SPECIAL OVERVIEW AND SCRUTINY COMMITTEE – 22 OCTOBER 2015

A special meeting of the Overview and Scrutiny Committee will be held at 5.30pm on Thursday 22 October 2015 in Committee Room 1, Town Hall, Rugby.

Councillor H Roberts
Chairman of Overview and Scrutiny Committee

AGENDA

PART 1 – PUBLIC BUSINESS

1. Apologies

To receive apologies for absence from the meeting.

2. Declarations of Interest

To receive declarations of:

(a) non-pecuniary interests as defined by the Council’s Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council’s Code of Conduct for Councillors;

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.
5. Review of Cycling.
6. Committee Work Programme.

Any additional papers for this meeting can be accessed via the website.

Membership of the Committee:

Councillors Roberts (Chairman), Mrs A’Barrow, Buckley, Butlin, Mrs Garcia, Keeling, Mahoney, Mistry, Mrs Nash, Roodhouse, Mrs Simpson-Vince, Ms Watson-Merret and Dr Williams

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic and Scrutiny Services Officer (01788 533523 or e-mail linn.ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic and Scrutiny Services Officer named above.
AGENDA MANAGEMENT SHEET

Name of Meeting  Overview and Scrutiny Committee

Date of Meeting  22 October 2015

Report Title  Finance and Performance Monitoring 2015/16
Quarter 1

Ward Relevance  All

Contact Officer  Paul Ansell, Scrutiny and Policy Officer
(01788) 533591

Summary  This report provides an overview of the council's spending and performance position. It concentrates on indicators that were underperforming during the first quarter of 2015/16. Additional information may be found in the Finance and Performance Monitoring Report to Cabinet on 18 August 2015.

Financial Implications  As detailed in the report

Risk Management Implications  None

Environmental Implications  None

Legal Implications  None

Equality and Diversity  No new or existing policy or procedure has been recommended.
Summary

This report provides an overview of the council's spending and performance position. It concentrates on indicators that were underperforming during the first quarter of 2015/16. Additional information may be found in the Finance and Performance Monitoring Report to Cabinet on 18 August 2015.

1. BACKGROUND

Owing to the hiatus in overview and scrutiny activity resulting from the reorganisation of the overview and scrutiny committees, this item is appearing on a committee agenda later in the year than would normally be the case, to the extent that Quarter 3 has begun and the Quarter 2 finance and performance reports will be submitted to an Overview and Scrutiny Committee only three weeks after this meeting. This report is therefore largely of historical interest, though it is possible that the committee may flag up matters for particular attention when the Quarter 2 reports are scrutinised by the other Overview and Scrutiny Committee on 12 November.

The Head of Resources will give an introduction at the meeting, concentrating on the financial indicators that have been consistently red and providing additional detail where requested. Cabinet received a full report on the Quarter 1 financial and performance indicators on 18 August agenda and members may refer to that meeting’s report for additional details.

2. FINANCIAL PERFORMANCE

A report of the general fund revenue financial performance to the end of Quarter 1 is attached at Appendix 1. The report is an exception report showing all those budget headings that are showing red; in other words, where there is a variance from the target of more than £10,000. Budget headings are included in the report if they were showing as red at the end of Quarter 1. The column indicating the percentage variance from projected expenditure aids the understanding of occasions when a £10,000 variance has, for valid reasons of financial control, triggered the red signal, even though the variance may be of little significance in comparison with the total budget. The reasons for variances are attached at Appendix 1A.
3. PERFORMANCE INDICATORS

The table of underperforming performance indicators is attached at Appendix 2. Appendix 3 contains graphs showing performance over the last year, together with the reasons for underperformance and the prospects for recovery.
LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.
Summary Financial Performance Data - Quarter 1 2015/16
Indicators currently 'red' (over £10,000 variance from target at end of Quarter 1) or projected to be red at year end

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Revised Budget 2015/16 £</th>
<th>Profiled budget to end of Q1 £</th>
<th>Spend to end of Q1 £</th>
<th>Variance from profile to end of Q1 £</th>
<th>Traffic light at end of Q1</th>
<th>Projection to outturn 2015/16 £</th>
<th>Projected variance from revised budget £</th>
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<td>Welfare Services</td>
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<td>-101,950</td>
<td>-37,470</td>
<td>-58</td>
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Projected traffic light at year end 2015/16

RED
RED
RED
AMBER

RED
RED
RED
RED
RED
RED
RED
RED
RED
RED

RED
AMBER

RED
Main reasons for financial variances as reported by budget holders to Cabinet, 18 August 2015

**Economy, Development and Culture**

**Car Parks** – The service is expected to be overspent at year due to an underachievement of income from penalty charge notices.

**Queen Diamond Jubilee Centre** – Variance relates to a greater than expected profit share from the management company in 2014/15, which is due to be received in 2015/16.

**The Benn Hall and Caldecott Park Café** – The variance to quarter 1 is due to a delay in the banking of income from sales and events held in June.

**Resources and Corporate Governance**

**Business Transformation** – The underspend to quarter and year–end relates to two vacant posts in the Corporate Assurance Team, partly offset by additional costs to cover the team during this interim period.

**Council Tax and NDR Collection** – The service is due to be underspent at year–end due to maternity salary savings.

**Customer and Information Services** – Variance to quarter and year-end relates to a number of vacant posts and salary changes in the IT department due to a restructure of the service.

**Democratic and Legal Services** – Variance to period and year-end relates to a vacant solicitor’s post which is likely to be filled by period 6 (ie by end of quarter 2). Partly offset by additional costs to cover the team during this interim period.

**Land Charges** – The overspend relates to external legal fees in relation to the national claim. Other authorities have received new burdens funding to offset these costs therefore it is likely Rugby Borough Council will either receive full or part funding to cover the overspends.

**Resources** – The underspend to year-end mainly relates to salary underspends due to maternity, vacant positions and changes in staff hours.

**Works Services Unit and Depot** – The service is projected to be underspent at year–end due to an overachievement of income from trade waste and also a number of salary underspends across the service, partly offset by an underachievement of income from the arboricultural team and telephone expenses.

**Sustainable Environment**

**Cemeteries** – Burial and licence income for the service has overachieved to quarter 1 and is expected to overachieve at year-end.
Crematorium – The variance to quarter is mainly due to an underachievement of income from memorials, it is likely that the income budget will be achieved by year-end.

