

HARROW COUNCIL

SUSTAINABLE DEVELOPMENT AND ENTERPRISE SUB-COMMITTEE

25 SEPTEMBER 2006

TOURISM CHALLENGE PANEL - DRAFT SCOPE

1	SUBJECT	Tourism
2	COMMITTEE	Sustainable Development and Enterprise
3	REVIEW GROUP	Cllr Miles Cllr Nickolay Cllr Champagnie Alan Blann Martin Verden (Harrow Heritage Trust) John Hollingdale (HA21)
4	AIMS/ OBJECTIVES/ OUTCOMES	<ul style="list-style-type: none">• To assess the level of implementation of the recommendations of 2005/06's Tourism Review.• To judge how the council's financial situation has affected the delivery of the tourism strategy and to make suggestions and provide guidance to officers as necessary.
5	MEASURES OF SUCCESS OF REVIEW	<ul style="list-style-type: none">• Detailed consideration of the current implementation position on each recommendation.• Effective, value for money recommendations given to officers to assist in the development of new priorities.• Successful completion and "wrapping up" of the Tourism Review to the satisfaction of all members and officers.
6	SCOPE	To consider the implementation of the recommendations in the Tourism Review by reference to the three principles underlying the review and its findings – infrastructure, community involvement and sustainability.
7	SERVICE PRIORITIES (Corporate/Dept)	Getting Harrow Moving Tackling waste and giving real value for money
8	REVIEW SPONSOR	Peter Brown, Grp Mgr, Communications
9	ACCOUNTABLE MANAGER	Lynne McAdam, Service Manager, Scrutiny
10	SUPPORT OFFICER	Ed Hammond, Scrutiny Officer
11	ADMINISTRATIVE SUPPORT	N/A
12	EXTERNAL INPUT	Harrow Heritage Trust Harrow Agenda 21

13	METHODOLOGY	<p>Pre-meeting Brief meeting immediately prior to challenge panel to consideration briefing papers and discuss potential questions.</p> <p>Panel meeting (on or about 23 October) In-depth examination of the recommendations made and their implementation to date, followed by discussion on future plans.</p> <p>Report Report to Sub-Committee in November, containing key findings and ending the sub-committee's involvement in this review.</p>
14	EQUALITY IMPLICATIONS	None specific to this review.
15	ASSUMPTIONS/ CONSTRAINTS	Reporting deadlines will require that members are prepared to draft and review a report almost immediately after the panel's meeting, in order to meet committee deadlines.
16	SECTION 17 IMPLICATIONS	None specific to this review.
17	TIMESCALE	<p>Scoping exercise with Chairman – August 2006 Scope agreed 25 September 2006 Attendees confirmed late September 2006 Briefing distributed mid October 2006 Meeting on or about 23 October 2006 Report agreed by mid November 2006 Report to Cabinet when appropriate.</p>
18	RESOURCE COMMITMENTS	As over.
19	REPORT AUTHOR	Ed Hammond with Chairman and challenge panel members.

20	REPORTING ARRANGEMENTS	<p>Outline of formal reporting process:</p> <p>To Portfolio Holder [] When.....</p> <p>To CMT [] When.....</p> <p>To Cabinet [] When.....</p>
	FOLLOW UP ARRANGEMENTS (proposals)	Discussion at meeting in November on possible follow-up work.

OUTLINE PROJECT PLAN

Activity	Member Input <i>Who is involved? Estimated time commitment</i>	Officer Resource <i>Who is involved? Estimated time commitment</i>		When	Lead Person
Pre-scope session	Chairman, 0.5 days	Scrutiny Officer, 2 days		Sep 06	All EH
Finalise scope & obtain O&S/Sub-Committee endorsement	Chairman and Review Chairman, 0.5 days x 2	Scrutiny Officer, 2 days		25/9/06	
Research/Preparation Period/Desk top data gathering	N/A	Scrutiny Officer, 2 day	Tourism Officer, 2 days	By 15/10/06	
Meetings/Witnesses/ Visits (specify)	<u>Pre-Meeting</u> Review Chairman Review Members 0.5 days x 6 <u>Meeting</u> Review Chairman Review Members 0.5 days x 6	Scrutiny Officer, 2 days	Tourism Officer, 0.5 days Gp Mgr, Strategic Planning, 0.5 days	By 20/10/06 By 23/10/06	
Collation & evaluation of data/evidence	At meeting (above)	N/A	N/A		
Review Group determines thrust of report	At meeting (above)	N/A	N/A		
Draft report	Review Chairman, 0.5 days	Scrutiny Officer, 2 days		6/11/06	
Review Group agrees early draft of report					
Early draft report to accountable manager for confirmation of factual accuracy		Scrutiny Officer, 0.5 days	Tourism Officer, 0.5 days	6/11/06	
Review Group's informal discussions of					

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
report with Head of Service/Director (or NHS body if appropriate)					
Review Group sign off report & refer to O&S/Sub-Committee for information/approval	Review Chairman, 0.5 days	Scrutiny Officer, 1 day		6/11/06	

Review Group's presentation of report to CMT/DMT (if appropriate)					
Final report to accountable manager		Scrutiny Officer (0)	Tourism Officer (0.5 days)	12/11/06	
Final report of Group to O&S/Sub-Committee for approval (if necessary)		Scrutiny Officer (0.5 days)		Nov 06	
Consider if there is a need to publicise report findings					
Final report published & referred to Executive for information (Portfolio Holder only)		Scrutiny Officer (0.5 days)		Early Dec 06	
Evaluation of review process		Scrutiny Officer (1 day)		Dec 06	
Follow up/Monitoring of outcomes					
TOTALS	8.5 days	15.5 days	4 days		

Contact : Ed Hammond, Scrutiny Officer, Scrutiny Unit, Harrow Council

Background Papers