

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

SCRUTINY PROJECT MANAGEMENT

DRAFT PROJECT PLAN

NAME OF

COMMITTEE: Growth Scrutiny

SCRUTINY

OFFICER: Sue Veerman

**SUBJECT TO
BE REVIEWED**

Business Centres and Industrial Units

**REASON(S) FOR
THE REVIEW**

- Timely to review this area and ensure it is supporting the Councils Growth Agenda

**IDENTIFY
APPROPRIATE
CORPORATE
OBJECTIVES**

- Unlocking Our Growth Potential
 - Supporting Enterprise: maintaining and growing the business base
- Transforming Our Organisation
 - making the best use of our assets

TERMS OF REFERENCE

- To review the current approach of the Council to the letting and management of business centres and Industrial Units
- To consider how it is meeting the Corporate Aims of the Council

**AIMS AND OBJECTIVES
OF REVIEW**

- To assess how the service is performing
- To consider whether it is meeting the needs of customers currently
- To consider whether it will be fit for purpose into the future
- To assess whether the Council is getting value for

	money from the service <ul style="list-style-type: none"> • To identify any areas for improvement 		
KEY ISSUES	<ul style="list-style-type: none"> • Audit of what we have - serving needs? • Levels of units let, rent arrears • How do we advertise/market our units to Businesses • Resources available - financial, staffing, best use of • Evidence of promoting growth • Future proofing 		
TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement	27 th September, 2018	27 th September, 2018	
Finish	11 th April, 2019		
Report	Report to Cabinet April/May 2019		

METHOD(S) OF REVIEW:	<ul style="list-style-type: none"> • Interviews with relevant stakeholders • Review of Documentation • Site visit to Business Centre • Scene setting presentation by lead officer
IMPLICATIONS: (legislative, regulatory, etc)	

DOCUMENTARY EVIDENCE: (Internal/External)	<ul style="list-style-type: none"> • Asset Survey • Satisfaction Survey from tenants
WITNESSES:	<ul style="list-style-type: none"> • Assistant Director of Property and Commercial Services - Grant Galloway • Business Estates Manager - Natalie Etches • Commercial Property and Developments Manager (previous) Now Assistant Director Partnerships and Transformation - Matt Broughton • Other staff - Sally Lovell - Estates Finance and Administration Officer (3 security and concierge staff)? • Tenants of units • Architect Estates and Property - David Broom • Property Services Officer - Bob Walker • Estates Manager - Gareth Harper?
CONSULTATION/ RESEARCH:	
SITE VISITS	Visit to Coney Green Business Centre

PROJECT OUTCOMES

CONCLUSIONS:

RECOMMENDATIONS:

**CABINET
CONSIDERED:**

OUTCOME:

FOLLOW UP:

**REVIEW OF
PROCESS/COMMENTS:**

**SIGNED OFF BY
CHAIR:**

DATE: