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Scrutiny Panel A

Thursday, 3rd June, 2010
at 6.00 pm

PLEASE NOTE TIME OF MEETING

Committee Room 1 - Civic Centre

This meeting is open to the public

Members

Councillor Ball (Chair)
Councillor Mrs Damani
Councillor Kolker
Councillor Morrell
Councillor Odgers
Councillor Parnell
Councillor Turner

Contacts

Sharon Pearson 023 8083 4597
sharon.pearson@southampton.gov.uk

Policy and Performance Analyst
Name Dorota Goble
Tel: 023 8083 3317
Email: Dorota.goble@southampton.gov.uk

PUBLIC INFORMATION

Southampton City Council's Six Priorities

- Providing good value, high quality services
- Getting the City working
- Investing in education and training
- Keeping people safe
- Keeping the City clean and green
- Looking after people

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – access is available for the disabled. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Smoking policy – the Council operates a no-smoking policy in all civic buildings.

Mobile Telephones – please turn off your mobile telephone whilst in the meeting.

Dates of Meetings: Municipal Year 2010/11

2010	2011
3 June	27 January
8 July	3 February
2 September	3 March
7 October	7 April
4 November	

CONDUCT OF MEETING

Terms of Reference

The terms of reference of the Audit Committee are contained in Article 8 and Part 3 (Schedule 2) of the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

Quorum

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

Disclosure of Interests

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "personal" or "prejudicial" interests they may have in relation to matters for consideration on this Agenda.

Personal Interests

A Member must regard himself or herself as having a personal interest in any matter

- (i) if the matter relates to an interest in the Member's register of interests; or
- (ii) if a decision upon a matter might reasonably be regarded as affecting to a greater extent than other Council Tax payers, ratepayers and inhabitants of the District, the wellbeing or financial position of himself or herself, a relative or a friend or:-
 - (a) any employment or business carried on by such person;
 - (b) any person who employs or has appointed such a person, any firm in which such a person is a partner, or any company of which such a person is a director;
 - (c) any corporate body in which such a person has a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in Article 14(a) to (e) in which such a person holds a position of general control or management.

A Member must disclose a personal interest.

Continued/.....

Prejudicial Interests

Having identified a personal interest, a Member must consider whether a member of the public with knowledge of the relevant facts would reasonably think that the interest was so significant and particular that it could prejudice that Member's judgement of the public interest. If that is the case, the interest must be regarded as "prejudicial" and the Member must disclose the interest and withdraw from the meeting room during discussion on the item.

It should be noted that a prejudicial interest may apply to part or the whole of an item.

Where there are a series of inter-related financial or resource matters, with a limited resource available, under consideration a prejudicial interest in one matter relating to that resource may lead to a member being excluded from considering the other matters relating to that same limited resource.

There are some limited exceptions.

Note: Members are encouraged to seek advice from the Monitoring Officer or his staff in Democratic Services if they have any problems or concerns in relation to the above.

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

Agendas and papers are now available via the City Council's website

1 APPOINTMENT OF VICE-CHAIR

To appoint a Vice-Chair to the Panel for the 2010/11 Municipal Year.

2 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

3 DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

In accordance with the Local Government Act, 2000, and the Council's Code of Conduct adopted on 16th May, 2007, Members to disclose any personal or prejudicial interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Panel Administrator prior to the commencement of this meeting.

4 DECLARATIONS OF SCRUTINY INTEREST

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

5 DECLARATION OF PARTY POLITICAL WHIP

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

6 STATEMENT FROM THE CHAIR

7 INTRODUCTION TO THE INQUIRY - HIGHWAYS APPROACH TO ASSET MANAGEMENT

Report of the Head of Policy and Improvement, detailing the Inquiry on Highways' approach to asset management, attached.

TUESDAY, 25 MAY 2010

SOLICITOR TO THE COUNCIL

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Agenda Item 7

DECISION-MAKER:	SCRUTINY PANEL A		
SUBJECT:	INTRODUCTION TO THE INQUIRY – HIGHWAYS APPROACH TO ASSET MANAGEMENT		
DATE OF DECISION:	3 JUNE 2010		
REPORT OF:	HEAD OF POLICY AND IMPROVEMENT		
AUTHOR:	Name:	Dorota Goble	Tel: 023 8083 3317
	E-mail:	dorota.goble@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

None

SUMMARY

For the opening meeting of the inquiry examining Highways approach to asset management background papers are attached to enable members of the Scrutiny Panel to understand how we assess the state of the roads and pavement repairs, with a focus on how the council prioritises road and pavement repairs.

The Cabinet Member for Environment will introduce the inquiry and the background papers.

RECOMMENDATIONS:

- (i) The Panel is recommended to consider the background information provided and comments made by the Cabinet Member for Environment, The Transformation and Performance Manager and the Asset Manager and use the information provided as evidence in the inquiry.

REASONS FOR REPORT RECOMMENDATIONS

1. To enable the Panel to compile a file of evidence in order to formulate findings and recommendations at the end of the inquiry process.

CONSULTATION

2. Stakeholders are being consulted throughout the inquiry process

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None

DETAIL

4. Councillor Dean, the Cabinet Member for Environment, will introduce the inquiry by outlining for the Scrutiny Panel the importance of prioritising the repairs of highways and pavements and the process by which this is achieved based on the background papers provided.
5. The Panel is invited to have an open discussion on the council's approach with the cabinet member, supported by The Transformation and

Performance Manager, Jane Richards, and the Asset Manager, Rowan Sheppard.

