



**COMMUNITY SELECT COMMITTEE**

**Date: Tuesday, 4 June 2019**

**Time: 6.00pm,**

**Location: Shimkent Room, Daneshill House, Danestrete**

**Contact: Fungai Nyamukapa (01438) 242707**

Members: Councillors: S Mead (Chair), M Notley (Vice-Chair), S Booth,  
A Brown, T Callaghan, A Farquharson, L Harrington,  
J Mead, C Parris and L Rossati

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**AGENDA**

**PART 1**

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES - 26 MARCH 2019**

To approve as a correct record the Minutes of the Community Select Committee held on 26 March 2019

Pages 3 – 6

**3. MINUTES - 1 APRIL 2019**

To approve as a correct record the Minutes of the meeting of the Council held on 1 April 2019

Pages 7 – 10

**4. TERMS OF REFERENCE**

To note the Terms of Reference of the Committee approved by Annual Council on 22 May 2019

Pages 11 – 12

**5. COMMUNITY SELECT COMMITTEE WORK PROGRAMME AND MEETING SCHEDULE 2019-20**

To note the Work Programme and meeting schedule for the Community Select Committee for 2019-20

Pages 13 – 22

**6. DRAFT SCOPING DOCUMENT - SPORTS & LEISURE ACROSS THE TOWN**

To consider the Draft Scoping Document for the Community Select Committee Review of Sports & Leisure Opportunities across the town

Pages 23 – 26

**7. URGENT PART 1 BUSINESS**

To consider any Part I business accepted by the Chair as urgent

**8. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions:

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**9. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent

**Agenda Published 23 May 2019**

## STEVENAGE BOROUGH COUNCIL

### COMMUNITY SELECT COMMITTEE MINUTES

Date: Tuesday, 26 March 2019

Time: 6.00pm

Place: Shimkent Room - Daneshill House, Danestrete

**Present:** Councillors: Sarah Mead (Chair), Adam Mitchell CC (Vice Chair), Sandra Barr, Jim Brown, Liz Harrington, John Mead and Sarah-Jane McDonough

**Start / End Time:** Start Time: 6.00pm  
End Time: 7.40pm

#### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were submitted on behalf of Councillor Tom Wren.

There were no declarations of interest.

#### 2 **MINUTES - 12 FEBRUARY 2019**

It was **RESOLVED** that the Minutes of the meeting of the Community Select Committee held on 12 February 2019 are approved for signature by the Chair.

#### 3 **THE SOSAFE COMMUNITY SAFETY ACTION PLAN 2018/19 AND EMERGING PRIORITIES FOR 2019/20**

The Community Safety Manager presented a report and gave a visual and oral presentation to the Committee setting out the agreed priority themes for 2018/19:

- Anti-Social Behaviour (ASB)
- Safeguarding, Hate Crime and Domestic Abuse
- Modern Slavery and Child Sexual Exploitation (CSE)
- Alcohol and Drug Related Crime and Disorder
- Knife Crime
- Scams and Fraud

The Committee was informed that the Partnership had performed well and all actions had been completed, in some cases having exceeded expectations eg Modern Slavery.

The Committee was advised that the additional funding obtained by the Service totalled £279,108.00. This included funding for the successful partnership working undertaken with North Herts District Council.

The Community Safety Manager reported on a number of events held in 2018 including a quarterly PSPO event, Modern Slavery awareness conference, Online safety advice event, National Personal Safety Day and Silver Street Meets.

In response to a question about Silver Street Meets, officers agreed to provide upcoming dates to the Ward Councillor for St Nicholas.

Members sought clarification on the 2018/19 crime/ASB figures referred to in the report. Officers advised that as a result of the introduction of a new software system and a change in how data was reported there had been problems in receiving the information. Officers agreed to check the figures after the meeting and advise Members of any differences. They did advise, however, that the priorities were based on the priorities of the police, officers and members rather than the data received.

The Portfolio Holder for Communities, Community Safety and Equalities advised that she would raise the issue at the next police and Crime Panel meeting.

Officers advised the Committee that the Partnership consultation for the 2019/20 Action Plan, which would be ratified by the Responsible Authorities Group at its meeting on 15 April, commenced on 4 March 2019.

