

REPORT TO	ON
CABINET	11 <sup>th</sup> April 2018

September 2017



TITLE	PORTFOLIO	REPORT OF
Response to Scrutiny Review of the Business and Conference Centre (formerly the Banqueting Suite)	Corporate Support and Assets	Director of Planning and Property

Is this report a <b>KEY DECISION</b> (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	<b>No</b>
Is this report on the <b>Statutory Cabinet Forward Plan</b> ?	<b>Yes</b>
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	<b>No</b>
Is this report confidential?	<b>No</b>

### 1. PURPOSE OF THE REPORT

- 1.1 Following the adoption of the Scrutiny Task Group's Review of the Business and Conference Centre (formerly the Banqueting Suite) at the meeting of the Scrutiny Committee, 8<sup>th</sup> March 2018, Cabinet are asked to approve the draft response to the recommendations set out within Appendix A.

### 2. PORTFOLIO RECOMMENDATIONS

- 2.1 Cabinet approves the drafted response to the recommendations made by the Scrutiny Task Group and adopted by Scrutiny Committee.

### 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Excellence and Financial Sustainability	✓
Health and Wellbeing	
Place	

Projects relating to People in the Corporate Plan:

People	
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#### **4. BACKGROUND TO THE REPORT**

- 4.1 Scrutiny Committee undertook a review of the Banqueting Suite and its use following an update to Scrutiny Committee in November 2017.
- 4.2 The Scrutiny Committee set out the following aims (full report of the Scrutiny Task Group attached in Appendix B)
- ▶ To gain confirmation of the Cabinet's vision and plans for the future development and use of the Banqueting Suite.
  - ▶ Explore the vision and plans to ensure they are based on robust evidence consultation and data.
  - ▶ Test the business model and pricing policy for the Banqueting Suite.
  - ▶ Review the project planning documentation to ensure it is SMART (specific, measureable, achievable, realist and time bound).
  - ▶ Agree the monitoring arrangements for Scrutiny to ensure the project objectives and milestones are met.
  - ▶ To decide how best to deal with Full Council's request to review Member refreshments prior to meetings.
  - ▶ Consider best practice.
  - ▶ Make relevant recommendations to the Cabinet.

#### **5. CONSIDERATION OF SCRUTINY REPORTS**

- 5.1 Following this Scrutiny review, it is the role of Cabinet to consider the recommendations made.
- 5.2 Cabinet should note that it is the Cabinet's responsibility to implement any action plan approved by them.

#### **6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

The business plan, which has been developed details the range of consultation that has been undertaken to inform the proposals.

#### **7. OTHER OPTIONS CONSIDERED**

- 7.1 As part of the Scrutiny Task Group review, options have been considered and are detailed within the Business Plan.

#### **8. FINANCIAL IMPLICATIONS**

- 8.1 There are financial implications for the commercialisation of the 'Banqueting Suite' and these have been considered and are detailed within both the report to Cabinet on this agenda and the business plan.

#### **9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS**

- 9.1 There will be implications identified within Phase 2 of the programme and in the report to Cabinet. This will be further developed and reported back to Cabinet.

#### **10. ICT/TECHNOLOGY IMPLICATIONS**

- 10.1 Implications for IT have been identified and are included with in the report to Cabinet and business plan.

#### **11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS**

- 11.1 Identified within the paper to Cabinet, the implications are that the space at the Civic Centre will be enhanced. However there will be further liaison with property services and building control as work progresses.

#### **12. RISK MANAGEMENT**

- 12.1.1 The project has a risk management plan which is maintained on GRACE and key risks identified within the Cabinet report.

**13. EQUALITY AND DIVERSITY IMPACT**

13.1 Equality and Diversity is considered as part of the overall plans for accessibility to the Conference and Business Centre and is detailed with in the Cabinet report.

**14. RELEVANT DIRECTORS RECOMMENDATIONS**

14.1 Recommend the approval of this report.

**15. COMMENTS OF THE STATUTORY FINANCE OFFICER**

15.1 The financial implications have been identified and are set out in the detailed report to Cabinet and the business plan, both on this Cabinet agenda.

**16. COMMENTS OF THE MONITORING OFFICER**

16.1 Although there are no direct legal implications arising from this report nevertheless there will be a continued need for Legal services to be involved in the development and implementation of this project from a number of points of view (for example advising on contract and procurement matters).

**17. BACKGROUND DOCUMENTS**

Appendix A: Scrutiny Review of the Business and Conference Centre (formerly the Banqueting Suite) Cabinet Member and Lead Officer’s Response

Appendix B: Review of the Business & Conference Centre (Formerly the Banqueting Suite)

**Jonathan Noad**  
**Director of Planning and Property**

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