Sustainable Inclusive Communities

Welfare Services – Variance relates to an overachievement of Lifeline income, partly offset by a higher contribution to the HRA for the running of the service.
## Performance Indicators – Quarter 1 2015/16 – Exception Report

### Key to Status

- **No target, but performance worse than previous results (high figure = good performance)**
- **No target, but performance worse than previous results (low figure = good performance)**

### Economy, Development and Culture

<table>
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<tr>
<th>PI Code</th>
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<th>Last update</th>
<th>Current value</th>
<th>Status</th>
<th>Responsible officer</th>
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<tbody>
<tr>
<td>LI 123</td>
<td>Leisure Centre Visits</td>
<td>Jun-15</td>
<td>47,735</td>
<td>□ ✖️</td>
<td>Tom Kittendorf</td>
</tr>
<tr>
<td>LI 128</td>
<td>Footfall through the door at the Benn Hall</td>
<td>Jun-15</td>
<td>2,754</td>
<td>□ ✖️</td>
<td>Julie Booker</td>
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### Resources and Corporate Governance

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<th>Last update</th>
<th>Current value</th>
<th>Status</th>
<th>Responsible officer</th>
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<tr>
<td>LI 058a</td>
<td>Number of working days lost due to long term sickness absence</td>
<td>Q1 2015/16</td>
<td>637.5</td>
<td>✖️ ✖️</td>
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<td>LI 058c</td>
<td>Number of staff on short term sickness absence</td>
<td>Q1 2015/16</td>
<td>9</td>
<td>✖️ ✖️</td>
<td>Cathy Denton</td>
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<tr>
<td>LI 100</td>
<td>Benefits - average end to end time for claims (days)</td>
<td>Jun-15</td>
<td>25.53</td>
<td>✖️ ✖️</td>
<td>Dave Wortley</td>
</tr>
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### Sustainable Environment

No underperforming performance measures

### Sustainable Inclusive Communities

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<tr>
<th>PI Code</th>
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<th>Current value</th>
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<td>LI 201</td>
<td>(ex SDL 007-00) Households with mortgage difficulties approaching local authorities</td>
<td>Q4 2014/15</td>
<td>3</td>
<td>No new data*</td>
<td>John Hier</td>
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<tr>
<td>LI 214a</td>
<td>Number of homeless preventions made by Rugby Borough Council</td>
<td>Q1 2015/16</td>
<td>48</td>
<td>✖️ ✖️</td>
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<td>LI 214b</td>
<td>Number of homeless preventions made by Citizens Advice Bureau</td>
<td>Q1 2015/16</td>
<td>22</td>
<td>✖️ ✖️</td>
<td>Andrew Odom</td>
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*This is how this LI 201 was reported to Cabinet. However, the current value has since been recorded as nil. See the chart on page 5 of Appendix 3.
Appendix 3

Non-financial performance indicators Q1 2015/16 – explanations of red-performing indicators and adverse trends

The text below is from managers’ notes as reported to Cabinet on 18 August 2015. The charts are from the Rugby Performance Management System as at the end of Quarter 1.

Economy, Development and Culture

LI 123 - Leisure Centre Visits

*This measure has been updated with new data from Client Report on 20.07.15 altering the data from 47,735 to 56,477 meaning it is now showing as a positive trend rather than the adverse trend it was shown in the Cabinet report date. The true Quarter 1 position is shown in the table below. The notes from the Cabinet report are still reproduced below because they provide relevant additional information.*

![Bar chart showing leisure centre visits from April 2014 to June 2015](chart.png)

**Reason for adverse trend:** June saw the Centre host three large scale events including Martial Arts Tournament and two swimming galas. The events meant casual bookings or participation were unavailable, so three weekends saw either the pool or sports hall out of use.

**What remedial action is being taken?** None - these are large events with high attendance but does not require swipe card entry. Regular users were notified of the bookings in advance.

**When do you anticipate this trend will be corrected?** N/A

**Additional resources required:** None
LI 128 - Footfall through the door at the Benn Hall

This measure was introduced in Q1 this year so there is no data prior to April 2015. It is therefore not yet possible to show a true trend.

Reason for adverse trend: The summer months are always our quiet time, starting with June, due to holidays customers don't tend to put things on.

What remedial action is being taken? We are looking at doing more weddings, and this year we did more for the Festival of Culture.

When do you anticipate this trend will be corrected? We are looking to increase the footfall over the next two years.

Additional resources required: More marketing will be done for this.
Resources and Corporate Governance

LI 058a - Number of working days lost due to long term sickness absence

LI 058c Number of staff on short term sickness absence
Note for LI058a and LI085c

Reason for Underperformance: In this quarter we have had a total of 19 people on long term sickness absence (+20 days) totalling 659.5 days. Taking this total out the average number of days per employee would reduce to 0.9 days. Of those 19 people 13 are now back at work.

What remedial action is being taken? Managers continue to work within the parameters of the Absence Management Policy. Early referrals to Occupational Health are offered for employees absent through musculoskeletal problems, stress or following surgery. Managers are also receiving absence management training as part of the Way We Manage Programme.

When will this be back on target? It is hoped that as the year progresses absence will be maintained or reduced.

Additional Resources Required: None at this stage

LI 100 - Benefits - average end-to-end time for claims (days)

Reason for adverse trend: There are currently vacancies within the Benefits Team that have not been filled in a recent recruitment campaign

What remedial action is being taken? Further advert to recruit to vacant posts

When do you anticipate this trend will be corrected? October

Additional resources required: None
Sustainable Inclusive Communities

LI 201 (ex SDL 007-00) Households with mortgage difficulties approaching local authorities.

The Cabinet report stated “no new data” for Quarter 1. However, the picture for this quarter is now available and is shown below.

Quarter 1 figure for 2015-16 was nil. This figure was provided as part of the Department of Communities and Local Government (DCLG) PIE submission which includes information on a variety of homelessness and prevention works carried out by the council such as the number of homelessness decisions, preventions and acceptances for the previous quarter. Given the amount of information that has to be provided, the DCLG allow 1 month to submit the PIE returns following the end of the quarter and as such this information was provided to the DCLG on 28 July 2015.
Reason for adverse trend: There has been a slight reduction in prevention due to an increase in presentations at the point of homelessness.

What remedial action is being taken? This means that there is less opportunity to work on preventing homelessness.

When do you anticipate this trend will be corrected? We remain vigilant in terms of preventing where possible. Hopefully this 'spike' in crisis presentations will normalize in Q2.

