

## Agenda

**Meeting: Transport, Economy and Environment Overview & Scrutiny Committee**

**Venue: Brierley Room, County Hall,  
Northallerton, DL7 8AD  
(see location plan overleaf)**

**Date: Thursday 20 July 2017 at 10.00am**

Recording is allowed at County Council, committee and sub-committee meetings which are open to the public, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, a copy of which is available to download below. Anyone wishing to record is asked to contact, prior to the start of the meeting, the Officer whose details are at the foot of the first page of the Agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive. <http://democracy.northyorks.gov.uk>

### Business

1. **Minutes of the meeting held on 1 February 2017**  
(Minutes not yet available)
2. **Declarations of Interest**
3. **Public Questions or Statements.**

Members of the public may ask questions or make statements at this meeting if they have given notice to Jonathan Spencer of Policy & Partnerships (*contact details below*) no later than midday on Monday 17 July 2017, three working days before the day of the meeting. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- at this point in the meeting if their questions/statements relate to matters which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);

- when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

	<i>Suggested timings if no public questions or statements</i>
4. <b>Corporate Director's update</b> – Oral update from NYCC Corporate Director – Business and Environmental Services	10:00-10:30
5. <b>Ringway Performance 2016/17</b> – Report of NYCC Corporate Director – Business and Environmental Services <b>(Pages 6 to 23)</b>	10:30-11:00
6. <b>Highways England</b> – Report of Service Delivery Manager - Highways England <b>(Late Report)</b>	11:00-11:30
7. <b>Road Casualties – North Yorkshire</b> – Report of NYCC Corporate Director – Business and Environmental Services <b>(Pages 24 to 31)</b>	11:30-12:00
8. <b>New Road and Street Works Act Permit Scheme</b> – Report of NYCC Corporate Director – Business and Environmental Services <b>(Report not yet available)</b>	12:00-12:30
9. <b>Overview and Scrutiny at North Yorkshire County Council and Work Programme</b> – Report of the Corporate Development Officer <b>(Pages 32 to 40)</b>	12:30-12:40
10. <b>Such other business as in the opinion of the Chairman should by reason of special circumstances be considered as a matter of urgency.</b>	12:40

Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)

County Hall  
Northallerton

12 July 2017

**NOTES:**

- (a) Members are reminded of the need to consider whether they have any interests to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why they have any interest when making a declaration.

The relevant Corporate Development Officer or the Monitoring Officer will be pleased to advise on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

- (b) **Emergency Procedures for Meetings**

**Fire**

The fire evacuation alarm is a continuous Klaxon. On hearing this you should leave the building by the nearest safe fire exit. From the **Grand Meeting Room** this is the main entrance stairway. If the main stairway is unsafe use either of the staircases at the end of the corridor. Once outside the building please proceed to the fire assembly point outside the main entrance

Persons should not re-enter the building until authorised to do so by the Fire and Rescue Service or the Emergency Co-ordinator.

An intermittent alarm indicates an emergency in nearby building. It is not necessary to evacuate the building but you should be ready for instructions from the Fire Warden.

**Accident or Illness**

First Aid treatment can be obtained by telephoning Extension 7575.

# Transport, Economy and Environment Overview and Scrutiny Committee

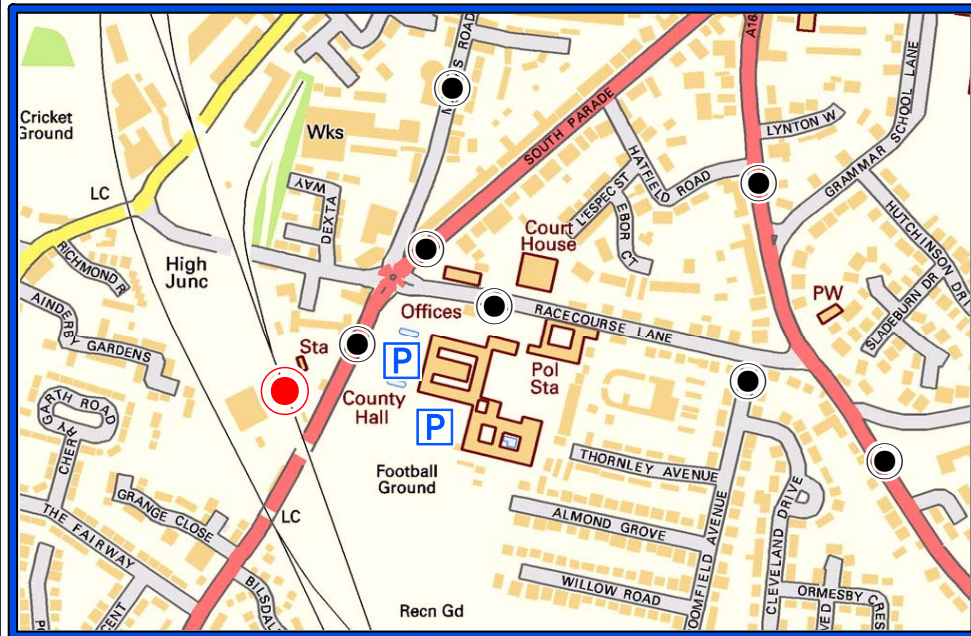
## 1. Membership

<b>County Councillors (13)</b>						
	<i>Councillors Name</i>	<i>Chairman/Vice Chairman</i>	<i>Political Group</i>	<i>Electoral Division</i>		
1	ATKINSON, Margaret		Conservative	Masham and Fountains		
2	HASLAM, Paul		Conservative	Harrogate Bilton and Nidd Gorge		
3	HESELTINE, Robert		Independent	Skipton East		
4	JEFFELS, David		Conservative	Seamer and Derwent		
5	JORDAN, Mike	Chairman	Conservative	South Selby		
6	LUMLEY, Stanley		Conservative	Pateley Bridge		
7	MACKAY, Don		NY Independents	Tadcaster		
8	MCCARTNEY, John	Vice-Chairman	NY Independents	Osgoldcross		
9	PARASKOS, Andy		Conservative	Ainsty		
10	PATMORE, Caroline		Conservative	Stillington		
11	PEARSON, Clive		Conservative	Esk Valley		
12	SWIERS, Roberta		Conservative	Hertford and Cayton		
13	WELCH, Richard		Conservative	Ribblesdale		
<b>Total Membership – (13)</b>				<b>Quorum – (4)</b>		
	<b>Con</b>	<b>Lib Dem</b>	<b>NY Ind</b>	<b>Labour</b>	<b>Ind</b>	<b>Total</b>
	<b>10</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>13</b>

## 2. Substitute Members

<b>Conservative</b>		<b>Liberal Democrat</b>	
	<i>Councillors Names</i>		<i>Councillors Names</i>
1	BAKER, Robert	1	
2		2	
3		3	
4		4	
5		5	
<b>NY Independents</b>			
	<i>Councillors Names</i>		
1			
2			
3			
4			
5			





Visitor Parking at County Hall



Northallerton National Rail Station



Bus Stops

### County Hall

Northallerton  
North Yorkshire  
DL7 8AD

Tel : 0845 8 72 73 74



North Yorkshire County Council

**North Yorkshire County Council**

**Business and Environmental Services**

**Transport, Economy and Environment Overview and Scrutiny Committee**

**20 July 2017**

**Ringway Performance – 2016/17**

**Report of the Corporate Director – Business and Environmental services**

**1.0 Purpose of Report**

- 1.1 The purpose of this report is to advise Members of Ringway's performance under the Highways Maintenance Contract (HMC) 2012 during the period 1 April 2016 – 31 March 2017 and of the outcome of the Evaluation Panel held on 24 May 2017.

**2.0 Background**

- 2.1 Following a lengthy and robust procurement exercise, HMC 2012 was awarded to Ringway (RIS) and the contract commenced on 1 April 2012.
- 2.2 As part of the Contract, an Evaluation Panel is held annually in May to determine the Term of the Contract, which is informed by the Contract Performance Indicators (CPIs). The CPIs comprise Primary Performance indicators (PPIs) and Secondary Performance Indicators (SPIs). It is the PPIs which directly affect the Term of the Contract, although the SPIs can also be taken into consideration. The Evaluation Panel is also asked to support the implementation of the rolling third year CPI targets, together with any interim amendments.
- 2.3 The maximum term of the Contract is 10 years; the minimum term is 6 years. The contract has a 'Claw Back' and a 'Win Back' mechanism, whereby any years clawed back for poor performance can subsequently be won back for good performance.
- 2.4 The contract period was reduced by one year at the Evaluation Panel meeting held on the 22nd May 2014.
- 2.5 At the Evaluation Panel held on 24 May 2017, the decision was taken to keep the term of the Contract at 9 years with a Contract completion date of 31 March 2021.

Evaluation Panel – 24 May 2017

- 2.6 The 2017 Evaluation Panel considered the performance of RIS for the period 1 April 2016-31 March 2017. The performance for this period was that the required targets for 10 out of 12 Primary Performance Indicators (PPIs) and 7 out of 10 Secondary Performance Indicators (SPIs) were met. This compares with the same period in 2015/16 where 14 out of 15 Primary Performance Indicators (PPIs) and 9 out of 11 Secondary Performance Indicators (SPIs) were met.
- 2.7 It should be noted that Ringway's performance for 2016/17 has been measured against a new Performance Management Framework which has a reduced number of indicators.

