

CITY OF
WOLVERHAMPTON
COUNCIL

Stronger City Economy Scrutiny Panel

12 November 2020

Time 6.00 pm **Public Meeting?** YES **Type of meeting** Scrutiny

Venue Via Microsoft Teams

Membership

Chair Cllr Rupinderjit Kaur (Lab)
Vice-chair Cllr Christopher Haynes (Con)

Labour

Cllr Philip Bateman MBE
Cllr Dr Paul John Birch J.P.
Cllr Craig Collingswood
Cllr Claire Darke
Cllr Val Evans
Cllr Asha Mattu
Cllr Barbara McGarrity QN
Cllr Susan Roberts MBE

Conservative

Cllr Payal Bedi-Chadha
Cllr Jonathan Yardley

Quorum for this meeting is three Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

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Agenda

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|---|
| 1 | Apologies
[To receive any apologies for absence]. |
| 2 | Declarations of interest
[To receive any declarations of interest]. |
| 3 | Minutes of previous meeting (Pages 3 - 8)
[To approve the minutes of the previous meeting as a correct record]. |
| 4 | Matters arising
[To consider any matters arising from the minutes of the previous meeting]. |

DISCUSSION ITEMS

- | | |
|---|--|
| 5 | Draft Budget and Medium Term Financial Strategy
[To receive a report on the draft Budget and Medium Term Financial Strategy].

[Report is marked: To Follow]. |
| 6 | Generate More Jobs and Learning Opportunities (Pages 9 - 14)
[To provide an overview of the key work that is being led by the Regeneration Directorate, working with a number of services across the council, to deliver the 'Generate More Jobs and Learning Opportunities' priority set out in the Council's Relighting Our City strategy. Briefing note is attached.] |
| 7 | Update from Director of Regeneration on Regeneration Projects
[To receive a verbal update from the Director of Regeneration on the Regeneration Projects taking place within the City of Wolverhampton]. |
| 8 | Work Programme for the Stronger City Economy Scrutiny Panel (Pages 15 - 24)
[To consider the Work Programme for the Stronger City Economy Scrutiny Panel]. |
| 9 | Future Meeting Dates
The future meeting dates of the Stronger City Economy Scrutiny Panel are as follows:-

21 January 2021 at 6pm

18 March 2021 at 6pm |

Stronger City Economy Scrutiny Panel

Agenda Item No: 3

Minutes - 10 September 2020

Attendance

Members of the Stronger City Economy Scrutiny Panel

Cllr Philip Bateman MBE
Cllr Payal Bedi-Chadha
Cllr Dr Paul John Birch J.P.
Cllr Craig Collingswood
Cllr Claire Darke
Cllr Val Evans
Cllr Christopher Haynes (Vice-Chair)
Cllr Rupinderjit Kaur (Chair)
Cllr Barbara McGarrity QN
Cllr Susan Roberts MBE

In Attendance

Cllr Stephen Simkins (Portfolio Holder for City Economy)

Employees

Martin Stevens (Scrutiny Officer) (Minutes)
Richard Lawrence (Director of Regeneration)
Heather Clark (Strategic Projects and Funding Manager / Digital Co-ordinator)
Isobel Woods (Head of Enterprise)
Joanne Keatley (Head of Adult Education)
Liam Davies (Head of City Development)
Julia Cleary (Scrutiny and Systems Manager)
Earl Piggott-Smith (Scrutiny Officer)

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies**
An apology for absence was received from Councillor Jonathan Yardley.

An apology for absence was received from the Portfolio Holder for Education and Skills, Councillor Dr Michael Hardacre.
- 2 **Declarations of interest**
There were no declarations of interest.

3 Minutes of previous meeting

The minutes of the previous meeting held on 5 February 2020 were approved as a correct record.

4 Matters arising

There were no matters arising from the minutes of the previous meeting.

5 Project Relight

The Director of Regeneration gave a presentation on the Directorate's response to Covid-19 and the plans for "Relighting our City." With respect to the Directorate's response to Covid-19 the update focused on Planning, Enterprise and Skills, Adult Education and City Development. On the "Relighting Our City" aspect the focus was on Connected City and other activities undertaken during the pandemic.

