

<b>Place Select Committee</b>
<b>Review of Boundary Signs</b>
<b>Outline Scope</b>

<b>Scrutiny Chair (Project Director):</b> Councillor Cooke	<b>Contact details:</b>
<b>Scrutiny Officer (Project Manager):</b> Graham Birtle	<b>Contact details:</b>
<b>Departmental Link Officer:</b> Mike Chicken / Jo Roberts	<b>Contact details:</b>
<b>Finance Link Officer:</b> ?	<b>Contact details:</b>
<b>Which of our strategic corporate objectives does this topic address?</b> ECONOMIC REGENERATION AND TRANSPORT Deliver key infrastructure including enhancing the transport network	
<b>What are the main issues and overall aim of this review?</b> To determine the current condition and location of place signs and understand the relevant legislation. To provide consideration and evidence to Cabinet / Council to determine policy in readiness for possible changes to national legislation.	
<b>The Committee will undertake the following key lines of enquiry:</b> Costs for purchase and placement and the on-going maintenance including, if necessary, a staged implementation programme. Consultation with SBC Communications regarding design to ensure appropriateness and branding and the Highways Section to ensure appropriateness.	
<b>Who will the Committee be trying to influence as part of its work?</b> Cabinet / Council (When the policy is in place - Tees Valley local authorities (Tees Valley Infrastructure Group), Town and Parish Councils, and Historical groups	
<b>Expected duration of review and key milestones:</b> 4 Months	
<b>What information do we need?</b> Existing information (background information, existing reports, legislation, central government documents, etc.): The Traffic Signs Regulations and General Directions 2002 The Traffic Signs Regulations and General Directions 2015: Consultation Responses	

New information:

Who can provide us with further relevant evidence? (Cabinet Member, officer, service user, general public, expert witness, etc.)

What specific areas do we want them to cover when they give evidence?

Expert Witness (to be identified)

The history of borough boundaries

**How will this information be gathered? (e.g. financial baselining and analysis, benchmarking, site visits, face-to-face questioning, telephone survey, survey)**

Meetings (incorporating financial analysis of signage i.e. number, location, and maintenance)

**How will key partners and the public be involved in the review?**

Not directly involved as review is to assist the formulation of policy. (Consultation by department of partners and public possible before implementation of policy.)

**How will the review help the Council meet the Public Sector Equality Duty?**

N/A

**How will the review contribute towards the Joint Strategic Needs Assessment, or the implementation of the Health and Wellbeing Strategy?**

N/A

**Provide an initial view as to how this review could lead to efficiencies, improvements and/or transformation:**

To assist the determination of the adequacy and level of current boundary signs

To assist the development of policy as it relates to historic boundaries on the basis of national legislation change.

## Project Plan

<b>Key Task</b>	<b>Details/Activities</b>	<b>Date</b>	<b>Responsibility</b>
<b>Scoping of Review</b>	Information gathering		Scrutiny Officer Link Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss aims and objectives of review	W/C 29.6.15 or 6.7.15	Select Committee Chair and Vice Chair, Cabinet Member(s), Corporate Director(s), Scrutiny Officer, Link Officer
<b>Agree Project Plan</b>	Scope and Project Plan agreed by Committee	20.7.15 (rearranged from 6.7.15)	Select Committee
<b>Publicity of Review</b>	Press Briefing at start of review	N/A (but to have a reactive response subject to awareness / interest in the review	Chair, Link Officer, Press Officer Scrutiny Officer
<b>Obtaining Evidence</b>		20.7.15 7.9.15	Select Committee
<b>Members decide recommendations and findings</b>	Review summary of findings and formulate draft recommendations	7.9.15?	Select Committee
<b>Circulate Draft Report to Stakeholders</b>	Circulation of Report	14.9.15	Scrutiny Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss findings of review and draft recommendations	W/C 28.9.15	Select Committee Chair and Vice Chair, Cabinet Member(s), Corporate Director(s), Scrutiny Officer, Link Officer
<b>Final Agreement of Report</b>	Approval of final report by Committee	5.10.15	Select Committee, Cabinet Member, Corporate Director
<b>Consideration of Report by Executive Scrutiny Committee</b>	Consideration of report	27.10.15	Executive Scrutiny Committee
<b>Report to Cabinet/Approving Body</b>	Presentation of final report with recommendations for approval to Cabinet	12.11.15	Cabinet/ Approving Body