- 2.8 Based on what was considered to be an acceptable level of performance, the Panel took the decision to retain the Term of the contract as 9 years, until 31 March 2021.

#### Challenge/Scrutiny

- 2.9 Through the HMC 2012 Governance arrangements, Ringway's performance is scrutinised throughout the year at the monthly Operational Management Group (OMG), quarterly Strategic Management Group (SMG) and 6 – monthly Partnering Steering Group (PSG) meetings.
- 2.10 Since the first HMC 2012 Evaluation Panel, Ringway's performance has been further scrutinised by Members at:
- Transport, Economy and Environment Overview and Scrutiny Committee (TEE OSC) – 17 July 2013
  - BES Executive Members (with County Councillor David Jeffels in attendance as Chairman of TEE OSC) – 27 November 2013
  - TEE OSC – 22 January 2014
  - TEE OSC – 16 July 2014
  - TEE OSC – 21 January 2015
  - TEE OSC – 14 October 2015
  - TEE OSC – 27 July 2016

### **3.0 Consideration**

- 3.1 RIS has demonstrated an acceptable level of performance since the last report. Appendix A details the overall performance for the financial year 2016/17 compared to the previous year.
- 3.2 The revised Performance Management Framework includes measures relating to 'Completion in time of option B' (minor works) (OB7, OB30 & OB90). These new measures had been operating under a trial period for the majority of 2016/17 and therefore could not be considered to represent a full year's performance. Consequently they have been monitored for management purposes only during 2016/17 but are now fully operational as PPIs for 2017/18.
- 3.3 Appendix B details the 'Rectification Action Plans' presented to the Panel relating to those indicators where the required Target was not met.

### **4.0 Legal Implications**

- 4.1 The requirement for an Annual Review of HMC 2012 is stipulated in the contract documents and shall be completed before 1 June in each Contract Year.
- 4.2 The Key Decisions associated with the Evaluation Panel held in this and in previous years have been published on the County Council's Statutory Forward Plan in accordance with its Constitution.

### **5.0 Equalities Impact Assessment**

- 5.1 Consideration has been given to the relevance of equality and diversity issues in each of the Evaluation Panel meetings. It was the view of officers that the recommendations had no impact on any of the protected characteristics identified in the Equalities Act 2010.



5.2 An Equalities Impact Assessment (EIA) for HMC 2012 has been developed jointly with Ringway and was reviewed and updated in June 2016. The next review is due to take place in June 2018.

## **6.0 Finance Implications**

6.1 Over the first five years of HMC 2012, approximately £244 million of work has been delivered to date.

6.2 As part of HMC 2012, there is one specific CPI directly relating to finance:

- SPI S06 Value of Gain Achieved

## **7.0 Recommendation**

7.1 It is recommended that Members:

- i) note the contents of this report and the attached appendices

DAVID BOWE  
Corporate Director Business and Environmental Services

Author of Report: Andrew Binner

Background Documents: None



Appendix A Summary of PPI Scores for 2016-17

Primary Performance Indicators (PPIs)								
Reference No.	PPI	Measure	Performance			Technical Notes	2015/16 Performance	
			2016/17					
			Target	Actual	Pass/Fail			
<b>WINTER MAINTENANCE:</b>								
PPI WM01	Client Satisfaction -Winter Maintenance Gritting Routes	Max no. scores <10	9	0.00	Pass		Pass	0.00
		Average score (based on 42 returns)	10	10.00	Pass		Pass	10.00
		Max total no. failure points	52	0.00	Pass		Pass	0.00
		Max no. 1 pt deductions	9	0.00	Pass		Pass	0.00
		Max no. 3 pt deductions	6	0.00	Pass		Pass	0.00
		Max no. 5 pt deductions	4	0.00	Pass		Pass	0.00
		Overall Performance					Pass	Pass
<b>SCHEMES</b> (surface dressing, resurfacing and reconstruction (R&R) schemes, integrated transport schemes, bridge schemes, section 38 and section 278 works, and street lighting [if included in final contract]):								
PPI S01	Start on Time	% on time or better	90%	85.03%	Fail	All allocation of party responsible for delays taken as having been agreed by operational teams. Of the 314 schemes programmed to start 267 were started on time	Pass	95.11%
PPI S02	Finish on Time	% on time or better	88%	80.70%	Fail	All allocation of party responsible for delays taken as having been agreed by operational teams. Of the 316 schemes programmed to finish, 255 were finished on time. 61 were not	Pass	95.54%
PPI S04	Street works Noticing	Number of completed works orders that require works notices as a % based on a random sample	90%	90.32%	Pass	Based on NYCC data, of 1,632 sampled instructions requiring a notice, 1,474 had a notice.	Fail	74.87%
		Number of compliant notices	90%	90.19%	Pass	Based on NYCC data, of the 53,681 notices, 48,415 have been compliant. 5,266 were not compliant.	Pass	90.37%
		Number of notices that over run the proposed notice end date	8%	3.60%	Pass	Based on NYCC data, there have been 19,062 closed notices, 687 have been overruns with a total of 14,375 days.	Pass	3.17%
Overall Performance					Pass		Fail	


Primary Performance Indicators (PPIs)								
Reference No.	PPI	Measure	Performance			Technical Notes	2015/16 Performance	
			2016/17					
			Target	Actual	Pass/Fail			
<b>ROUTINE MAINTENANCE</b> (grass cutting and weed killing, gully emptying, street lighting, other routine maintenance including lining, sign installation and repair, tree maintenance, pothole repair, drainage repair and the like and GMUs):								
PPI RM05	Road Markings	% Completion of road marking schemes within deadline	84%	93.31%	Pass	Based on RIS data, of the 478 beds which have been lined, 446 were lined in time.	Pass	86.96%
PPI RM06	Achievement of Programme – Surface Dressing	% Completion of surface dressing programme by 15 <sup>th</sup> August, annually.	97%	100.00%	Pass	3,202,677 of the programmed 3,202,677 surface dressing beds have been completed. 3,202,677 of this is prior to 15th August.	Pass	100%
PPI RM08	Highway Dangerous Defects CAT 1	% of dangerous defects made safe within 24 hours of identification	99%	99.63%	Pass	800 instructions that have been raised, of those 797 were completed in time.	Pass	99.71%
PPI RM09	Completion on Time – Emergency Call Outs	% on time	99%	100.00%	Pass	1,789 instructions that have been raised, of those 1,789 were completed in time.	Pass	99.96%
PPI OB7	Completion in time option B (minor works) 7 day response	Number of jobs completed as % of those planned to be completed.	80%	60.89%	N/A	Of the 2,685 instructions 1,635 were completed on time, or commenced on time and were completed within a timely manner.	Not Applicable (revised scoring methodology)	
PPI OB8	Completion in time option B (minor works) 30 day response	Number of jobs completed as % of those planned to be completed.	85%	62.87%	N/A	Of the 525 instructions 376 were completed on time, or commenced on time and were completed within a timely manner.	Not Applicable (revised scoring methodology)	
PPI OB9	Completion in time option B (minor works) 3 month response	Number of jobs completed as % of those planned to be completed.	90%	74.75%	N/A	Of the 1,632 instructions 1,220 were completed on time, or commenced on time and were completed within a timely manner.	Not Applicable (revised scoring methodology)	

Primary Performance Indicators (PPIs)								
Reference No.	PPI	Measure	Performance			Technical Notes	2015/16 Performance	
			2016/17					
			Target	Actual	Pass/Fail			
<b>FLEET MAINTENANCE</b> (Maintenance of the County council's vehicle fleet and management of the fuel supply and storage facilities):								
PPI FM01	Compliance with Servicing Schedule	% Completion of servicing within deadline	94%	100.00%	Pass	Of the 574 services carried out 574 have been carried out as planned.	Pass	100.00%
PPI FM02	MOT Pass Rate	% of MOTs passed	97%	100.00%	Pass	Of the 102 MOT's carried out, 0 have failed.	Pass	98.06%
<b>STREET LIGHTING MAINTENANCE</b> [if included in final contract]								
PPI SL01	Street Lighting Fault Repair	% of defects repaired within 7 days	96%	99.94%	Pass	To date 4,792 seven-day repairs have been received and 3 have not been completed on time.	Pass	99.89%
PPI SL02	Achievement of Programme – Street Lighting Cyclical Maintenance	Max no. days ahead / behind schedule	8	1.97	Pass		Pass	1.11

