

16 June 2014

Dear Councillor

SCRUTINY COMMITTEE

A meeting of the Scrutiny Committee will be held at the Council Offices, London Road, Saffron Walden on Tuesday 24 June 2014 at 7.45pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements, subject to having given two working days prior notice

**AGENDA
PART I**

1	Apologies for absence and declarations of interest.	
2	Minutes of the meeting held on 29 April 2014 (attached).	4
3	Business arising.	
4	Consideration of any matter referred to the Committee in relation to call in of a decision (standing item).	
5	Responses of the Executive to reports of the Committee (standing item).	
6	Cabinet Forward Plan.	11
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12	Planning scope (verbal).	
13	Ambulance service scope (verbal).	
14	Any other items that the Chairman considers to be urgent.	

To: Councillors G Barker, P Davies, I Evans, **E Godwin**, S Harris, S Howell, D Morson, E Oliver, J Rich and D Watson.

Lead Officer: Adrian Webb (01799 510421)
Democratic Services Officer: Adam Rees (01799) 510548

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

A different scheme is applicable to meetings of the Planning Committee and you should refer to the relevant information for further details.

Please note that meetings of working groups and task groups are not held in public and the access to information rules do not apply to these meetings.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, or Rebecca Dobson 01799 510433 or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

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The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

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**SCRUTINY COMMITTEE held at COUNCIL OFFICES LONDON
ROAD SAFFRON WALDEN at 7.30pm on 29 APRIL 2014**

Present: Councillor E Godwin – Chairman
Councillors P Davies, S Howell, D Morson, J Rich and D
Watson.

Also Present: Councillors J Ketteridge (Leader) and H Rolfe (Portfolio Holder – Community Partnerships), John Henry (NHS Property Services), Professor Peter Fentem MBE (Chairman of Uttlesford Health and Wellbeing Group), Alison Manton (Deputy Director of Transformation West Essex CCG), Tracy Manzi (Contracts Manager NHS England Essex Area Team), Ian Stidson (Director of Commissioning NHS England Essex Area Team).

Officers in attendance: J Mitchell (Chief Executive), R Auty (Assistant Director Corporate Services), G Bradley (Community and Partnerships Manager), S Locke (Access and Equalities Officer), R Millership (Assistant Director Housing and Environmental Services), A Rees (Democratic Services Support Officer, V Taylor (Business Improvement and Performance Officer) and A Webb (Director of Corporate Services).

SC61 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from councillors G Barker, I Evans and E Oliver.

Councillor Godwin declared a non-pecuniary interest in any items relating to planning as a member of the Planning Committee.

Councillor Watson declared a non-pecuniary interest in item 9, the NHS England and West Essex Clinical Commissioning Group report, as his son works for the Ambulance Service.

The Committee agreed to move to item 9, item 8 and then item 10.

SC62 NHS ENGLAND AND WEST ESSEX CCG

The Committee received a verbal report about transforming primary care throughout Essex. Mr Stidson informed members there had been a number of engagement events throughout October. Care services throughout Essex faced several challenges, notably an ageing population. The quality of patient experiences varied. This experience had to be made more consistent. Buildings were often underutilised. One option was to look at opening seven days a week. Services were often not flexible enough to accommodate the needs of the vulnerable. A survey last year showed that a quarter of people could not get an appointment within two weeks. There were a number of single handed contract holders throughout Essex. This left the service vulnerable to

GPs leaving and relying on temporary replacements until a new GP could be procured. Having two contract holders in an area would help with this issue. The aim was to integrate services to form primary care hubs. This could involve small practices working together and sharing expertise.

Mrs Manton said the West Essex CCG wanted to expand the provision of primary care. They would focus on integrated models of provision. There was not enough communication between practices and this had to change. Practices in Saffron Walden were keen to work more closely together.

Councillor Rich agreed that single handed contracts left primary care vulnerable. He wanted to know how this situation had arisen and how this issue could be resolved?

