

<p>Is this issue one that raises interest with the public via complaints or Members' surgeries?:</p>	<p>There have been no recorded complaints regarding the BTC.</p>
<p>Focus of the review: (State what the review focus will be)</p>	<p><i>To be identified by the Committee at the scoping meeting.</i></p> <p><i>Members/Officers have suggested the following possible Options: The review should act as a timely health check for the organisation.</i></p> <ul style="list-style-type: none"> • <i>BTC Future Operations - Is the BTC an incubator space or a managed work space?</i> • <i>BTC Funds - Should the receipts generated by the BTC be reinvested into test trading grants for start-ups or recycled and used to develop a new enterprise facility</i> • <i>BTC Future Talent - How can we improve our relationship with Hertfordshire University and North Herts College to grow a pipeline of start-up talent with roots in Stevenage? Is there scope for more vocational/apprenticeships to be supported?</i> • <i>BTC Future Focus - Does the BTC need to have similar brand values/identity to that of Stevenage BioScience Catalyst or does it need to do something different?</i>
<p>Timing issues: Are there any timing constraints to when the review can be carried out?</p>	<p>None apparent prior to scoping, but the review will have to fit in with the timing of the other Select Committee review work programme items. Officers will advise at the meeting if there are any timing issues to consider.</p>
<p>The Committee will meet on (provide dates if known):</p>	<p>Dates: Day/Month/Time/Venue Monday 8 June 2015 – Presentation of Service/Consider Draft Scoping Document Wednesday 24 June 2015 – Formally Agree Scope and identify lead Member roles Thursday 25 June 2015 – (Networking event/site visit and performance review – not part of the formal review process but a useful information gathering event) Tuesday 7 July 2015 – BTC Site Visit (site visit late afternoon and then 6pm evening meeting at BTC) Monday 7 September 2015 - Interview review witnesses Wednesday 14 October 2015 - Draw together findings and draft recommendations</p>

	Identify a date for the Final Report and Recommendations
<p><u>SBC Leads</u> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> • <i>Portfolio Holder for Economy, Enterprise & Transport – Cllr Ralph Raynor</i> • <i>Strategic Director (Environment) – Peter Bandy</i> • <i>Head of Planning, Regeneration & Transport – Paul Pinkney</i> • <i>Representatives of BTC Management Committee- Chris Pichon WENTA Chairman and another member of team perhaps a support professional from the BTC Stevenage 'My Incubator' (to be identified)</i> • <i>Current occupant of BTC - (to be identified)</i> • <i>Former occupant of BTC – (to be identified)</i> • <i>Input from University of Hertfordshire/North Herts College/LEP/Chamber of Commerce (to be identified)</i> <p><i>Others officers or Members?</i></p>
<p>Any <u>other witnesses</u> (external persons/critical friend)?:</p>	<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>A peer from a neighbouring area to act as a 'critical friend' (from an authority with a similar business support start up hub)</i>
<p><u>Allocation of lead Members</u> on specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will ask questions on the following areas XXXXX (list the issues to address during the interviews):</p> <p>Cllr XXX will lead questioning on XXX</p> <p>Cllr XXX will lead questioning on XXX.</p> <p>Cllr XXX will lead questioning on XXX</p> <p>Cllr XXX will lead questioning on Equalities & Diversity Issues – Are there any E&D issues to consider in this review?</p>

<p><u>Site visits and evidence gathering in the Community</u></p>	<p>To be agreed by the Committee at the scoping meeting but it is recommended that the Committee visit the Centre</p> <p>A Possible option is – Tuesday 7 July 2015 – BTC Site Visit (if this date is not suitable for BTC then an alternative date will be agreed)</p>
<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><i>To be identified by the Committee at the scoping meeting XXXX</i></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 XXXX (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i></p>
<p><u>Background Documents/data</u> that can be provided to the review</p>	<p><i>To be identified by the Committee at the scoping meeting XXXX</i></p> <p><i>Possible options suggested by officers:</i></p> <ul style="list-style-type: none"> • <i>Presentation describing the purpose of the BTC and the service</i>