Summary of SPI Scores for 2016-17

Secondary Performance Indicators (SPIs)								
(Only to be taken account of by the Evaluation Panel on failure of one or more of the PPIs. To be considered as part of "NYCC's discretion"):								
Reference No.	SPI	Measure	Performance			Technical Notes	2015/16 Performance	
			2016/17					
			Target	Actual	Pass/Fail			
<b>SCHEMES</b>								
SPI S03	Defects – Impact at Handover	% schemes defect free at handover	90.00%	99.05%	Pass	316 schemes have been handed over defect free, with 3 having a defect outstanding	Pass	100.00%
SPI S06	Value of Gain Achieved	Value of pain + gain	>£0.00	-£ 21,630.69	Pass	Of the 264 CF12's (formerly CP06's) believed to be due, 75 have been returned. 38 of which are in gain, and 33 are in pain. Provisional figures are calculated from cost reports submitted by RIS. Of the 264 believed to be due, 120 have been submitted along with a further 0. Of these, 55 are in gain, and 63 are in pain.	Fail	£ 6,596.58
<b>ROUTINE MAINTENANCE</b> (grass cutting and weed killing, gully emptying, street lighting, other routine maintenance including lining, sign installation and repair, tree maintenance, pothole repair, drainage repair and the like and GMUs):								
SPI RM02	Achievement of Programme – Grass Cutting Rural	% of rural grass cutting routes completed within 14 calendar days of programme	97%	100.00%	Pass	180 'villages' have been programmed to be cut of which 180 were cut in time.	Pass	100.00%
SPI RM03	Achievement of Programme –Weed Spraying	% of weed spraying routes completed within 14 calendar days of programme	97%	99.54%	Pass	1,307 sites have been treated, 1,301 were within time.	Pass	100.00%
SPI RM04	Achievement of Programme – Gully Emptying	% of gullies cleaned within 14 calendar days of scheduled cleanse	97%	92.79%	Fail	125,878 gullies have been programmed to be cleaned of those 119,974 have been cleaned within time.	Pass	96.94%
SPI RM07	Defects	Max No. of Defect Notices issued	165	4	Pass	4 defects have been received	Pass	4
<b>HEALTH AND SAFETY:</b>								
SPI HS01	LTIFR (Lost Time Through Injury Frequency Rate)	Number of lost time incidents per 1,000,000 hours worked	2.50	2.69	Fail	A total of 742,347 hours have been recorded. 2 lost time incidents have been recorded.	Fail	5.39

Secondary Performance Indicators (SPIs)								
(Only to be taken account of by the Evaluation Panel on failure of one or more of the PPIs. To be considered as part of "NYCC's discretion"):								
Reference No.	SPI	Measure	Performance			Technical Notes	2015/16 Performance	
			2016/17					
			Target	Actual	Pass/Fail			
<b>PUBLIC AND CLIENT SATISFACTION</b>								
SPI PCS01	Public Satisfaction – All Schemes	% satisfied or very satisfied	90%	87.39%	Fail	666 cards have been returned of which 582 were satisfactory or better. To date 1,619 cards have been posted out.	Pass	90.99%
SPI PCS05	Annual Client Survey	A - % Satisfaction Management of the Contract	85%	86.27%	Pass		Fail	60.97%
		B - % Satisfaction Service Provision	85%	91.93%	Pass		Pass	89.28%
		Overall Performance		89.25%	Pass		Pass	75.13%
<b>CONTRACTOR – SELF EVALUATION AGAINST ANNUAL ACTION PLAN</b>								
SPI AAP01	Contractor Progress against Annual Action Plan – self evaluation	% actions complete against Annual Action Plan	90%	100.00%	Pass		Pass	91.07%

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 1 of 2

**Section 1**

Business Ref: RIS

Division and/or Location: North Yorkshire

Action Report No: RAP

**Section 2**

Issued by: P Jepps	Issued to: North Yorkshire	Date: 1/4/2017
Contract Number: MU 5382	Works Order Number: N/A	Delivery Note Number: N/A

**Section 3 DESCRIPTION OF ISSUE**

Failure of Performance Indicator PPI S01 Scheme Start on time

**Section 4 STATE THE ROOT CAUSE OF THE ISSUE**

There were two key factors in this failure:

1. Our internal local area teams did not follow the correct process which led to local agreements not being fully documented and the correct documentation being received to mitigate why a scheme could not commence on the programmed date.
2. The client local team did not follow process in requesting and providing the correct documentation to demonstrate why a scheme could not commence as programmed and therefore mitigate this PPI.
3. Poor contract administration and inaccurate record keeping. (EW/PMI/CE)

**Section 5 WHAT ACTION IS PLANNED TO ADDRESS THE ABOVE ROOT CAUSE?**

**5a CORRECTIVE ACTION (To address the issue)**

The following corrective actions have been put in place to ensure this failure does not reoccur:

1. The programme is monitored in more detail and a three week look ahead is published on a weekly basis
2. The process for dealing with any change to a scheme that will affect either the Start and/or Finish dates has been rolled out again to all teams.
3. Any documentation provided as mitigation i.e. EWN, PMI, CE, Emails, is to be stored within the scheme electronic file.
4. If an unplanned event occurs meaning that within the lock down period of three months prior to the commencement of the works the start date needs to be moved, then the mitigations and supporting documents have to be sent for approval to the RIS Operations Manager for approval.

**5b PREVENTIVE ACTION (To prevent recurrence)**

1. Administer documents relating to mitigation in the month the scheme date changes
2. Record the schemes effected by a change in the CE document and include the linked programme to show this.

**5c RESPONSIBILITY CHART REQUIRED (PAGE 2)?**      Y

**Note: When you have completed this section please send copy to originator.**

**Section 6 CONFIRM ACTION HAS BEEN IMPLEMENTED (Supply supporting evidence)**


Attach copy of 3 week look ahead programme.

Attach copies of the mitigation for the one scheme that has had to change so far.

Action closed by:

Date:




	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>	
	Issue: 5A	Date: August 2011	Page 2 of 2	

**Business Ref:**                      **Division and/or Location:**                      **Action Report No:**

<b>Date Prepared:</b>		<b>Responsibility of: P Jepps</b>									
<b>Improvement/Concern</b>		<b>Persons Involved</b>							<b>By When</b>	<b>Complete</b>	
		Steve Fox	Richard Whitaker	Contract Managers	Local RIS teams	Local Client teams	Mike Francis				
<b>Planned Completion Date:</b>											
<b>Task No</b>	<b>Task Description</b>										
1	Monitor programme and produce three week look ahead	I	X								
2	Process rollout for dealing with change to start and/or finish dates			X	X						Y
3	Storing of documentation i.e. PMI's EWN's etc.			X	I						
4	Approval from RIS op's manager			I	X	I					
5	Validate monthly (have any mitigation documents available for the monthly validation meeting)	X	I	I							
6											
<b>Note</b>		<b>ONLY ONE PERSON CAN BE RESPONSIBLE FOR AN ACTIVITY</b>									
		<b>(X = RESPONSIBLE, I = INVOLVED)</b>									

**Distribute to:**

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 1 of 2

**Section 1**

Business Ref: RIS

Division and/or  
Location: North  
Yorkshire

Action Report No: RAP

**Section 2**

Issued by: P Jepps	Issued to: North Yorkshire	Date: 1/4/2017
Contract Number: MU 5382	Works Order Number: N/A	Delivery Note Number: N/A

**Section 3 DESCRIPTION OF ISSUE**

Failure of Performance Indicator PPI S02 Scheme Finish on time

**Section 4 STATE THE ROOT CAUSE OF THE ISSUE**

There were two key factors in this failure:

1. Our internal local area teams did not follow the correct process which led to local agreements not being fully documented and the correct documentation being received to mitigate why a scheme could not commence on the programmed date, thus having a knock on effect to the finish. This also applied where additional work was requested on site.
2. The client local team did not follow process in requesting and providing the correct documentation to demonstrate why a scheme could not commence/complete as programmed and therefore mitigate this PPI.
3. Poor contract administration and inaccurate record keeping. (EW/PMI/CE)

**Section 5 WHAT ACTION IS PLANNED TO ADDRESS THE ABOVE ROOT CAUSE?**

**5a CORRECTIVE ACTION (To address the issue)**

The following corrective actions have been put in place to ensure this failure does not reoccur:

1. The programme is monitored in more detail and a three week look ahead is published on a weekly basis
2. The process for dealing with any change to a scheme that will affect either the Start and/or Finish dates has been rolled out again to all teams.
3. Any documentation provided as mitigation i.e. EWN, PMI, CE, Emails, is to be stored within the scheme electronic file.
4. If an unplanned event occurs meaning that within the lock down period of three months prior to the commencement of the works the start date needs to be moved, then the mitigations and supporting documents have to be sent for approval to the RIS Operations Manager for approval.

**5b PREVENTIVE ACTION (To prevent recurrence)**

1. Administer documents relating to mitigation in the month the scheme date changes
2. Record the schemes effected by a change in the CE document and include the linked programme to show this.

**5c RESPONSIBILITY CHART REQUIRED (PAGE 2)?**      Y

**Note: When you have completed this section please send copy to originator.**


**Section 6 CONFIRM ACTION HAS BEEN IMPLEMENTED (Supply supporting evidence)**

Attach copy of 3 week look ahead programme.  
Attach copies of the mitigation for the one scheme that has had to change so far.

