

**Policy Development and Scrutiny**

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**Scrutiny Inquiry Day: Tuesday, 22nd March, 2016**

You are invited to attend a meeting of the **Scrutiny Inquiry Day**, to be held on **Tuesday, 22nd March, 2016** at **10.00 am** in the **Banqueting Room - Guildhall, Bath**.

**What is a Scrutiny Inquiry Day?**

This is a mechanism for a short single topic scrutiny, for use where a formal meeting may not be effective or appropriate, or to review progress in an area which has already been the subject of scrutiny work.

The aim is to develop a greater understanding of an issue that involves many organisations (in addition to the Council) and then develop ways forward/recommendations in an inclusive manner, in a workshop-style setting.

In an inquiry like this, it is on-the-day assessment of findings, and development of conclusions and recommendations (in conjunction with other interested parties) that differs from a traditional "contributor session" in more complex reviews.

**How will the Scrutiny Enquiry Day achieve an impact?**

Recommendations from the day will be submitted to the relevant Cabinet Member. It is equally possible that some of the recommendations will not require a Cabinet response and these will be submitted to the appropriate partnership bodies.

Since scrutiny methodology often involves bringing together practitioners and strategic-level staff from different sectors and Council departments to act as expert witnesses, scrutiny activities may have a lasting beneficial effect beyond their immediate aims, in terms of facilitating communication and co-operation.

**Where does Policy Development & Scrutiny fit within the Councils Decision-making structure?**

The main decision making powers in Bath & North East Somerset Council lie with **eight Councillors** who sit on the **Cabinet**. Overview and Scrutiny is the name in legislation given to the system of checks and balances implemented by the rest of the Councillors as they monitor the activity of the Cabinet and also assist them in developing policy. In Bath & North East Somerset Council, it is known as **Policy Development and Scrutiny**.

Different Councils Structure this in different ways, here in B&NES there is a clear division between the **roles and responsibilities** of these two functions:-

- The **Cabinet** is intended to create clear leadership and clear accountability for service delivery.

- By contrast, **Policy Development and Scrutiny** is intended to review the work of the Cabinet and to enhance the performance of services. It is also designed to provide a forum through which policy review and policy development can be extensively examined before consideration and decision by the Cabinet and/or Full Council.
- The scrutiny function is delivered through **4 Policy Development & Scrutiny Panels (PDS) and one Select Committee** who oversee a specific broad area of work, generally matching the executive portfolios.
- In addition to **regular meetings, Policy Development and Scrutiny Panel's** in Bath & North East Somerset carry out **reviews**. These involve undertaking a mixture of "Overview", "Scrutiny" and "Policy Development" on a selected subject, which may be a review of a policy or an investigation of an issue of local concern.

#### **How do PDS Panels and Select Committees operate?**

- All PDS Panels / Select Committees are initiated and led by councillors and have a Chair. Membership consists (non-executive) councillors of all parties, and may also include co-optees from voluntary organisations, and other outside agencies.
- They achieve their impact and effect change through making recommendations to the Cabinet, Executive Members, Full Council or partnerships.
- PDS Panel / Select Committees formal meetings are open to the public, and have a slot on the agenda for public statements. Their agendas and minutes are available to the public. Scrutiny Inquiry Days are often informal and may not be open to the public, although their final reports and recommendations will be a public document.
- It is standard practice for PDS Panels / Select Committees to invite people with relevant experience or knowledge to give information, expert opinion or advice. Such experts may be Council officers, outside agencies, academics, voluntary organisations, community or campaign groups, local residents, service users etc. This brings a wider expertise to bear on the examination and discussion of issues, and enables a more thorough exploration.

#### **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

#### **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Scrutiny Inquiry Day - Tuesday, 22nd March, 2016**

**at 10.00 am in the Banqueting Room - Guildhall, Bath**

**A G E N D A**

**SCRUTINY INQUIRY DAY TO EXAMINE A WIDE RANGE OF INTEGRATED  
TRANSPORT SOLUTIONS FOR THE EAST OF BATH.**

**1. 10:00 - REGISTRATION AND REFRESHMENTS**

**2. 10:10 - WELCOME / INTRODUCTIONS AND RUN THROUGH AIMS AND  
OBJECTIVES OF THE DAY**

Cllr John Bull

Welcome / introductions and run through aims and objectives of the Day,

5-10 minutes

**PART ONE**

**3. 10:15 - TRANSPORT COMMISSIONER ( VIDEO PRESENTATION)**

Transport Commissioner (Video Presentation)

Sir Peter Hendy (CBE) - Transport Commissioner

5 -10 minute presentation

**4. 10:25 - SETTING THE CONTEXT : (KEY INFORMATION GATHERING , OVERVIEW  
OF TRANSPORT ANALYSIS AND OPTIONS)**

Setting the Context: (Key information gathering, overview of transport analysis and options)

