

Hungate Development Ad-hoc Scrutiny Review - Scoping Report

Purpose of Report

1. This scoping report presents Members with suggestions on how to proceed with the scrutiny review of the Hungate Development.

Background

3. In early July 2008, the Council decided to withdraw its planning application for the proposed development of its new office accommodation at Hungate following comments from English Heritage that although the proposed building was a very impressive, sustainable and fit for purpose civic building, it would not fit properly into the proposed location.
4. Members of the public commented on this decision and previous decisions taken in regard to the Hungate development and as a result of the concerns expressed, Cllr Brooks submitted this topic for scrutiny review in order to fully understand those decisions and the costs involved to date.
5. A feasibility report was presented to Scrutiny Management Committee (SMC) on 15 September 2008, together with a draft remit, and after careful consideration a decision was taken to proceed with the scrutiny review and the following remit was agreed:
6. **Aim**
To clarify whether the correct strategy for the accommodation project was set and adhered to, in order to ensure any future council projects are delivered on time and on budget.

Objectives

- i. In light of the overall budget, to identify whether the initial budget set was correct i.e. that all the relevant factors had been identified and included for, including the volume of all fees both agreed and incurred
- ii. To understand the decision taken in respect of agreeing which part of CYC would act as internal 'client' and to understand the relationship between Planning and the client

- iii. To identify whether the consultation process was conducted properly and whether due consideration was given to the responses received when deciding how to proceed
- iv. To identify whether best practice was followed throughout the process in seeking the views of statutory consultees and English Heritage specifically, and whether those views unduly influenced the decisions made
- v. To identify whether time was a factor in reaching the decisions made throughout the process e.g. in agreeing the design

Consultation & Timetable For Review

- 7. As part of the feasibility report considered by SMC, the Head of Property Services provided a written response to the questions raised in the topic registration form – see Annexes A & B. This written response was supported by a number of background papers which have subsequently been collated into an information pack and circulated around members of this committee.
- 8. The information pack contains a significant amount of information which the Hungate Project Team expect will clarify the issues raised within the objectives set for this review. But, assuming that further clarification is required, the following timetable for the review is suggested:

Meeting One (18 November)	Formal Meeting to consider this scoping report and the information contained within the pack, and to identify any issues requiring further clarification.
½ day event (21 November)	An informal ½ day consultation event, giving the committee an opportunity to meet with relevant officers and representatives from English Heritage and the other statutory consultees to discuss the information currently available and seek clarification on any outstanding issues (their attendance at this consultation event is currently being arranged)
Meeting Two (10 December)	Consider an interim report which details the findings from the first meeting and the consultation session. Analyse those findings and agree any recommendations
Meeting Three (12 January '09)	Consider a draft final report which includes the findings, analysis and recommendations. Agree any amendments and/or sign off the final report

- 9. The suggested timetable of meetings falls outside the timeframe of three months agreed by SMC for completion of this review due to the delay in forming the ad-hoc committee.

Options

10. Having considered the information provided within this report and the information pack, Members may agree the timetable for this review as set out in paragraph 8 above or amend and agree an alternative timetable. It should be noted that any amendments to the timetable which further push back the completion date for this review, would require this committee to seek the approval of SMC to extend the timeframe for the review.

Implications

11. **Human Resources** – If having considered all of the information within the pack, members decide that further clarification is required, it will be necessary to involve members of the project team in this review, which in turn will reduce the time they can spend on their ongoing work on the development.
12. **Financial** – There will be some financial implications associated with officer time spent supporting this review but this should be limited due to the small number of meetings required.
13. There are no equalities, legal or other implications associated with the recommendation within this report.

Corporate Strategy

14. The provision of the new accommodation and the consequential improvements in services to our customers will contribute to all of the Council's priorities and key change programmes.

Risk Management

15. SMC agreed with the view of Cllr Brooks that this review should be conducted quickly and in a minimum number of meetings, in order not to adversely affect or delay the ongoing work of the Project Team and to enable the findings and resulting recommendations to benefit their processes.
16. It will only be possible to carry out the review in the minimum number of meetings identified above, if this ad-hoc committee, are able to clearly and quickly identify what additional information they require and if that information is made available in a timely manner. With the time factor in mind, the Scrutiny Officer has already informally sought the views of the committee on the suggested timetable and has proceeded to invite the relevant officers and statutory consultees on the assumption that the Committee will want to discuss the information provided to date and will have issues requiring further clarification.

Recommendations

17. Members are asked to:

- formally agree the proposed timetable and methods for progressing the review.
- Agree who they would like to invite to the consultation session and agree a list of questions to be asked

Reason: To ensure compliance with scrutiny procedures, protocols and workplans.

Contact Details

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**Scoping Report
Approved**



Date 10 November 2008

Specialist Implications Officer for HR Implications

Neil Hindhaugh
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Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Feasibility Report dated 15 September 2008

Information Pack Containing:

- Admin Accommodation: Project Initiation Document & supporting annexes
- Planning Policy Statement 6: Planning for Town Centres
- Meeting of the Executive 1st Feb 05: Accommodation Review – Site Option Appraisal & supporting annexes
- Meeting of the Executive 1st Feb 05: Committee Minutes
- Meeting of the Executive 22nd Nov 05: Business Case & 8 supporting annexes
- Meeting of the Executive 22nd Nov 05: Committee Minutes
- Hungate Master Plan Development Brief
- Hungate Master Plan - Maps
- Meeting of the Executive 10th Oct 06: Accommodation Project Update & supporting annexes
- Meeting of the Executive 10th Oct 06: Committee Minutes
- Meeting of the Executive 24th July 07 & 4 supporting annexes
- Meeting of the Executive 24th July 07: Committee Minutes
- Meeting of the Executive 17th June 08 & 2 supporting annexes
- Meeting of the Executive 17th June 08: Committee Minutes

- Contract Documents for the Office Accommodation Project dated Sept 2006
- Meeting of the Executive 13th Feb 07: Admin Accommodation Project Report & supporting annexes
- Meeting of the Executive 13th Feb 07: Committee Minutes
- RMJM Stage B Report: June 2007
- RMJM Stage C Addendum: March 2008
- RMJM Stage D Report: May 2008
- Corporate Asset Management Plan
- RMJM Consultation Process: Pre-Planning Application dated August 08
- Summary of External Feedback on Building Design: Dec 07 – Mar 08
- Pre Planning Design Exhibition – Staff Feedback
- Pre Planning Design Exhibition – External Feedback
- Staff Pre-Planning Design Exhibition Comments
- External Pre-Planning Design Exhibition Comments
- CMT Digest – 23rd Apr 08
- Project Board Meeting Minutes – 25th Apr 08
- Member Steering Group Meeting Minutes – 28th Apr 08

Annexes

Annex A – Topic Registration Form

Annex B – Written Response to Questions in Topic Registration Form