Officers informed Members of the efforts made by the Service to tackle anti-social behaviour and homelessness including the issue of using communal areas in tower blocks for rough sleeping and also the support and engagement with the known homeless people around the Town.

The Committee then watched a video showing aspects of the work of the Community Safety Team.

The Chair thanked the Community Safety Officer and her Team for their work and commitment in all aspects of the Service.

It was **RESOLVED**:

1. That the report is noted;
2. That the Community Safety Manager provides details about the crime statistics referred to in the report;
3. That the Community Safety Team be thanked for their hard work and congratulated on their achievements.

4 **URGENT PART 1 BUSINESS**

None.

5 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

6 **URGENT PART II BUSINESS**

None.

**CHAIR**

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## STEVENAGE BOROUGH COUNCIL

### COMMUNITY SELECT COMMITTEE MINUTES

Date: Monday, 1 April 2019

Time: 6.00pm

Place: Shimkent Room - Daneshill House, Danestrete

**Present:** Councillors: Sarah Mead (Chair), Adam Mitchell CC (Vice Chair), Sandra Barr, Jim Brown, Liz Harrington, John Mead and Sarah-Jane Potter

**Start / End Time:** Start Time: 6.00pm  
End Time: 7.00pm

#### 1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr T Wren.

There were no declarations of interest.

#### 2 COMMUNITY SELECT COMMITTEE - SCRUTINY WORK PROGRAMME 2019/2020

The Committee considered a report by the Council's Scrutiny Officer, which invited the Committee to agree the Scrutiny Work Programme for the 2019/2020 Municipal Year. The report was based on responses from all Members involved in the scrutiny process regarding current scrutiny arrangements and possible scrutiny topics. It was noted that the public had not raised any issues for consideration.

The Committee discussed the following potential Scrutiny reviews items for 2019/2020:

**The length of time that Housing assets (Bathrooms and Kitchens) go without being replaced** – The Assistant Director (Housing & Investment) informed Members that details of the lifetime of housing assets were included in the recently approved Asset management Strategy which could be circulated to Members.

**Use of Local Community Budget (LCB) funding** – Members noted that the use of LCB funding was thoroughly reviewed in recent years. It was highlighted that LCB cannot be used for ongoing expenses.

**Homelessness** – It was reported that homelessness in Stevenage was not on the increase. However, officers were finding it difficult to provide meaningful support to a small group of hard-to-help individuals. The Assistant Director (Housing & Investment) informed the Committee that there were plans to carry out a publicity campaign focussing on myth busting and raising awareness of Council initiatives to tackle homelessness. A Homelessness and Rough Sleeper Strategy was due to be

considered by the Executive in July 2019 and a Portfolio Holders Advisory Group meeting would take place beforehand.

**Stevenage Leisure Limited, Fairlands Valley Park and Sports & Leisure across Stevenage** – It was acknowledged that there could be merit in reviewing the combined private, public and voluntary leisure and cultural services offer for Stevenage to help inform the next Leisure Management Contract. Members were of the opinion that the sailing centre at Fairlands Valley Park appeared to be attracting relatively few participants from Stevenage. The sailing centre was being sustained by revenue from other amenities in Fairland Valley Park. This could be used to inform the development of SBC's future Leisure Management Contract and could contribute more broadly to the Cultural Strategy. Consideration would have to be given to the resourcing of such a piece of work should Members wish for it to proceed.

**Museum Review** – Members were informed that the Museum received new equipment after the review in 2016. Officers were looking at relocation options for the Museum as part of the town centre regeneration.

**Neighbourhood Wardens** – The Assistant Director (Communities & Neighbourhoods) informed the Committee that a number of sessions were being scheduled to introduce Members to their respective neighbourhood wardens. It was hoped that the briefing sessions will provide clarity on the role of neighbourhood wardens. Members indicated that a review on Neighbourhood Wardens could incorporate the proposed area-based working model, interviews with neighbourhood wardens, comparison of working arrangements in Stevenage wards and benchmarking against other local authorities.

**The Healthy Hub** – The Committee agreed that the 2018/19 Public Health session was beneficial because it covered topical issues such as obesity and diabetes awareness. Members were informed that the Hertfordshire Stop Smoking Service started working with Stevenage Food Bank as a follow up to the public health scrutiny session. It was noted that the Committee was still awaiting an update from Hertfordshire County Council Director of Public Health regarding funding for diabetes courses. Members may wish for the Healthy Hub to receive further focus as part of the next years Health focused scrutiny session.