Councillor Morson wanted further information about the capacity of primary care hubs, such as their ability to perform specialist functions. He asked what the timescale for the hubs would be. He also questioned if there had been an improvement in communication between the West Essex PCT and partners.

In response, Mr Stidson said GPs often wanted to work as salaried GPs to give themselves greater freedom. A multi-agency workforce development programme was being explored as a way of retaining staff. It was important to ensure there was a plan to gain extra partners. Although specialist hubs were a possibility, he did not believe they were the way forward. The timescale for forming the hubs would be around five years. The way they were created would be down to localities. It was important to find the best way forward for each locality and make the area attractive for GPs to setup. Nurses played a vital role in primary care. The public needed to be made aware of the capabilities of nursing staff.

Mrs Manton believed that communication had improved. However she would take this issue back to investigate further.

Councillor Watson noted the cost of expanding primary care services was less than that of treating people through accident and emergency services. The role of primary care should be expanded to rectify this.

Councillor Davies asked about the role that technology would play in improving patient experiences. Did the draft plan utilise funding from the GP Challenge Fund? What sorts of criteria were likely to be used to judge the success of any transition?

Mr Stidson said that it was that expanding the role of primary care was currently challenging due to contracts that had already been signed. In some areas other services were being provided to expand primary care, such as out of hours services and commuter clinics. Using

technology was important, but it was equally important not to alienate those who were not familiar with the technology in question. No bids from Essex to gain capital through the Fund had been successful. Criteria were not yet in place, as this would make the transition process too rigid.

Mr Henry informed members about funding property for primary care. Section 106 helped to calculate the contribution that developers had to make to the NHS. This cost was looking at the cost of service per patient, against the number of new patients caused by a new development. With smaller developments it was difficult to ask for contributions. The staggering of development made it difficult to calculate the cost to the NHS. Moving to the SILL contribution system would make this less of an issue. Developers were only responsible for their direct impact. The contributions procedure was established and it was risky to ask for greater contributions than expected. Developers could challenge unreasonable contribution requests and if successful pay no contribution. A district valuer was used to determine whether costs were deemed value for money.

Councillor Howell asked whether the formula for calculating contributions could be altered so that it took into account the size of the development relative to the size of the local area. Numerous small developments would eventually have a large impact and this was not being adequately addressed. Other authorities, such as Highways, received contributions for smaller developments.

Mr Henry's response was that due to the number of smaller developments it was difficult to pursue the developers for contributions.

Mrs Manton said that she would look at the Section 106 contributions for other authorities to determine whether greater contributions could be asked for by Health authorities.

Mrs Manzi informed the Committee that NHS England looked at various quality markers to determine performance. Visits were made to surgeries that performed badly. Patients were not able to get appointments for the following reasons; appointments not being available when the patient could attend, not being open when the patient could attend and capacity issues. Performance indicators focussed on routine appointments, time was often set aside for emergency appointments. The patient survey was now 6 monthly rather than quarterly.

Cllr Godwin thanked Mr Stidston, Mrs Manton, Mr Henry and Mrs Manzi for attending and for the informative update they all provided.

Professor Fentem said the Health and Wellbeing Group needed to raise its profile. Numerous strategies had been talked about and it was important to go through them in great detail to understand how Uttlesford would be affected.

Councillor Rolfe said progress had been made. Dialogue with the West Essex CCG had been productive. A key part of discussions should be public and mental health. NEPT could be called into the next Committee meeting. The Locality Board was looking at the issue of public health. Members agreed to invite Mr Stidson and Mrs Manton to the next meeting of the Health and Wellbeing Board to address the concerns raised by Professor Fentem.

Members raised the issue of excess winter deaths throughout the district, noting the sparse density of the district would have likely played a role in excess deaths.

Professor Fentem replied that the number of excess winter deaths throughout the district was small, therefore small changes in actual deaths would lead to a large percentage increase. As the number of deaths was not great, it was not looked at in detail.

Councillor Watson noted there was a lot of confusion about pollution levels. This had led to misinformation being spread. Additionally, as an issue it had lagged behind other health concerns, despite being a significant issue in the past.