Additional resources required: There are no additional resource implications at this time
Reason for adverse trend: This figure is in keeping with the reduction in prevention by CAB in the last three quarters compared to the much higher numbers in the three quarters prior to that.

What remedial action is being taken? It seems that as benefit changes bed in their impact has been consolidated to an extent.

When do you anticipate this trend will be corrected? This may change as further reforms migrate through the system.

Additional resources required: There are no resource implications at present.
Name of Meeting: Overview and Scrutiny Committee

Date of Meeting: 22 October 2015

Report Title: Hackney Carriage Stands – Review Report

Ward Relevance: All

Contact Officer: Paul Ansell (01788) 533592

Summary: The former Customer and Partnerships Committee included in its work programme for 2014/15 a review on the need for additional taxi rank provision and the identification of new ranks.

The review is now complete and the report presents the findings and recommendations of the task group for submission to Cabinet on 16 November.

The committee is also asked to consider when it should receive a progress report on the impact of the review.

Financial Implications: There will be a cost to the council in implementing any new orders and these will be the subject of a separate report to Cabinet which will also include adjustments to existing orders that were outside the remit of the review.

Risk Management Implications: There are no risk management implications arising from this report.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: There are no environmental implications arising from this report.

Equality and Diversity: The recommendations of the report have no equalities impact.
Public Report to the Overview and Scrutiny Committee

22 October 2015

Hackney Carriage Stands – Review Report

Summary

The former Customer and Partnerships Committee included in its work programme for 2014/15 a review on the need for additional taxi rank provision and the identification of new ranks.

The review is now complete and the report presents the findings and recommendations of the task group for submission to Cabinet on 16 November.

The committee is also asked to consider when it should receive a progress report on the impact of the review.

1. BACKGROUND

The former Overview and Scrutiny Management Board placed a review of hackney carriage stands in the 2014/15 overview and scrutiny work programme, on the recommendation of the work programme workshop. The review topic had been suggested by the Leadership and Operations Team.

A draft one-page strategy for the review was agreed by the former Customer and Partnerships Committee on 26 June 2014. A task group was appointed and began work on 12 August 2014.

The work of the task group has been protracted because of the need to design, carry out and analyse the results of a survey and a call for evidence, followed by a progressive whittling down of the options available, which involved Warwickshire County Council and the police. Towards the end of the review, task group meetings were suspended during the run-up to the general and local elections.

2. ACTION PLAN

The task group has completed its work and the appendix to this paper details its findings. It should be noted that timings have yet to be added to the action plan. This is partly because, quite separately from the work of the review, a need has been identified to renew a number of the existing taxi rank orders either because they no longer accurately describe the ranks as marked out on the highway or because the original order documentation is missing.

It would be desirable to resubmit the orders at the same time as submitting the proposal for new rank provision. Additionally, Licensing and Safety Committee has
agreed with the taxi trade’s view that the Railway Station – which was outside the scope of the review – is the priority. All of this will create considerable additional work and it is not possible to specify meaningful deadlines at the moment.

However, it would be reasonable to agree a date on which the committee will review the impact of the review at some date in the relatively distant future. The last meeting of the committee in 2016 would probably be realistic.

3. REPORTING PROCESS

The chairman of the task group, Councillor Belinda Garcia, will present the report. The review recommendations form Section 1 of the report. It is proposed that the report will be considered by Cabinet on 16 November, subject to the approval and comments of the committee.
LIST OF BACKGROUND PAPERS

There are no background papers to this item.
Overview and Scrutiny Review of Hackney Carriage Stands

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<td>6. Public information</td>
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**Appendix 1** – Specific proposals for hackney carriage stand provision

**Appendix 2** – Action plan
The task group consisted of Councillors:

Belinda Garcia (Chairman)
Jim Buckley
Peter Butlin
Ish Mistry
Sue Roodhouse
Neil Sandison

Please contact:

Paul Ansell
Scrutiny Officer
Phone: 01788 533591
Email: paul.ansell@rugby.gov.uk

Linn Ashmore
Democratic and Scrutiny Services Officer
Phone: 01788 533523
Email: linn.ashmore@rugby.gov.uk

The Group thanks the following for their contribution to this review:

Sean Lawson, Head of Environmental Services
David Burrows, Regulatory Services Manager
Rugby Street Pastors
Rugby First
Warwickshire Police
Rugby Hackney Owners and Drivers Association
In spite of the challenges faced by town centres across the country, Rugby has the power to attract people in considerable numbers. It is important that visitors have access to an effective transport system, and taxis form an important element of this system.

The increase in numbers of taxis following the liberalisation of taxi licensing means that potential passengers generally have no difficulty in finding a taxi. However, it does mean that our existing taxi ranks are under considerable pressure, with queues of taxis waiting to get onto the ranks. This situation may get worse as the town grows.

Having established the need for additional hackney carriage rank provision, this scrutiny review has looked for possible sites for additional ranks. This has not been an easy task. Even a modest extension of the main Clock Tower rank was found to be unacceptable on grounds of congestion and conflict with the pedestrian crossing.

The task group has been unable to find any locations for new rank provision during the daytime, partly because some of the most suitable spots are used for metered car parking during the day. The group has, however, identified the potential for a night time rank in the town’s independent quarter: in Albert Street or in Regent Street. This would improve the service for customers of the theatre and the restaurants and pubs in that area as well as slightly reducing pressure on the Clock Tower rank.

We do not pretend that a complete solution has been found, but it has been important to explore all of the possible avenues. I would like to thank the members and officers who have worked on the review and, in particular, I wish to express my appreciation of the involvement of the representatives of the taxi trade who have attended the task group’s meetings.

Councillor Belinda Garcia
Task Group Chairman
1. RECOMMENDATIONS

The following recommendations are made to Cabinet

1. Statutory consultations be carried out for the provision of new night-time taxi ranks in Albert Street and on the east side of Bank Street and, on the basis of the outcome of these consultations, an order be made for a new rank at one of these locations.

2. A promotional campaign be carried out to publicise the hackney carriage service and to inform the public of the most effective way to use taxis and private hire vehicles.

2. OBJECTIVES

2.1 The one-page strategy

The Customer and Partnerships Committee agreed a one-page strategy on 26 June 2014.

What is the broad topic area?

Hackney carriage stands (hereafter referred to as taxi ranks)

What is the specific topic area?

The assessment of need for new taxi ranks in Rugby town centre and the identification of locations for new ranks. Publicity about the new ranks, and how to use the hackney carriage service in general.

What is the ambition of the review?