**Fly-tipping of bulky goods in Stevenage housing blocks** – The Assistant Director (Housing & Investment) informed Members that a number of security cameras had been installed at flat blocks to monitor fly-tipping and other cases of anti-social behaviour. It was confirmed that the Council could exercise the option to prosecute fly-tipping cases.

Members put forward the following issues as additional potential scrutiny items:

- Council's IT services
- The perceived concern of "digital exclusion" for the town's low-income groups, including older people and those with disabilities. It was suggested that the Council's Welfare Reform Group Chair provide an update re action taken in conjunction with partners to seek to address this matter.



It was **RESOLVED:**

1. That Scrutiny Members' feedback on ideas for improving Scrutiny (see section 4 of the Scrutiny Officer's report) be noted
2. That the Assistant Director (Housing & Investment) circulates to the Committee:
  - a) A copy of the diagram in the Asset management strategy which shows the life cycle of each element
  - b) Email address that can be provided for Members and for customers to contact to understand when an element might be replaced
3. That the issue of homeless people living with family and friends be clarified in the Homelessness & Rough Sleeper Strategy that is due to go to the Executive in July 2019
4. That the Assistant Director (Housing & Investment) provides the Committee:
  - a) A written response on current arrangements for fly-tipping recharges
  - b) An update on issues relating to digital exclusion that were highlighted in preparation for the introduction of Universal Credit
5. That the Assistant Director (Communities and Neighbourhoods) provides updates on the following:
  - a) Current guidelines on the use of LCBs
  - b) Cultural Strategy & Stevenage Museum
6. That the Assistant Director (Stevenage Direct Services) provides an update on the roll out of the new play areas across the town
7. The Healthy Hub be a key focus for the 2019/20 annual Public Health session
8. That having considered ideas put forward by individual Members the following matters be added to the list for consideration, prioritisation and scoping as possible Community Select Committee Scrutiny Work Programme items for 2019/2020
  - a) Stevenage Leisure Limited, Fairlands Valley Park and Sports & Leisure across Stevenage (Paragraphs 5.1.5, 5.1.6, 5.1.14 and 5.1.16 to the report referred). This would be covered under the heading of "Sports & Leisure in Stevenage"
  - b) Neighbourhood Wardens (Paragraphs 5.1.8 and 5.1.15 to the report referred)
9. That, the following statutory and standing items also be provided for within the Committee's Scrutiny Work Programme for 2019/2020:

- a) Crime and Disorder Committee (Statutory Committee)
- b) Public Health Meeting (Standing Item)

10. That the following Portfolio Holder Advisory Group meetings to carry out policy development work identified so far be noted (Paragraph 7.1 to the report referred):

- a) Homelessness & Rough Sleeper Strategy (June 2019)
- b) Housing Older Persons Strategy (June 2019)
- c) Housing Service Charge Review (October/November 2019)
- d) Community Centres Review (October 2019)
- e) Rent Policy (December 2019)
- f) Tenancy Strategy
- g) Customer Strategy

**3 URGENT PART 1 BUSINESS**

None.

**4 EXCLUSION OF PUBLIC AND PRESS**

Not required.

**5 URGENT PART II BUSINESS**

None.

**CHAIR**

### COMMUNITY SELECT COMMITTEE

1. Membership - 10 (not Members of the Executive)  
Observer – Stevenage Youth Mayor
2. Quorum - 4
3. Terms of Reference
  - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
  - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
  - 3.3 To review the Forward Plan of Key Decisions in relation to services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
  - 3.4 To act as the Council's Crime and Disorder Committee, meeting in that capacity a minimum of once each year (by including Crime and Disorder on the agenda at least once each year).
  - 3.5 That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
  - 3.6 To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
  - 3.7 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).

- 3.8 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).
- 3.9 In conjunction with the other Select Committee and Scrutiny Overview Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.10 To report to the Executive, other committees or Council, as appropriate.

