

DRAFT

Template Scoping Document

<u>Environment & Economy Select Committee</u>	
<u>Scrutiny Review Title:</u>	Impact of Covid-19 on Economic Development in Stevenage and the Council's response
<u>Background issues</u> to review – rationale for scrutinising this issue:	Members raised the issue of reviewing the impact of Covid-19 on Economic Development in Stevenage when the committee agreed items for the work programme in March 2020.
Is the matter of strategic importance to the Council?	Yes the economic development and economic viability of the town is of great strategic importance to the town and also to the Council and its own economic stability which are intertwined.
<u>Focus of the review:</u> (State what the review focus will be)	<p>The review should establish:</p> <ul style="list-style-type: none"> • <u>What the current state of the economic activity is in the town?</u> • <u>What are the rates of unemployment and redundancy figures for Stevenage and what other economic data is available?</u> • <u>Which local businesses/sector are most effected by Covid-19?</u> • <u>What measures are being taken by Government to support businesses?</u> • <u>What measures are Hertfordshire Local Enterprise Partnerhsip, the Council, Hertfordshire County Council and other local partners taking to support the local economy and to mitigate its losses?</u>
<u>Timing issues:</u> Are there any timing constraints to when the review can be carried out?	Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.
The Committee will meet on (provide <u>dates</u> if known):	<p>Dates: Day/Month/Time/Venue</p> <p>Scope and Officer Presentation – 10 November 2020</p> <p>Witness interviews and any data presented considered – 13 January 2021</p>

	Draft conclusions and any recommendations – 15 March 2021
<u>SBC Leads</u> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> • <i>Leader of the Council, Cllr Sharon Taylor</i> • <i>Executive Portfolio Holder for Economy, Enterprise & Transport, Cllr Lloyd Briscoe</i> • <i>Executive Portfolio Holder for Resources, Cllr Joan Lloyd</i> • <i>Strategic Director, Clare Fletcher (for Impact on Revenue and Benefits)</i> • <i>Assistant Director Planning & Regulatory, Zayd Al Jawad</i> • <i>Business Relationship Manager, Mena Caldbeck</i>
Any <u>other witnesses</u> (external persons/critical friend)?:	<p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers</i></p> <ul style="list-style-type: none"> • <i>Herts LEP to comment on the Herts Recovery Plan</i> • <i>A representative of HCC Economic Development Team</i> • <i>Stevenage/North Herts Chamber of Commerce</i> • <i>Stevenage Citizens Advice</i> • <i>A representative of Stevenage Business Technology Centre</i> • <i>A representative of a locally based large employer</i> • <i>A representative of a locally based SME</i>
<u>Allocation of lead Members</u> on specific individual issues/questions: Any other Questions Members wish to cover:	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i></p>
<u>Site visits and evidence gathering in the Community</u>	Not considered necessary or likely in a Covid secure environment.

<p><u>Equalities and Diversity issues:</u> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>To be identified by the lead Member – Cllr ?</p> <p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</p>
<p><u>Constraints</u> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><i>To be identified by the Committee at the scoping meeting in November 2020</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p>
<p><u>Background Documents/data</u> that can be provided to the review</p>	<p><i>As identified by the Committee at the draft scoping meeting in November 2020:</i> Evidence requested:</p> <ul style="list-style-type: none"> • Numbers on furlough (LEP to share figures) • Businesses who have received grant payment? – (included in MTFS update extracts) • Stevenage Citizens Advice data if available • SBC Housing data on rent repayment • Survey of local businesses • Extracts from June and September MTFS - including national data • LG Futures updates April and June • HM Treasury – Chancellors Business Support 22 Oct 2020
<p><u>Agreed Milestones and review sign off</u> -To be agreed by Members and officers</p>	<p><i>Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: Date Executive Portfolio responses are expected (dependent on the final report & executive portfolio response template publishing date): DD MM YY</i> Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)</p>