

**Brentwood Borough Council**

**Audit & Scrutiny Committee**

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**Brentwood Leisure Trust Working Group - Minutes**

**3<sup>rd</sup> March 2021**

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Present:

Cllrs Tanner (Chair), Dr Barrett, Fulcher, Hones, Lewis, and Poppy.

Apologies:

None

Officers

Mr Summers – Strategic Director

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No	Item
1	<p>Proposed Scrutiny Review document</p> <p>Mr Summers introduced and explained the Proposed Scrutiny Review document which was attached as Appendix A to the agenda and agreed by the Audit &amp; Scrutiny Committee on the 26<sup>th</sup> January 2021.</p>
2	<p>Identification of information required to assist review.</p> <p>Mr Summers advised that to assist the working group in its review it would be necessary for them to identify the relevant information and documentation they would require.</p> <p>In response to a question Mr Summers advised in his experience the length of time and how many meetings would be needed to complete a review very much depended on the subject matter. He had seen some working groups work completed in one meeting while others had taken many meetings and several months.</p>

	<p>The members of the working group provided the information they would like to review to Mr Summers who advised he would send these to the group members in the first instance to ensure he had collected this correctly. This is attached at Appendix A to these minutes.</p> <p>Once this had been agreed then Officers could investigate what material/documentation was available.</p>
3	<p>AoB</p> <p>There was none</p>