

		AGENDA ITEM 8:
		<b>PSEG/18/17</b>
Committee:	Place Services and Economic Growth Scrutiny Committee	
Date:	21 September 2017	
<b><u>PLACE SERVICES AND ECONOMIC GROWTH POLICY AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18</u></b>		
Enquiries to:	Robert Fox, Scrutiny Officer robert.fox@essex.gov.uk	

## **Background**

In Essex there is a need for the Scrutiny Committees to plan and manage their activities more effectively in order to ensure that there is ongoing development of the overview and scrutiny function. A key tenet of making improvements is to focus upon topic selection and produce more robust work programmes to underpin improved ways of working taking a realistic account of the resources available. Ultimately Scrutiny Members want to be in the position of exerting a proactive and positive influence upon what the Council does in practice.

There is general consensus among scrutiny practitioners that topics should be carefully selected taking into account common criteria to enable objective choices to be made, and work programmes devised that reflect a committee's capacity to deliver that programme as well as officers' capacity to support it in that task. The role of topic selection and work programmes has featured in Members' Scrutiny training, and good practice is reflected in the Council's Overview and Scrutiny handbook that is published on its website.

At its private work programming meeting on 1 August 2017 the Committee considered potential items for its work programme moving forward for the next 12-18 months; which followed initial thoughts gathered on the Committee's induction day in June, and a subsequent call for ideas across the organisation.

It was recognised that resources necessitate that a limited number of in depth reviews be undertaken, i.e. less than four per annum, but that there is scope for briefings, fact finding visits, and limited round table discussions to ensure that Members are well informed about what is happening across the services covered by the Committee's remit.

While an agreed work programme will assist in managing committee activity, it is recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals within the work programme.

At the 1 August meeting Members commented on the topics being investigated for prioritisation for the Committee's work programme going forward, and agreed the issues to take forward as in-depth reviews in the next 18 months. Resulting from the discussions at the 1 August meeting it was requested a report be submitted to this meeting on the draft work programme for further consideration by the Committee; and this report is provided below.

**Action required by Members at thus meeting:**

- (i) To agree the items for review to commence within the next twelve months; and to agree the other items and initial briefings suggested.**
- (ii) If agreement on (i) above to prioritise these items and agree the timetable for initial scoping meetings and reviews**

<b>Essex County Council</b> <b>Place Services and Economic Growth Policy &amp; Scrutiny Committee</b>
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**THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW**

<b>WHAT ARE WE LOOKING AT?</b>	
<b>Review Topic</b> (Name of review)	<b>Essex County Council Commercial Bus Reduction and Withdrawal Process; and the ECC Bus Priority Policy</b>
<b>Type of Review</b> (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

<b>WHY ARE WE LOOKING AT THIS?</b>	
<b>Rationale for the Review</b>	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> <li>• Critical friend challenge to the Executive</li> <li>• <b>Reflecting public voice and concerns</b></li> <li>• <b>Impact on service delivery</b></li> </ul> <p>How does it link to the Council's strategic objectives and corporate priorities? <a href="http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx">http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx</a> - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p> <ul style="list-style-type: none"> <li>- To consider the opportunities and challenges</li> <li>- How can local Members get involved as well as Districts/Boroughs?</li> </ul>

<b>WHAT DO WE HOPE TO ACHIEVE?</b>	
<b>Indicators of success</b>	<p>What would you wish to see happen as a result of the review? What value can scrutiny bring to the review? Scrutiny can add value to the review by adding transparency to the process undertaken within a commercially sensitive and confidential process. Why do you think the desired outcome is achievable?</p>

**HOW LONG IS IT GOING TO TAKE?****Timescales**

When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee

**Provisional  
Timetable**

**To be determined by the Committee**

**FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE**

<b>WHAT INFORMATION DO WE NEED?</b>	
<b>Terms of Reference</b>	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
<b>Key Lines of Enquiry</b>	
<b>What primary/new evidence is needed?</b>	
<b>What secondary/ existing information is needed?</b>	
<b>What briefings and site visits might be relevant?</b>	
<b>Other work being undertaken/Relevant Corporate Links</b>	
<b>What is inside the scope of the review?</b>	
<b>What is outside the scope of the review?</b>	

<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s)</b>	Councillor Ray Gooding
<b>Key ECC Officers</b>	Andrew Cook Deborah Fox
<b>Partners and service users</b>	Bus providers Bus passengers Bus Strategy Board Borough/City/District Councils

<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	To be determined by the Committee
<b>Co-optee's (if any)</b>	
<b>Lead Scrutiny Officer/Other</b>	Robert Fox
<b>Expected Member commitment</b>	

**WHAT ARE THE RISKS/CONSTRAINTS?****Risk analysis** (site visits etc.)**Possible constraints****WHAT WILL BE REQUIRED FROM STAKEHOLDERS?****Internal stakeholders**

Is any support from the Communications team likely to be needed?