Action closed by:

Date:


REMEMBER TO UPDATE THE IMPROVEMENT CONFORMANCE LOG

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 2 of 2

Business Ref: \_\_\_\_\_ Division and/or Location: \_\_\_\_\_ Action Report No: \_\_\_\_\_

Date Prepared:		Responsibility of: P Jepps								
Improvement/Concern		Persons Involved						By When	Complete	
Planned Completion Date:		Steve Fox	Richard Whitaker	Contract Managers	Local RIS teams	Local Client teams	Mike Francis			
Task No	Task Description									
1	Monitor programme and produce three week look ahead	I	X						Ongoing until APR 18	
2	Process rollout for dealing with change to start and/or finish dates		X	X					31/3/2017	Y
3	Storing of documentation i.e. PMI's EWN's etc.			X	I				Ongoing until APR 18	
4	Approval from RIS op's manager		I	X	I				Ongoing until APR 18	
5	Validate monthly (have any mitigation documents available for the monthly validation meeting)	X	I	I			I		Ongoing until APR 18	
6										
Note		<p style="text-align: center;"><b>ONLY ONE PERSON CAN BE RESPONSIBLE FOR AN ACTIVITY</b></p> <p style="text-align: center;">(X = RESPONSIBLE, I = INVOLVED)</p>								

Distribute to:

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 1 of 2

**Section 1**

Business Ref: RIS

Division and/or  
Location: North  
Yorkshire

Action Report No: RAP

**Section 2**

Issued by: P Jepps	Issued to: North Yorkshire	Date: 1/4/2017
Contract Number: MU 5382	Works Order Number: N/A	Delivery Note Number: N/A

**Section 3 DESCRIPTION OF ISSUE**

Failure to achieve the minimum performance target of 90% for public satisfaction for all schemes only achieving 87.39%

**Section 4 STATE THE ROOT CAUSE OF THE ISSUE**

During 2016/17 2804 cards were issued to residents during schemes being on sit. Of those, 582 of the 666 cards returned (30%) recorded a verdict of the works of satisfactory or better

**Section 5 WHAT ACTION IS PLANNED TO ADDRESS THE ABOVE ROOT CAUSE?**

**5a CORRECTIVE ACTION** (To address the issue)

**5b PREVENTIVE ACTION** (To prevent recurrence)

- Issue more Customer satisfaction cards
- Try and promote, during site works, for members of the public to respond formerly
- Improve level of satisfaction whilst on site
- Collate and distribute to the Areas, positive and negative feedback so that standards can be maintained and improved
- Target problem trends
- Establish briefings and tool box talks on Customer Satisfaction

**5c RESPONSIBILITY CHART REQUIRED (PAGE 2)?**     Y


**Note: When you have completed this section please send copy to originator.**

**Section 6 CONFIRM ACTION HAS BEEN IMPLEMENTED** (Supply supporting evidence)

Action closed by:

Date:


REMEMBER TO UPDATE THE IMPROVEMENT CONFORMANCE LOG

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 2 of 2

**Business Ref:**                      **Division and/or Location:**                      **Action Report No:**

<b>Date Prepared:</b>		<b>Responsibility of: P Jepps</b>											
<b>Improvement/Concern</b>		<b>Persons Involved</b>											
<b>Planned Completion Date:</b>													
<b>Task No</b>	<b>Task Description</b>	Mike Francis	Contract Managers	Agents	Workforce	Jill Jeabson	TSCO's					<b>By When</b>	<b>Complete</b>
1	Issue more Customer satisfaction cards		X	I								On-going	
2	Try and promote, during site works, for members of the public to respond formerly	I	I	X	I		I					On-going	
3	Improve level of satisfaction whilst on site	I	I	I	X		I					On-going	
4	Collate and distribute to the Areas, positive and negative feedback so that standards can be maintained and improved	I	I	I	I	X	I					On going	
5	Target problem trends			X	I	I	I					On going	
6	Establish briefings and tool box talks on Customer Satisfaction	I	X	I	I		I					June 2017	
<b>Note</b>		<p align="center"><b>ONLY ONE PERSON CAN BE RESPONSIBLE FOR AN ACTIVITY</b></p> <p align="center"><b>(X = RESPONSIBLE, I = INVOLVED)</b></p>											

**Distribute to:**

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 1 of 2

**Section 1**

Business Ref: RIS

Division and/or Location: North Yorkshire

Action Report No: RAP

**Section 2**

Issued by: P Jepps	Issued to: North Yorkshire	Date: 1/4/2017
Contract Number: MU 5382	Works Order Number: N/A	Delivery Note Number: N/A

**Section 3 DESCRIPTION OF ISSUE**

Failure of Secondary Performance Indicator RM04 Gully Cleansing

**Section 4 STATE THE ROOT CAUSE OF THE ISSUE**

- Failure to clean the gullies to the programme agreed.
- Not achieving outputs due to plant breakdown
  - Not following the programme
  - Completion of unplanned Gully cleans effecting the programmed works

**Section 5 WHAT ACTION IS PLANNED TO ADDRESS THE ABOVE ROOT CAUSE?**

**5a CORRECTIVE ACTION (To address the issue)**

**5b PREVENTIVE ACTION (To prevent recurrence)**

- Review gully running order to ensure it aligns with the new schedule supplied by NYCC
- Review gully cleaning operations to match the new schedule and reduction of resource
- Manage gully cleaning vehicles maintenance schedule and plan downtime into the programme. (MOT, Servicing and tank pressure check)
- Monitor performance and output of each individual team.
- Schedule unplanned gully cleans during weekend shifts

**5c RESPONSIBILITY CHART REQUIRED (PAGE 2)?**      Y


**Note: When you have completed this section please send copy to originator.**

**Section 6 CONFIRM ACTION HAS BEEN IMPLEMENTED (Supply supporting evidence)**

Action closed by:

Date:



	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Page 2 of 2

Business Ref:

Division and/or Location:

Action Report No:

Date Prepared:		Responsibility of: P Jepps											
Improvement/Concern		Persons Involved										By When	Complete
		James Whaley	James Pattinson	Mike Francis	Richard Whitaker								
Planned Completion Date:													
Task No	Task Description	James Whaley	James Pattinson	Mike Francis	Richard Whitaker								
1	Review new Gully schedule and revise running order.	X	I									31-3-2017	
2	Review programme to match the new schedule and include Vehicle down time.	X	I									31-3-2017	
3	Log outputs of individual teams		X									Ongoing until APR 18	
4	Report monthly, actual output verses planned output.		X									Ongoing until APR 18	
5	Address any shortfalls in production quickly and monitor against CPI targets			X	I							Ongoing until APR 18	
6													
<p>Note <b>ONLY ONE PERSON CAN BE RESPONSIBLE FOR AN ACTIVITY</b></p> <p>(X = RESPONSIBLE, I = INVOLVED)</p>													

Distribute to:

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Appendix 3d Page 1 of 2

**Section 1**

Business Ref: RIS

Division and/or  
Location: North  
Yorkshire

Action Report No: RAP SPI HS01-  
17/18

**Section 2**

Issued by: P Jepps	Issued to: North Yorkshire	Date: 1/4/ 2017
Contract Number: MU 5382	Works Order Number: N/A	Delivery Note Number: N/A

**Section 3 DESCRIPTION OF ISSUE**

This performance indicator failed to remain below the maximum allowed target of 2.5

**Section 4 STATE THE ROOT CAUSE OF THE ISSUE**

Two incidents occurred during 2016/17 involving members of the public that Ringway could not have reasonably foreseen which resulted in the LTIFR exceeding the allowable 2.5 target. These incidents were:

- a member of the public illegal entered a road closure and attacked a member of the workforce resulting in hospital treatment
- a member of the public struck a member of the workforce whilst he was undertaking his duties within a traffic management layout. The driver of the vehicle was found to be under the influence of alcohol.

**Section 5 WHAT ACTION IS PLANNED TO ADDRESS THE ABOVE ROOT CAUSE?**

**5a CORRECTIVE ACTION (To address the issue)**

- Investigate and review all incidents to identify root cause and implement corrective action plans
- Use the injured party and workforce colleagues in the investigation to promote 'buy in' to working practices
- Brief out findings from investigations to promote lessons learned
- Address training needs to combat incident types

**5b PREVENTIVE ACTION (To prevent recurrence)**

- Increase number of safety inspections/audits and tours by all tiers of management
- Report Monthly on Near Misses and trend analysis of incidents occurring in other Divisions
- Monthly reminder when publishing statistics of risks to Health and Safety
- All incidents and key Near Misses reviewed at Monthly Workforce Health and Safety Meeting
- Remove, where possible, the workforce from potential points of conflict


**5c RESPONSIBILITY CHART REQUIRED (PAGE 2)?**      Y

**Note: When you have completed this section please send copy to originator.**

**Section 6 CONFIRM ACTION HAS BEEN IMPLEMENTED (Supply supporting evidence)**

Action closed by:

Date:

	<b>ACTION REPORT FORM</b>		<b>PROCESS OWNER: Group IMS Manager</b>
	Issue: 5A	Date: August 2011	Appendix 3d Page 2 of 2

