

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Regeneration & Economic Development

Meeting Date: 28 June 2011

Minute No: 31

Topic: Update on the Visitor Economy Business Unit

Recommendation ⁱ	Chief Officer / Cabinet Member ⁱⁱ	Response ⁱⁱⁱ	Timetable ^{iv}	Lead Officer ^v
the breakdown of the staffing figures, the last audit report and a copy of the operational plans for the VIC be circulated to the Committee;	Brian Morgan	The staffing figures and audit report have been provided to the Scrutiny Officer. The Business Plan for the Museum will be when agreed. Circulated to Members 12/10/11	2 Months	Simon Lace/ Laura Dickson
the space in the Town Hall being used on a temporary basis for events be investigated; **	David Tibbit Neil Harris	The area will be used for the Core Strategy public consultation during September and October. Other options are being investigated beyond that period.	Ongoing	Julie Webb
better and bigger signage for both the VIC and the Museum be explored, and where possible include the Hazlitt Theatre;	Brian Morgan	Additional signage will be provided for the Museum subject to the agreement of the funding by the Cabinet Member. The signage will cover a number of locations.	3 Months	John Foster
the Committee be kept up-to-date with regards to the timetable on the Museum;	Brian Morgan	The Contractor failed to meet the completion dates they had identified for completion in both July and September. In August they stated they would not meet the September date and are now working towards the 21/10/11 completion date. Good progress is being made at present. Following completion the fitting out of the galleries will commence.	Ongoing to March 2012	Simon Lace

the figures relating to the number of visitors since it moved to the Museum be circulated to the Committee; and	Brian Morgan	These figures have been provided and can be updated. Circulated to Members 12/10/11.	Ongoing	John Foster
the opening ceremony in September 2011 should include the press, local hotels, train stations and other local amenities.	Brian Morgan	As the construction of the building was delayed the opening ceremony was delayed. Whilst there will be soft openings as areas become available the official opening will be in the early part of 2012. Publicity through a variety of mediums will be given to the soft opening and the official opening.	March 2012	Simon Lace/ Laura Dickson

**** extract from minutes:**

'The Committee asked Mr Morgan if there were any plans for the vacant space within the Town Hall. Mr Morgan stated that Mr David Tibbit, Property and Procurement Manager was heading this project and the Committee was advised to address him directly. The Committee noted this, and agreed that the use of the space on a temporary basis for events should be investigated.'

Notes on the completion of SCRAIP

ⁱ Report recommendations are listed as found in the report.

ⁱⁱ Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

ⁱⁱⁱ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

If the recommendation is rejected an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

If the recommendation is accepted an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

^{iv} The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

^v The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.