

## **LOCAL HIGH STREETS TASK & FINISH PANEL**

### **TERMS OF REFERENCE**

#### **Origin**

At its meeting on 19 November 2019, the Overview and Scrutiny Committee agreed the establishment of a Task and Finish Panel to support the forthcoming review of the future of local high streets in the Epping Forest District.

#### **Terms of Reference**

- (1) That the Panel consider the current performance of local high streets and review evidence of changing demands and opportunities.
- (2) That the Panel consider:
  - (a) the changing nature of retail spend and impact on the district's current offer;
  - (b) government initiatives to support the resourcing and evolution of the High Street offer;
  - (c) the outcomes of national reviews and policy recommendations;
  - (d) the evidence from local and national organisations on their perspectives on the issue;
  - (e) surveys of occupation/vacancies in High Streets in the district and responses to consultation events such as the Economic Stakeholder Conference;
  - (f) formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the district offer; and
  - (g) other relevant matters related to the review of future High Street success on the basis of the evidence reviewed.

#### **Aims and Objectives:**

- (1) To report findings to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee.
- (1) To gather evidence and information in relation to the terms of reference through receipt of data, presentations and other means considered necessary; and
- (2) To have due regard to relevant legislation and the Overview and Scrutiny rules of the Constitution (Article 6).

#### **Timescales**

- (1) To agree membership of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;

- (2) To agree the Terms of Reference of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;
- (3) To hold the first meeting of the Panel during February 2020;
- (4) To undertake analysis of relevant data and relevant site visits by the end of March 2020;
- (5) To consider draft outcomes and recommendations to be made to the Overview and Scrutiny Committee by 30 June 2020;
- (6) To regularly report progress to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee by 30 June 2020.

**Commencement:**

The work of the Task and Finish Panel should commence as soon as possible.

**Completion:**

The final recommendations of the Task and Finish Panel with regard to the future of town centres will be presented to the Overview and Scrutiny Committee by 30 June 2020.