Peter Dawson– Group Manager, Planning Policy & Transport development (B&NES)

40 minute presentation (5-10 minutes for Q&A)

5. **11:15 - COMMUNITY PRESENTATION**

Community Presentation

Andrew Lea, Fiona Meldrum, Christine Boyd - Bathampton Community Alliance representatives (Park and Ride usage in Bath & traffic emissions to the east of Bath)

30 minute presentation (10 minutes for Q&A)

6. **11:50 - KEY PROFESSIONAL PERSPECTIVE**

Key professional perspective

James Freeman -Managing Director (First Bus)

10 -15 minute presentation (10-15 minutes for Q&A)

7. **12:15 - KEY PROFESSIONAL PERSPECTIVE**

Key professional perspective

John Usher -Programme Manager, Bristol & West of England (Sustrans)

10 -15 minute presentation (10-15 minutes for Q&A)

8. **12:40 - REFRESHMENT & COMFORT BREAK (20 MINUTES)**

9. **13:00 - BEST PRACTICE EXAMPLES FROM ACROSS THE COUNTRY / INFORMATION ON INTEGRATED TRANSPORT SOLUTIONS**

Best practice examples from across the country / Information on Integrated transport solutions

Chris Carter - Transport Service Strategy Manager (Nottingham Integrated Transport Approach)

10 -15 minute presentation (10-15 minutes for Q&A)

10. **13:25 - FORECAST MODELLING FOR THE EAST OF BATH**

Forecast Modelling for the East of Bath

Nick Richardson – Technical Director (Mott MacDonald)

10 -15 minute presentation (10-15 minutes for Q&A)

11. **13:50 - KEY PROFESSIONAL PERSPECTIVE**

Key professional perspective

James White - Transport & Rail Co-ordinator, Metro West (West of England LEP)

10 -15 minute presentation (10-15 minutes for Q&A)

12. **14:15 - COMMUNITY PRESENTATION**

Community Presentation

Patrick Rotheram - Transport Lead (Federation of Bath Residents Association)

10 -15 minute presentation (10-15 minutes for Q&A)

13. **14:40 - COMMUNITY PRESENTATION**

Community Presentation

George Riley- Chairman of the Batheaston Parish Council

10 -15 minute presentation (10-15 minutes for Q&A)

14. **15:00 - PRESENTATION**

Caroline Kay – Chief Executive ( Bath Preservation Trust)

10 -15 minute presentation (10-15 minutes for Q&A)

15. **15:25 - KEY PROFESSIONAL PERSPECTIVE**

Key professional perspective

Professor Graham Parkhurst - Director, Centre for Transport and Society  
(University of the West of England, Bristol)

10 -15 minute presentation (10-15 minutes for Q&A)

16. **15:45 - REFRESHMENT & COMFORT BREAK (10-15 MINUTES)**

## PART TWO

### 17. **16:00 - FACILITATED WORKSHOP SESSION**

Cllr Bull to run through purpose and timings:-

Facilitated workshop session

**Q1. What do you consider an integrated transport solution is?** ( 10 min) Purpose: Developing ideas into options and recommendations

**Q2. Consider & prioritise your top two alternative Integrated solutions for the East of Bath** (10 min)

Purpose: formulate final ideas for report back to full Cabinet 20 minutes (Discussions and collection)

10-15 minutes (feedback to full group)

### 18. **16:40 - FEEDBACK TO DAYTIME ATTENDEES**

Feedback to daytime attendees

Cllr John Bull

Summary of day (next steps/ actions) Our overall comments/ findings to the proposals.

(Recommendations formulated on the day)

15 minutes

### 19. **17:00 - THANK YOU**

### 20. **17:30 - OPPORTUNITY FOR COMMUNITY TO SPEAK ( 3 MIN SPEAKING SLOTS)**

**Opportunity for community to speak ( 3 min speaking slots)**

Please Contact Scrutiny to book a slot by Friday the **18<sup>th</sup> March**.

Email: [Scrutiny@BATHNES.GOV.UK](mailto:Scrutiny@BATHNES.GOV.UK)

Tel 01225396053/ 01225396410

21. **18:45 - FEEDBACK TO EVENING ATTENDEES**

Feedback to evening attendees

Cllr John Bull Summary of day (next steps/ actions)

Our overall comments/ findings to the proposals.

(Recommendations formulated on the day)

15 minutes

22. **19:00 CLOSE**

**PLEASE NOTE: THE AIX ROOM, WILL ALSO BE OPEN UNTIL 19:00 HRS FOR THE COMMUNITY TO SHARE THEIR VIEWS AND TO OBTAIN KEY BRIEFING MATERIAL.**

The Committee Administrator for this meeting is Donna Vercoe who can be contacted on 01225 396053.

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