

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Town Centre Initiatives Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors J D Ablewhite, K M Baker, A N Gilbert and R J West. Appointed by Panel on 13 February 2007.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	Councillor R J West
Officer Support	Mrs Corrine Garbett – Sustainable Economic Development Manager, HDC Mr Roy Reeves – Head of Administration, HDC Miss Habbiba Ali – Democratic Services Officer, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To be acquainted with the purpose, cost and achievements of the Town Centre Initiatives across the District. <ul style="list-style-type: none"> • Do they provide good value for money? • What objectives have been set and have they been achieved? • How does performance and cost compare across the Initiatives? • How will their future roles be developed?
Rationale (key issues and/or reason for conducting a study)	Study was suggested by Councillor J D Ablewhite from the Overview and Scrutiny (Service Delivery) Panel to address the issues raised above.
Terms of Reference	HDC's Sustainable Economic Development Section HDC's Accountancy Section Association of Town Centre Management All 4 of the District's Town Centre Partnerships.
Links to Council Policies/Strategies	Yes ~ to achieve the Community Aim identified in the Corporate Plan as providing "access to services and transport" and to create "a strong and diverse community". Town Centre Management has been identified as a key activity under the objective to make town centres and key settlements accessible.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	<ul style="list-style-type: none"> • Initial meeting with Sustainable Economic Development Manager to discuss the background to the Initiatives. Financial summary on each to be provided by the Principal Accountant. • Circulate information (end of year accounts, publications, constitutions, etc) to Working Group. • Interview TCMs / Chairmen / District Councillors appointed onto the TCPs as a means of obtaining information about each TCP.
External/Specialist Support	N/A

Existing Documentation	<ul style="list-style-type: none"> • End of Year Accounts 2006/07 for each TCP • Minutes of last 2 meetings of the TCI Liaison Group meeting • Latest edition of each TCP magazine publication • Membership lists for each TCP • Constitutions/Articles of Association • TCM Job Descriptions
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	<p>Most of the evidence will be obtained by the Democratic Services Team and from the Town Centre Managers.</p> <p>Other evidence will be obtained from Accountancy and Sustainable Economic Development Sections and those whom the Working Group decide to interview.</p>
Reference Sites	<p>Association of Town Centre Management Website. www.atcm.org</p> <p>St Ives Town Initiative Website www.stives-tcni.info</p> <p>Huntingdon Town Centre Partnership Website www.huntingdowntowncentrepартnership.co.uk</p> <p>Ramsey Town Centre Partnership www.ramseytowncentrepартnership.co.uk</p> <p>St Neots Town Centre Management Initiative www.st-neots.co.uk/towncentre</p>
Investigations	<p>To be made with Mr N Green and Mrs C Garbett ~ HDC.</p> <p>Further investigation to be undertaken with TCM/District Councillors/Chairman/HDC Officers of each TCP.</p>
Witnesses	Chairman/TCM/District Councillors/HDC Officers from each of the TCPs.
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	<p>First meeting held ~ 20th July 2007</p> <p>Second meeting held ~ 7th November 2007</p> <p>Third meeting held with HDC Officers and Members ~ 13th December 2007</p> <p>Fourth Meeting held with Chairmen and TCM ~ 23rd January 2008</p>
Costs (resource requirements, additional expenditure, time)	<p>Officer time ~ both to provide support and conduct research. Meetings of Working Group usually last around 1.5 hours. Time to arrange and conduct interviews.</p> <p>No other external costs identified to date.</p>
Possible Barriers to the Study (potential weaknesses)	None identified at present.
Projected Timescale (Start and end times)	<p>Start ~ 13th February 2007</p> <p>Completion of Study expected March 2008.</p>