

**North Hertfordshire District Council
Review Panel with Independent Chair**

Review into Hitchin Town Hall / District Wide Museum Project

SCOPE (v1.1)

Terms of reference

For the Council to understand how they worked with community partners during the Hitchin Town Hall / District Wide Museum Project (HTH / DWM Project) and identify lesson learnt for future partner working relationships that the Council may undertake.

Expected Outcomes

Identify opportunities for working with partners more effectively.

Timeframe

From January to September 2019
See Appendix B for review timeline.

Link with Council Priorities

Responsive and Efficient.

Potential Witnesses and Contributors

To be identified by the Panel following a call for evidence from relevant parties involved in the project.

Key Areas of Investigation

What were the issues that arose with partners during the project?
How effective were the contractual arrangements between the Council and the partners during the project?
How effective was the risk management and risk sharing between the Council and partners under the project?
What opportunities are there to improve future working relationship with partners?

Methodology

2 day panel hearing with prior call for witness statements
Site visit
Round table discussions

Information documents

Witness statements
Examples of best practice in other authorities

Membership

Councillor membership to be confirmed

Lead Support Officer – Melanie Stimpson
Support Officer – Kirstie Wilson, Acting Scrutiny Officer

Relevant Executive Member for HTH: tbc