**Business Ref:**

**Division and/or Location:**

**Action Report No:  
RAP SPI HS01 – 16/17**

Date Prepared: April 2017		Responsibility of: P Jepps								
Improvement/Concern		Persons Involved							By When	Complete
		Phil Jepps	Mike Francis	Contracts Managers	Agents	Workforce	Health and Safety	Nicola Shaw		
Planned Completion Date:										
Task No	Task Description	Phil Jepps	Mike Francis	Contracts Managers	Agents	Workforce	Health and Safety	Nicola Shaw	By When	Complete
1	Investigate and review all incidents to identify root cause and implement corrective action plans	X	I	I	I	I	I		As required	
2	Use the injured party and workforce colleagues in the investigation to promote 'buy in' to working practices		X	I	I	I	I		As required	
3	Brief out findings from investigations to promote lessons learned	I	I	X	I		I		As required	
4	Address training needs to combat incident types	I	X	I	I		I		Review following incident investigations	
5	Prepare, implement and review Health and Safety Strategy	X	I	I	I	I	I		Jan 2018	
6	Brief out Annual Safety Briefing to all personnel and selected SCP's	X	I	I	I	I	I		April 2017	Y
7	Remove, where possible, the points of conflict between members of the public and the workforce by use of equipment such as Intellicone, Readibarrier and implementing hard closures	I	I	X	I	I	I		As assessed	
Note		<p align="center"><b>ONLY ONE PERSON CAN BE RESPONSIBLE FOR AN ACTIVITY</b></p> <p align="center">(X = RESPONSIBLE, I = INVOLVED)</p>								

Distribute to: \_\_\_\_\_

## North Yorkshire County Council

### Transport, Economy and Environment Overview and Scrutiny Committee

20 July 2017

### Road Casualties – North Yorkshire

#### Report of the Corporate Director – Business & Environmental Services

#### 1.0 Purpose of Report

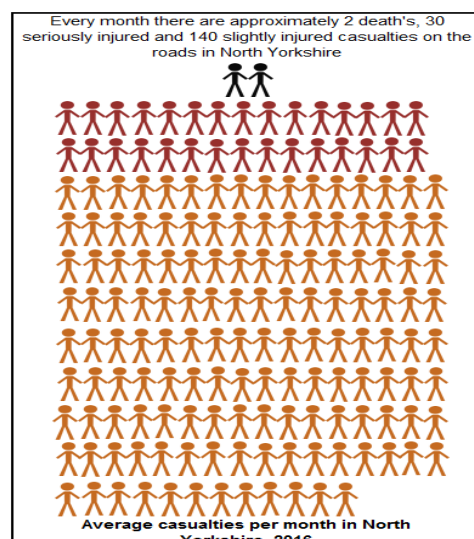
- 1.1 To advise Members of the road casualty statistics and activity for 2016 in North Yorkshire. The statistics are monitored against the previous year. The report also provides a summary of road safety issues and activities and data for 2017 together with a look forward for future road safety delivery.

#### 2.0 Personal Injury Accidents and Casualties up to the end of calendar year 2016

##### 2.1 North Yorkshire – Overview of the County

The key findings are as follows:

- The number of people killed in road collisions reduced from 31 in 2015 to 28 in 2016 (the lowest number since records began in North Yorkshire). The number of fatalities was lower than the baseline average of 39 (a rolling baseline is set on 2011-2015 average).
- The number of people seriously injured increased by 0.5 per cent from 398 in 2014 to 400 in 2016. Since 2008 the number of serious casualties has been reducing but at a smaller rate than previously observed between 1999 and 2007. The number of seriously injured casualties in 2016 was slightly lower than the baseline average of 413.
- The total number of casualties in road collisions reported to the police in 2016 was 2253, down 3 per cent from 2015 but continuing the overall plateau that has been seen since 2011. The number of slight casualties is 2% lower than the 5 year baseline average.
- A total of 1,563 road collisions that resulted in a personal injury were reported to the police in 2016, 3 per cent less than in 2015.
- Total reported child casualties (ages 0-15) decreased by 27 per cent to 182 in 2016. The number of children killed or seriously injured decreased by 50 per cent from 20 in 2015 to 10 in 2016. Further investigation is required to understand this significant change. Sadly, a child was killed in a road traffic collision in the summer of 2016, the first since 2012.
- There were 4 pedestrian deaths in 2016, compared to 3 in 2015, however the number of seriously injured pedestrians decreased by 20 per cent to 28. There were a total of 162 reported pedestrian casualties in 2016, an increase of 5 per cent in comparison to 2015.
- The number of cyclists killed decreased from 4 in 2015 to 1 in 2016, whereas the number of pedal



cyclists reported to the police as seriously injured increased from 53 to 59. This has continued the gradual upward trend in cyclists reported as seriously injured; this trend appears to have started in 2004, though it did reduce in 2010 and 2015.

- The number of motorcycle riders killed reduced from 12 in 2015 to 8 in 2016. The number of riders reported as seriously injured increased by 18 per cent from 102 in 2015 to 125 in 2016. Total reported motorcycle casualties stayed the same as in 2015 at 267 casualties. It is encouraging that there were fewer motorcyclist fatalities, however, as we see annual fluctuations in the casualty figures we remain cautious and continue to prioritise work with this vulnerable road user group.

2.2 The charts below show the number of casualties, by severity, for the period covering 1990 – 2016.

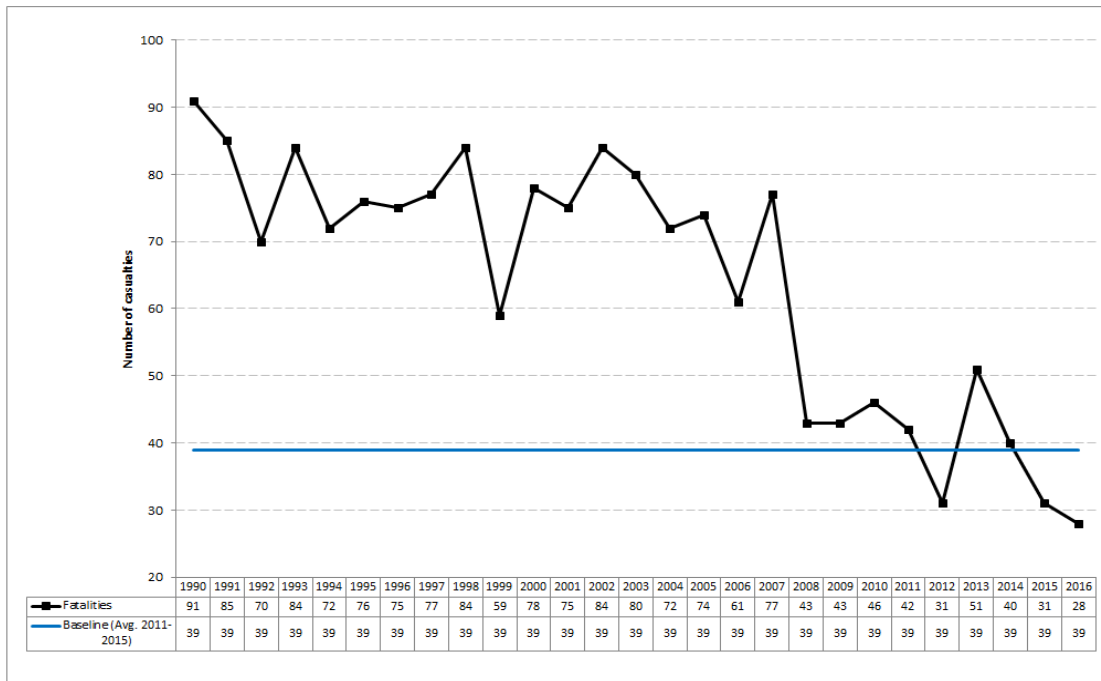


Figure 1 - Fatalities in North Yorkshire: 1990-2016 provisional  
Source - Road Safety & Travel Awareness, North Yorkshire County Council

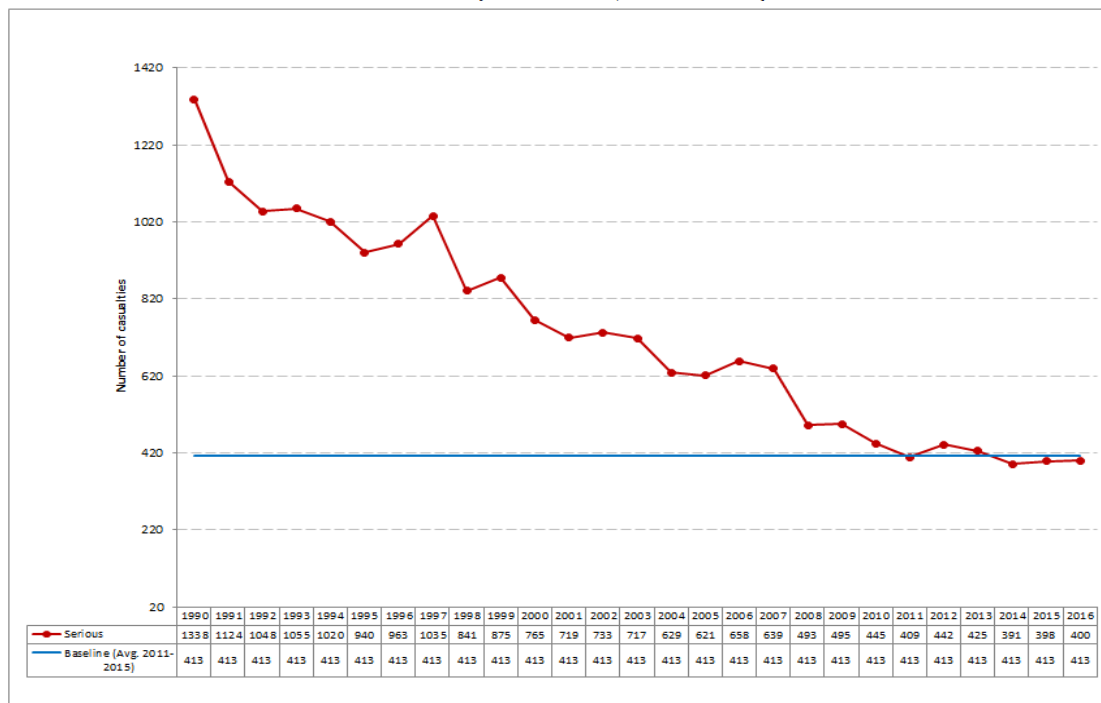


Figure 2 - Seriously injured casualties in North Yorkshire: 1990-2016 provisional  
Source - Road Safety & Travel Awareness, North Yorkshire County Council