To provide a more convenient service through the provision of new taxi ranks, having regard to the diverse needs of the night-time economy, business, shoppers and visitors to the town, prompted partly by the expected influx of visitors during the Rugby World Cup in September and October 2015.

How well do we perform at the moment?

Rugby has a vibrant and thriving night-time economy, which the council wishes to maintain. The council has improved taxi availability through deregulation but taxi users are all still forced to gather at the town centre’s principal taxi rank by the clock tower. This causes crowding and, sometimes, extremely serious disorder problems.

Excessive queuing of taxis at the rank can be a problem at any time of day. This, combined with the practices of taxi drivers, results in traffic management conflicts beyond the designated length of the rank.

Who shall we consult about the current service and about how we can improve it?

Rugby Hackney Owners and Drivers Association (RHODA), Rugby First, the police, town centre businesses, Rugby Disability Forum, Stagecoach and the highway authority.
The website and social media will be used to publicise the progress of the review and to engage with users.

**What other help do we need?**

Indirect customer feedback gathered from popular taxi destinations such as hotels, HMP Onley and Virgin Trains.

**What will be the outcome?**

Improved service for customers, giving them a choice of less crowded taxi ranks. Reduction in highway obstruction, resulting in less congestion. Improved information for taxi users.

### 2.2 Alignment with the Corporate Strategy

The review’s aims to contribute to the Business outcome of “an attractive and thriving town centre” and to the priority of establishing an environment that will enable businesses to flourish.

### 3. METHODOLOGY

The task group issued calls for evidence from users, businesses and taxi drivers and operators, asking:

- whether any difficulties were experienced as a result of there being just one principle taxi rank in the town centre
- if there was a need for additional rank provision, where should it be located?

At the same time, the task group issued a questionnaire aimed primarily at users of taxis. Users were encouraged to complete the questionnaire online but it was also issued in paper format.

From the evidence, the group concluded that there was a need for additional taxi rank provision. The group then drew up a list of eight broadly defined areas where demand for additional taxi rank provision might exist and where it would be feasible to make such provision. There then began a second phase of evidence gathering.

The task group consulted the police and Warwickshire County Council (WCC) on this list of eight areas. Several options were rejected on the basis of police comments. WCC initially rejected all of the areas proposed but indicated a willingness to look at specific proposals. The group therefore reduced the list to three of the eight broad areas, but with 11 specifically defined proposals within these. These were submitted to WCC, whose feedback is discussed in Section 4 below.

On the basis of WCC’s response, the task group finally selected two sites.
## 4. EVIDENCE

### 4.1 Questionnaire responses

Fifty completed survey forms were received. The responses are summarised below.

<table>
<thead>
<tr>
<th>Are you…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Someone who visits the town centre regularly and uses taxis?</td>
<td>32</td>
</tr>
<tr>
<td>The manager or owner of a town centre business?</td>
<td>1</td>
</tr>
<tr>
<td>A hackney carriage driver?</td>
<td>7</td>
</tr>
<tr>
<td>None of these?</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How frequently do you typically use taxis from the rank?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-7 days a week</td>
</tr>
<tr>
<td>3-4 days a week</td>
</tr>
<tr>
<td>1-2 days a week</td>
</tr>
<tr>
<td>Fortnightly</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
<tr>
<td>Less often than monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you use taxis from the rank, what time of day do you most frequently do so?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
</tr>
<tr>
<td>Afternoon</td>
</tr>
<tr>
<td>Early evening</td>
</tr>
<tr>
<td>Late evening</td>
</tr>
<tr>
<td>After midnight</td>
</tr>
<tr>
<td>Not a user</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How convenient do you find getting a taxi from the rank?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very convenient</td>
</tr>
<tr>
<td>Quite convenient</td>
</tr>
<tr>
<td>Adequate</td>
</tr>
<tr>
<td>Quite inconvenient</td>
</tr>
<tr>
<td>Very inconvenient</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you think there is a need for more taxi rank provision on the town centre?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Don't know</td>
</tr>
</tbody>
</table>

Although 50 returned questionnaires was regarded as a fairly good response, it was too small to be able to derive quantitative evidence from it about the opinions and experiences of different groups of user. Moreover, there was a low response from late night users.
However, some qualitative evidence was obtained from the suggestions of sites for additional taxi rank provision.

<table>
<thead>
<tr>
<th>Suggestion for additional provision</th>
<th>Reasons given/comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asda</td>
<td>Walking distance from existing rank with heavy shopping</td>
</tr>
<tr>
<td>High Street/Sheep Street (night time at weekends)</td>
<td>Health and safety – congestion round Clock Tower</td>
</tr>
<tr>
<td>High Street/Sheep Street – to become the primary rank</td>
<td>No space in North Street and Church Street to expand existing ranks. “Doing the loop” round Regent Street, Henry Street and Albert Street is unsafe. Improvised rank in pedestrianised area during roadworks worked well. Convenient for night venues.</td>
</tr>
<tr>
<td>Regent Place, top of Albert St (if made two-way)</td>
<td>A comment was made against Albert Street based on evidence of temporary use during roadworks at Clock Tower.</td>
</tr>
<tr>
<td>Bank Street/Albert Street</td>
<td>To cope with the increased number of taxis and cater for the evening bar and restaurant trade. Rugby First suggestion.</td>
</tr>
<tr>
<td>By restaurants</td>
<td><em>Not clear whether this suggestion meant High Street/Little Church Street or the Regent Street/Albert Street area.</em></td>
</tr>
<tr>
<td>Barby Road (night time at weekends)</td>
<td>Would reduce trouble caused by large numbers of people gathering in one place after bars and clubs close.</td>
</tr>
<tr>
<td>Little Church Street – behind Marks and Spencer</td>
<td>Would better serve destinations towards the south and east of the town and also better serve pubs, clubs, shops etc at that end of the town centre.</td>
</tr>
<tr>
<td>Make Chestnut Fields entrance from North Street no entry and put rank there.</td>
<td>Taxis would be able to see the main rank and move forward.</td>
</tr>
<tr>
<td>Albert Street nr Post Office</td>
<td>Many parking bays that could be used as ranks in the evenings</td>
</tr>
<tr>
<td>Regent Street/Clifton Road</td>
<td>No additional comment</td>
</tr>
<tr>
<td>Extend existing ranks (both sides of the road)</td>
<td>Insufficient space at existing rank. <em>Several other comments made about the inability of the existing ranks to cope with the number of taxis, causing congestion. Comments also about erratic supply of taxis (sometimes none – often too many)</em></td>
</tr>
</tbody>
</table>
4.2 Other evidence

Several submissions were received as a result of the calls for evidence.

