

STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE

TASK AND FINISH GROUP: TERMS OF REFERENCE

Name of Group	Asset Review Task and Finish Group
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Membership Minimum of 4 members, maximum of 6 members.	1	Councillor R Powell	Chair
	2	Councillor K Payne	Vice Chair
	3	Councillor N Begy	
	4	Councillor S Harvey	
	5	Councillor S Lambert	

Cabinet Member(s) Responsible: <i>Mark with an X</i>		Councillor Gale Waller: Leader of the Council
		Councillor Andrew Johnson: Deputy Leader and Portfolio Holder for Governance and Resources
	X	Councillor Paul Browne: Portfolio Holder for Planning, Property and Economic Development
		Councillor Diane Ellison: Portfolio Holder for Adults and Health
		Councillor Tim Smith: Portfolio Holder for Children and Families
		Councillor Christine Wise: Portfolio Holder for Transport, Environment and Communities

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

Lead Officer(s)	Andrew Gordon	Interim Head of Property

Officer Support:	Jane Narey, Scrutiny Officer	Tel: 01572 758311 Email: democraticservices@rutland.gov.uk
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Purpose of the Group <ul style="list-style-type: none"> Specify exactly what the Group will be examining. Be clear about what the Group will <u>not</u> be looking at. Identify how this relates to the Corporate Plan and clearly identify the relevant Strategic Aim. 	<ul style="list-style-type: none"> The group will scrutinise the recommended options for Phase 1 (Catmose House, Museum and Catmose Cottage) of the Councils Asset Review Business plans and Draft Asset Strategy. The group will not scrutinise the options for the other 4 key assets included in the Asset Review. The group will not scrutinise the work done to date as part of the Asset Review.
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Strategic Aim: <i>Mark with an X</i>	x	Tackling the climate emergency
	x	A diverse and sustainable local economy
	x	Support the most vulnerable
	x	Provide good public services

<p>Criteria for the Group</p> <ul style="list-style-type: none"> Why has this particular topic been considered to be a priority issue for scrutiny? Does it stand up to the PAPER test? <p>Public Interest – is the matter of concern to residents?</p> <p>Ability to have an impact – can Scrutiny influence and change things?</p> <p>Performance – is it an underperforming area or service?</p> <p>Extent – does it affect a number of residents or a large geographic area?</p> <p>Replication – 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"> Which of the 4 core scrutiny principles will it satisfy? <ol style="list-style-type: none"> Provides constructive ‘critical friend’ challenge. Amplifies the voice and concerns of the public. Is led by independent people who take responsibility for their role. Drives improvement in public services. 	<ul style="list-style-type: none"> The Corporate Leadership Team has requested the involvement of the Strategic Overview and Scrutiny Committee to assist in the review of council assets - Phase 1. Public Interest / Extent: The outcome of the asset review may affect a high number of residents. This will lead to high public interest in the issue. The creation of an Asset Review Task and Finish Group will satisfy all 4 core scrutiny principles.
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<p>Objectives of the Group</p> <ul style="list-style-type: none"> Specify what the Group will be seeking to achieve. Can the objectives be defined using the SMART objective framework? <p>Specific Measurable Achievable Realistic Time Limited</p>	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> To comment to Cabinet in advance of its meeting on 16th April 2024 on the proposed business plan options for Phase 1 identifying any opportunities, risks or issues. <p><u>Stage 2: TBC</u></p> <ul style="list-style-type: none"> To be involved at each stage of the development of the business cases for the preferred option(s), test any assumptions made and make recommendations to Cabinet.
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<p>Methodology</p> <p>What types of enquiry will be used to gather evidence?</p> <ul style="list-style-type: none"> • Data research • Site visits / job shadows / observations • Interviews with key officers / service users / witnesses / experts • Questionnaires and surveys • Legislation 	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> • Evidence research from Capital Programme Board papers <p><u>Stage 2: TBC</u></p> <ul style="list-style-type: none"> • Interviews with key officers, possible questionnaires for service users and staff and visits/ information from other local authorities.
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<p>Resources & Budget Requirements</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"> • No budget will be required. • Officer time to attend/support the meetings. • Both meetings will be held virtually. • Scrutiny Officer will arrange/book both virtual meetings. • A member of the Task and Finish Group will produce brief notes from each meeting. • 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 the 3 assets in Phase 1 and any identified opportunities, risks or issues. • The Chair, with the support of the Scrutiny Officer, will produce a final report for presentation to the SOSC.
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<p>Proposed Time Scales</p> <ul style="list-style-type: none"> • Identify key meeting dates and any deadlines for reports or decisions. 	18/3/24	Draft evidence papers to be available from Capital Programme Board
	19/3/24 - 10/4/24	Review of papers and recommendations to Cabinet. <i>Recommendations to Cabinet will need to be submitted to Democratic Services by 2nd April 2024 for publication on the 8th April 2024.</i> <i>There is no SOSC meeting before the 2nd April 2024 to approve the recommendations BUT the SOSC could vote at its meeting on the 21st March to allow the Chair to approve the recommendations on its behalf.</i>
	16/4/24	STAGE 1 - Cabinet meeting to review options
	April - December 2024	Review of development of business cases.
	31/3/25	STAGE 2 - Completion of final recommendations to Cabinet.

TOR Approved by SOSC	Date:
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