The Director of Regeneration stated that during the course of the pandemic to date there had been an overall rise in planning applications, the Council's Planning Service performance had been unaffected by Covid-19. The comparable figures compared to previous years were as follows: -

Applications received July – August

2018 – 269

2019 – 274

2020 – 287

The increasing number of planning applications was positive as it was an indicator of future jobs, homes and investment. They were processing the applications effectively working from home and had received many compliments. Planning Committees were taking place virtually online.

The Director of Regeneration presented a slide on Business and Employment. All engagement and delivery had been moved online. The authority had successfully paid out £44.9 million of grants to a collective total of 4,247 businesses. They had launched an online portal called 'Wolves in Business' which could direct businesses, in any sector, to the correct level of support. In August alone, the Business Support helpline had received 7,120 calls. Ten grants had been awarded for Aim for Gold – ERDF (European Regional Development Fund) SME (Small and Medium Sized Enterprises) Support Package, to businesses who had adapted to access new markets as result of Covid-19. Since lockdown had commenced in March, the Council had supported in the creation of 800 new jobs. 84 residents had been supported into employment since March using the Wolves at Work Programme. The Twitter feed for Wolves at Work had seen on average 8,000 views per week.

The Director of Regeneration stated that Culture and Libraries fell within his area of responsibility. The library function had seen a vast rise in E-books / audio available (13,888) and also 3,934 downloads. Online reading and story sessions had been delivered. They had also reintroduced the home delivery service through the Citizens Advice Bureau in August. They were currently reviewing the reopening of the library service in line with Covid-19 safety measures. Any reopening would be phased. The Art Gallery had created considerable online content and downloadable family packs for school holidays. The Art Gallery, Bantock and the Archive had re-

opened in July with Covid-19 safety measures in place. The Art Gallery improvement project had however been paused due to Covid-19.

The Director of Regeneration presented a slide on adult education. They had been able to enrol students remotely and there had been an increase in content available. An online course offer had been developed. Nine new courses were available to support residents with mental health, employment and study skills development. They were hoping to introduce face to face learning in September in line with the Department for Education guidance. They were planning to capitalise on the innovation and development achieved during lockdown and develop a Digital Transformation Strategy.

The Director of Regeneration presented a slide on the subject matter of City Development. He stated that during the lockdown period there had been an increase in interest from the developer and investor market. A number of current schemes had been paused, but he was pleased they had now all restarted. Phase one of the Interchange project was now complete and opened in May 2020. Phase two of the project was currently underway and would include the demolition of the remaining station building. The development of the i9 building had been paused. The Council had however worked with the developer Ion and the contractor Grahams and construction was now progressing. The Civic Halls project had also been paused due to Covid-19, but site works had recommenced following a 12-week suspension with the contractor Willmott Dixon. Piling works had been completed in August 2020.

The Director of Regeneration remarked that during the lockdown period the Council had submitted bids for the Future High Street Fund (FHSF). They were hoping to have a response from Government back in September on their proposed £23 million bid to support, primarily public realm improvements in the City Centre West area. The Council on behalf of the Towns Fund Board had submitted a bid for up to £48 million in July to transform the City Centre, Bilston and Wednesfield. They hoped to have a response from Government by the end of October. The bid aimed to support education and skills and better enterprise culture through the City Learning Quarter, National Brownfield Institute, 5G application accelerator and Wolves at Work employment programme.

The Director of Regeneration presented a slide on “Relighting Our City.” The concept of “Relighting our City,” was structured around five key areas. These were:-

- Support people who need us most
- Create more opportunities for young people
- Support our vital businesses
- Generate more jobs and learning opportunities
- Stimulate vibrant high streets and communities

The five key areas were supported by three cross cutting themes, “Climate Focused”, “Driven by Digital” – “Connected City and Fair and Inclusive Environment”.

The Scrutiny and Systems Manager presented some slides on the Connected City cross cutting theme which had been agreed for the Scrutiny Panels at the meeting of Scrutiny Board on Tuesday, 14 July 2020. This meant that connectivity and digital considerations were to be considered as part of all items added to the Work Programme. Outcomes and recommendations from all the Scrutiny Panels would

then be fed back to Scrutiny Board to unify into one comprehensive report based on the Connected City theme. The report and any recommendations could then be submitted to Cabinet for consideration. She referred to the Digital Divide, which Covid-19 had highlighted more issues than had previously been realised. She cited figures of 59,000 Wolverhampton citizens not having access to basic digital skills and 35,000 citizens having not been online in the last three months. Only 52% of the workforce had the necessary digital skills for work.

