

## **TERMS OF REFERENCE**

### **Review Title: Future of Small Shops**

#### **Purpose and Objectives**

At the Full Council meeting on July 13<sup>th</sup> 2006, the Council resolved to:

(5) To request the Major Projects Overview and Scrutiny Panel to undertake a review of how the Council can best support the future of small shops and independent businesses. This review should consider the following issues:

(A) How the Council can best support the future of small shops and independent businesses within the forthcoming Retail Strategy.

(B) How the Council can best support the viability of small shops and independent businesses through small scale initiatives (within existing budgets), such as improved access to information at these locations.

(C) How the Council can engage local business representation groups, such as local Chambers of Commerce and Federation of Small Businesses, and organisations promoting local sustainability, such as Envolve, to support the viability of small shops and independent businesses.

It has been agreed that the **Major Project & External Bodies Panel** will undertake a mini review to look at the issues outlined in the Council resolution.

#### **Scope**

The following activities have been agreed.

1. That a Steering Group be set up consisting of Cllr. Charles Gerrish, Cllr. A N Other, Mel Clinton and Bethan Grant, together with [any others e.g D Trethewey, Tom McBain?] to work on the detail of the scope and objectives of the review, the list of contributors and areas of suggested questions for contributors to be submitted in advance.
2. That the Panel undertake a one day special public meeting on Tuesday 6<sup>th</sup> February 2006 inviting the following Contributors to contribute expertise and provide evidence for the Panel's recommendations.
  - a. Executive Member for Major Projects[?]
  - b. Mel Clinton – Head of Economic Development
  - c. Tom McBain – Head of Property Services
  - d. Finance/Business Rates – officer tbc
  - e. Chamber of Commerce (Business West)
  - f. Federation of Small Business
  - g. Envolve
  - h. Bath Independent Group (BIG) – Eric Snooks
  - i. Any other external experts?

3. That relevant stakeholders and local groups are contacted by post asking for their views on specific questions, extending an invite for them to attend the Panel's public meeting on February 6<sup>th</sup>.
4. That an information pack for the Panel is prepared, to include:
  - a. Briefing Paper summarising current state of small shop/independent retail sector in B&NES & the support the Council can offer.
  - b. Summary of Cross-Party Parliamentary Paper, 'High Street Britain: 2015'
  - c. Contributions/Submissions received from stakeholders (see point 3)
5. That the Panel should conclude the review by making recommendations at this special meeting. The notes of this meeting will be submitted as a paper to Full Council on 29<sup>th</sup> March 2007 as a response to the Council resolution outlined in the Purpose and Objectives of this Terms of Reference. The Panel should also recommend that Council refer the recommendations onto the relevant Executive Member for a response, to follow the agreed process for tracking Overview & Scrutiny recommendations.

### **Outputs of this Review**

- Notes of the Public Panel meeting on 6th February outlining the Panel's findings and recommendations. These will go as a paper to Full Council on 27<sup>th</sup> March 2006 as the Panel's response to the Council resolution.

### **Constraints**

- The review must be managed within the budget available to the Panel.
- The Panel will report back to Full Council on 29<sup>th</sup> March 2007

### **Steering Group**

Chair of Panel:	Cllr. Charles Gerrish
Panel Member	tbc
Director:	John Betty, Economic Development and Major Projects
Service Officers	Mel Clinton Tbc others?
O&S Project Officer:	Bethan Grant
Democratic Services:	Mark Durnford (Panel Administrator)

## Outline Project Plan

<b>Date</b>	<b>Stage / Activity</b>	<b>Meeting Type</b>
13 <sup>th</sup> July 2006	Full Council Resolved that the Major Projects & External Bodies Overview & Scrutiny Panel should undertake a Review on securing the future of small shops.	Full Council meeting
12 <sup>th</sup> December 2006	Agenda Planning Meeting to discuss detail of taking forward the meeting on the 6 <sup>th</sup> February.	Private meeting
16 <sup>th</sup> January 2007	Panel to publicly agree Terms of Reference	Public Panel Meeting
16 <sup>th</sup> January 2007	Steering Group Meeting to take stock of progress and plan the detail of meeting on 6 <sup>th</sup> February	Private Meeting
6 <sup>th</sup> February 2007	Public Meeting/Contributor Session	Public Panel Meeting
29 <sup>th</sup> March 2007	Full Council – Recommendations presented back to Full Council	Public Meeting