

Essex County Council
Place Services and Economic Growth (PSEG) Policy & Scrutiny Committee

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. It is an iterative form; and also acts as an audit trail for a review.

WHAT ARE WE LOOKING AT?

Review Topic	Local Highway Panels (LHPs)
Type of Review	Task and Finish Group

WHY ARE WE LOOKING AT THIS?

Rationale for the Review	<p>At its meeting of 23 September 2021, PSEG agreed that a Task & Finish Group be set-up to consider the future direction of LHPs. This followed discussion with the Cabinet Member for Highways Maintenance and Sustainable Transport, Councillor Lee Scott.</p> <p>The review has been instigated to consider the future direction of LHPs and areas where they can be developed and enhanced. The work of LHPs potentially links to several elements of <i>Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025</i> including on delivering a High Quality Environment for residents.</p>
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WHAT DO WE HOPE TO ACHIEVE?

Indicators of success	<p>What would you wish to see happen as a result of the review?</p> <p><i>Scrutiny to make a series of realistic and evidence-based recommendations on LHPs to the Cabinet Member.</i></p> <p>What value can scrutiny bring to the review?</p> <p><i>Scrutiny can draw on the experience, knowledge, and insight of councillors as well as their links to LHPs (all are members) and Borough/City/District/Parish/Town Councils. Scrutiny can bring a fresh perspective to the issue and take time to consider the overall approach of LHPs.</i></p> <p>Why do you think the desired outcome is achievable?</p> <p><i>The review is being properly scoped and is supported by the Cabinet Member and key officers.</i></p>
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HOW LONG IS IT GOING TO TAKE?

Timescales	Three-month review with final report to PSEG Committee in January 2022
Provisional Timetable	28 October 2021 – 20 January 2022

WHAT INFORMATION DO WE NEED?

Terms of Reference	To review: The remit, effectiveness and future direction of LHPs.
Key Lines of Enquiry	<p>Remit and Objectives</p> <ul style="list-style-type: none"> • Is the current scope of LHPs appropriate i.e., is the scope too wide or too narrow? • Should additional budgets/responsibilities be devolved to or from LHPs? And if so, what can realistically be proposed, what is the appetite of the LHPs and (for example) parish councils, and what would the implications be? • How can LHPs most appropriately support the strategic objectives of ECC/Essex Highways? <p>LHP Processes</p> <ul style="list-style-type: none"> • Can the current processes (i.e. how a scheme is selected, validated, designed, costed, delivered, etc) be improved? • What are the factors that determine the current costs and timeframes for schemes? Is there any additional work that can be done on these? • Are the current funding arrangements and funding formula fair and robust? • How can LHPs best link to other programmes, budgets, and areas of work? <p>Guidance and Communications</p> <ul style="list-style-type: none"> • How can LHPs be better promoted to ensure improved community engagement whilst increasing understanding as well as managing expectations? • (Subject to the above) can the present Terms of Reference and guidance documents be improved?

	<ul style="list-style-type: none"> • Are there any ideas about how to handle districts with not enough schemes? • Should the Panels be encouraged to spend more on aesthetic improvements? And if so, how could this be achieved? <p>Issues</p> <ul style="list-style-type: none"> • How can LHPs best deal with recurring local issues such 'rat-running', HGV traffic, and speeding?
What primary/new evidence is needed?	TBC
What secondary/existing information is needed?	What have other councils done? Is there any good practice to draw on from elsewhere?
What briefings and site visits might be relevant?	TBC
Other work being undertaken/Relevant Corporate Links	TBC
What is inside the scope of the review?	Highways and Highways Rangers LHPs Climate Change considerations
What is outside the scope of the review?	Wider transport issues e.g., Home-to-School Transport policy, pothole repairs, and government-determined funding and policy.

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)

Relevant Portfolio Holder(s) and other Member involvement	Councillor Lee Scott (Highways Maintenance and Sustainable Transport) and other members as appropriate
Key Officers	Vicky Presland, Head of Design Services, Essex Highways David Gollop, Design Manager, Essex Highways
Partners and service users	Borough/City/District/Parish/Town Councils (TBC) Other LHP members (TBC)

WHAT RESOURCES DO WE NEED?

Lead Member and Membership	Councillor Lauren Shaw (Chairman) Councillor Lee Scordis Councillor Mike Steel Councillor Marshall Vance
Co-optees/Other Invites (if any)	Councillor Lee Scott (to the first and last meeting as an observer)

Lead Scrutiny Officer/Other	Justin Long, Senior Democratic Services Officer
Expected Member commitment	Four meetings to be concluded by the end of December 2021
WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	Risk management form to be completed if any site visits are included as part of the review
Possible constraints	To be determined, if any
WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Their time to attend Task and Finish Group meetings Information and advice Communications for any potential press release following the review
External stakeholders	Potential time commitment of co-optee Their time to attend Task and Finish Group evidence sessions
WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This to be compiled during, and following the review
Reporting arrangements	Task and Finish Group final report to be presented to the full PSEG Committee, for a response from the relevant Cabinet Member(s), on Thursday, 20 January 2022
Follow-up arrangements	Six-month implementation review to full PSEG Committee in July 2022. Outcomes to also be monitored by the Scrutiny Board.
ADDITIONAL INFORMATION/NOTES	
Meeting dates (provisional)	TBC

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?	