

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Economic & Commercial Development Overview & scrutiny Committee

Meeting Date: 27/08/2013

Minute No: 19

Topic: VISITOR INFORMATION CENTRE REVIEW

Recommendationⁱ	Cabinet Memberⁱⁱ	Responseⁱⁱⁱ	Timetable^{iv}	Lead Officer^v
That a copy of the lease for Town Hall Foyer be requested from the relevant officer and circulated to the committee	Clr Moss	Agreed – Lease circulated by officer	Completed October's Agenda	N/A

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.

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Economic & Commercial Development Overview & scrutiny Committee

Meeting Date: 27/08/2013

Minute No: 18

Topic: UPDATE ON MARKET REVIEW

Recommendation	Cabinet Member	Response	Timetable	Lead Officer
a) The Market Manager in conjunction with the Town Team look at the feasibility of introducing a regular specialist market in Jubilee Square; and	Cllr Greer	Proposals for a Farmers market are due to be considered by CLT week commencing 18 th November 2013.		Robert Holmes
b) The Market Manager prepare a business case identifying how best to promote Maidstone Market.	Cllr Greer			Robert Holmes

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Economic & Commercial Development Overview & scrutiny Committee

Meeting Date: 24/09/2013

Minute No: 33

Topic: EMPLOYABILITY & WORKLESSNESS

Recommendation	Cabinet Member	Response	Timetable	Lead Officer
a) that the Officer be invited to the Committee's March meeting to provide an update.	Cllr Greer	Agreed This work has since transferred to the Economic Development team.	March 2014	John Foster

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Economic and Commercial Development Overview and Scrutiny

Meeting Date: 26 November 2013

Minute No: 56

Topic: Lease for Town Hall Foyer

Recommendation	Cabinet Member	Response	Timetable	Lead Officer
It was recommended that Section 6.2, of the Town Hall Foyer Lease, be re-worded, and checked by Legal Services, to ensure clarity in terms of refurbishment responsibilities.	Corporate Services – Cllr Moss	Agreed – the lease document has been revised to ensure clarity in terms of refurbishment responsibilities.	Completed	Zena Cooke, Director of Regeneration and Communities
It was recommended that Schedule 2 (Rights Retained), of the draft lease for the Town Hall Foyer, be reviewed, in relation to Foyer Use (2-3), to establish whether it is necessary to include a fixed number of days in terms of the landlord’s right to use the property upon giving the tenant two weeks’ notice.	Corporate Services – Cllr Moss	Agreed – the reference to a fixed number of days has been removed from Schedule 2.	Completed	Zena Cooke, Director of Regeneration and Communities

<p>It was recommended, in view of the Town Hall being closed at weekends, that information be clearly displayed to ensure visitors are signposted to the Visitor Information Centre, at the Museum, and to further information, such as the Visit Maidstone website.</p>	<p>Economic and Commercial Development - Cllr Greer</p>	<p>Agreed – information will be clearly displayed to signpost visitors to the VIC at the Museum and other information such as the website.</p>	<p>February 2014</p>	<p>Dawn Hudd, Head of Commercial and Economic Development (in post from December)</p> <p>Sandra Marchant, Customer Services Manager (Interim Democratic & Member Services Manager)</p>
<p>That further information, concerning visitor information numbers and types of enquiry, be provided to the Committee at their next meeting (January, 2014).</p> <p>In addition to details from the Visitor Information Centre (at the Museum) and the Town Hall, a breakdown of enquires received via email, internet and telephone should be provided.</p>	<p>Economic and Commercial Development - Cllr Greer</p>	<p>Agreed – a short report setting out the details relating to visitor information is on the January 2014 – agenda.</p>	<p>Completed</p>	<p>Dawn Hudd, Head of Commercial and Economic Development (in post from December)</p>