

TERMS OF REFERENCE FOR MILSOM STREET DEVELOPMENT REVIEW

Proposed title

Milsom Street development Overview and Scrutiny review.

Purpose & Objectives

The purpose of this Overview and Scrutiny review is to identify the lessons to learn from the works that were carried out and incorporate any recommendations into working practices.

Scope

Review to specifically include:

- Examine the scope of works carried out and the reasons / consultations that determined the scope of the review
- Determine whether or not the objectives of the works were realistic
- Determine whether or not the objectives of the works were achieved
- Identify any shortfall in achieving objectives to include whether the original scope of works should have been different
- Determine what would have been required to address any shortfall identified and what (if anything) could have been done differently to improve the effectiveness of the scheme
- Make recommendations on changes to working practices and / or decision making that would make the implementation of future schemes better

Excluded from this review

- Economic impact analysis

Current service provision

- Service provision is the responsibility of TAWM.

Constraints

- This will be a medium sized review and will therefore be constrained so that completion is achievable within six months
- Resources available to this review will include:
 - The O&S panel members
 - One O&S project officer to oversee the activities of virtual teams established from the appropriate service(s) at 2 days per week
 - TAWM resource (to be agreed)
 - A multi-agency Steering Group (to be agreed)
- Review must be managed within budget
- The findings of the review must meet the requirements of (appropriate legislation TBD)
- This review will be carried out in accordance with B&NES O&S toolkit and O&S project management processes

Outline Plan

Date	Stage	Deliverable
September 2002	Agree TOR and Review Objectives	TOR Final Version
September	Start the Review	Project Plan
October	Research	Research Summary
October	Consulation	Consultation Results
November	Interview Witnesses	Witness summary
December	Draw initial conclusions	Interim Report
Jan / Feb 2003	Agree Findings & Recommendations	Final Report