

**Template Scoping Document**

<b><u>Environment &amp; Economy Select Committee</u></b>	
<b><u>Scrutiny Review Title:</u></b>	<b>Indoor Market</b>
<b><u>Background issues</u></b> to review – rationale for scrutinising this issue:	Members raised the issue of scrutinising the indoor market when the committee agreed items for the work programme in March 2017. When Members scrutinised the activities and performance of the Business Technology Centre they were keen for developing the support on offer to small business start-ups and existing small market traders and businesses located in the neighbourhood shops and the indoor market. Members are therefore keen to link this to activities in the Corporate Strategy regarding supporting local businesses.
Is the issue highlighted as one of the Council's corporate aims and objectives of the Council's <b><u>Corporate Strategy</u></b> , – 'Sharing the Dividends'? If so which one:	There is a commitment in the 2013-18 Corporate Strategy, 'Sharing the Dividends', with regard to "A Vibrant Town - Improve the economy and encourage financial resilience, "Support local businesses and develop and attract new businesses to the town"
Is this issue covered by the <b>Future Town Future Council Programme</b> ?	There are no specific references in the Future Town Future Council programme. However, the plans to regenerate the town centre are also linked to encouraging a vibrant shopping experience including a useful and affordable indoor market for local people.
Is this issue one that raises interest with the public via <b>complaints</b> or Members' surgeries or with Officers?:	There is no history of complaints regarding the indoor market. However, the market traders do raise issues about the location and support provided by the Council.
<b><u>Focus of the review:</u></b> (State what the review focus will be)	<p><i>To be identified by the Committee at the scoping meeting. Officers have suggested the following possible Options:</i></p> <p><i>Suggested areas to cover:</i></p> <ul style="list-style-type: none"> <li>• Members to establish with officers what the current financial position is with the market/income/financial commitments</li> <li>• Looking at the current support structures provided by the Council and</li> </ul>

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establishing if these are adequate to support the small businesses based at the indoor market?

- Looking at what scope there could be for further improvements to the market
- Look at the current plans for the market
- What is the current and future viability of the indoor market?
- Will the Town Centre Regeneration offer any possible solutions to a new venue or improved current location?
- How does the market compare with other indoor markets?
- Does the quality of the offer have an impact on the number of users?
- Is the range of traders the right mix?
- Is the market too large?
- Are there any alternative venues for the market?
- What are the successes of the indoor market and where can things be improved? Can officers invite some case studies from a range of traders, long established, new niche markets etc.?
- The Traders cite the cost of parking as an issue to attracting shoppers. How much does the cost of parking effect the number of potential customers?

*Some questions that Members may wish to ask:*

- What is the long term viability of the indoor market?
- Is the current location the best location, if not in its current location where else would be suitable?
- How well is the market used?
- Is the provision meeting a need?
- How well does the market operate as a business incubation venue, are there examples of businesses that have grown from the Indoor Market and are now in a different commercial setting?
- What can be done to stimulate footfall to the Market?
- Are there any offers that can be provided to indoor market customers regarding parking?

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<p><b>Timing issues:</b> Are there any timing constraints to when the review can be carried out?</p>	<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>
<p>The Committee will meet on (provide <b>dates</b> if known):</p>	<p>Dates: Day/Month/Time/Venue Monday 3 July 2017 – agree draft scope &amp; receive presentation from officers</p> <p>Interviews with witnesses Monday 11 September and Monday 2 October 2017.</p> <p>Site visit to indoor market – date to be agreed</p> <p>Date to be agreed – agree recommendations &amp; final report</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 Resources, Cllr Mrs Joan Lloyd, Economy &amp; Enterprise and Transport, Cllr Ralph Raynor and Environment &amp; Regeneration</i></li> <li>• <i>Strategic Director Environment, Tom Pike</i></li> <li>• <i>Assistant Director, Clare Fletcher</i></li> <li>• <i>Garages and Markets Manager, Carlo Perricone</i></li> <li>• <i>CCTV &amp; Car Parking Manager, Keith Moore</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>• <i>Critical Friend – Would it be appropriate for this review to invite an officer from another local authority or from the NABMA (National Association of British Market Authorities) to speak as a “critical friend”? Officers to approach NABMA to invite them to take part.</i></li> </ul>
<p><b>Allocation of lead Members</b> on specific individual issues/questions:</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>

Any other Questions Members wish to cover:	<u>Equalities &amp; Diversity Issues</u> – Are there any specific E&D issues to consider in this review? – Are there any specific access arrangements for characteristic groups compared with other members of the community?
<b><u>Site visits and evidence gathering in the Community</u></b>	A site visit to the Indoor Market to meet with Market Traders.
<b><u>Equalities and Diversity issues:</u></b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised	<i>To be identified by the lead Member – Cllr XXX</i>
<b><u>Constraints</u></b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):	<i>To be identified by the Committee at the scoping meeting 3 July 2017 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i>  Any other matters that are not directly linked to the review into the indoor market should be directed to officers.
<b><u>Background Documents/data</u></b> that can be provided to the review	<i>As identified by the Committee at the draft scoping meeting 3 July 2017:</i>
<b><u>Agreed Milestones and review sign off</u></b> -To be agreed by Members and officers	<i>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 &amp; executive portfolio response template publishing date): DD MM YY</i> <i><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)</i>