Taxi driver

Current rank not big enough. Having to do the Regent Street/Henry Street/Albert Street loop to get back onto the rank is dangerous. High Street and Sheep Street would be preferable. Among other benefits, this would help to deter private hire drivers from touting for trade next to McDonald’s.

Rugby First

Clock Tower rank is not long enough. The queue of taxis sometimes goes back as far as Church Street, though it moves quickly. A second rank should be considered in the Bank Street/Albert Street area. This should operate primarily in the evening for customers of the restaurants and pubs in the area.

Regardless of what is decided, there should be an education and communication plan for customers, drivers and businesses.

Private hire drivers are seen picking up in High Street. Not clear whether these are pre-booked. This may indicate a need for a rank in Lawrence Sheriff Street at busy times.

Rugby Street Pastors

One of the street pastors reported his observations on a Friday night when the Clock Tower rank was closed for resurfacing. This provided an opportunity to observe new arrangements that the drivers improvised in addition to the official replacement provided in Albert Street.

They lined up in Sheep Street and, having taken their passengers on board, followed the road round and up High Street (past the Lawrence Sheriff bar) and onto Hillmorton Road by Café Vin Cinq.

I was very conscious that this pick up site removed the channelling/bottleneck/flash spot down past McDonalds and around the clock tower and the clubbers seemed to be dispersed with less potential for conflict at the clock tower.

The only ‘danger’ was clearly the speed at which the taxis were initially driving up High Street, bearing in mind that the intoxicated clubbers do not necessarily expect any vehicles to be driving up High St (although clearly members of the public do drive through there).

The street pastor made a general observation that, when the Clock Tower rank is operating normally, there no longer tend to be queues of customers at the rank waiting for long because of the increased number of taxis. There occasionally are long queues but they go down quickly. This means there is less likelihood of arguments between people trying to get a taxi.
5. OPTIONS

On the basis of the comments received, the task group took the view that more taxi rank provision was needed, both at night time and in the daytime. A list of quite broadly defined areas was drawn up. The location of these is shown on the plan on the next page.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>North Street</td>
<td>Would involve dual use with bus stops. Therefore night time.</td>
</tr>
<tr>
<td>B</td>
<td>Church Street</td>
<td>Extension of existing rank. Currently double yellow lines and pelican crossing zig-zags.</td>
</tr>
<tr>
<td>C</td>
<td>Regent Street, Bank Street, Albert Street</td>
<td>On-street pay parking. Probably only night time demand.</td>
</tr>
<tr>
<td>D</td>
<td>Castle Street</td>
<td>Egress through residential area onto Church Street.</td>
</tr>
<tr>
<td>E</td>
<td>Little Church Street</td>
<td>Night time - using disabled spaces or loading bays.</td>
</tr>
<tr>
<td>G</td>
<td>Little Elborow Street - outside Prince of Wales pub</td>
<td>Trees limit usable space. Possible room for two spaces parallel to Drury Lane but turning necessary and egress difficult. This site was selected because the group wanted to look at provision near Asda and, apart from the highway entrance from Corporation Street, this is the only land in the vicinity in public ownership. Asda will be asked whether they would consider provision on their land.</td>
</tr>
</tbody>
</table>

The police and Warwickshire County Council were asked for their informal comments on the listed locations.

The police were supportive of some additional provision in the Regent Street/Bank Street/Albert Street area (C). They also acknowledged the merits of the Church Street extension of the Clock Tower rank (B) but recognised that this might be impracticable because it would require the relocation of the pedestrian crossing.

The police expressed concern that the High Street and Dukes Jetty option (F) would create conflict between vehicles and pedestrians who would not be expecting taxis in an area that is treated as a pedestrianised area. This supported a view expressed by a taxi driver who had contributed to the consultation. WCC did not support this proposal for the same reason, and similarly rejected Castle Street (D).

WCC originally expressed reservations about all of the locations and submitted an additional proposal for a rank in Albert Street by the telephone exchange. However, WCC subsequently indicated that they would be prepared to look at specific proposals for clearly defined lengths of highway. The use of loading bays and parking spaces outside the hours of existing parking control could be considered, as might the dual use of bus stops so long as the bus operator supported this.
In the light of the observations received, the task group drew up a new list of specific proposals. These proposals consisted of 10 locations drawn up on eight plans as follows:

<table>
<thead>
<tr>
<th></th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Albert Street</td>
</tr>
<tr>
<td>2</td>
<td>Bank Street</td>
</tr>
<tr>
<td>3</td>
<td>A: West side of Regent Street OR</td>
</tr>
<tr>
<td></td>
<td>B: East side of Regent Street</td>
</tr>
<tr>
<td>4</td>
<td>A: Church Street</td>
</tr>
<tr>
<td></td>
<td>B: Bus Stand J (Peacocks, William Hill)</td>
</tr>
<tr>
<td>5</td>
<td>Bus Stand K (HSBC)</td>
</tr>
<tr>
<td>6</td>
<td>North Street Bus Stand E, D (Cashino, NatWest)</td>
</tr>
<tr>
<td>7</td>
<td>A: North Street Bus Stands G, F (Quality Supermarket, Domino’s)</td>
</tr>
<tr>
<td></td>
<td>B: North Street Bus Stand H (Nail Express, Supatone)</td>
</tr>
<tr>
<td>8</td>
<td>Little Church Street</td>
</tr>
</tbody>
</table>

The full details and plans are attached at Appendix 1.

WCC was consulted on the proposals and was prepared to support the following with the following exceptions and qualifications:

<table>
<thead>
<tr>
<th></th>
<th>Proposal</th>
<th>Exception/Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Albert Street</td>
<td>Out of normal charging hours. Subject to support of adjacent businesses.</td>
</tr>
<tr>
<td>3</td>
<td>A: West side of Regent Street</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B: Bus Stand J (Peacocks, William Hill)</td>
<td>All bus stop locations subject to agreement of Stagecoach.</td>
</tr>
<tr>
<td>5</td>
<td>Bus Stand K (HSBC)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>North Street Bus Stand E, D (Cashino, NatWest)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A: North Street Bus Stands G, F (Quality Supermarket, Domino’s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B: North Street Bus Stand H (Nail Express, Supatone)</td>
<td></td>
</tr>
</tbody>
</table>

WCC did not support the following for the reasons stated.