<b>Lead AD</b>	<b>AD (Communities and Neighbourhoods) – Rob Gregory</b>
<b>Deputy</b>	<b>AD Housing &amp; Investment – Jaine Cresser</b>
<b>Chair</b>	<b>Cllr Sarah Mead</b>

**Community Select Committee Scrutiny Work Programme 2019-20**  
(Including main review items, one-off meetings, statutory and standing items, review revisits and policy development items)

<b>Scrutiny Review items 2019/20:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting &amp; (iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
<b>Sports &amp; Leisure Across the town</b>	AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Children, Young People & Leisure, Cllr Richard Henry	To be discussed.  Draft Scope- 4 June 2019  Officer Presentation and evidence session, plus scoping doc- 3 or 23 July?  Site visits	(i) Would require a number of meetings, to be determined – (typically this would be 4 – 6 meetings) (ii) full scope required (iii) Officer report/presentation leading to interview with officers/Exec Member/Users	This would be the main review for the Committee in 2019/20. However, there is a danger that this is a very wide subject as Members' have asked to include all public, private and voluntary sector provision (clubs and societies) so scoping will need to narrow down the options. Members were of the opinion that the	Yes	Chair keen to pursue this review

<b>Scrutiny Review items 2019/20:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii)Expectation/ style of meeting &amp; (iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
Page 14		July/Aug 2019 (to be arranged)  Interview witnesses Sep/Oct 2019  Mop up session/draft report Nov 2019  Final report Dec 2019		sailing centre at FVP appeared to attract relatively few participants from Stevenage but was being sustained by revenue from other amenities in FVP. This could be used to inform the development of SBC's future Leisure Management Contract and could contribute more broadly to the Cultural Strategy.		
<b>Neighbourhood Wardens-</b> (Priority & suitability for scrutiny in 2018/19 to be agreed with Chair & AD)	AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Neighbourhoods and Co-operative Working Cllr Rob Broom	Quarter 4 – Jan/Feb/March 2020	(i) this would suit a number of meetings(2 – 3) as offered by officers looking at the proposed Area Based Working model.	The Assistant Director (Communities & Neighbourhoods) a number of sessions have been scheduled to introduce Members to their respective neighbourhood wardens to provide clarity on their role. a review on Neighbourhood Wardens	Yes this will be delivered in 4 <sup>th</sup> quarter of 2019/20	

<b>Scrutiny Review items 2019/20:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e.</b> <b>(i) Number of meetings item can be covered in?</b> <b>(ii) Whether scoping required?</b> <b>(iii) Expectation/ style of meeting &amp;</b> <b>(iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
Page 15				could cover the proposed area-based working model, and include interviews with neighbourhood wardens, comparison of working arrangements in Stevenage wards and benchmarking against other local authorities.		
<b><u>Statutory Item - Crime &amp; Disorder Committee</u></b> (High priority statutory Committee & suitable for Scrutiny in 2018/19)	AD Communities & Neighbourhood, Rob Gregory, Lead Officer Sarah Pateman, Portfolio Holder for Communities (including Safer Communities) Cllr Jackie Hollywell	<b>A date in later March 2020.</b>	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with Chair of RAG, Herts Constabulary, Portfolio Holder with responsibility for Community Safety looking at past performance of the Community Safety Action Plan and future priorities		Comment from Scrutiny Officer - as the commitment is just one meeting this will be delivered.	This is a statutory item so will be delivered.

<b>Scrutiny Review items 2019/20:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii)Expectation/ style of meeting &amp; (iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
<b><u>Standing Item - Public Health</u></b> (High priority & suitable for Scrutiny in 2018/19)	AD Communities & Neighbourhood, Rob Gregory, Sport & Wellbeing Manager, Joe Capon, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas	A date will be offered with the HCC Director of Public Health, Jim McManus in Quarter 4 (Jan/Feb/March 2020)	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with the HCC Director of Public Health, SBC Executive Portfolio Holder with responsibility for Public Health and the SD for Community. (iv) Other Members to be invited – Cllr Maureen McKay, HCC Health Scrutiny Member and Cllr Michael Downing, Health Watch	Members have previously looked at the delivery of the Healthy Stevenage Strategy, which was formally launched at the Stevenage Together Forum in March 2018. Members may wish to reflect on delivery against the strategy in Q4 2019/20. Members have said they would also like to consider the effectiveness of the Healthy Hub.	Comment from Scrutiny Officer - as the commitment is just one meeting this will be delivered.	The Chair and Vice-Chair are keen for this item to be supported so will be delivered.

