



29 March 2018

FREEDOM OF INFORMATION REQUEST – 346/18

Dear Sir/Madam

Your request for information has now been considered and the information requested is provided below.

Request/Response:

1. Could you please provided me a copy of the document sent to Mr Chris Wade by Rutland County Council confirming his appointment as Chairman of the Task and Finish Group?

Answer: The Appointment of the Chair was confirmed as part of Report No. 41/2018 at the Growth, Infrastructure and Resources Scrutiny Panel on 15 February 2018. Link below:

<http://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=346&MId=1712>

2. Could I also have the brief and objectives given to him by Rutland County Council in his role as the Chairman of the Task and Finish Group?

Answer: Below is the text of the email sent to Mr Wade on 5 February 2018:

“Hi Chris,

Kamal Panchal (LGA) has passed on your contact details to me following a conversation we had on Friday regarding finding a suitable person to take on the role of independent chair for a Member led Task and Finish Group which will be working on options for improving Oakham Town.

A bit of back ground may be help, so I have provided a brief summary of the process so far below:

Following a recent Council decision to establish an Oakham Town Task and Finish Group, Members have expressed that they would welcome input from an independent Chair as part of the group.

I have provided a link to the Council decision on the formation of the task group, which resulted from a Petition in opposition to a Town Centre proposal which included the introduction of a One Way system through Oakham Town Centre. This original proposal has now been withdrawn, but members are keen to keep the momentum going to develop alternative options for improving the town.

Below is a draft timetable for the review, but this may be subject to change as the membership and formation of the group is due to be discussed at the Growth, Infrastructure and Resources Scrutiny Panel on 15 February 2018:

January 2018	<u>Independent Chair</u> RCC Scrutiny Officer to source Independent Chair <u>Set Provisional Date for preliminary scoping Meeting –</u> W/C 5 March 2018
8 February 2018 (following publication of agenda for GIR Scrutiny Panel)	<u>Organisations contacted to give advance notice of request for nominations</u>
15 February 2018	<u>GIR Scrutiny Panel agree proposed membership:</u> <ul style="list-style-type: none"> • 4 Co-opted Members 1 from each agreed stakeholder groups • 6 Elected Members (Needs to exceed number of co-opted members, so may need to be increased if number of co-opted agreed is more than 4)
16 February 2018	<u>Chair of GIR Scrutiny Panel Writes to agreed stakeholder groups</u> to ask for nominations for membership of Task and Finish Group to be put forward by 2 March 2018
W/C 5 March 2018	<u>Preliminary scoping meeting</u> to agree the Terms of Reference (Meeting to take place by 9 March 2018)
Additional GIR Scrutiny Panel Meeting 22 March 2018 (Proposed Date)	<u>GIR Scrutiny Panel agree Terms of Reference – late report</u>
April 2018 – September 2018 (6 meetings)	<u>Monthly meetings of the Task and Finish Group</u> to be scheduled Standing item on GIR Scrutiny Panel and other panels (as appropriate)
	Further details to be added following scoping meeting regarding information and evidence gathering, objectives and Purpose/desired outcome.
October 2018	<u>Task and Finish Group Meet to agree final report</u>
November 2019	<u>Final Report to Scrutiny Panel(s)</u>
November/December 2019	<u>Final Report to Cabinet/Council</u>

From the timetable, you will see that it has been proposed that an initial scoping meeting take place in early March to draft the terms of reference for the group, I would like to get this date confirmed as soon as possible so that we are able to ensure that proposed members of the group keep themselves available.

I would appreciate an early conversation regarding the process and also your terms etc... but I also think that it would be useful to have a conversation with Councillor James Lammie (Chair of Growth, Infrastructure and Resources Scrutiny Panel) who will be able to give you some more detailed background information”.

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Yours faithfully

FOI Administrator
Corporate Support Team, Rutland County Council