

# Scrutiny Inquiry Project Outline Template

## OVERVIEW AND SCRUTINY REVIEW - PROJECT OUTLINE

**Review Topic:** LANCASTRIAN SUITE, TOWN HALL

### **Objectives:**

To follow up scoping objectives and agreed principles from the Asset Management Task Group to:

- Undertake a review of the Lancastrian Room to see how it could be better utilised

### **Desired Outcomes:**

To contribute to maximising the use of Council's assets with more effective and economic use of the Lancastrian Suite.

### **Terms of Reference:**

1. To look at the current function, suitability, space and operational costs of the Lancastrian Suite within the Town Hall.
2. To look at current and future working arrangements and alternative methods of service delivery.
3. To assess the need for the type of facilities offered by the Lancastrian Suite – both commercially and for community facilities.
4. To look at all other options for the future management of the Lancastrian Suite including use of external companies on a commercial basis and not for profit organisations for a community use facility.
5. To consider whether there needs to be investment in the facilities to make them more usable.

**Equality and diversity implications:**

**Risks:**

**Venue(s):**

**Timescale:**

**Start: 2 February 2011**

**Finish:**

## **Information Requirements and Sources:**

### **Documents/evidence:**

- Information from competitors offering function rooms for hire
- Usage information from the last 3 years
- Income breakdown information
- Comparisons with similar facilities run by other Councils
- Contact with private companies who may be interested in running the facility on behalf of the Council on a commercial basis
- Contact with not for profit organisations who might be interested in running the facility on behalf of the Council as a community facility

### **Witnesses:** (who, why?)

To be decided based on evidence gathered

### **Consultation/Research:** (what, why, who?)

- Information from past users
- Any information on assessed community need

### **Site Visits:** (where, why, when?)

- A meeting of the Task Group will take place at South Ribble Offices
- Other visits may be required as the review progresses

### **Officer Support:**

**Lead Officer: Gary Hall**

**Democratic &  
Member Services Officer: Carol Russell**

### **Likely Budget Requirements:**

<u>Purpose</u>	£
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<b>Total</b>	_____
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**Target Body<sup>1</sup> for Findings/Recommendations**

**Executive Cabinet**

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<sup>1</sup> All project outcomes require the approval of Overview and Scrutiny Committee before progressing

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