In addition to the above items there will also be written updates on (i) The role of the new play areas across the town (ii) Fly tipping of bulky goods from Stevenage social housing, as agreed when the Community Select Committee agreed its work programme in March 2019.



<b>Monitoring of Previous Recommendations/Actions</b>								
<b>Scrutiny items:</b> (Follow up in 2018/19)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Number of meetings item can be covered in?</b>	<b>Expectation/ Style of meeting</b>	<b>Scoping details (whether full scope or simple scope required)</b>	<b>Other details</b>	<b>Comment by lead Assistant Director/ Deputy</b>	<b>Complete</b>  ✓ x
<b>Update on Cultural Strategy</b> (including & <u>Revisit Museum</u> <u>Review &amp; comment</u> <u>on choice &amp; style of</u> <u>live entertainment at</u> <u>the Gordon Craig</u> <u>Theatre</u> )	AD Communities & Neighbourhoods Rob Gregory, Portfolio Holder for Communities Cllr Jackie Hollywell.		(i) <u>Covered</u> <u>in a single</u> <u>meeting</u> revisiting the previous review and seeing where we are today					

Policy Development - Portfolio Holder Advisory Group:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<u>Homelessness &amp; Rough Sleepers Strategy</u>  Page 18	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older People, Cllr Jeannette Thomas.	Aug 2019	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these 0meetings.	
<u>Housing Older Persons Strategy</u>	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older People, Cllr Jeannette Thomas.	Aug 2019	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.	
<u>Damp &amp; Condensation Policy and Aids &amp; Adaptations</u>	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older	September 2019	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input	

<b>Policy Development - Portfolio Holder Advisory Group:</b>	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Number of meetings item can be covered in?</b>	<b>Expectation/Style of meeting</b>	<b>Scoping details (whether full scope or simple scope)</b>	<b>Other details</b>	<b>Comment by lead Assistant Director/ Deputy</b>
<b><u>Policy</u></b>	People, Cllr Jeannette Thomas.			a Policy document before it is finalised in order to shape the final outcome		from the ADs in advance of these meetings.	
<b><u>Housing Service Charge Review</u></b> page 19	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older People, Cllr Jeannette Thomas.	Oct/Nov 2019	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.	
<b><u>Rent Policy</u></b>	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older People, Cllr Jeannette Thomas.	Oct/Nov 2019	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.	
<b><u>Community</u></b>	AD Communities &	Oct 2019	One meeting	Members to discuss content and shape of		These meetings are informal, however	

<b>Policy Development - Portfolio Holder Advisory Group:</b>	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Number of meetings item can be covered in?</b>	<b>Expectation/Style of meeting</b>	<b>Scoping details (whether full scope or simple scope)</b>	<b>Other details</b>	<b>Comment by lead Assistant Director/ Deputy</b>
<b><u>Centre Review</u></b>	Neighbourhoods Rob Gregory, Portfolio Holder for Communities Cllr Jackie Hollywell & Neighbourhoods & Co-operative Working, Cllr Rob Broom			a Policy document before it is finalised in order to shape the final outcome		Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.	
<b><u>Tenancy Strategy</u></b>	AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing, Health & Older People, Cllr Jeannette Thomas.	?	One meeting	Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.	
<b><u>Customer Strategy</u></b>	AD Communities & Neighbourhoods Rob Gregory, Portfolio Holder for Resources/ Neighbourhoods &	?	One meeting	Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in	

Policy Development - Portfolio Holder Advisory Group:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Co-operative Working, Cllr Rob Broom					advance of these meetings.	