Professor Fentem responded by saying he had spoken to the author the Public Health England report on pollution. The number of deaths caused by pollution could not be properly ascertained because no methodology could accurately determine the impact of pollution to public health.

RESOLVED that:

- Mr Stidson and Mrs Manton would be invited to the next meeting of the Health and Wellbeing Board.
- NEPT would be invited to attend the next meeting of the Committee.

SC64

DAY CENTRE REVIEW

The Committee was informed about the changes in management throughout the day centres in Uttlesford. The centres in Saffron Walden, Great Dunmow and Stansted now employed their own managers, but smaller day centres were still run by voluntary management committees. The Assistant Director Housing and Environmental Services said this had caused the smaller centres to fall behind. The centre in Takeley needed approximately £37,000 of

funding, which could still not be sufficient. It had become too small to fulfil the community's needs.

In response to a question by Councillor Rich, the Assistant Director Housing and Environmental Services said the value of the site had been examined. The site was of modest value. The building itself was uninviting and needed renovation. Providing an outdoor area for the centre was being looked at.

The Chief Executive recommended liaising with Claire Morris. There was an opportunity to fully utilise the centres that should not be missed.

Councillor Morson noted that previously there had been talk of the Council co-ordinating the management of the various centres. Could the centres be co-ordinated to help with bids for funding?

Councillor Rolfe replied that they were community facilities and it would be best to examine what to do with the centres on a case by case basis.

Councillor Watson moved to the provision of staff throughout the centres. The provision of residential wardens was an important aspect of the day centre in the past and quality of service deteriorated when there were no wardens. Maintaining a high quality of service was essential for ensuring the health of those using the facilities and preventing further costs in other areas of the health service.

The Assistant Director Housing and Environmental Services said services had changed. A wide variety of services were now provided, including outdoor trips and providing an internet café. Furthermore, wardens now served the wider community.

Members said that they felt a review of day centres was needed and were informed by the Chief Executive that the review could be carried out by officers. It was agreed that the review would be brought before the Committee in autumn.

RESOLVED that a review into day centres would be included in the Committee's Work Programme.

SC65 **MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2014**

The minutes were signed by the Chairman as a correct record.

SC66 **MATTERS ARISING**

(i) Minute SC49 – Business Arising

Councillor Watson restated that he felt the performance indicators used by the Planning Committee did not focus on the

quality of information provided. A review of the documentation was needed.

RESOLVED that a review of the documentation used to indicate the Planning Committee's performance would be included in the Scrutiny Committee's Work Programme.

(ii) Minute SC55 – Housing Revenue Account 2013/14 Budget and Five Year Budget Strategy.

In response to a question by Councillor Watson, the Assistant Director Corporate Services said that it was unlikely that an explanation for the rise in sheltered support service income had been given since the question had been raised.

SC67 STANDING ITEMS

The Chairman said she was aware of no matters referred to the Committee in relation to call in of a decision, nor any responses of the Executive to reports of the Committee.

SC68 FORWARD PLAN

The Forward Plan was noted

SC69 SCRUTINY WORK PROGRAMME

Councillor Howell believed development of site surrounding Saffron Walden Museum should be included in the Work Programme for the municipal year 2014/15. The Committee should look more frequently at the expenditure of the Council, as opposed to expenditure by external bodies.

The Work Programme was noted.

RESOLVED that the strategy for the Saffron Walden Castle and Museum site development would be included in the next Committee Work Programme.

SC70 TRADE WASTE CONTRACTS AND PRICING

The Director of Corporate Services informed the Committee that officers had been working with the East of England Local Government Association. The review was ongoing and was looking at ways of improving the commercial viability of trade waste services. This was not an urgent matter and could be looked at again at future meetings.

The report was noted.