The Scrutiny and Systems Manager stated that in the context of a stronger city economy, the question was how we used and engaged connectivity and digital to help with the following :-

- Generate more jobs and learning opportunities
- Help people into work
- Future proof the economy
- Build skills for the future
- Grow vital local businesses
- Stimulate vibrant high streets and communities
- Drive investment in communities
- Reimagine our highstreets
- Enhance the cultural offer of the city to connect with a wider audience

The Director for Regeneration presented some slides on the work they had been undertaking as a Directorate to support the Connected City agenda. The first slide related to Adult Education. Some of the highlights were

- Increased digital skills and learning opportunities by 52% from 109 ICT qualifications in 2019 to 168 in 2020.
- Over 60% of students would have a digital literacy assessment leading to an appropriate educational response to improve and develop their digital skills.
- At enrolment, a digital capacity assessment would be undertaken. A hardware and / or data loan would follow for those in need and where resources permitted.
- Increased blended learning opportunities were planned across the curriculum to support and enhance face to face learning.
- The impact of the measures would be assessed using student voice / surveys.

The Director of Regeneration presented a slide on the Connected City Theme relating to Business and Employment. The highlights were: -

- All engagement had moved online.
- Wolves in Business – website with advice and guidance had enabled the Council to reach a wider audience.
- Webinars had been presented by businesses in the city on recovery, adapting and coping during Covid-19.
- Grant applications were all managed online.
- They were preparing a CRM (Customer Relationship Management) system to assist business relationships.
- Engagement with residents had moved online, this had highlighted the challenges with digital access.

- Let's Talk Jobs – An online discussion with employers, talking about new ways of working and current vacancies.

The Director of Regeneration with reference to the Arts and Libraries commented that website engagement had increased from April to July by 35%. Facebook likes and Twitter followers had also increased. The online offer to schools for Autumn 2020 was being produced. He was pleased to report that 184 people had signed up to the Virtual Librarian Service in the four weeks since it was launched. They had also undertaken a Digital Story Time, which had received over 800 views. “We select, you collect” service had been launched, which had received over 1500 enquiries.

The Director of Regeneration presented a slide on the Connected City theme in relation to City Development. The i9 building had received wired scored Gold accreditation. This accreditation scheme was a commercial real estate rating scheme that empowered landlords to understand, improve, and promote their buildings' digital infrastructure and connectivity. Discussions with prospective developers and investors were now taking place virtually. They were progressing Memorandum of Understandings with some developers who were keen to enter the City. All profile raising was taking place virtually including the Business Breakfast and Business Week. The acquisition of Qualcast Road as part of Canalside South had taken place virtually.

A Panel Member stressed the importance of climate change and the importance of taking this into consideration when Scrutiny Panels looked at items. They added that the libraries being closed had prevented some people having access to digital resources that they would ordinarily obtain from visiting the library. The Director of Regeneration responded that they were looking at the phased re-opening of library services. The Head of Enterprise added that Wolverhampton Homes had an initiative called “Click Start”, which offered IT training and support for 10 weeks. They were currently securing further equipment for the project.

A Member of the Panel asked a question regarding adult education availability for people suffering with mental health issues. The Head of Adult Education responded that the general environment of adult education was supportive of people with mental health issues. There was also a programme called “Like Minds,” for people with low to moderate mental health issues. People were referred onto this programme by mental health practitioners. The primary medium was arts and crafts. Each person assessed their mental health at the start and at the end of the programme to see if there had been any improvement. There was some excellent case studies of how the programme had resulted in a positive impact on a person's life.

The Portfolio Holder for City Economy paid tribute to all the staff who had worked to keep people safe, and to restart projects. He also praised all the work that had taken place in obtaining and distributing grant funding. He regarded libraries as being key to the community, when they were safe to re-open, they would do so. The uptake in e-books had shown the importance of digital in the library service. He stressed the necessity of the Wolves at Work Project which was helping people back into work.

