

<b>Task and Finish Group Title</b>	<b>Royal Spa Centre</b>
Membership of Working Group:	Coker, Ms Dean, De-lara-Bond, Mrs Gallagher and Gifford,
Area for Investigation: (Directorate and Service Area)	Directorate - Living, Lifestyles and Resources Service Area - Cultural Services
Key Officer Contacts:	Theresa Goss – Committee Services Officer Rose Winship – Head of Cultural Services Peter Nicholson – Entertainments Manager
Scoping form completed by:	Overview & Scrutiny Committee
Scrutiny requested by:	Overview & Scrutiny Committee
<b>Criteria for inclusion in work programme</b>	(If yes please provide details)
Customer Feedback	Yes – Feedback from Citizens’ Panel, On-Line Survey and correspondence sent to Cultural Services
Poor performance	Yes – There is a general perception that the facilities of the venue were in need of updating and that the capacity for holding events was restricted.
Area requiring policy development	No
Value for Money Concerns	Yes – The Royal Spa Centre has a significant financial impact on the budget of Council.
Emerging issues; Executive Referral, CAA etc	Yes – Context of developments at Spencer Yard, Assembly Rooms in Spencer Street and other competitors, coupled with the continual development of Warwick Arts Centre.  The findings may impact on the Budget and Improvement Programme,
Long term financial benefit anticipated	Yes – There could be potential for reducing costs to Council
Corporate Priority	Yes – How does the Royal Spa Centre contribute to the Council’s priorities outlined in the Corporate Strategy
Summary of overall anticipated benefits and intended outcomes  <i>[Give a brief description of what we hope undertaking the review will achieve e.g. Improved performance, amended policy, efficiencies or increased footfall]</i>	Reduced impact on the overall budget of the Council by improvement of service provision.
Indicators of success	The impact on the overall budget of the Council by the Royal Spa Centre is

<i>[Include details of desired indicators of success and how these can be measured]</i>	significantly reduced and in turn the Spa Centre improves the service it provides to the community.
---	---

<b>Policy Context</b>	
National or Regional Policy Implications	None
Impact on local people	The importance of the Royal Spa Centre for local community groups and organisations.
<b>Scope</b>	
In Scope  <i>[Define what the scope of review]</i>	To review and understand the operation, the role in the wider community and to consider what can be done to lessen the budget deficit of the Royal Spa Centre, including an evaluation of what spare capacity the venue has, whilst staying within and ideally reducing existing budgets.
Excluded from Scope  <i>[Define the exclusions from the scope of the review]</i>	Increasing the budget.
<b>Council and Partner Involvement</b>	
Who would need to be involved from the Council? Which of our partners, stakeholders and Members of the community should we discuss this with?	Community via discussions on value of service and discussions traditional regular users.
<b>Review Resources</b>	
Evidence  <i>[Background Information and documents to look at]</i>	Comparative research with other local authorities who have similar buildings
Witnesses  <i>[Who to see and when]</i>	Royal Spa Centre staff, staff from other similar centres and regular users of the centre. The Portfolio Holder for the Royal Spa Centre, Councillor Chris White.
Site visits  <i>[Details of site visits and when they will be held if appropriate]</i>	Royal Spa Centre Bedworth Civic Hall
Consultation  <i>[Is there any consultation which needs to be undertaken to feed into the review]</i>  <i>[consult with CMT on draft outcomes for any issues they may have]</i>  <i>[Do findings need to be published for</i>	Potential consultation with customers of the Royal Spa Centre with regard to what they feel about the venue.

<i>consultation before making final recommendations?]</i>	
Expert Advice <i>[Do the task &amp; Finish Group require expert advice support due to the nature of the review]</i>	None
<b>Dangers/ Barriers/Risks</b>	
What are the risks to the review?	The potential competition from other similar premises within the region developing quicker than this review and these venues reducing the market share of the Spa Centre further. 'Credit Crunch' Overlap with the Budget and Improvement Programme
<b>Timescales</b>	
Anticipated Review Start Date	January 2009
Anticipated Reporting Date	Report to Overview and Scrutiny Committee in June 2009
Frequency of Meetings	Approximately fortnightly
Date to evaluate impact  <i>[A review in six to twelve months (dependent on outcomes) at this point deciding to either re scrutinise this matter, with a different task and finish group, or sign it off as the indicators of success have been achieved.]</i>	To be agreed by Overview and Scrutiny Committee