

OAKHAM TOWN TASK AND FINISH GROUP TERMS OF REFERENCE (TEMPLATE)

1. Objectives

What do members hope to achieve, what is aspirational outcome?

2. Background

See below for discussion at scoping meeting:

RCC Full Council resolved to set up a Task and Finish Group to consider the future regeneration of Oakham Town at its meeting on 15 January 2018. A link to this meeting can be found below:

<http://rutlandcounty.moderngov.co.uk/ie/ListDocuments.aspx?CId=145&MId=1652>

RCC Members expressed that the Task and Finish Group should include co-opted members from stakeholder organisations, along with elected members from Rutland County Council. The Growth, Infrastructure and Resources (GIR) Scrutiny Panel will approve the membership of the Group.

The group was to be established to look at the options for improving Oakham Town in order to formulate a set of recommendations for consideration by RCC Cabinet/Council.

3. Scope/Purpose

Brief Description of topic, purpose of review, rationale.
Methodology, Evidence sources etc...

4. Roles and Responsibilities

4.1 The membership of the Task and Finish Group will be

- Mr Nick Woodley (Oakham Town Council Representative)
- Mrs Juliana White (Oakham Town Partnership Representative)
- Mr Paul Dowse (Oakham Neighbourhood Plan Steering Group Representative)
- Mr T Norton (Business Representative/Representative of OK2Way)
- Mr Ben Callaghan (Ward Member – Oakham South East)
- Mr Richard Clifton (Ward Member – Oakham South West)
- Mr Jeffrey Dale (Ward Member – Oakham North East)

- Mrs June Fox (Ward Member – Exton)
- Mr Richard Gale (Ward Member – Oakham North West)
- Mr Alastair Mann (Ward Member – Oakham North West)

4.2 The Chair of the Task and Finish Group will be Mr Chris Wade.

4.3 Corporate Support and Scrutiny Officer will provide administration support when required.

4.4 RCC officer support as required.

5. Key Milestones/Timetetable

6 March 2018 – 6pm	<u>Preliminary scoping meeting</u> to agree the Terms of Reference
By 13 March 2018	<u>Independent Chair to draft terms of reference</u> ToR to be drafted from feedback from members of the group provided at the meeting. Will be circulated electronically for final amends and agreement of the group. ToR must be finalised by 13 March 2018 as the publication date for GIR Scrutiny Panel 14 March 2018.
Additional GIR Scrutiny Panel Meeting 22 March 2018	<u>Growth, Infrastructure and Resources (GIR) Scrutiny Panel agree Terms of Reference</u>
April 2018 – September 2018 (6 meetings – dates and times to be agreed at scoping meeting)	<u>Monthly meetings of the Task and Finish Group</u> to be scheduled Standing item on GIR Scrutiny Panel and other panels (as appropriate)
October 2018	<u>Task and Finish Group Meet to agree final report</u>
Further details to be added following scoping meeting regarding information and evidence gathering, objectives and Purpose/desired outcome	
November 2018	<u>Final Report to Scrutiny Panel(s)</u>
November/December 2018	<u>Final Report to Cabinet/Council</u>