A Member of the Panel asked about footfall and vibrancy in the City Centre in the Covid and post Covid world. The Director of Regeneration responded that the “Relighting our City” project was key, this was all about repositioning the City in the

new era. The five pillars to the strategy were central to creating vibrancy in the City Centre. Getting people back into work and working with the business community to stimulate investment in the City Centre was key to ensuring vibrancy moving forward. There was also opportunity for residential development within the City Centre. The Portfolio Holder added that the Council needed to plan how the City Centre could evolve in the Covid era and he suggested it as a potential topic area for scrutiny in the future.

6 **Future Work Programme**

The Scrutiny and Systems Manager gave a short presentation on the future Work Programme for the Scrutiny Panel. She listed some questions, included in the presentations slides, which were good to consider when considering items for the Work Programme. She detailed the remit of the Panel which included: -

- Enterprise and Skills
- City Development
- Visitor Economy
- Adult and Cultural Learning
- Economic Inclusion
- Service Development

The Scrutiny and Systems Manager detailed the new approach to Scrutiny which included a Connected City theme for the remainder of the municipal year. She then went through the Work Programme items for the remainder of the year.

The Scrutiny Officer stated that the Work Programme was very much a live document and Members could contact either the Chair or himself throughout the year to suggest items for the Panel to consider.

The Director for Regeneration commented that he was happy to bring regular updates on the general activity of the Directorate to the Scrutiny Panel.

A Member of the Panel stressed the vital nature of the remit of the Panel including the visitor economy, which was so important to the City. He hoped that the Scrutiny Panel could focus some of its time on this area in the future.

Members of the Panel praised the work of Officers during the Covid-19 crisis.

7 **Future Meeting Dates**

The Chair confirmed the future meeting dates of the Stronger City Economy Scrutiny Panel as follows:-

12 November 2020 at 6pm
21 January 2021 at 6pm
18 March 2021 at 6pm

The meeting ended at 7:06pm.

Briefing Note

Title: Generate More Jobs and Learning Opportunities

Date: 04.11.2020

Prepared by: Richard Lawrence

Job Title: Director of Regeneration

Intended Audience:

Internal

Partner organisation

Public

Confidential

1.0 Purpose

- 1.1 To provide an overview of the key emerging work that is being led by the Regeneration Directorate, working with a number of services across the council, to deliver the 'Generate More Jobs and Learning Opportunities' priority set out in the Council's Relighting Our City strategy.

2.0 Overview

- 2.1 The Generate More Jobs and Learning Opportunities priority is a key driver to support the city's recovery post Covid-19.
- 2.2 The priority has refocused efforts to address the increased barriers emerging from the pandemic that many local people are now facing to get into or sustain employment and to access skills.

3.0 Background and context

- 3.1 There are many challenges that have emerged from the pandemic which have increased the barriers local people are facing to get into work and sustain employment and to access new skills and training.
- 3.2 As a direct result of Covid-19 unemployment has increased in the city. There are indications that unemployment levels will rise further as the furlough scheme comes to a close in December and the economy continues to undergo fundamental changes such as a second national lock down starting from 5 November 2020.
- 3.3 The impact of Covid-19 on the local economy has resulted in a number of key sectors being severely affected, most notably hospitality, entertainment, leisure manufacturing and retail. This is in contrast to other sectors such as logistics, food sales, social and health care, digital and communication which are reporting huge growth due to a sharp rise in demand.

- 3.4 As these shifts in the economy occur the 'Generate More Jobs and Learning priority' in the Council's 'Relighting Our City' Strategy becomes more pressing to minimise the impact of the downturn the economy on the city and ensure the residents of the city can access opportunities.
- 3.5 Nationally, not only will Covid-19 have put millions of individuals out of work, but the mix of jobs that emerge from this crisis is likely to be different than those that were lost. People with the lowest incomes and educational attainment have been disproportionately affected, putting strains on achieving inclusive growth and potentially raising income inequality.
- 3.6 Amongst those who will be most susceptible to these changes will be the young people in the city. The disruption to education and the reduction in the number of entry level opportunities available both for apprenticeships and jobs will disproportionality impact on the city's younger population.
- 3.7 The youth claimant count in the city is 15.6% which is the third highest in the country.
- 3.8 The pandemic has also impacted those who are aged over 50 who are higher skills and have been in long term employment in the manufacturing sector. With the shifts in the economy adversely affecting sectors such as manufacturing, an increasing number are now for the first time in their working life facing re-deployment or redundancy.
- 3.9 The impact of Covid-19 has changed the skills requirements for local people with the need for those affected by redundancy to re-train or upskill so that they can compete for jobs that are available. Notably employers from most industries need local people to have digital skills. This challenge is exacerbated as the city remains an area where skills levels are low and there remains a need to increase skill levels at Level 4 and above.
- 3.10 The pandemic has highlighted and amplified the significant digital divide in the city. Prior to Covid-19, an estimated 35,000 residents had not been online in the last 3 months and 59,000 lacked all digital skills. National data showed that 44% of these were under 50. However, local evidence during Covid-19 illustrated the extent of the issues with 50% of adult education learners and nine out of ten people on a basic skills course not being able to get online to access learning. In addition, 60% of wolves at work clients and 25% of Impact clients were unable to access support online. Covid-19 highlighted a particular issue around lack of devices and connectivity, in addition to lack of motivation and digital skills. This problem has been further compounded as the Covid-19 pandemic has resulted in the acceleration in the adoption of digital services by 2-5 years to facilitate remote working, remote learning, telehealth and ecommerce. Digital is considered critical to level-up our economy and to power economic and social recovery it is, therefore, also critical to ensure residents, our workforce and businesses have the right digital skills.