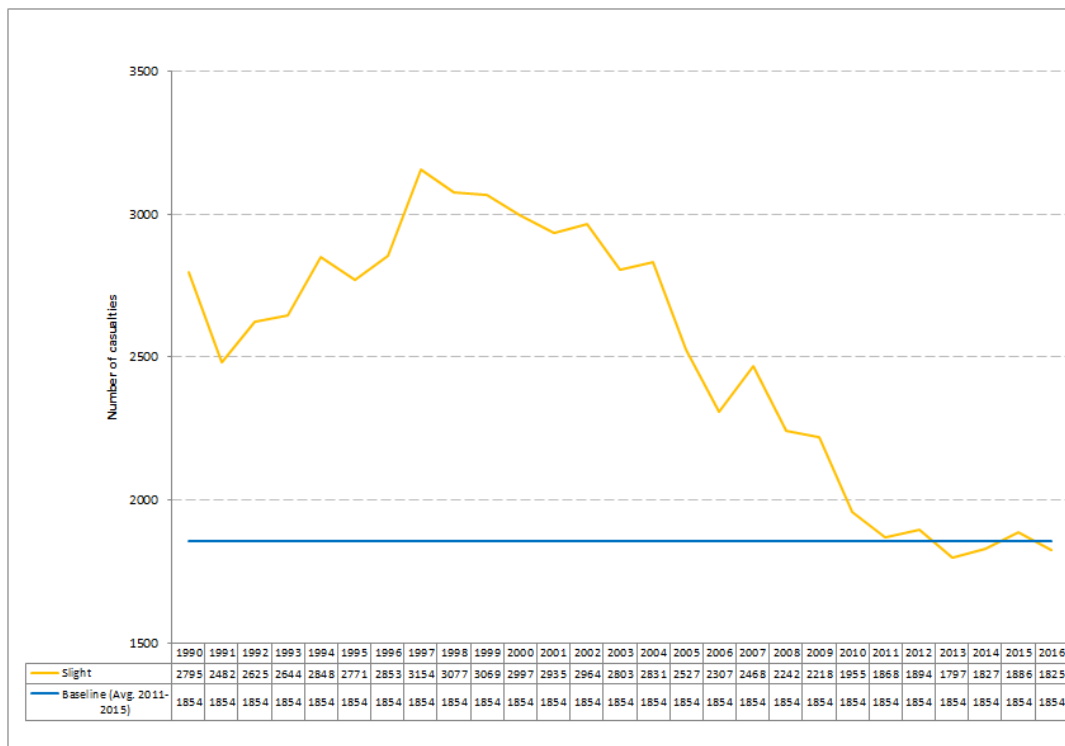


Figure 3 – Slightly injured casualties in North Yorkshire: 1990-2016 provisional  
Source – Road Safety & Travel Awareness, North Yorkshire County Council

### 3.0 Personal Injury Collision and Casualties in 2017 - Provisional

3.1 To date in 2017 there have been 11 fatalities on the roads of North Yorkshire. These fatalities will still need to be heard at the coroner’s court so this number is provisional and subject to change. Currently this number is very similar to the numbers seen in 2016.

3.1.1 To the end of March 2017 there have been 51 seriously injured casualties, a reduction on the 89 recorded in the previous year.

3.2 There have been 314 slightly injured casualties to the end of March 2017, a reduction from 461 in the previous year.

### 4.0 Road Safety Engineering during 2016

4.1 For the purpose of road safety engineering, North Yorkshire County Council employs a range of methodologies to identify the highest priority safety engineering schemes. Typically, these include route studies, fatal collision investigations, cluster site analysis (based on three full years of collision data) and in-year cluster site analysis (based on one rolling year of collision data). It is on cluster sites where most of the funding has historically been invested.

#### 4.2 Cluster sites

Engineers have undertaken preliminary studies of collision cluster sites. A cluster site is one where the number of recorded collisions over the preceding three calendar years exceeds a set threshold. This set threshold is currently three personal injury collisions so we investigate sites with four or more collisions within a 50m search radius for urban sites and 100m radius for rural locations. Urban sites are classed as 40mph and under.

#### 4.3 Route Studies

As personal injury collision numbers have fallen significantly over recent years there are fewer cluster sites (with fewer collisions) emerging. A further limiting factor in the



effectiveness of cluster sites is that their identification is based purely on accident 'frequency' and therefore, no account is taken of 'risk', in terms of accidents relative to traffic flow (i.e. accident rate). For example, the number and severity of injury collisions recorded at sites A and B may be the same, but site A may be carrying double the traffic than site B. In cluster site analysis terms, both sites would be ranked equally, despite accident risk at Site B being twice that of Site A.

- 4.3.1 Routes of concern are highlighted through the use of our route analysis tool which is based on spatial statistics. The top 30 'statistically significant' sections of 'A' and 'B' Class Roads are highlighted for detailed investigation. The Route analysis tool does not take traffic flow into account.
- 4.3.2 Identifying locations with the poorest collision histories through cluster site analysis will continue to form an important part of the scheme identification process. However, supplementing these existing techniques with methodologies that represent latest best practice is considered appropriate.

#### **4.4 Temporary Vehicle Activated Signs**

Speeding traffic remains a major concern for local communities in North Yorkshire and the 95 Alive Road Safety Partnership Speed Management Protocol (SMP) sets out the process through which concerns can be raised, investigated and addressed. There is a need to address low level speeding issues raised through the SMP process that are not sufficiently severe or frequent to warrant engineering, educational or enforcement interventions but are nonetheless a concern for the local residents. To try to help with this, the County Council has purchased 30 temporary vehicle activated signs (speed limit reminder type signs) and they have been offered to a number of communities for deployment. The participating communities fund the installation and rotation costs of the signs and they also pay for the officer time involved.

- 4.4.1 The demand for the signs now exceeds the resources and all 30 signs are fully utilised. However, additional communities still have the opportunity to participate in the scheme if they are willing to pay a sum equivalent to the cost of a sign as well as the other costs involved.

#### **4.5 Road Safety Audits**

To identify potential road safety concerns with improvement schemes on the highway the traffic engineering team undertakes a number of Road Safety Audits throughout the year. Road Safety Audits are undertaken on highway improvement schemes which meet the criteria outlined in the Council's Road Safety Audit protocol. The audit aims to identify any potential road safety problems during the design, implementation and post construction of the scheme. They are undertaken by specially qualified and experienced engineers, for schemes both by commercial developers and the council itself. A Road Safety Audit report is produced at various stages of the design process and where necessary recommendations are presented to the project sponsor for consideration. All costs for audits undertaken for developers are fully recovered.

### **5.0 Road Safety Education, Training and Information**

#### **5.1 Children - Primary School Education.**

Resource packs for Primary and Secondary Schools continue to be developed to enable teachers in schools to deliver road safety education as part of the core Primary and Secondary School curriculum in North Yorkshire at every Key Stage. Whether or not they do so is at the discretion of each head teacher and officers from BES are working with colleagues in Children and Young Persons Service to encourage take-up.

- 5.1.2 Information and resources were sent to all primary schools in the county for Walk to School Week in May and School Walking Month in October. Brisk walking contributes to children's recommended 1 hour daily physical activity and for adults, 5 x 30 minutes of weekly activity. Walking is the perfect opportunity for children to learn road safety skills and develop an awareness of their local area, preparing them for future independent travel.
- 5.1.3 The Junior Road Safety Officer (JRSO) programme is offered to all primary schools. Two Year 5 JRSO's are appointed at each school, who lead on whole school road safety activities, supported by the Area based Road Safety Officers. Currently, fifty schools participate annually and a recruitment initiative will commence in September.
- 5.1.4 Following a pilot project in 2015, a transition to high school project has been rolled out across the county. Bespoke magazines and lesson plans were distributed to 4000 students in participating schools. This represents approximately 68 per cent of Year 6 Students. The programme focuses of safer journeys to school as many children start to travel independently for the first time.

## 5.2 **Children - Secondary School Education.**

The road safety team organised and delivered the 'Drive Alive' event to eight selected secondary schools to address young drivers', potential drivers' and passengers' risks and responsibilities. Throughout the day students take part in interactive workshops with members of the road safety team, North Yorkshire Police, North Yorkshire Fire & Rescue, the Great North Air Ambulance, and a drink / drugs driving specialist. The event is drawn together by a final presentation and testimony from David and Janet Warin – a local couple from Pickering, whose son, Daniel, died in an unexplained crash that didn't involve any other vehicles, very shortly after he had passed his driving test.

