



## Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

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Ladies and Gentlemen,

A meeting of the **STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE** will be held in the Council Chamber, Catmose, Oakham, Rutland Le15 6HP on **Thursday, 13th July, 2023** commencing at **7.00 pm** when it is hoped you will be able to attend.

Yours faithfully

Mark Andrews  
**Chief Executive**

### **S U P P L E M E N T A R Y   A G E N D A**

#### **14) GROUP AND PANEL UPDATES**

##### **B. ASSET REVIEW TASK AND FINISH GROUP**

To review, finalise and approve the Terms of Reference for the Asset Review Task and Finish Group.

(Pages 3 - 6)

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**STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE**

**TASK AND FINISH GROUP: TERMS OF REFERENCE**

<b>Name of Group</b>	<b>Asset Review Task and Finish Group</b>
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<b>Membership</b>  Minimum of 4 members, maximum of 6 members.	<b>1</b>		<b>Chair</b>
	<b>2</b>		<b>Vice Chair</b>
	<b>3</b>		
	<b>4</b>		
	<b>5</b>		
	<b>6</b>		

<b>Cabinet Member(s) Responsible:</b> Mark with an X		Councillor Gale Waller: Leader of the Council
		Councillor Andrew Johnson: Deputy Leader and Portfolio Holder for Resources
	X	Councillor Paul Browne: Portfolio Holder for Planning and Property
		Councillor Diane Ellison: Portfolio Holder for Adult Care and Health
		Councillor Raymond Payne: Portfolio Holder for Children’s Services, Homelessness and Housing Policy
		Councillor Christine Wise: Portfolio Holder for Highways, Transport and the Environment

<b>Relevant Director(s):</b> Mark with an X		Andrea Wakefield, Director of Law and Governance
		Dawn Godfrey, Strategic Director for Children and Families
		Kim Sorsky, Strategic Director for Adult Services and Health
		Kirsty Nutton, Strategic Director of Resources
		Mike Sandys, Director of Public Health LCC/RCC
	X	Penny Sharp, Strategic Director for Places

<b>Lead Officer(s)</b>	Mona Walsh, Head of Property Services	Tel: 01572 758391 Email: mwalsh2@rutland.gov.uk
	Jane Narey, Scrutiny Officer	Tel: 01572 758311 Email: democraticservices@rutland.gov.uk

<b>Officer Support:</b>	Diane Grattage, Senior Surveyor	Tel: 01572 722577 Email: dgrattage@rutland.gov.uk
	Marie Glaister, Senior Estates Surveyor	Tel: 01572 722577 Email: mglaister@rutland.gov.uk
	Trush Kavia, Estates Surveyor	Tel: 01572 722577 Email: tkavia@rutland.gov.uk

<b>Purpose of the Group</b>	<ul style="list-style-type: none"> <li>Specify exactly what the Group will be examining.</li> <li>The group will scrutinise the recommended options for 7 key assets and note the work done to date as</li> </ul>
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<ul style="list-style-type: none"> <li>• Be clear about what the Group will <u>not</u> be looking at.</li> <li>• Identify how this relates to the Corporate Plan and clearly identify the relevant Strategic Aim.</li> </ul>	<ul style="list-style-type: none"> <li>• part of the Asset Review.</li> <li>• The group will not scrutinise the work done to date as part of the Asset Review.</li> </ul>										
<p><b>Strategic Aim:</b> <i>Mark with an X</i></p>	<table border="1"> <tr> <td></td> <td>A Special Place</td> </tr> <tr> <td></td> <td>Sustainable Lives</td> </tr> <tr> <td></td> <td>Healthy and Well</td> </tr> <tr> <td></td> <td>A County for Everyone</td> </tr> <tr> <td><b>X</b></td> <td>A Modern and Effective Council</td> </tr> </table>		A Special Place		Sustainable Lives		Healthy and Well		A County for Everyone	<b>X</b>	A Modern and Effective Council
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	Healthy and Well										
	A County for Everyone										
<b>X</b>	A Modern and Effective Council										