SC71 SCRUTINY COMMITTEE 2013/14 REVIEW AND 2014/15 PLAN

The Assistant Director Corporate Services said that further to standard Committee items related to the budget, the Committee had at previous meetings previously indicated a desire to include the following items on the Work Programme:

- Day centres
- Tenants Scrutiny Panel
- Swimming pool provision
- East of England Ambulance Service
- Rural broadband implementation update

In addition to these items, members had agreed at this meeting to include the following items on the Work Programme:

- NEPT
- Health and Wellbeing Board update
- Saffron Walden Castle and Museum site development
- Review of the Planning (Development Management) Preparatory report on budget process

Councillor Davies said there had been a significant oversubscription to sports facilities throughout Uttlesford in recent years and all sports provision should be looked at in the Work Programme.

Members agreed that swimming pool provision should be expanded to look at all sporting provision.

RESOLVED that the following items are included in Work Programme for 2014/15:

- Day centres
- Tenant Scrutiny Panel
- Sporting provision
- East of England Ambulance Service – June
- Rural broadband implementation update
- NEPT
- Health and Wellbeing Board update
- Museum site development
- Planning (Development Management) Preparatory report on budget process – November
- Budget reports - February

The meeting ended at 10.20pm.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 25 June 2014, Uttlesford District Council intends to take key decisions on the issues set out below.

Key decisions are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

Decisions to be taken in private are also listed (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972).

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting Committee@uttlesford.gov.uk

KEY DECISIONS

Decision	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Discretionary rate relief policy	Cabinet	25 June 2014	Reports not yet available	Cllr Robert Chambers	Stephen Joyce, Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk
Development Site – Catons Lane, Saffron Walden	Cabinet	25 June 2014	Reports not yet available	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk
Development Site – Ravens Crescent, Felsted	Cabinet	25 June 2014	Reports not yet available	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

DECISIONS TO BE TAKEN IN PRIVATE

Decision	Decision maker	Date of decision	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Property in Widdington	Cabinet	25 June 2014	The information contained in the report is exempt from publication as it is information which is likely to reveal the identity of an individual. The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the report relates to a private dwelling.	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

Work Programme 2014/15

Date	24 June 2014	2 September 2014	14 October 2014	25 November 2014	10 February 2015	24 March 2015
Standard agenda items	Consideration of any decisions called in	Consideration of any decisions called in	Consideration of any decisions called in	Consideration of any decisions called in	Consideration of any decisions called in	Consideration of any decisions called in
	Responses of the reports of the scrutiny committee	Responses of the reports of the scrutiny committee	Responses of the reports of the scrutiny committee	Responses of the reports of the scrutiny committee	Responses of the reports of the scrutiny committee	Responses of the reports of the scrutiny committee
	Leaders forward plan	Leaders forward plan	Leaders forward plan	Leaders forward plan	Leaders forward plan	Leaders forward plan
	Scrutiny forward plan	Scrutiny forward plan	Scrutiny forward plan	Scrutiny forward plan	Scrutiny forward plan	Scrutiny forward plan
Agenda items	Annual Report from the Leader	Saffron Walden Museum and Castle Site Development	Air Quality – Peter Fentem	Tenant Scrutiny Panel update	Budget	Health and Wellbeing Update – Peter Fentem
	Saffron Walden Museum and Castle Site Development – Scoping report	Planning	NEPT (North Essex Partnership Trust)	Budget Process – Preparatory report and briefing. Cabinet Member		NHS England and West Essex CCG
	Day Centres – scope	Saffron Walden Museum and Castle Site Development	Rural Broadband Update – Simon Jackson			
	Review of swimming pool scope to include sport facility provision	Day centre review update	Day Centres – final report			
	Ambulance Service – Scope	NEPT (North Essex Partnership Trust) Scope				2014/15 Scrutiny review and forward plan
	Planning review					

- NEPP – sustainability and audit review outcomes
- East of England Ambulance Service – June
- Rural broadband implementation update
- **NEPT**
- Air quality
- Manchester Airports Group (MAG) – Matt Garner/Steve Mills – request feedback, decide if an annual update is required.

Uttlesford District Council Leaders Report To The Scrutiny Committee 24th June 2014

This is a relatively brief overview of Uttlesford Districts Councils activity over the past year and is in no way a comprehensive or exhaustive account

Finance

2013/14 has proved to be another very successful year financially for Uttlesford District Council. Thanks to the prudent and effective monitoring and management of our budgets during that year we have again a favourable variance on budgeted expenditure. The seventh successive year we have contained spending within budget. We thank all of our staff for this achievement.

