

Scrutiny Review Scoping Template

Review Topic (name of Review)	Revitalising Key Centres Informal Task Group.
Councillor Involvement (names of Cllrs involved)	Cllrs Abi Mills
Officer Support (names of Officers required)	Anne Marie Harrison, Nick Lamb, Stephen Metcalfe and Jenny Kay
Rationale (key issues and/or reason for doing the Review)	Concerns raised about the future of our high streets, in particular vacant spaces and markets, due to the current economic climate.
Purpose of Review/Objective (specify exactly what the Review should achieve)	To consider and recommend options to support revitalising our Key Centres, particularly in respect of vacant spaces and markets.
Indicators of Success (what factors would indicate that a Review has been successful)	A clear understanding of: <ul style="list-style-type: none"> • The function of key centres to support the local economy, health and well being and quality of life • The challenges and opportunities for Key Centres • Key factors influencing occupancy rates and markets • Recommendations for Cabinet consideration on future actions
Methodology/Approach (what types of enquiry will be used to gather evidence and why)	<ul style="list-style-type: none"> • Fact finding • What the Council is already doing and • what is happening where. Understanding local needs, opportunities and resilience factors • Key partners and investors • Crime and disorder/Community Safety • Investigate best practice from other local authorities – contrasting places.
Specify Witnesses/Experts (who to see and when)	BIDs Chambers of Commerce CSP Officer representatives from successful town centres schemes University Student Unions – Lancaster and Cumbria Federation of Small Businesses Independent Lancaster Local property landlords
Specify Evidence Sources for	COVID Impact Study

<u>Documents</u> (which to look at)	Relevant regeneration, economic, planning and transport studies Recovery Framework
<u>Specify Site Visits</u> (where and when)	Other towns centres that have been identified as best practice.
<u>Specify Evidence Sources for Views of Stakeholders</u> (consultation/workshops/focus groups/public meetings)	Existing consultation material Partner presentations
<u>Publicity Requirements</u> (what is needed – press release, fliers, leaflets, radio broadcasts, etc.)	Press release when final report is published.
<u>Resource Requirements</u> (people, expenditure)	Councillor and Officer time.
<u>Barriers/dangers/risks/etc</u> (identify any weaknesses and potential pitfalls)	Size/scope of the project Any possible future implications with regard to COVID restrictions. Limited officer resource
Projected start date	Draft Report Deadline
Meeting Frequency	Projected completion date

Formally Constituted

Informal Task Group

Membership

Cllr Abi Mills	Chair

Name of Task Group

Revitalising Key Centres Informal Task Group

Terms of Reference

To investigate how the Council can assist in revitalising the district's Key Centres and Markets and make recommendations to the Overview and Scrutiny Committee.