**External stakeholders****WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?****Recommendations to** (key decision makers):

This can be completed prior to, during, and following the review

**Reporting arrangements****Follow-up arrangements****ADDITIONAL INFORMATION/NOTES**

## LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop\* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

*\*Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
<b>1. Organisation &amp; Planning</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
<b>2. Resourcing</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was officer time/resource adequate for this review?	
<b>3. Evidence sessions/site visits</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>4. Stakeholder and Communications</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>5. Report and Recommendations</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

<p style="text-align: center;"><b>Essex County Council</b> <b>Place Services and Economic Growth Policy &amp; Scrutiny Committee</b></p>
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***THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW***

WHAT ARE WE LOOKING AT?	
<b>Review Topic</b> (Name of review)	<b>Localism and Subsidiarity</b>
<b>Type of Review</b> (full committee, briefing, task & finish group etc.)	TASK AND FINISH GROUP

<b>WHY ARE WE LOOKING AT THIS?</b>
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**Rationale for the Review**

Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?

- **Critical friend challenge to the Executive**
- **Reflecting public voice and concerns**
- **Impact on service delivery?**

How does it link to the Council's strategic objectives and corporate priorities?<http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx> - This to be agreed by the Committee.

How clear is the influence that scrutiny can have on the review?  
What evidence is there to support the reasons and need for a scrutiny review?

At the Full Council meeting of 12 July 2017 it was moved by Councillor Pond and seconded by Councillor Sargeant that

'This Council applauds achievements of the Administration to date in the field of localism, such as the Community Initiatives Fund. Local Highways Panels were a useful step in bringing together County and District members; their funding needs to be sufficient, and their processes (including Highway Rangers) more effective, the better to suit local needs.

This Council now needs to take further initiatives to ensure that decisions affecting local people are taken as close to them as possible, instead of centrally at County Hall, or by remote joint boards. Devolution to or involvement of districts and parishes in such functions as highway repairs, parking control and enforcement would all increase local buy-in, and should be attainable within existing budgets.

This Council refers this whole question to the Corporate Scrutiny Committee for further examination.

It was moved by Councillor Grundy and seconded by Councillor Johnson that the motion be amended to read as follows:

'This Council applauds achievements of the Administration to date in the field of localism, such as the Community Initiatives Fund. Local Highways Panels were a useful step in bringing together County and District members; their funding needs to be sufficient, and their processes (including Highway Rangers) more effective, the better to suit local needs.

This Council now needs to consider further initiatives to ensure that decisions affecting local people are taken as close to them as possible, instead of centrally at County Hall, or by remote joint boards. Devolution to or involvement of Districts, Boroughs, the City and parishes in such functions as highway repairs, parking control and enforcement would all increase local buy-in, and could be attainable within existing budgets.

**WHAT DO WE HOPE TO ACHIEVE?****Indicators of success**

What would you wish to see happen as a result of the review?  
What value can scrutiny bring to the review?  
Why do you think the desired outcome is achievable?

**HOW LONG IS IT GOING TO TAKE?****Timescales**

When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee

**Provisional Timetable**

**To be determined by the Committee**

**FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE**

<b>WHAT INFORMATION DO WE NEED?</b>	
<b>Terms of Reference</b>	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
<b>Key Lines of Enquiry</b>	
<b>What primary/new evidence is needed?</b>	
<b>What secondary/ existing information is needed?</b>	
<b>What briefings and site visits might be relevant?</b>	
<b>Other work being undertaken/Relevant Corporate Links</b>	
<b>What is inside the scope of the review?</b>	
<b>What is outside the scope of the review?</b>	

<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s)</b>	Councillor Ian Grundy
<b>Key ECC Officers</b>	
<b>Partners and service users</b>	Borough/City/District/Parish Councils

<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	To be determined by the Committee
<b>Co-optee's (if any)</b>	
<b>Lead Scrutiny Officer/Other</b>	Robert Fox
<b>Expected Member commitment</b>	Four meeting dates over three months initially.