In February of this year we also saw a conclusion to the Landsbanki issue which has been an issue since 2008 - removing that uncertainty from our accounts.

Once again our external Auditors gave us a clean bill of health for 2012/13 with yet another unqualified annual audit of our Accounts. However the outcome of this audit was delayed because of an objection to the accounts by a member of the public. The objection has been found to be without foundation by the Auditor but cost this council an additional audit fee of £6,624.00

In accordance with our Corporate Planning and Medium Term Financial Strategy we still propose that there will be no council tax increase during the plan period. Given that we have not increased Council tax for four Years and in fact have cut Uttlesford District Councils council Tax by 1% in 2013/14 and 2% in 2014/15 is something that I believe we can take great pride in as a council and is a result of great team work between elected members and our management and staff

Our financial position has also enabled us to have one of the most generous Council Tax Support Schemes in the East of the England and we have not only maintained but continue to improve financial support for the voluntary sector and community groups in Uttlesford.

As a result of our position Uttlesford received the best government financial settlement in the country measured by spending power.

We are Planning for a future where there will be little or no “Core” Government funding for local authorities.

Aviation

The past year has also seen representation by the council both in correspondence and by members to the Airports Commission led by Sir Howard Davies whose remit was and is to examine Airport Capacity. Accompanied by Mr Harborough I attended a meeting in London Where the Commission presented its interim report which as you will know did not include Stansted in its findings for new runway capacity at this time.

Planning

The Uttlesford Local Plan is reaching its final stages and is expected to be submitted to the Planning Inspectorate very shortly after taking into account representations made in the recent consultation into the soundness of our proposals. This has been a very difficult and contentious issue as it has in virtually every district and borough in the country.

However, the process is not entirely over as we still to plan for Gypsy and Traveller sites which we are dealing with separately from the Local Plan and will not impede its progress. We currently still await the findings of a county wide survey into the future requirements for Gypsy and Traveller sites and I understand that these finding are likely to be available by the end of August.

Housing

Allied do the Planning issues is of course the districts requirement to provide affordable housing by which I mean housing for rent or to purchase by shared equity. The number on our waiting list for council or Housing Association accommodation continues to grow.

Another of the benefits of our strong financial position is that we are able to build new council housing. Whilst the numbers are relatively small and only scratch the surface of housing need it is something that this council has been unable to do for many years.

Our policy of requiring 40% of affordable housing from commercial housing developments is the only way at present that this council or any other council can make a serious contribution to the Social Housing stock.

Economic Development

Another key aspect of our Corporate Plan is ensuring the future Prosperity of our District. The local Plan brings forward a number of new areas for economic growth as well as the improvement and improvement of existing sites. We are working with businesses to attract, promote and enhance local companies.

A range of initiatives using the Strategic Initiatives Fund included in our budget are to be considered by the Cabinet on 25th July 2014.

On 7th July 2014 we shall see the Cambridge to London Leg of the Tour de France pass through parts of our district. Once again this is a massive boost for Uttlesford which will be seen on TV in many parts of the world that receive coverage of the race. Coming on top of the 2012 Olympic torch relay that travelled through Uttlesford we are the envy of many neighbouring authorities.

That said we continue to work with our neighbours both within Essex, Herts and Cambridgeshire and play an active part in the West Essex Alliance and Greater Cambridge and Peterborough Local Enterprise Partnership. We are represented on the South East Local Enterprise Partnership by Cllr Chris Whitbread, Leader, Epping Forest District Council

Elections

Our Democratic and Electoral Services Team conducted the European Parliamentary Election and it was pleasing to see that Essex were the second county to declare the outcome of that poll. We often underestimate the amount of planning and resources that goes into a district wide election.

The Democratic Services Team has also grappled with the new Individual Electoral Registration scheme which became live on 10th June 2014. Members may recall that we had a presentation and workshop on this topic earlier in the year.

