

DRAFT

Template Scoping Document

Community Select Committee	
Scrutiny Review Title:	New Towns Heritage Centre Review
Background issues to review – rationale for scrutinising this issue:	When Members considered their work programme for the 2021-22 Municipal Year at its meeting in July 2021 it was agreed to include an exploratory review item on the New Town's Heritage Centre project to help assist the process.
Is this issue covered by Corporate Plans?	Yes this is a direct ambition of the Council in its SG1 regeneration plans.
Focus of the review: (State what the review focus will be)	<p><u>What needs to be included in a successful project to deliver a New Town's Heritage Centre?</u></p> <ul style="list-style-type: none">• How can the New Towns history be shared with local residents and with a wider audience through a successful bid and project?• How will young people be engaged in this project through local schools? – What ways would Schools like to be engaged in this project?• Establish where the funding for such a project would be met from and what are the bid criterias?• How is the Council using what it currently has at the Museum e.g. the archive of audible history?• What do residents want from a New Town's Heritage Centre?• What is the access to Stevenage's cultural heritage, and how can it be promoted?• Visit other leading Museums and Heritage Centres to see what is possible• Establish what equalities and diversity measures will be considered for this project? <p>Aims:</p> <ul style="list-style-type: none">• That the Committee can work quickly to help influence the final submission of the New Town's Heritage Centre bid team

	<ul style="list-style-type: none"> • That the work the review undertakes can help support a successful bid
<p>Timing issues: Are there any timing constraints to when the review can be carried out?</p>	<p>The AD Communities & Neighbourhoods has advised that work should begin as soon as possible and be concluded by the end of the Calendar year to be in line with the regeneration funding bid timeline. The review will have to fit in with the timing of the other Select Committee review work programme items. To this end it may be necessary for the review work to be undertaken outside of the main Select Committee meetings in order for the work to be completed in time.</p>
<p>The Committee will meet on (provide dates if known):</p>	<p>Dates: Day/Month/Time/Venue</p> <ul style="list-style-type: none"> • Chair and Vice-Chair and AD Communities & Neighbourhoods meet together August/early September to establish the review scope • Some site visits dates to be agreed and carried out in Sep/Oct 2021 • 21 September 2021 – Presentation from Officers on the issues to be covered in the review and agree the scoping document • Small Member working group meet up in Sep/Oct to progress the review, speak to witnesses and present progress to the Select Committee in October 2021 • Early recommendations and outline draft report to Select Committee in November • Final recommendations & report – December 2021
<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 Children, Young People and Leisure Cllr Richard Henry</i> • <i>Assistant Director Communities & Neighbourhoods, Rob Gregory</i> • <i>Museum Manager, Jo Ward</i> • <i>Culture Wellbeing & Leisure Services Manager, Geoff Caine</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"> • <i>John Mead as "Critical Friend" Co-optee to the review – John is a former SBC Councillor and has an extensive CV and experience in leading and advising on culture/heritage projects in his professional capacity</i> • <i>Youth Mayor/ Youth Council for comment from younger people (include Chair of the YC)</i>
<p>Allocation of lead Members on</p>	<p>To be identified by the Committee at the scoping meeting.</p>

<p>specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>Members will undertake their own desktop and fact finding research and ask questions on the following areas (list the issues to address during the interviews):</p> <p>To be identified</p>
<p><u>Site visits and evidence gathering in the Community</u></p>	<p>Site visits to various museums and heritage centres would be helpful to the review. This can be carried out during September and October 2021.</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>It was agreed that the review would address equalities and diversity issues directly in the review.</p> <p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</p> <p>The review should consider what equality and diversity issues a successful New Towns Heritage Centre bid should encompass?</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 21 September 2021</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 & Neighbourhoods.</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 21 September 2021:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> • New Towns Heritage Centre Regeneration Bid Criteria • Links to past SBC Museum scrutiny reviews
<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></p> <p>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 a Committee meeting to agree the final sign off of the review recommendations)</p>