<b>WHAT ARE THE RISKS/CONSTRAINTS?</b>	
<b>Risk analysis</b> (site visits etc.)	
<b>Possible constraints</b>	

<b>WHAT WILL BE REQUIRED FROM STAKEHOLDERS?</b>	
<b>Internal stakeholders</b>	Is any support from the Communications team likely to be needed?
<b>External stakeholders</b>	

<b>WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?</b>	
<b>Recommendations to</b> (key decision makers):	This can be completed prior to, during, and following the review
<b>Reporting arrangements</b>	
<b>Follow-up arrangements</b>	

<b>ADDITIONAL INFORMATION/NOTES</b>	

## LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop\* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

*\*Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

### DATE OF REVIEW EVALUATION:

#### 1. Organisation & Planning

##### What could have gone better?

##### Recommendations for future reviews

What were the strengths and weaknesses of the approach used?  
Proposed and actual start/completion dates:  
Was the time allocated adequate?

#### 2. Resourcing

##### What could have gone better?

##### Recommendations for future reviews

Was officer time/resource adequate for this review?

#### 3. Evidence sessions/site visits

##### What could have gone better?

##### Recommendations for future reviews

#### 4. Stakeholder and Communications

##### What could have gone better?

##### Recommendations for future reviews

#### 5. Report and Recommendations

##### What could have gone better?

##### Recommendations for future reviews

Was the purpose of the review achieved?  
Has there/is there likely to be any influence on service delivery as a consequence of the review?

<b>Essex County Council</b> <b>Place Services and Economic Growth Policy &amp; Scrutiny Committee</b>
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<b>WHAT ARE WE LOOKING AT?</b>	
<b>Review Topic</b> (Name of review)	<b>Air Quality Control</b>
<b>Type of Review</b> (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

<b>WHY ARE WE LOOKING AT THIS?</b>	
<b>Rationale for the Review</b>	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> <li>• Critical friend challenge to the Executive</li> <li>• <b>Reflecting public voice and concerns</b></li> <li>• Impact on service delivery?</li> </ul> <p>How does it link to the Council's strategic objectives and corporate priorities? <a href="http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx">http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx</a> - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p>

<b>WHAT DO WE HOPE TO ACHIEVE?</b>	
<b>Indicators of success</b>	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

<b>HOW LONG IS IT GOING TO TAKE?</b>	
<b>Timescales</b>	When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee
<b>Provisional Timetable</b>	<b>To be determined by the Committee</b>

**FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE**

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<b>What briefings and site visits might be relevant?</b>	
<b>Other work being undertaken/Relevant Corporate Links</b>	
<b>What is inside the scope of the review?</b>	
<b>What is outside the scope of the review?</b>	

<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s)</b>	Councillor Simon Walsh
<b>Key ECC Officers</b>	Mark Carroll
<b>Partners and service users</b>	Borough/City/District Councils Health

<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	To be determined by the Committee
<b>Co-optee's (if any)</b>	
<b>Lead Scrutiny Officer/Other</b>	Robert Fox
<b>Expected Member commitment</b>	

**WHAT ARE THE RISKS/CONSTRAINTS?****Risk analysis** (site visits etc.)**Possible constraints****WHAT WILL BE REQUIRED FROM STAKEHOLDERS?****Internal stakeholders**

Is any support from the Communications team likely to be needed?

**External stakeholders****WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?****Recommendations to** (key decision makers):

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**Reporting arrangements****Follow-up arrangements****ADDITIONAL INFORMATION/NOTES**



## LESSONS LEARNT/SCRUTINY EVALUATION

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*\*Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
<b>1. Organisation &amp; Planning</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
<b>2. Resourcing</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was officer time/resource adequate for this review?	
<b>3. Evidence sessions/site visits</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>4. Stakeholder and Communications</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>5. Report and Recommendations</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

<b>Essex County Council</b> <b>Place Services and Economic Growth Policy &amp; Scrutiny Committee</b>
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<b>WHAT ARE WE LOOKING AT?</b>	
<b>Review Topic</b> (Name of review)	<b>Footways</b>
<b>Type of Review</b> (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

<b>WHY ARE WE LOOKING AT THIS?</b>	
<b>Rationale for the Review</b>	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> <li>• <b>Critical friend challenge to the Executive</b></li> <li>• <b>Reflecting public voice and concerns</b></li> <li>• <b>Impact on service delivery?</b></li> </ul> <p>How does it link to the Council's strategic objectives and corporate priorities? <a href="http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx">http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx</a> - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p>

<b>WHAT DO WE HOPE TO ACHIEVE?</b>	
<b>Indicators of success</b>	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