<table>
<thead>
<tr>
<th></th>
<th>Proposal</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Bank Street</td>
<td>Disabled bays unsuitable for dual use as out-of-hours taxi rank</td>
</tr>
<tr>
<td>3</td>
<td>B: East side of Regent Street</td>
<td>Conflict with other road users in vicinity of crossing</td>
</tr>
<tr>
<td>4</td>
<td>A: Church Street</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Little Church Street</td>
<td>Road too narrow</td>
</tr>
</tbody>
</table>
Stagecoach was invited to comment on the proposals for dual use of bus stops but did not respond. Past experience, suggested that Stagecoach would object in the event of a formal consultation.

The feedback from the trade was that the only location that would be of interest to operators and drivers was the top of Albert Street, and even then only if it was 24-hour. It was however clear that WCC would not be prepared to give up charged-for parking spaces during the day.

It was agreed that this area was potentially useful and it would be possible to provide between four and five bays. There are several restaurants and bars nearby which should provide sufficient customers to make the rank viable. When required, taxis would be able to use it as a feeder rank. It was, however, absolutely clear that WCC would not approve 24-hour use.

The group decided that it would be worth recommending the use of Albert Street for use outside the charging period and reviewing its use after a period of operation.

Similarly, the east side of Regent Street was considered to be a suitable location due to its close proximity to restaurants and bars. This area is a loading bay but it is not used at night time and WCC have raised no objections to its being converted to dual use, subject to the agreement of adjacent businesses.

5. PUBLIC INFORMATION

Part of the of the review's brief was to improve information for taxi users, providing publicity for the new ranks and how to use the hackney service in general.

The following issues would lend themselves to inclusion in the information.

- The location of taxi ranks
- Safety in taxis, including the difference between a private hire vehicle and a hackney carriage
- Hailing hackney carriages in the street
- Reporting non-compliant drivers

The task group recommends that the officers carry out a promotional campaign to publicise the hackney carriage service and to inform the public of the most effective way to use taxis and private hire vehicles.
### Proposals for additional hackney carriage stand provision

<table>
<thead>
<tr>
<th>Plan No</th>
<th>Name</th>
<th>Time of day</th>
<th>Current use/comments</th>
<th>WCC response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Albert Street</td>
<td>Night</td>
<td>Daytime paid-for parking</td>
<td>Acceptable subject to support of local businesses.</td>
</tr>
<tr>
<td>2</td>
<td>Bank Street</td>
<td>Night</td>
<td>Disabled parking</td>
<td>No. Will not allow dual use of disabled spaces.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B (east side, outside Prezzo): Loading bay</td>
<td>B: Acceptable, subject to support of local businesses.</td>
</tr>
<tr>
<td></td>
<td>B: East side of Regent Street</td>
<td></td>
<td>These are alternatives to each other</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A: Church Street</td>
<td>24hr</td>
<td>Extension of existing rank back towards the road crossing.</td>
<td>No. Will cause conflict between users.</td>
</tr>
<tr>
<td></td>
<td>B: Bus Stand J (Peacocks, William Hill)</td>
<td>Night</td>
<td>Bus stop</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bus Stand K (HSBC)</td>
<td>Night</td>
<td>Bus stop – often used for informal evening parking.</td>
<td>All of these bus stop proposals acceptable subject to Stagecoach’s agreement.</td>
</tr>
<tr>
<td>6</td>
<td>North Street Bus Stand E, D (NatWest)</td>
<td>Night</td>
<td>Bus stops</td>
<td>No response has been received from Stagecoach yet.</td>
</tr>
<tr>
<td>7</td>
<td>A: North Street Bus Stands G, F (Quality Supermarket, Domino’s)</td>
<td>Night</td>
<td>Bus stops</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B: North Street Bus Stand H (Nail Express, Supatone)</td>
<td>Night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Little Church Street</td>
<td>Night</td>
<td>M&amp;S loading bay. Task group did not actually shortlist this one.</td>
<td>No. Street too narrow.</td>
</tr>
</tbody>
</table>
BUSINESS TRANSFORMATION

HACKNEY CARRIAGE STAND PROPOSAL
Albert Street

Town Hall, Rugby. CV21 2RR
Tel. No. (01788) 533533

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Ordnance Survey 100019417

Drawn
DJB
Date
25/2/2015
Scale
NTS
Grid Ref
450491,275290

Plan 1
Plan 3

Business Transformation

Hackney Carriage Stand Proposal
Regent Street

Drawn by DJB Date 25/2/2015 Scale NTS Grid Ref: 450408,275296

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Original Created A4
BUSINESS TRANSFORMATION

HACKNEY CARRIAGE STAND PROPOSALS
A. Church Street Extension of Existing Rank (Day and Night)
B. Bus Stand J

Drawn: DJB
Date: 24/2/2015
Scale: NTS
Grid Ref: 450354,275242

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Ordnance Survey 100019417

Town Hall, Rugby. CV21 2RR
Tel. No. (01788) 533533

ORIGINAL CREATED A4
Plan 5

**BUSINESS TRANSFORMATION**

**HACKNEY CARRIAGE STAND PROPOSAL**

Church Street Bus Stand K

Town Hall, Rugby. CV21 2RR
Tel. No. (01788) 533533

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Drawn: DJB  Date: 25/2/2015  Scale: NTS  Grid Ref: 450436,275248
BUSINESS TRANSFORMATION

HACKNEY CARRIAGE STAND PROPOSAL
North Street Bus Stands E & D

Drawn: DJB  Date: 20/2/2015  Scale: NTS  Grid Ref: 450310,275390

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**BUSINESS TRANSFORMATION**

**HACKNEY CARRIAGE STAND PROPOSALS**

A. North Street Bus Stands G & F  
B. North Street Bus Stand H

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Town Hall, Rugby. CV21 2RR  
Tel. No. (01788) 533533
**BUSINESS TRANSFORMATION**

**HACKNEY CARRIAGE STAND PROPOSAL**

Little Church Street Loading Bay

Drawn: DJB  
Date: 25/2/2015  
Scale: NTS  
Grid Ref: 450356,275108

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Ordnance Survey 100019417  
ORIGINAL CREATED: A4

Town Hall, Rugby. CV21 2RR  
Tel. No. (01788) 533533

- **Existing Taxi Rank**
- **Existing Bus Stop**
- **Proposed Hackney Carriage Stand**
### Appendix 2 – Action Plan – timings to be agreed

