and legal matters associated with any North East LEP decision to award		North East LEP Board, North East LEP Executive Director, North East LEP Innovation Board Chair and Innovation	Confidential LEP Delegated Decision report Confidential project business case and supporting documents Confidential	James Davies Programme Manager 0191 3387430 James.davies@nel.ep.co.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
			a grant from the Innovation project development fund application relating to the IC3 project.		Director, NECA Leadership Board	project appraisal report	
DD 81	20 March 2018	Head of Paid Service, in consultation with the NECA Chief Finance Officer and the Monitoring Officer	Royal Quays Enterprise Zone development funding (confidential report) To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Enterprise Zone development funding application relating to the Royal Quays Enterprise Zone.	Economic Development and Regeneration	North East LEP Investment Board Chair NECA Head of Paid Service NECA Monitoring Officer NECA Chief Finance Officer	Confidential NE LEP Board Report Confidential project business case and supporting documents	James Davies Programme Manager 0191 3387430 James.davies@nel.ep.co.uk
DD 82	20 March 2018	Head of Paid Service, in consultation with the NECA Chief Finance Officer and	Newcastle Airport Enterprise Zone development funding (confidential report) To agree to the financial and legal	Economic Development and Regeneration	North East LEP Investment Board Chair NECA Head of Paid Service	Confidential NE LEP Board Report Confidential project business case	James Davies Programme Manager 0191 3387430 James.davies@nel.ep.co.uk

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
		the Monitoring Officer	matters associated with any North East LEP decision to award a grant from the Enterprise Zone development funding application relating to the Newcastle Airport Enterprise Zone.		NECA Monitoring Officer NECA Chief Finance Officer	and supporting documents	
DD 83	20 March 2018	Head of Paid Service, in consultation with the NECA Chief Finance Officer and the Monitoring Officer	Holborn Enterprise Zone development funding (confidential report) To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Enterprise Zone development funding application relating to the Holborn Enterprise Zone	Economic Development and Regeneration	North East LEP Investment Board Chair NECA Head of Paid Service NECA Monitoring Officer NECA Chief Finance Officer	Confidential NE LEP Board Report Confidential project business case and supporting documents	James Davies Programme Manager 0191 3387430 James.davies@nel.ep.co.uk
DD 84	20 March 2018	Head of Paid Service, in consultation	Newcastle North Bank of Tyne Enterprise Zone - development	Economic Development and	North East LEP Investment	Confidential NE LEP Board	James Davies Programme Manager

Reference Number	Date of Decision	Decision Maker	Topic	Thematic area	Consultees /Consultation Process	Background Documents	Contact Officer
		with the NECA Chief Finance Officer and the Monitoring Officer	<p>funding (confidential report)</p> <p>To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Enterprise Zone development funding application relating to the Newcastle North Bank of Tyne Enterprise Zone</p>	Regeneration	<p>Board Chair</p> <p>NECA Head of Paid Service</p> <p>NECA Monitoring Officer</p> <p>NECA Chief Finance Officer</p>	<p>Report</p> <p>Confidential project business case and supporting documents</p>	<p>0191 3387430</p> <p>James.davies@nel.ep.co.uk</p>

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Overview and Scrutiny Work Programme 2018/2019

Standing Items for each Committee Meeting:

- Declaration of Interest
- Minutes of Previous Meeting
- NECA Forward Plan and Work Programme Report

Source of work programme and items of importance:

The Overview and Scrutiny Committee obtains work programme items from the following sources:

- Items submitted by Members of the Committee (and including items referred by other members of the Combined Authority);
- Suggestions from Nicola Laverick, Policy and Scrutiny Officer or NECA Chief Officers; Helen Golightly, Peter Judge and Paul Woods
- The Budget and Policy Framework; Transport Plan and Strategic Economic Plan
- The Forward Plan;
- The three Thematic Leads; Cllr Malcolm (Economic Development and Regeneration), Cllr Jackson (Employability and Inclusion) and Cllr Forbes (Transport and Digital Connectivity),
- Evidence for any policy review work of relevance to NECA

Planned items:

Items	Reason for item	Lead Officer
Committee: 15th March 2018, 10.00 am: Durham Council		
Employability and Inclusion Thematic Update	Thematic Lead Update	Cllr Jackson
Durham Youth Employment Initiative	Requested by Members at 28 th March 2017 Committee	Linda Bailey
Refurbishment of the Tyne Pedestrian Tunnel and Cyclist Tunnel	Requested update by Members at 13 th September 2017 Committee	Alastair Swann
Decision Making Protocol	Updated Protocol agreed to return to March Committee at February 2018 meeting	Peter Judge/Nicola Laverick
Committee: July 2018 - date and venue to be confirmed		
Economic Development and Regeneration Thematic Update & Appendix: Update on NEECC and relationship with DIT	Thematic Lead Update	Cllr Malcolm
Digital Connectivity Update Report	Requested by Members at 5 th February 2018 Committee to explore digital connectivity in rural areas	Steve Smith
Committee: September 2018 - date and venue to be confirmed		
Committee: December 2018 - date and venue to be confirmed		
Committee: March 2019 - date and venue to be confirmed		

Pending Items 2018/2019 (Dates to be arranged at the appropriate time):

Item	Comment
North of Tyne Combined Authority	Members agreed to keep a focus on the work programme on any implications for NECA
Strategic Economic Plan	Yearly Update for 2018-2019 Work Programme
Thematic Lead Updates	Yearly Update for 2018-2019 Work Programme
Budget Update	Update at the appropriate time