



## Scrutiny Review: Hitchin Town Hall / North Hertfordshire Museum Project

### Terms of Reference

North Hertfordshire District Council is undertaking a scrutiny review into how the Council worked with its partners during the Hitchin Town Hall / North Hertfordshire Museum Project and to identify lessons learnt for future partner working relationships that the Council may undertake.

As part of the evidence gathering process for the review, the Council is seeking written witness statement submissions from individuals or organisations that address the following key areas:

1. What were the issues that arose with partners during the Project?
2. How did the Council and its partners seek to resolve those issues?
3. How effective were those approaches?
4. What lessons can be learnt to improve future working relationships with partners?

### Calls for Written Evidence

Should you wish to submit written evidence on the above, please email or post them to the below address by midnight on **14 June 2019**.

The written statements submitted should be no more than **2 sides of A4, in Arial font size 11** (or equivalent), formatted in the usual grammatical manner. Should the panel receive statements in excess of this, only the permitted word count will be reviewed by the panel. The statement should also be accompanied by your name, address, email address and contact telephone number.

### Submission of witness statements to:

**Email:** [hitchintownhallreview@north-herts.gov.uk](mailto:hitchintownhallreview@north-herts.gov.uk)

**Post:** Scrutiny Review; Committee Services; Council Offices, Gernon Road, Letchworth Garden City, Herts, SG6 3JF

### Next Steps

Once the closing date has passed, the Panel will review the returned statements and identify those of relevance to the review's terms of reference. If required the Panel might request further information. The selected individuals / companies who have submitted statements will then be invited to attend a hearing to give oral evidence in front of the Panel. The proposed dates for the panel hearing are **w/c 15<sup>th</sup> July 2019**.

### Notes on making a submission

It is intended that only those with evidence relevant to the review's terms of reference will be invited to speak; the submission of a written statement will not automatically mean an invite to the Panel hearing will be issued.

Once submitted, no public use should be made of any submission prepared specifically for the Review unless you have first obtained permission from the Council's Scrutiny Officer at the above referenced email address.

The written witness statements received may be published on the Council's website as part of the review and its final report. If you do not wish your submission to be published, you must clearly say so and explain your reasons for not wishing its disclosure. The Council will take this into account in deciding whether to publish.