

Appendix A

Template Scoping Document

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| Community Select Committee | |
| Scrutiny Review Title: | Review of the local Neighbourhood Centres |
| Background issues to review – rationale for scrutinising this issue: | Members raised the issue of reviewing the facilities and condition of the Local Neighbourhood Centres when the committee agreed items for the work programme in March 2019. |
| Is this issue covered by the Future Town Future Council Programme ? | (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 complaints or Members’ surgeries or with Officers?: | The appearance and offer of the Neighbourhood Centres shops and facilities have generated some comment and complaints over the years. |
| Focus of the review: (State what the review focus will be) | <p><u>That the review would establish whether the current offer of shops, facilities and community centres meet the needs of local residents and where each centre sits in the Asset Management Strategy and the Locality Reviews</u></p> <ul style="list-style-type: none"> • <i>Establish if the facilities meet the needs of local residents?</i> • <i>Identify any deficiencies that can be addressed by the Asset Management Strategy and Locality reviews</i> <p>Aims:</p> <ul style="list-style-type: none"> • To provide a view from Scrutiny Members on the current provision of facilities at the Neighbourhood Centres – are they fit for purpose; in a good state of repair; is the offer of |

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| | <p>shops and facilities what local residents require; do the Community Associations/Centres offer relevant facilities and activities for local needs?</p> <ul style="list-style-type: none"> To scrutinise the plans to modernise and improve the offer at the Neighbourhood Centres. |
| <p>Timing issues: 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 dates if known):</p> | <p>Dates: Day/Month/Time/Venue ?? September 2019 – Discuss daft scoping document with AD Stevenage Direct Services & Communities & 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 ?? 2019 – Presentation from Officers on the neighbourhood centres in Stevenage ?? Sep 2019 / ?? October 2019 – Interview Witnesses and gather evidence Date to be agreed to agree recommendations & final report – likely to be in late November/December 2019.</p> |
| <p>SBC Leads (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>Executive Portfolio Holder(s) for Neighbourhoods and Co-operative Working, Cllr Rob Broom and Environment and Regeneration, Cllr John Gardner</i> <i>Assistant Director Communities & Neighbourhoods, Rob Gregory (Co-operative Neighbourhood Management, Jane Konopka)</i> <i>Assistant Director Stevenage Direct Services, Craig Miller (Operations Manager, Lloyd Walker)</i> <i>Assistant Director Planning & Regulatory, Zayd Al-Jawad (Engineering Services Manager, Rob Woodisse)</i> <i>Assistant Director Finance and Estates (Corporate Property Manager, Stuart Longbottom)</i> |
| <p>Any other witnesses (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"> ? |

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| <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 (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><u>Site visits and evidence gathering in the Community</u></p> | <p>Site visits to the Neighbourhood Centres would be helpful to the review. This can be carried out during the summer 2019.</p> <p>Some suggested areas for a site visit are as follows: ?</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>To be identified by the lead Member – Cllr ?</p> <p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</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 ? 2019</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p> |
| <p><u>Background Documents/data</u> that can be provided to the review</p> | <p><i>As identified by the Committee at the draft scoping meeting ? 2019:</i> Evidence requested:</p> <ul style="list-style-type: none"> • |
| <p><u>Agreed Milestones and review sign off</u> -To be agreed by Members and officers</p> | <p><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: Date Executive Portfolio responses are expected (dependent on the final report & executive portfolio response template publishing date): DD MM YY</i> Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY (Close to this date the Select Committee will receive a report at</p> |

a Committee meeting to agree the final sign off of the review recommendations)