<b>HOW LONG IS IT GOING TO TAKE?</b>	
<b>Timescales</b>	<p>When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee</p> <p>This needs to be determined in discussion with services etc. i.e. evidence, goals</p>
<b>Provisional Timetable</b>	<b>To be determined by the Committee</b>

## **FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE**

<b>WHAT INFORMATION DO WE NEED?</b>	
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<b>What is outside the scope of the review?</b>	

<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s)</b>	Councillor Ian Grundy
<b>Key ECC Officers</b>	
<b>Partners and service users</b>	

<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	To be determined by the Committee
<b>Co-optee's (if any)</b>	
<b>Lead Scrutiny Officer/Other</b>	Robert Fox
<b>Expected Member commitment</b>	

<b>WHAT ARE THE RISKS/CONSTRAINTS?</b>	
<b>Risk analysis</b> (site visits etc.)	
<b>Possible constraints</b>	

<b>WHAT WILL BE REQUIRED FROM STAKEHOLDERS?</b>	
<b>Internal stakeholders</b>	Is any support from the Communications team likely to be needed?
<b>External stakeholders</b>	

<b>WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?</b>	
<b>Recommendations to</b> (key decision makers):	This can be completed prior to, during, and following the review
<b>Reporting arrangements</b>	
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<b>ADDITIONAL INFORMATION/NOTES</b>	

## LESSONS LEARNT/SCRUTINY EVALUATION

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<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
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<b>WHAT ARE WE LOOKING AT?</b>	
<b>Review Topic</b> (Name of review)	<b>Moving Around Essex</b>
<b>Type of Review</b> (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

<b>WHY ARE WE LOOKING AT THIS?</b>	
<b>Rationale for the Review</b>	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> <li>• <b>Critical friend challenge to the Executive</b></li> <li>• <b>Reflecting public voice and concerns</b></li> <li>• <b>Impact on service delivery?</b></li> </ul> <p>How does it link to the Council's strategic objectives and corporate priorities? <a href="http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx">http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx</a> - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review?          What evidence is there to support the reasons and need for a scrutiny review?</p>

<b>WHAT DO WE HOPE TO ACHIEVE?</b>	
<b>Indicators of success</b>	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

<b>HOW LONG IS IT GOING TO TAKE?</b>	
<b>Timescales</b>	<p>When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee</p> <p>This needs to be determined in discussion with services etc. i.e. evidence, goals</p>
<b>Provisional Timetable</b>	<b>To be determined by the Committee</b>

**FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE**

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<b>What primary/new evidence is needed?</b>	
<b>What secondary/ existing information is needed?</b>	
<b>What briefings and site visits might be relevant?</b>	Mini-Holland Cycling project, London Borough of Waltham Forest
<b>Other work being undertaken/Relevant Corporate Links</b>	
<b>What is inside the scope of the review?</b>	
<b>What is outside the scope of the review?</b>	

<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s)</b>	Councillor Ian Grundy
<b>Key ECC Officers</b>	
<b>Partners and service users</b>	

<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	To be determined by the Committee
<b>Co-optee's (if any)</b>	
<b>Lead Scrutiny Officer/Other</b>	Robert Fox
<b>Expected Member commitment</b>	

**WHAT ARE THE RISKS/CONSTRAINTS?**

<b>Risk analysis</b> (site visits etc.)	
<b>Possible constraints</b>	

**WHAT WILL BE REQUIRED FROM STAKEHOLDERS?**

<b>Internal stakeholders</b>	Is any support from the Communications team likely to be needed?
<b>External stakeholders</b>	

**WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?**

<b>Recommendations to</b> (key decision makers):	This can be completed prior to, during, and following the review
<b>Reporting arrangements</b>	
<b>Follow-up arrangements</b>	

**ADDITIONAL INFORMATION/NOTES**

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## LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop\* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

*\*Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
<b>1. Organisation &amp; Planning</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
<b>2. Resourcing</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was officer time/resource adequate for this review?	
<b>3. Evidence sessions/site visits</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>4. Stakeholder and Communications</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
<b>5. Report and Recommendations</b>	
<b>What could have gone better?</b>	<b>Recommendations for future reviews</b>
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

Additionally, the Committee will be seeking an initial briefing from the Cabinet Member for Environment and Waste on Waste and Recycling; and the Cabinet Member for Highways on priorities within the portfolio prior to conducting any reviews within these portfolios.

Other issues the Committee might look at as initial briefings in the medium term are:

- Local Regeneration Partnerships
- Revenue Opportunities for Country Parks
- Highways Assets
- 20 miles per hour speed limits
- Park and Ride growth
- Public Transport Support Grants