<table>
<thead>
<tr>
<th></th>
<th>Recommendations and Actions</th>
<th>Managed by</th>
<th>Assigned to</th>
<th>Due date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Statutory consultations be carried out for the provision of new night-time taxi ranks in Albert Street and on the east side of Bank Street and, on the basis of the outcome of these consultations, an order be made for a new rank at one of these locations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Draw up draft orders</td>
<td>Sean Lawson</td>
<td>David Burrows</td>
<td></td>
<td>This will include correction of existing orders which do not match the current road markings and signs.</td>
</tr>
<tr>
<td>1.2</td>
<td>Cabinet approval of draft orders</td>
<td>Sean Lawson</td>
<td>David Burrows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Statutory 28 day consultation</td>
<td>Sean Lawson</td>
<td>David Burrows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Consider outcome of the consultation and submit order to WCC</td>
<td>Sean Lawson</td>
<td>David Burrows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A promotional campaign be carried out to publicise the hackney carriage service and to inform the public of the most effective way to use taxis and private hire vehicles.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Draw up plan for campaign</td>
<td>Sean Lawson</td>
<td>David Burrows</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-actions**
**AGENDA MANAGEMENT SHEET**

**Name of Meeting**
Overview and Scrutiny Committee

**Date of Meeting**
22 October 2015

**Report Title**
Review of cycling

**Ward Relevance**
All

**Contact Officer**
Debbie Dawson, Tel: 01788 533592

**Summary**
The annual overview and scrutiny work programme workshop proposed that a review of cycling be included in the programme of reviews for 2015/16. The former Customer and Partnerships Committee decided to conduct a light-touch review on the topic at the meeting on 12 November. The O&S chairmen and vice-chairmen have agreed to carry this piece of work forward in the new committee structure and this paper suggests an outline scope for consideration by members.

**Financial Implications**
There are no financial implications arising from this report.

**Risk Management Implications**
There are no risk management implications arising from this report.

**Environmental Implications**
Any review that promotes cycling in the borough is likely to have benefits for the environment.

**Legal Implications**
There are no legal implications arising from this report.

**Equality and Diversity**
No new or existing policy or procedure has been recommended.
Summary

The annual overview and scrutiny work programme workshop proposed that a review of cycling be included in the programme of reviews for 2015/16. The former Customer and Partnerships Committee decided to conduct a light-touch review on the topic at the meeting on 12 November. The O&S chairmen and vice-chairmen have agreed to carry this piece of work forward in the new committee structure and this paper suggests an outline scope for consideration by members.

1. BACKGROUND

During the 2015/16 overview and scrutiny work programme process a review on the role of cycling in improving health and wellbeing and reducing congestion was proposed by a member of the public. The review proposal included the following description:

There is no obvious strategy for cycling in the borough, and if there is it is clearly having limited impact.

The review would assess the potential impact that a cycling strategy could have on health and wellbeing and congestion. The review would also identify some principles for good infrastructure that would ensure any new cycling initiatives or infrastructure contribute to specific objectives.

This would help to avoid problems such as with the pointless 2-yard cycle lane next to Asda on Corporation Street, or the cycle lane on Dunchurch Road that spits cyclists onto the busy Lawrence Sheriff Street with no legal access to the town centre. It could also help to rationalise the proliferation of street furniture, by ensuring cycle lane signage and bike racks are only placed where there is a need and a demand.

The overview and scrutiny work programme workshop recommended that this should be included in the programme of reviews for 2015/16.

2. LIGHT TOUCH REVIEW

At its final meeting in June, the former Customer and Partnerships Committee learned that Warwickshire County Council’s transport and highways team were working, with assistance from Sustrans, to develop a cycle network development
plan for Rugby. This would identify desirable new cycle routes and gaps in the existing network and establish the type of infrastructure and measures required (and feasible) to make these routes cycle-friendly, taking into account future residential development in the town. The committee learned that the aim is to produce initial cost estimates for the routes and seek to prioritise them, and that the plan would help to access funding from potential sources to deliver the desired improvements.

The committee asked the Scrutiny Officer for more information about the consultation and production timescales for the cycle network development plan and to clarify the scope of the consultation. It has been ascertained that the work on the Rugby network plan will be completed by this month. No formal wide consultation has been carried out and none is planned. The County Council has already engaged the cycle forum on this matter and will consult them again on the final draft. The draft plan will be sent to the appropriate officer(s) at Rugby Borough Council for comment. The plan mainly focuses on identifying missing links in the existing cycle network and the new routes required to serve future residential and employment development in the town. It does not consider maintenance issues as this is the sort of matter that can be raised routinely at the cycle forum.

The cycle network plan is part of the county’s Cycling Strategy, which forms part of the Local Transport Plan 2011-2026. This articulates the work of the highway authority to encourage more cycling in order to reduce congestion, improve air quality, support healthy lifestyles and promote tourism.

The Customer and Partnerships Committee proposed inviting relevant officers from the county transport and highways team to talk about the cycle network development plan. It was also proposed that Sustainable Rugby, Rugby Cycle Forum and other interested parties would be invited to attend the meeting of the committee. The aim of the meeting would be to bring together county council officers, relevant officers from Rugby BC and members of the local cycle forum to explore what more could be done at a borough level to support the objectives and outcomes identified in the cycle network development plan and cycling strategy.

3. SUGGESTED KEY LINES OF ENQUIRY

The purpose of this item is to scope the questions and key lines of enquiry for this light-touch review to be carried out at the committee’s next meeting.

Some suggested questions are listed below, some of which reflect points raised by members at the last Customer and Partnerships Committee meeting. Members are asked to consider these proposed lines of enquiry and suggest any additional or alternative questions to be addressed at the November meeting.

- What is already being done to encourage more people to cycle and to make it easier for cyclists to get around in Rugby borough?
- What evidence has been collected about the current and future needs of cyclists in the borough?
• Are there particular problems that cyclists face when travelling around Rugby borough? If so, what is being planned to overcome these barriers? What could Rugby Borough Council do to help?

• How are the local authorities working to better coordinate and join leisure cycle routes on borough council land with the highways routes?

• What opportunities exist for greater (and better) partnership working to promote and support cycling in the borough?

• What is being done to address concerns about maintenance of cycle routes, some of which have not been upgraded for a long time and are falling into significant disrepair?

• Are there any plans in place to improve cycling routes and provision in the town centre?