6. Background documents have been distributed for both the June and July meetings to ensure the Panel have the full set of papers and information available to them for the whole inquiry. The focus for the first meeting will primarily be on the first five documents, outlining the asset management plan, framework and processes as follows:
 1. Cabinet Report 30th June 2008 – Transport Asset Management Plan – Proposal for a City Framework
 2. Linkages and Relationships – What is an Asset Management Plan
 3. Transport Asset Management Plan *Lite*
 4. Asset Management Process – Flow Chart
 5. Prioritisation Matrix July 2009 Update
7. It should be noted that reference may be made to the other documents during the meeting. In addition, the Panel members are requested to retain all their papers for the 2nd inquiry meeting in July.
8. The Highways Approach to Asset Management Inquiry terms of reference and plan are included as Appendix 1.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

8. Not applicable

Revenue

9. Not applicable

Property

10. Not applicable

Other

11. Not applicable

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

12. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Other Legal Implications:

13. None

POLICY FRAMEWORK IMPLICATIONS

14. None

SUPPORTING DOCUMENTATION

Appendices

1.	Highways Approach to Asset Management Terms of Reference and Inquiry Plan
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Documents In Members' Rooms

	None
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Background Documents

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Cabinet Report 30th June 2008 – Transport Asset Management Plan – Proposal for a City Framework 2. Linkages and Relationships – What is an Asset Management Plan 3. Transport Asset Management Plan <i>Lite</i> 4. Asset Management Process – Flow Chart 5. Prioritisation Matrix July 2009 Update 6. Customer Consultation and Satisfaction Framework 7. Communications of Scheme – Points for Consideration 8. Scheme communications Grading Document 9. Stakeholder Matrix 10. Highways Improvements 2010-11 (Web Extract) 11. Annual Local Authority Road Maintenance (ALARM) Survey 2010 | Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable) |
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	None	
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Background documents available for inspection at:

FORWARD PLAN No: Not applicable **KEY DECISION?** No

WARDS/COMMUNITIES AFFECTED:	Not applicable
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Highways Approach to Asset Management Inquiry – Terms of Reference and Inquiry Plan

1. **Scrutiny Inquiry Panel:** Scrutiny Panel A
2. **Membership:** To be determined at Full Council on 12 May 2010.
3. **Purpose:** To understand how we assess the state of the roads and pavements in the city, with a focus on how the council prioritises road and pavement repairs, allocates resources to manage the asset accordingly and keeps people and communities informed.
4. **Background:**
 - a. The current highways network is in a state of decline and requires approximately £10m per annum halting the decline. In October 2007 Cabinet agreed to increase capital funding for roads from £3m to £6m. While not reversing a decline this has reduced the rate of decline.
 - b. The asset value and performance against national measures for principle and non-principal roads remains in the bottom quartile of all authority's, although the additional investment has seen marked improvements in the national measures in recent years. A recent MORI survey cited Southampton's highways as the most improved authority. The survey baseline was from a low starting point and there is still a long way to go but this demonstrates the positive impact that the additional investment and service improvements have made.
 - c. Significant improvements have been enabled through additional investment and the introduction of a Transport Asset Management Plan. This provides a framework for making more informed decisions on the future prioritisation of assets and helps promote a longer term maintenance strategy. It has introduced a more structured approach providing opportunity to optimise the allocation of resources. Scheme are prioritised on the basis of condition assessment and a priority ranking matrix; this considers many factors including political, environmental and technical issues to develop a prioritised and budgeted programme of repair.
 - d. Residents, businesses and visitors to the city all have a vested interest in the state of the roads of the city. Recent Place Survey results showed that the public saw the repair of road as the most important issue in their area. A communication approach has been established which considers the vision, objective, audience, stakeholder requirements and key messages required. It includes the introduction of a Communication toolkit that is applied when schemes are implemented as well as a follow up satisfaction questionnaire.
 - e. It should also be noted that the service is nearing the end of a process to secure a highways service partnership, whereby the chosen partner will be required to demonstrate how they will maximise the use of

existing resources to better manage and reduce the decline of the city's highways assets.

- f. Clearly the prioritisation of the repairs of roads is an important issue and getting this right alongside delivering the message to communities and individuals of how and when this happens is vital.

5. Objectives:

- a. To understand the Transport Asset Management Plan and the approach to asset management through its implementation, as well as consider its effectiveness in achieving improved allocation of resources and improved service performance.
- b. To examine the key issues for maintaining the city's roads and pavements
- c. To review the elements and weighting of criteria in the Priority Rating Matrix and understand how a schemes final rating represents how well it meets the overall objectives, not simply how it ranks in technical terms (condition / deterioration)
- d. To assess the impact of the highways communication toolkit and consider additional and/ or alternative options to identifying public needs and delivering the message of the capital programme and improvements.

6. Methodology and Consultation:

- a. Undertake desktop research, including Home Office reports and national organisations undertaking work on this issue
- b. Identify best practice
- c. Seek stakeholder views
- d. Conduct interviews with Cabinet Members leading on issues related to Highways, Executive Director for Environment, Policy Co-ordinator, Heads of Services and other relevant officers.

7. **Proposed Timetable:** 2 meetings in June and July 2010 and report to the OSMC in September 2010.

8. Inquiry Plan

Meeting 1:

Introduction & Context to Highways repair – the local and national perspectives

- Delivering the Transport Asset Management Plan
- An understanding of Priority Rating Matrix

Presented by:

Cllr Matt Dean

Jane Richards

Rowan Sheppard

Cabinet Member for the Environment

Transformation and Performance Manager

Asset Manager

Meeting 2:

- Performance measures and issues
- Communication Toolkit and the community perspective
- To receive any outstanding information/issues
- Agree Recommendations

Presented by:

John Harvey Public Realm Manager

Jane Richards Transformation and Performance Manager

8. **Timescales:** The Inquiry will be undertaken by the Scrutiny Panel A from June to July 2010.