4.0 Proposal

4.1 The Generate More Jobs and Learning Opportunities priority is building on new and existing initiatives to support people in the city affected by the impact of Covid-19. To address barriers to employment, skills and training and assist all residents into good jobs.

4.2 In order to address these barriers work is being undertaken that is focused on developing a Wolves Youth Offer, digital connectivity and providing support to local people that are facing or are at risk of redundancy.

4.3 Young People

4.4 Young people have been disproportionately affected by Covid-19 due to several factors including a disruption in their education; the removal of many entry level jobs from the job market; and an economic environment where businesses are focussing on recovery rather than recruitment.

4.5 Wolves Youth Offer presents an ambitious programme to ensure all young people (16-24 years) in the city will receive appropriate support that will help them with their pathway into employment. Working with partners and colleagues from Education, Children and Young People, the approach looks to coordinate and enhance the advice and guidance already in place with the introduction of a 'Skills Health check'.

4.6 There is a key need to identify new routes of engaging for those young people not previously visible through existing links. Working with a work coach the young person will identify and create their own pathway to determine next steps and progression to move them in to work and on to sustained employment. This includes key links with specialist youth employability work coaches by DWP (Department for Work and Pensions) and the opening of a Youth Hub at the Way and at Wolverhampton College. It also includes additional skills provision for young people; subsidised apprenticeships; a traineeship programme and a subsidised paid Kickstart work experience programme.

4.7 Kickstart, a Government led initiative offering a 6-month work placement programme to any young person (16-24 years old) claiming Universal Credit to access paid work experience with an employer. The young person receives a living wage, paid through HMRC and the employer receives a financial grant to support the training, skills and progressions for the young person. A key objective for Wolverhampton is that the young people, particularly those who are most vulnerable are given a positive experience in the world of work whilst receiving quality skills and training that will help them to progress in to employment, an apprenticeship and, or further skills.

4.8 Digital Connectivity

- 4.9 Covid-19 highlighted the extent of digital exclusion in the City, not just relating to motivation and digital skills, but also devices and connectivity due to digital poverty. Wolves Online is a new device and connectivity lending scheme working through trusted partners, including Wolves at Work and Wolverhampton Learning Communities. The project will identify residents who could benefit from the devices and support them, enabling them to get online to participate in online learning and aid their job search and engage in digital skills training. This complements the range of digital inclusion activities already delivered in 'digital hubs' across the city, including libraries, online centres, Wolverhampton Learning Communities and community venues which address the needs of a diverse range of groups and individuals.
- 4.10 Covid-19 has accelerated the adoption of digital services by 2-5 years and is considered critical to level-up our economy to power economic and social recovery. A single gateway to digital skills #digital wolves is being developed signposting residents, workforce and businesses to online digital learning opportunities and local provision. The opportunities will range from basic digital skills, digital skills for employment to digital skills to reflect changing nature of all sectors as well as jobs in tech.
- 4.11 Response 2 Redundancy**
- 4.12 Wolves at Work is working with DWP and training providers to provide a package of support for those who find themselves facing or affected by redundancy.
- 4.13 Building on the experience the team has had with Carillion, House of Fraser and Debenhams the Council have a redundancy model in place. It has been identified that the model needs to be developed further in response to the impact of Covid-19 in the city.
- 4.14 Formally, once an organisation signals its intent to release 20 or more people to be placed at risk, they would raise a HR1 which would trigger JCP intervention and instigate the creation of a response taskforce. For Wolverhampton the Council want to ensure a quality coordinated approach in place and equally if there is no HR1 raised due to a lower number of people being made redundant, that the city can still engage, respond and offer a quality support package to those facing redundancy.
- 4.15 For Wolverhampton it is evident that there is an opportunity for intervention to occur much more quickly through are strong employer relationship. Growth Hubs and Local Authorities offer a great deal of support to employers and as such if the employer offer is visible then there is an opportunity for earlier engagement to provide a preventative response.
- 4.16 It is key that the city works closely with a number of stakeholders to assist those who are at risk or facing redundancy.

4.17 Through the response 2 redundancy model, working alongside national partners, the city would provide:

- A wrap around service of early interventions including benefit advice, careers advice and vacancy matching
- Residents of the city will have a Wolves at Work work coach to assist with careers and skills advice as well as vacancy matching
- Through the Wolves at Work model the Council are able to track and monitor individuals progress and outcomes

5.0 Questions for Scrutiny to consider

5.1 As part of the Wolves Youth Offer how do we ensure a collaborative approach across the Council and partners to raise awareness, understanding and seek their support?

5.2 How we can ensure the Wolves Youth Offer is inclusive and we engage fully with all Young People in the city?

5.3 How are we going to sustain the successful Wolves at Work model?

5.4 How can we help to close the digital divide in the city?

5.5 How do we as a city manage and support the effects of redundancy in a way that can be scaled up?

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Scrutiny Work Programme (draft) Stronger City Economy Scrutiny Panel 2020- 2021

Theme – Connected City

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DRAFT

Scrutiny – A New Approach – Connected City

1. A new approach to scrutiny was agreed at Scrutiny Board on 14 July 2020. Scrutiny Board agreed a cross cutting theme for all panels. The agreed theme was '**Connected City**'. Connectivity and digital considerations will be considered as part of all items added to the work programme.
2. **Roles and expectations** have been defined for the Chairs of Scrutiny Panels, Strategic Executive Board (SEB) leads and Scrutiny Officers; creating a collective understanding of scrutiny's role within the Council. These can be seen in Appendix A.
3. Effective **work planning and agenda setting** will take place to produce **jointly owned work plans**.
4. The first panel meetings will receive an update on the areas that fall within the scope of the panel. There will then be an introduction to the **connected city theme**. This will enable the Panel to consider items for the workprogramme in line with the '**Connected City**' scrutiny theme.
5. Regular briefings will be arranged with the Scrutiny Panel Chair, Vice Chair, SEB lead and scrutiny officer to enable a shared understanding of priorities and reviews of progress and recommendations.
6. **Improved communication**: 'You said we did' updates and publicity (including social media)
7. Creation of a **strong organisational culture** that supports scrutiny work that **adds real value** and **evidences impact**.
8. Outcomes and recommendations from all panels will then be fed back to Scrutiny Board to unify into one comprehensive report based on the connected city theme.

Work Programme considerations:

- 1. Is the issue in the public interest?**
- 2. How does it link to the Connected City theme?**
- 3. How can scrutiny add value by looking at it?**
- 4. Where is the evidence to support looking at this issue?**
- 5. Can we evidence impact?**
- 6. Is there a change to National Policy?**
- 7. Does it affect citizens across the City?**
- 8. Are there performance concerns?**
- 9. Is it a safety issue?**

Stronger City Economy Scrutiny Panel

Chair: Cllr Rupinderjit Kaur	Vice Chair: Cllr Chris Haynes	SEB Lead: Richard Lawrence	Scrutiny Lead: Martin Stevens
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Date of Meeting	Agenda Publication	Item Description	Lead Report Author	Council Plan and Project Relight Priority	Notes
10 September 2020	2 September 2020	<ul style="list-style-type: none"> General Presentation to include updates on Future High Streets Fund / Towns Fund / WMCA Town Centre Task Fund Future Work Planning 	Richard Lawrence/ Liam Davies Scrutiny Lead SEB Lead Scrutiny Chair		
12 November 2020	4 November 2020	<ul style="list-style-type: none"> Generating Jobs and Learning Opportunities Budget 	Richard Lawrence / Isobel Woods / Sue Lindup Alison Shannon		