- 5.2.1 Learn and Live, a whole school Year 12 presentation was delivered in six schools. This programme focuses on hazards associated with driving that are particularly relevant to new drivers, such as the effects of drug driving, passenger distractions and speeding issues. The presentation not only highlights relevant hazards, but offers coping strategies to reduce the risks and avoid risky situations.

## 5.3 **Young Drivers**

The Enhanced Pass Plus programme commissioned and delivered by the NYCC Road Safety team has been promoted to young, novice drivers, their parents and driving instructors. The programme includes a number of practical driving lessons when young drivers experience motorways, city driving and other more advanced challenges whilst accompanied by a specially trained driving instructor. The Road Safety Officer leads the compulsory workshop session in which the new drivers analyse crashes, explore attitudes, perceptions and risky behaviours in themselves and their passengers and peer groups and work out how to anticipate and avoid risky situations developing.

- 5.3.1 This initiative is jointly funded from council road safety funding and by Public Health North Yorkshire and also by the young drivers/parents themselves.

## 5.4 **Motorcyclists**

Regular engagement events take place throughout the motorcycling season at Oliver's Mount races in Scarborough as well as at popular local cafes and meeting places. The motorcyclists appreciate and respond to this approach and animated discussions often take place! We are increasingly hearing the majority of motorcyclists condemning and disassociating themselves from the few who ride dangerously and at extreme speeds. This is welcome evidence that our programme to distinguish between the majority of bikers who are at risk of making a mistake and the reckless minority is working. This makes that majority more receptive to

information and advice from us and the resistant remainder are dealt with by the police.

## **5.5 Cyclists**

Following the Tour de France and Tour de Yorkshire, cycling continues to grow in popularity as a sport and as a leisure activity. Regrettably the numbers of cyclists injured also continues to show a steady increase. In 2016, increased staff time and resources were committed to help address this issue.

5.5.1 The programme includes social media content, car stickers, advertisements, advice leaflets and posters targeting drivers, cyclists and motorcyclists. This programme has received positive responses and we are developing further use of it for 2017 in support of the continuing focus on cycling we expect from the Tour de Yorkshire.

5.5.2 A series of face to face engagement events, similar to those with motorcyclists are being delivered during the year at cycle events and cafes popular with cyclists.

5.5.3 A core programme will be provided from council road safety funds with additional funding to expand the scope being sought from appropriate sources, including the 95 Alive partners, Public Health and Welcome to Yorkshire.

## **5.6 Older People**

A number of Older Drivers presentations (aimed at the over 50's) were held around the county, to support safe, independent travel for this growing sector of the population, including at the University of the Third Age, and carers support groups. Refresher drives are offered (currently free of charge) to those who want to obtain an appraisal of their driving and learn hints and tips to make driving more enjoyable as well as safer. This programme is jointly funded by the Police and Crime Commissioner through 95 Alive and North Yorkshire Public Health. It aims to keep people driving and independent for as long as they can safely do so.

## **5.7 Drivers at work**

The Driver Training Officer (DTO) continues to work with local businesses to promote best practice in mitigating occupational road risks, including AmeyCespa the contractor delivering the Allerton Waste Recovery Park project.

5.7.1 In 2016 the Driver Training Officer developed a number of training programmes and post incident assessments services for NYCC staff. In particular the development of training for "grey fleet" drivers, such as Health and Adult Services staff who transport customers in their own cars and fleet MPV vehicles.

5.7.2 The Driver Training Officer is also working with Health and Safety and Fleet management colleagues to further develop our driving at work policies.

## **6.0 Speed Management**

6.1 The Speed Management Protocol (SMP) continues to provide a valuable service to customers who have concerns about speeding issues in their communities.

6.2 In the five years to 31 December 2016, that the Speed Management Protocol has been operating, 1268 reports have been received, analysed and responded to. Half of these reports come from within the Harrogate District. On average 90 per cent of all assessments do not identify a speeding issue that requires action. However, for assurance, the communities are offered the Community Speed Watch scheme.

- 6.3 North Yorkshire Police piloted a Community Speed Watch programme in four areas during 2015. This scheme uses police volunteers and members of the local community who are prepared to take time to be trained in the use of either a Matrix interactive speed sign or Laser speed gun device and to then monitor and report on the speeds of vehicles at places where they have concerns about traffic.
- 6.4 The Community Speed Watch programme has now been rolled out across the whole of the county and added to the range of potential SMP outcomes following an assessment. It will offer an additional option of supported self-help at sites where the speed of traffic is of concern for local communities but is not sufficiently high or severe to warrant further intervention by the council or partner agencies.

## **7.0 Future of Road Safety Delivery**

- 7.1 As a Local Highway Authority, the council has statutory duties under the Road Traffic Act 1988, s39, which states that it "...must prepare and carry out a programme of measures designed to promote road safety and may make contributions towards the cost of measures for promoting road safety taken by other authorities or bodies". It must also analyse collision and casualty data and "develop appropriate remedial programmes of engineering and education, information, training and publicity".
- 7.2 A formal Service Level Agreement for the delivery of a road safety education programme was agreed with the Director of Public Health in 2015. The Road Safety and Travel Awareness team is currently half way through this five year work programme.
- 7.3 The Road Safety and Travel Awareness team and 95 Alive Partnership continue to receive annual funding from the Police & Crime Commissioner for North Yorkshire.
- 7.4 There are shared and complementary interests both across and within 95 Alive partner organisations, and officers are working with colleagues across organisational boundaries to exploit opportunities for mutual benefit with an agreed joint action plan. In 2016, in conjunction with Public Health colleagues, a five year Safer Roads, Healthier Lives Strategy was published.

## **8.0 Equalities Implications**

- 8.1 As the report's recommendation asks Members to note the contents and does not ask for a decision, it will have no equality impact.

## **9.0 Financial Implications**

- 9.1 Consideration has been given to the potential for any financial implications arising from the recommendation. It is the view of officers that the recommendation does not have a financial impact.

## **10.0 Legal Implications**

- 10.1 Consideration has been given to the potential for any legal impact arising from the recommendation. It is the view of officers that the recommendation does not have a legal impact.

**11.0 Recommendation**

- 11.1 It is recommended that Members note the figures for collisions and casualties on the roads of North Yorkshire and the actions being taken to improve safety.

DAVID BOWE  
Corporate Director – Business and Environmental Services

Author of Report: Fiona Ancell

Background documents: None

**North Yorkshire County Council****Transport, Economy and Environment Overview and Scrutiny Committee****20 July 2017****Overview and Scrutiny at North Yorkshire County Council and Work Programme****Purpose of Report**

The purpose of this report is to provide Members with a summary of how overview and scrutiny is undertaken at the Council, the way in which subjects for scrutiny are identified, why it is important and what role committee Members have to play.

This report provides Members with details of some of the specific responsibilities and powers relating to this committee and also a copy of the committee work programme for review and comment.

**Overview and Scrutiny**

The Local Government Act 2000 first introduced the requirement for every local authority to include provision for at least one scrutiny committee. Under this Act and associated legislation, scrutiny can make recommendations to the executive and other local bodies. The committees also have the power to question Cabinet members, Council officers and representatives of other organisations, such as health and community safety agencies. The committees can also investigate any issue which affects the local area or its residents.

For more detail on the roles and responsibilities of the overview and scrutiny committees have, please refer to the North Yorkshire County Council Constitution – <http://www.northyorks.gov.uk/article/24041/The-council-constitution>

**Why it is important**

Overview and scrutiny provides an important check and balance, helping to ensure that the decisions made by the executive reflect the needs of local people, are financially robust and are in keeping with the strategic priorities and responsive to the operational demands of the Council.

Where overview and scrutiny is not active, engaged and inquisitive, then there is a risk that some strategic and operational issues could be overlooked and opportunities for early intervention and action missed. Examples of where this has occurred in other local authorities, albeit at the extreme, include: child sexual exploitation in Rotherham MBC; poor care and high mortality rates at Mid Staffordshire NHS Foundation Trust; and governance failings in Tower Hamlets LBC.



## **How it contributes to the Council's outcomes**

In addition to being an important check and balance and providing early warning, scrutiny aims to contribute to the Council's corporate outcomes in many other ways, including:

- Enabling Councillors to become directly involved in the development of: policy and strategy; consultation and public engagement planning; and the performance management of the Council
- Keeping Councillors and the public informed of key issues, priorities and initiatives
- Enabling direct engagement with the people of North Yorkshire
- Acting as a critical friend and providing Cabinet Members and senior officers with a non-partisan forum in which to test out ideas, approaches and gain feedback and suggestions
- Providing a structure, through the call-in process, for scrutinising specific decisions of the Executive
- Scrutinising issues of public concern beyond the remit of the Council.

## **The overview and scrutiny committees**

There are five thematic overview and scrutiny committees, each of which meet in public four times a year, as below:

- Transport, Economy and Environment – focussed upon transport and communications infrastructure, supporting business and helping people develop their skills, sustainable development, climate change, countryside management, waste management, environmental conservation and cultural issues
- Corporate and Partnerships - the Council's corporate organisation and structure, resource allocation, asset management, procurement policy, people strategy, equality and diversity, performance management, communications, partnership working, community development and engagement and community safety (as the designated Crime and Disorder Committee).
- Young People – focussed upon the interests of young people, including education, care and protection and family support
- Care and Independence – focussed upon the needs of vulnerable adults and older people and people whose independence needs to be supported by intervention from the public or voluntary sector
- Health - focussed upon the planning, provision and operation of health services in the County with the aim of acting as a lever to improve the health of local people and ensuring that the needs of the local people are considered as an integral part of the delivery and development of health services.