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**DRAFT**

**Template Scoping Document**

<b><u>Community Select Committee</u></b>	
<b><u>Scrutiny Review Title:</u></b>	<b>Provision of Sports &amp; Leisure Opportunities Across the Town</b>
<b><u>Background issues</u></b> to review – rationale for scrutinising this issue:	Members raised the issue of reviewing the Sports & Leisure provision across the town when the committee agreed items for the work programme in March 2019.
Is this issue covered by the <b>Future Town Future Council Programme?</b>	(i) <u>Co-operative Neighbourhood Management</u> - “Work with our communities to improve our neighbourhoods” – “Better understand our communities’ needs and priorities” to “Work with our residents to design and deliver services” and to Invest in and improve our neighbourhoods.
Is this issue one that raises interest with the public via <b>complaints</b> or Members’ surgeries or with Officers?:	Sports & Leisure is not an area that generates customer complaints.
<b><u>Focus of the review:</u></b> (State what the review focus will be)	<p><u>How do people know about what sports and leisure opportunities there are across the town, including public and private sector provision and in sports clubs and societies?</u></p> <ul style="list-style-type: none"> <li>• What take up is there in each sector?</li> <li>• What are the barriers to people getting involved?</li> <li>• What can be done to increase local take up?</li> <li>• What access is there for people from the following characteristic groups:-young, old, gender, sexuality, ethnicity, disability?</li> </ul> <p>Aims:</p> <ul style="list-style-type: none"> <li>• To make sure that the Council’s web site directs local residents to all of the relevant opportunities and offers available</li> </ul>

	<ul style="list-style-type: none"> <li>To ensure that where possible local residents have good access to local opportunities for sports, leisure, clubs &amp; societies, whether this is provided by the local authority, voluntary or private sector</li> <li>That the review establishes ways/recommendations to make the cultural, leisure and sporting opportunities accessible to all</li> </ul>
<p><b>Timing issues:</b> Are there any timing constraints to when the review can be carried out?</p>	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.
<p>The Committee will meet on (provide <b>dates</b> if known):</p>	<p>Dates: Day/Month/Time/Venue 4 June 2019 – Discuss daft scoping document with AD Communities &amp; Neighbourhoods who will lead the review on the officer side supported by the Scrutiny Officer. Dates to be agreed in July/Aug for site visits 3 or 23 July 2019 – Presentation from Officers on Sports &amp; Leisure provision in Stevenage 3 or 17 Sep 2019 / 2, 15 or 22 October – Interview Witnesses and gather evidence Date to be agreed to agree recommendations &amp; final report – likely to be in late November/December 2019.</p>
<p><b>SBC Leads</b> (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"> <li><i>Executive Portfolio Holder(s) for Children, Young People and Leisure Cllr Richard Henry</i></li> <li><i>Assistant Director Communities &amp; Neighbourhoods, Rob Gregory</i></li> <li><i>Culture Wellbeing &amp; Leisure Services Manager, Geoff Caine</i></li> <li><i>Health &amp; Sports Strategy Manager</i></li> </ul>
<p>Any <b>other witnesses</b> (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"> <li><b>SLL Management (?)</b></li> <li><i>SLL Corporate Health and Wellbeing Manager, Juanita Prescott</i></li> <li><i>Critical Friend – Would it be appropriate for this review to invite an officer/Member from another local authority to speak as a “critical friend”? – Members have suggested</i></li> <li><i>Members of sports clubs, arts groups, (officers to advise suitability)</i></li> </ul>



	<ul style="list-style-type: none"> <li>Youth Mayor/ Youth Council for comment from younger people</li> </ul>
<p><b>Allocation of lead Members</b> 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 (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>
<p><b>Site visits and evidence gathering in the Community</b></p>	<p>Site visits to various leisure, sports and cultural sites/groups would be helpful to the review. This can be carried out during July and August 2019.</p> <p>Some suggested groups and areas for a visit are as follows – SLL gym, golf course, theatre, Fairlands Lakes, a number of voluntary sector sports clubs, and theatre groups (looking at disabled access etc.)</p>
<p><b>Equalities and Diversity issues:</b> 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 &amp; Diversity Issues</u> – Are there any E&amp;D issues to consider in this review? –</p> <p>Yes, equality and diversity issues are relevant to accessing leisure, sports and cultural opportunities in the town. The review will need to consider opportunities for engagement in these activities and involvement for protected characteristic groups.</p>
<p><b>Constraints</b> (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 3 July 2019</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p> <p>Any other matters that could be part of a wider Cultural Framework but are not directly addressed by the review should be directed to the Assistant Director for Communities &amp;</p>

	Neighbourhoods.
<b>Background Documents/data</b> that can be provided to the review	As identified by the Committee at the draft scoping meeting 3 July 2019: Evidence requested: •
<b>Agreed Milestones and review sign off</b> -To be agreed by Members and officers	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: <b>Date Executive Portfolio responses are expected</b> (dependent on the final report & executive portfolio response template publishing date): <b>DD MM YY</b> <b>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY</b> (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)