<p><b>Criteria for the Group</b></p> <ul style="list-style-type: none"> <li>• Why has this particular topic been considered to be a priority issue for scrutiny?</li> <li>• Does it stand up to the PAPER test?</li> </ul> <p><b>P</b>ublic Interest – is the matter of concern to residents?</p> <p><b>A</b>bility to have an impact – can Scrutiny influence and change things?</p> <p><b>P</b>erformance – is it an underperforming area or service?</p> <p><b>E</b>xtent – does it affect a number of residents or a large geographic area?</p> <p><b>R</b>eplication – is it a new matter? i.e. not discussed in the past 6 months or currently being dealt with</p> <ul style="list-style-type: none"> <li>• Which of the 4 core scrutiny principles will it satisfy?</li> </ul> <ol style="list-style-type: none"> <li>1. Provides constructive 'critical friend' challenge.</li> <li>2. Amplifies the voice and concerns of the public.</li> <li>3. Is led by independent people who take responsibility for their role.</li> <li>4. Drives improvement in public services.</li> </ol>	<ul style="list-style-type: none"> <li>• The Corporate Leadership Team has requested the involvement of the Strategic Overview and Scrutiny Committee to assist in the review of council assets.</li> <li>• <b>Public Interest / Extent:</b> The outcome of the asset review may affect a high number of residents. This will lead to high public interest in the issue.</li> <li>• The creation of an Asset Review Task and Finish Group will satisfy all 4 core scrutiny principles.</li> </ul>
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<p><b>Objectives of the Group</b></p> <ul style="list-style-type: none"> <li>• Specify what the Group will be seeking to achieve.</li> <li>• Can the objectives be defined using the SMART objective framework?</li> </ul> <p><b>S</b>pecific <b>M</b>easurable</p>	<ul style="list-style-type: none"> <li>• To comment to Cabinet on the proposed option for each asset and identify any opportunities, risks or issues.</li> </ul>
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<p><b>A</b>chievable <b>R</b>ealistic <b>T</b>ime Limited</p>	
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<p><b>Methodology</b></p> <p>What types of enquiry will be used to gather evidence?</p> <ul style="list-style-type: none"> <li>• Data research</li> <li>• Site visits / job shadows / observations</li> <li>• Interviews with key officers / service users / witnesses / experts</li> <li>• Questionnaires and surveys</li> <li>• Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation from key officers of the findings of the asset review and the proposed options.</li> </ul>
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<p><b>Resources &amp; Budget Requirements</b></p> <p>What resources and/or budget will be required by the Group?</p> <p>This should include detail on who will organise meeting dates, take any notes required and who will write the final and any interim reports.</p>	<ul style="list-style-type: none"> <li>• No budget will be required.</li> <li>• Officer time to attend/support the meetings.</li> <li>• Both meetings will be held virtually.</li> <li>• Scrutiny Officer will arrange/book both virtual meetings.</li> <li>• Scrutiny Officer will produce brief notes from each meeting.</li> <li>• The Chair, with the support of the Scrutiny Officer, will produce a written statement for approval by the SOSC regarding comments to Cabinet on the proposed option for each asset and any identified opportunities, risks or issues.</li> <li>• The Chair, with the support of the Scrutiny Officer, will produce a final report for presentation to the SOSC.</li> </ul>
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<p><b>Proposed Time Scales</b></p> <ul style="list-style-type: none"> <li>• Identify key meeting dates and any deadlines for reports or decisions.</li> </ul>	05/09/23	Asset Review Task and Finish Group: meeting 1/2
	19/09/23	Council Leadership Meeting: Asset Review Final Business Case
	20/09/23	Asset Review Task and Finish Group: meeting 2/2
	21/09/23	Strategic Overview and Scrutiny Committee: Asset Review Task and Finish Group: Approval of Comments to Cabinet
	17/10/23	Cabinet: Asset Review Final Business Case
	23/11/23	Strategic Overview and Scrutiny Committee: Asset Review Task and Finish Group: Final Report

<b>TOR Approved by SOSC</b>	Date:
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