		<ul style="list-style-type: none"> SEB lead update on regeneration projects 	Richard Lawrence and Liam Davies		
21 January 2021	13 January 2021	<ul style="list-style-type: none"> Growing the City's Vital Business 	Richard Lawrence / Isobel Woods / Ian Fegan		Cllr P. Bateman suggested Visitor Economy at September meeting and the importance of this being incorporated into the Panel's work.
18 March 2021	10 March 2021	<ul style="list-style-type: none"> Portfolio Holder Statement and Question Time 	Richard Lawrence Portfolio Holder		

DRAFT

Scrutiny Panel Remit & Functions

The scrutiny of policies to attract and retain new businesses and employment in the context of sustainable economic and environmental regeneration.

The Panel will have responsibility for scrutiny functions as they relate to:

- Enterprise and skills
- City Development
- Visitor Economy
- Adult and Cultural Learning
- Economic Inclusion
- Service Development

General Role of the Scrutiny Board and Scrutiny Panels

Within the terms of reference set out in the Overview and Scrutiny Procedure Rules, the Scrutiny Board will:

1. Co-ordinate the work of the Scrutiny Panels and Scrutiny Review Groups.
2. Receive annual reports from the Councillor Champion and give consideration to the work undertaken and issues that the Councillor Champion wishes scrutiny to consider investigating further.
3. Maintain regular dialogue with the Cabinet on service improvement, performance management of cross-cutting issues, policy development and budgetary provision.
4. Oversee and ensure access to appropriate learning and development for scrutiny Councillors.
5. Discharge the call-in procedures relevant to its overarching role.

The Scrutiny Panels will:

1. Maintain regular dialogue with the Cabinet, Scrutiny Board and Councillor Champions.
2. Ensure that members of the public and stakeholders are informed of and involved in issues within the remit of each Panel.
3. Discharge the call-in procedure relevant to their terms of reference.

Appendix A: Roles and Responsibilities

1. Chair of Scrutiny Panel:

- To attend fortnightly meetings with the SEB lead and Scrutiny Officer
- To attend agenda setting meetings and other relevant briefings on a regular basis
- To contribute to the work planning for the panel and to bring forward relevant topics and issues for inclusion
- To chair meetings in a fair and open way and to encourage participation from panel members
- To attend Scrutiny Board (where appropriate) to provide feedback and updates on progress
- To prepare, when possible, questions in advance of a meeting to allow for healthy debate and to ensure that clear resolutions are made that add value and show impact
- To act as champion for scrutiny and to represent the best interests of the citizens of Wolverhampton

2. SEB Lead:

- Meet with the Chair, the Vice Chair and the Scrutiny Officer fortnightly to discuss upcoming issues, updates from previous meetings, workplans and any other relevant business as agreed by all parties.
- Recommend topics for inclusion on the workplan, working proactively with the Chair, Vice Chair and Scrutiny Officer to address any issues/opportunities/challenges that fit with the remit of the panel.
- To advise on the viability of any issues put forward by the panel for inclusion on the work plan.
- To attend relevant Scrutiny Panel meetings and provide an update at each meeting on any relevant issues within the remit of the panel. Also, attending Scrutiny Board (as appropriate) to provide feedback.
- To act as a champion for scrutiny in the Council and to encourage engagement with the scrutiny function and promote a healthy culture within which scrutiny can thrive

3. Scrutiny Officer:

- Provide support and guidance to the panel, its members, officers, partners and other stakeholders regarding the scrutiny function
- To ensure openness and transparency in the scrutiny function and to make sure that information is continuously shared and communicated between all relevant parties in a timely and suitable fashion
- To ensure that the appropriate persons are invited to meetings and that they are given adequate time to prepare and to provide guidance and support where appropriate
- To manage the administration of all relevant panels and meetings within statutory timescales
- To carry out research and information gathering exercises when required
- To provide advice on policy and legislation where appropriate
- To ensure that all resolutions are followed up and responses or actions fed back, monitored and recorded
- To act as liaison between the Chair and the SEB lead to ensure a shared understanding of priorities and work planning.
- To manage the agreed work plan and its outcomes to show impact and added value

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