

# MINUTES OF BROOKE OVERVIEW AND SCRUTINY COMMITTEE

7 DECEMBER 2017

## PRESENT:

### Members of the Committee:

Councillors Claire Edwards (Chair), Mrs A'Barrow, Mrs Bragg, Mrs New, Srivastava

### Officers:

Julie Booker (Benn Hall Business Manager), Tom Kittendorf (Sport and Recreation Manager), Michael Beirne (Town Centre and Tourism Team Leader), Penny Abbit (Group Accountant) and Veronika Beckova (Democratic Services Officer)

## 18. MINUTES

The minutes of the meetings held on 12 October 2017 were approved and signed by the Chair.

## 19. APOLOGIES

Apologies for absence from the meeting were received from Councillor Keeling, Miss Lawrence (Chair of The World Rugby Hall of Fame Scrutiny Group) and Pacey-Day.

## 20. FINANCE AND PERFORMANCE MONITORING 2017/18 QUARTER 2

The committee had previously been requested to bring copies of the relevant Cabinet report from 4 December 2017 to the meeting.

The Group Accountant attended the meeting to answer questions. The item was briefly introduced as per the Cabinet report and key points were highlighted.

The report was discussed in detail at the meeting and the following additional points were made:

- **Allotments** have been transferred to allotment associations. The cost of running the allotment service to the General Fund was in the region of around £90,000 and benefited around 400 people. Allotment associations will pay the Council a nominal rent and effectively save the Council administration costs.
- The sale of the **green waste** bin stickers will cease mid-December. The sales for the 2018/19 green waste service will open January/February 2018. The service runs from 1 April to 31 March. If residents purchase a 2018/19 sticker and are displaying it on their green bin prior to April 2018, their green bin will be emptied even though their subscription is for 2018/19. Members were informed that IT has come across a number of problems when

instigating a direct debit scheme. A breakdown of problems encountered will be provided by IT for the Executive Director to share with members in due course.

**RESOLVED THAT** – the Group Accountant be thanked for her attendance.

**21. BENN HALL TWO YEAR MARKETING AND BUSINESS PLAN – 18-MONTH UPDATE**

The committee received a report (Part 1 – Agenda Item 5) concerning the 18-month update of the Two Year Marketing and Business Plan for Benn Hall.

The Sports and Recreation Manager and the Benn Hall Business Manager attended the meeting to present the report and answer questions.

The report was discussed in detail at the meeting and the following additional comments were made:

- The revised corkage charge was well received by clients.
- The Benn Hall bar is supplied by Drays Wholesale Ltd and Matthew Clark Wholesale. Both companies are local to Rugby. Prices are checked regularly to ensure value for money.
- A number of networks is utilised to advertised the Benn Hall including the Chamber of Commerce and the Federation of Small Businesses. Over a year ago, a database of small and medium enterprises in the borough was build and is accessible to the Research and Marketing Officer.

The committee was informed that the Benn Hall performance is tracked through management indications using Rugby Performance and Monitoring System (RPMS). Some figures were incorrectly attributed on the system. Members were assured that the total income achieved is correct and that the figures will be reflected more accurately in the future.

The Financial Services Manager and the Sports and Recreation Manager are in the process of identifying a formula to account for bar stock.

**RESOLVED THAT** –

- (1) the Sports and Recreation Manager and the Benn Hall Business Manager be thanked for their attendance and update; and
- (2) a progress report be presented to overview and scrutiny following the completion of the Two Year Marketing and Business Plan in June 2018.

**22. REVIEW OF THE WORLD RUGBY HALL OF FAME**

The Town Centre and Tourism Team Leader presented the report for the review of The World Rugby Hall of Fame (Part 1 – Agenda Item 6).

The Chair of the Scrutiny Group, Councillor Miss Lawrence, submitted her apologies as she was unable to attend the meeting.

The committee was informed that the Place Marketing Officer's post was filled in November.

**RESOLVED THAT –**

- (1) the Town Centre and Tourism Team Leader be thanked for his attendance; and
- (2) the report be submitted for approval to Cabinet and for noting to the Visitor Economy Working Party.

**23. COMMITTEE WORK PROGRAMME**

The committee received a report (Part 1 – Agenda Item 7) concerning the progress of task group reviews within its remit and the forward work programme.

The committee was informed that following the chairs' meeting last week, changes have been made to the work programme. An amended version is annexed to the minutes.

**3. FUTURE WORK PROGRAMME**

*Joint Overview and Scrutiny Committees meeting – 29 January 2018*

The Chair highlighted the importance of submitting questions in advance of the meeting with the Leader of the Council and the Executive Director.

Scrutiny members are asked to submit questions to Democratic Services.

**RESOLVED THAT –** the forward work programme be noted.

**CHAIR**

## Overview and Scrutiny Work Programme 2017/18

**Whittle 15 January 2018**

Topic	Description
<b>Public Spaces Protection Order Scrutiny Sub-Group</b>	Progress report
<b>Review of Town Centre Heritage</b>	Draft review report

**Joint Overview and Scrutiny Meeting 29 January 2018**

Topic	Description
<b>Leader and Executive Director</b>	Discussion of performance and future strategy with Leader and Executive Director

**Brooke 15 February 2018**

Topic	Description
<b>Finance and Performance Monitoring 2017/18 Q3</b>	Monitoring of finance and performance
<b>Review of Members' IT and Digitalisation</b>	One-page strategy
<b>Homelessness</b>	12 month update

**Work Programme Workshop 7 March 2018**

Topic	Description
<b>Work Programme Workshop</b>	Public workshop to discuss topics for scrutiny reviews during 2018/19

**Whittle 12 March 2018**

Topic	Description
<b>Member Training Needs</b>	Short item to consider the forward training programme
<b>Air Quality Monitoring</b>	Progress since report to Whittle on 11 September
<b>Crime and Disorder</b>	Annual review
<b>SLA's with external organisations</b>	Update on progress since new arrangements in place

**Brooke 12 April 2018**

<b>Topic</b>	<b>Description</b>
<b>Rugby Youth Council</b>	Update on the work of the RYC, MYP and VOX Feedback following the county wide Mental Health Conference in March 2018
<b>Overview and Scrutiny Annual Report 2017/18</b>	Draft annual report prior to submission to Council
<b>Draft Overview and Scrutiny Work Programme 2018/19</b>	Outcomes of the annual workshop