Preparations are now in hand for the Electoral arrangements for the ward boundaries and changes in council size from 44 to 39 that will take place next May.

Last September we were honoured by a Ministerial Visit by Don Foster, MP, who chose his visit Uttlesford to launch the Governments “You’ve got the Power” document. Uttlesford was chosen for this launch because of the strides it had made in the registration of Community Assets

We are never complacent about our performance and continually strive to innovate and improve

Finally residents of Uttlesford enjoy the best quality of life of any rural area in Great Britain, according to the 2014 Halifax Rural Areas Quality of Life Survey.

With last year's winner Waverley dropping back to third in 2014, Uttlesford tops the annual survey with South Northamptonshire taking second spot.

The annual Halifax Rural Areas Quality of Life Survey takes a wide range of factors into account, including residents' health and life expectancy, crime rate, weather, employment, school results, broadband access, and personal wellbeing. This is the first time Uttlesford has come top, although prior to this Uttlesford had made the top five on three separate occasions, coming second in 2013, third in 2011, and fourth in 2010.

We should all be proud of that I know I am.

Jim Ketteridge

Leader, Uttlesford District Council

June 2014

Scoping Report for Scrutiny Committee Review

Review Topic	Day Centres			
Scoping Report to go to meeting on	24 June 2014			
Review to take place at meeting on	To be confirmed			
Review format required at meeting <i>(tick as appropriate)</i>	Written report (to be supplied at least five working days before the meeting)	X	Presentation	
Portfolio Holder	Councillor Redfern			
Lead Officer	Roz Millership			
Stakeholders	Uttlesford residents			

Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To review all 5 day centres, to assess how each centre operates and what services are currently provided. ▪ To assess the usage of each centre. ▪ To review the locations of the centres and the buildings. ▪ To assess what if any building renovation works are required and what the approximate costs would be. ▪ To evaluate the finding and formulate recommendations for each day centre.
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To gather a full understanding of each day centre and the services provided.
Methodology / Approach	<ul style="list-style-type: none"> ▪ Establish a task and finish group. ▪ Discussions with Housing and Day Centre committees. ▪ Site visits.
Attendees Required	To be decided

Scoping Report for Scrutiny Committee Review

Review Topic	Saffron Walden Museum and Castle Development			
Scoping Report to go to meeting on	June 2014			
Review to take place at meeting on	To be confirmed			
Review Format Required at meeting <i>(tick appropriate)</i>	Written Report (to be supplied at least five working days before the meeting)	X	Presentation	
Portfolio Holder	Cllr Rolfe			
Lead Officer	Adrian Webb, Andrew Taylor and Richard Auty			
Stakeholders	Uttlesford residents and visitors.			

Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To establish what money is being spent and where. ▪ To understand the 2 phase forward plan.
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To fully understand the Museum and Castle development project.
Methodology / Approach (methods to be used to gather evidence)	<ul style="list-style-type: none"> ▪ Review previous decisions ▪ Discussions with Officers
Attendees required	<ul style="list-style-type: none"> ▪ None at present.

Scoping Report for Scrutiny Committee Review

Review Topic	Sports facility provision			
Scoping Report to go to meeting on	June 2014			
Review to take place at meeting on	To be confirmed			
Review Format Required at meeting <i>(tick appropriate)</i>	Written Report (to be supplied at least five working days before the meeting)	X	Presentation	
Portfolio Holder	Cllr Rolfe			
Lead Officer	John Mitchell and Gaynor Bradley			
Stakeholders	Uttlesford residents and visitors.			

Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To understand what facilities are available within the district and who uses them. ▪ Understand if there is a shortfall in facilities. ▪ Ascertain what the catchment areas are for the current facilities including those on the edge of the district.
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To ensure there is adequate sporting facilities for the whole district.
Methodology / Approach (methods to be used to gather evidence)	<ul style="list-style-type: none"> ▪ Consult with Leisure and Planning Officers.
Attendees required	<ul style="list-style-type: none"> ▪ None at present.