Overview and scrutiny functions are also supported through the following bodies:

- Scrutiny Board – this is made up of the Chairs of the five thematic overview and scrutiny committees and enables work to be co-ordinated, opportunities for joint scrutiny to be identified, and committee Chairs to act as critical friends.
- Police and Crime Panel - which scrutinises the Police and Crime Commissioner. There is also a Complaints Sub-Committee which meets on an ad hoc basis.
- Looked After Children’s Members Group – this is not a formal committee but acts as an informal advisory group to the Executive Portfolio Holder for Children's and Young Peoples Services. The group performs a role consistent with statutory guidance for local authorities to promote the health and well-being of looked-after children.

### **Mid Cycle Briefings**

In addition to formal meetings of the committees, there is also a system of Mid Cycle Briefings. A Mid Cycle Briefing enables the Chair, Vice Chair and Spokespersons for each committee to meet in private four times a year to: discuss the work of the committee; identify areas for in-depth scrutiny; and have an early discussion with commissioners and providers about topics that may be confidential or under development.

### **Different approaches to overview and scrutiny**

In addition to formal committee meetings and Mid Cycle Briefings, there are a number of approaches that overview and scrutiny can take, including:

- Task and finish groups – these are informal, time-limited bodies comprised of councillors that are established by the committee to undertake a discrete piece of scrutiny work and then report back their findings and recommendations.
- In-depth scrutiny review – this is when the committee undertakes a prolonged and detailed piece of work, which includes: desktop research; expert witnesses, typically commissioners and providers; service/site visits; and engagement with service users. This approach combines formal committee meetings and the use of a sub-group.
- Select Committee – where an overview and scrutiny committee works as a whole committee to address a particular issue. Typically, this would involve a one-off meeting lasting a day where a range of expert witnesses are invited to attend and give evidence. The committee members then analyse the evidence given and make recommendations for improvements.
- Call-in – this is when non-executive members of the Council can have decisions of the Executive considered by a scrutiny committee.
- Joint scrutiny – this is when there is an issue that is directly relevant to more than one overview and scrutiny committee and so a collaborative approach is taken.

This can be internal or external. External joint scrutiny is often undertaken by the Scrutiny of Health Committee.

### **Role of committee members**

All the members of an overview and scrutiny committee have a key role to play in ensuring that Council and other public sector services are delivered effectively, efficiently and that they achieve good outcomes for local people. The things that committee members can do, include:

- Contributing to the development of the committee's work programme, providing constructive challenge and suggesting topics for inclusion
- Actively engaging with all stages of the scrutiny process, including any additional groups or meetings that are setup outside of the scheduled, formal meetings of the committee
- Developing constructive relationships with other members of the committee, the relevant portfolio holders and service leads
- Working apolitically as a committee, with a strong focus upon service improvement and outcomes
- Receiving the data, information and analysis that is presented in an impartial manner
- Assessing the data, information and analysis presented to the committee and testing the conclusions that are drawn
- Contributing to the development of recommendations, based on the committee's deliberations, which are specific, realistic and relevant.

### **Transport, Economy and Environment Overview and Scrutiny Committee**

The Transport, Economy and Environment Overview and Scrutiny Committee has some specific responsibilities and powers relating to its area of work, as summarised below:

- Transport and communications infrastructure of all kinds, however owned or provided, and how the transport needs of the community are met.
- Supporting business, helping people develop their skills, including lifelong learning.
- Sustainable development, climate change strategy, countryside management, waste management, environmental conservation and enhancement flooding and cultural issues.

### **Work programme**

The topics for overview and scrutiny are identified by the committee Chairs, Vice-Chairs, Spokespersons and Members, advised by the relevant overview and scrutiny officer, using some of the following sources of information:

- Performance data, information and analysis, in particular when it has been benchmarked against similar local authorities
- Inspection reports

- National research findings
- National policy changes
- National and local consultations and public engagement events
- County Council Plan
- County Council budget and delivery against savings proposals and targets
- Agendas for Executive
- Local issues raised by elected members, members of the public or highlighted in the media
- Local networks and partnerships.

Where an initial area of interest or line of inquiry is identified, further information is gathered to ascertain whether this is a valid area for scrutiny that will add value and not duplicate work that is already underway.

On every agenda for formal meetings of the overview and scrutiny committees, there is an item on the committee work programme. This provides Members with an opportunity to reflect on the issues that have been identified and assure themselves that they are appropriate for the committee.

The work programme for this committee is in **Appendix 1**.

### **Further information**

Further information on Overview and Scrutiny is available on the North Yorkshire County Council website - <http://www.northyorks.gov.uk/article/23665/Scrutiny>

The officer supporting the work of this committee is:

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You can also contact the Scrutiny Team Leader, Daniel Harry  
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Committee papers are available from the North Yorkshire County Council website as follows - <http://democracy.northyorks.gov.uk/>

### **Recommendation**

That Members review the Committee's work programme, taking into account issues highlighted in this report, the outcome of discussions on previous agenda items and any other developments taking place across the county.

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**Corporate Development Officer**

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7 July 2017

Appendices: Appendix 1 – Work Programme Schedule

## Transport, Economy and Environment Overview and Scrutiny Committee – Work Programme Schedule 2017/18

### Scope

‘Transport and communications infrastructure of all kinds, however owned or provided, and how the transport needs of the community are met.

Supporting business, helping people develop their skills, including lifelong learning.

Sustainable development, climate change strategy, countryside management, waste management, environmental conservation and enhancement flooding and cultural issues.’

### Meeting dates

<b>Scheduled Committee Meetings</b>	<b>20 July 2017</b> 10am	<b>31 Oct 2017</b> 10am	<b>23 Jan 2018</b> 10am	<b>10 April 2018</b> 10am
<b>Scheduled Mid Cycle Briefings</b> Attended by Group Spokespersons only.	21 Sept 2017 10am	7 Dec 2017 10am	8 March 2018 10am	

### Overview Reports

Meeting	Subject	Aims/Terms of Reference
<b>Consultation, progress and performance monitoring reports</b>		
Each meeting as available	Corporate Director and / or Executive Member update	Regular update report as available each meeting
	Work Programme	Regular report where the Committee reviews its work programme

## Transport, Economy and Environment Overview and Scrutiny Committee – Work Programme Schedule 2017/18

Meeting	Subject	Aims/Terms of Reference
<b>20 July 2017</b>	Highways Maintenance Contract	To receive the annual report on actions being put in place by the highways maintenance & highways improvement contractor (Ringway) to improve performance and communications
	Highways England	Regular annual update
	Road casualties	To advise Members of the road casualty figures in 2016 and the work of the 95Alive Partnership
	Street Works Permit	To provide an overview of the proposed Permit Scheme designed to improve the scheduling and management of works on the highway network.
<b>31 October 2017</b>	Rail developments	Update report on the rail franchise, Rail North and Transport for the North, and discussions on reinstatement of railway lines
	Airport Consultative Committees	Update report by the County Council's representatives on: <ul style="list-style-type: none"> <li>• Leeds/Bradford International Airport</li> <li>• Durham and Tees Valley Airport</li> <li>• Robin Hood Airport</li> </ul>
	Adult Learning Service	Overview of the Adult Learning Service including update from Ofsted inspection carried out in June 2017
<b>23 January 2018</b>	YNYER LEP	Annual update on the work of the York, North Yorkshire and East Riding Local Enterprise Partnership
	Allerton Waste Recovery Park	To advise Members on the arrangements for the Allerton Waste Recovery Park becoming operational in early 2018, including commissioning and contract management arrangements
	Local Nature Partnership	Update on the work of the Local Nature Partnership
<b>Items where dates have yet to be</b>	Banks and post offices	The closure of banks and post offices in North Yorkshire and their impact

## Transport, Economy and Environment Overview and Scrutiny Committee – Work Programme Schedule 2017/18

<b>confirmed</b>	Vehicle Activated Signs	Update on the rollout of VAS to parishes in North Yorkshire	
	Promoting access to our heritage	To be provided with an overview of the heritage service and promote discussion	

### Possible future overview reports and presentations from external partner organisations

Meeting	Subject	Aims/Terms of Reference	
	Tourism	To be provided with an overview of tourism figures from the past five years to now and projected trends	
	Electric charge points for hybrid vehicles	To be provided with an overview of the progress of installing electric charge points in the county for hybrid vehicles and to discuss strategies to lever in investment to increase the number of charge points and to promote the use of hybrid vehicles	

### In-depth Scrutiny Projects/Reviews

Subject	Aims/Terms of Reference	Timescales	
The North Yorkshire economy post-Brexit	Steering group comprising of the Group Spokespersons set up to consider the measures required to support the local economy following the triggering of Article 50 of the Treaty of Lisbon by the UK government.	March 2017 onwards	

Please note that this is a working document, therefore topics and timeframes might need to be amended over the course of the year.