• What sources of funding exist to support improvements to cycling infrastructure and help promote cycling locally?
LIST OF BACKGROUND PAPERS

There are no background papers relating to this item other than those referenced in the body of the report.
### Name of Meeting
Overview and Scrutiny Committee

### Date of Meeting
22 October 2015

### Report Title
Committee Work Programme

### Ward Relevance
None

### Contact Officer
Paul Ansell, Scrutiny Officer, Tel: (01788) 533591

### Summary
The report helps the committee to prepare for its next meeting and updates the committee on the progress of task group reviews.

### Financial Implications
There is a budget of £500 available to the Overview and Scrutiny Management Board in 2015/16 to spend on the delivery of the overview and scrutiny work programme.

### Risk Management Implications
There are no risk management implications arising from this report.

### Environmental Implications
There are no environmental implications arising from this report.

### Legal Implications
There are no legal implications arising from this report.

### Equality and Diversity
No new or existing policy or procedure has been recommended.
Public Report to the Overview and Scrutiny Committee
22 October 2015
Committee Work Programme

Summary
The report helps the committee to prepare for its next meeting and updates the committee on the progress of task group reviews.

1. PROGRESS ON SCRUTINY REVIEWS

The existing reviews in the overview and scrutiny work programme have yet to be allocated to the new overview and scrutiny committees for the purpose of overseeing their work. In the meantime a summary of progress in the reviews in the work programme is provided in the appendix.

2. FUTURE WORK PROGRAMME

The overview and scrutiny chairmen and vice chairmen will be meeting on 5 November to decide the allocation of existing work to each of the new committees. It is likely that some of the committee dates for 2016 will be changed to avoid meetings in April, preferably using dates that were already in the calendar for the Overview and Scrutiny Management Board. As soon as these revised dates are confirmed they will be circulated to members.

3. NEXT MEETING OF THE COMMITTEE

The next meeting of this committee is scheduled for Thursday 19 November 2015. The agenda items are detailed below and members are asked to comment on the proposed areas of focus and suggest any particular issues that should be covered.

Cycling

Further to the scoping report elsewhere on this agenda, officers of the Warwickshire County Council Transport and Highways Team will attend to talk about the cycle network development plan for the borough and explore what more could be done at a borough level to support the objectives and outcomes identified in the plan and in the county cycling strategy. It is also proposed that Sustainable Rugby, Rugby Cycle Forum and other interested parties be invited to attend the committee meeting.

Performance Report – Economy, Development and Culture Portfolio

The portfolio holder will attend the meeting, and committee members are asked to prepare questions and discussion points. It would be useful to be able to give the portfolio holder
an indication in advance of the areas in which the committee is likely to be most interested. As a reminder, the Economy and Development portfolio’s responsibilities broadly cover the following areas (though see Part 2A s.5.6 of the constitution for the full description):

- The economic needs of the borough
- Planning policy and strategy
- Car parking
- Leisure centre
- Museums and art galleries
- Leisure management contracts
- Grants to arts, cultural and recreational organisations
- Sports twinning
- The promotion of initiatives to increase and facilitate tourism activities

**Car Parking**

This item is to scope the light-touch review that will scrutinise the performance of the on-street parking enforcement contract and related issues.

**Rugby BID review**

The Head of Planning and Recreation will report on the outcomes of the Rugby BID review eight months after Cabinet’s approval of its recommendations.

The Chairmen and Vice Chairmen of the overview and scrutiny committees are of the view that reporting on the outcomes of reviews in this manner will be more informative than the six-monthly scrutiny of Rugby Performance Management System reports that has taken place in recent years. RPMS action plans will continue to exist, and members are encouraged to use them. The emphasis in the committee review items will be to look beyond the actions to see what actual impact they have had. The timing of these reports will vary but should be set by the committee when review reports are approved. 12 months after Cabinet approval would be typical.

**Overview and Scrutiny Handbook**

On 27 October, Council will consider various amendments to the constitution to reflect the changes in the overview and scrutiny committee structure. These will in turn need to be incorporated into the Overview and Scrutiny Handbook. The handbook is a manual for the operation of overview and scrutiny. It is not part of the constitution but it is approved by Council. The Overview and Scrutiny Committees will consider the changes at their November meetings prior to submission to Council on 8 December.

4. **CONCLUSION**

The committee is asked to:

- note the progress in the task group reviews; and
- determine and approve the focus of the next meeting of the committee.
Name of Meeting: Overview and Scrutiny Committee
Date of Meeting: 22 October 2015
Subject Matter: Committee Work Programme

LIST OF BACKGROUND PAPERS
There are no background papers relating to this item.
# Programme of Reviews 2015/16

<table>
<thead>
<tr>
<th>Review title</th>
<th>Start date</th>
<th>Progress</th>
<th>Expected report date</th>
<th>Budget considerations</th>
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<tbody>
<tr>
<td>Universal credit and welfare reforms</td>
<td>June 2013</td>
<td>Second interim report on the task group’s work was presented to Customer and Partnerships Committee in June 2015. The committee asked for a further report in November when the committee would make a decision on whether the task group should continue its work in its current form. Task group met on 7 October for an update on latest policy developments and impact measures and will report progress to committee on 12 November.</td>
<td>This is a standing task group. As the reforms are being phased in over several years, the task group’s role is ongoing.</td>
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<td>Promoting independent living</td>
<td>February 2015</td>
<td>A meeting of the task group is scheduled for 29 October, when the task group take evidence from the council’s community development team and discuss their findings with the portfolio holders for Sustainable Inclusive Communities and Health, Community Safety and Equality. A further meeting will take place on Thursday 26 November, when the task group hopes to receive evidence from voluntary sector representatives. A visit to the Control Centre at Rounds Gardens and Albert Square is also due to be scheduled.</td>
<td>January 2016</td>
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<td>Systems Thinking review</td>
<td>July 2015</td>
<td>The task group held its inaugural meeting on 28 July and will next meet, on a date yet to be arranged, to gather evidence from a sample of managers and staff who have embraced the systems thinking process and achieved positive results.</td>
<td>tbc</td>
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<tr>
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<td>The role of cycling in improving health and well-being and reducing congestion</td>
<td>November 2015</td>
<td>Light-touch review scheduled for 19 November. Committee to scope the review on 22 October.</td>
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<td>Car parking</td>
<td>January 2016?</td>
<td>This will be a short, light-touch review, to be carried out once enough time has elapsed to capture the necessary data on performance since WCC took back the on-street parking enforcement contract.</td>
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<tr>
<td>Rugby Borough Council’s SLAs with voluntary sector organisations</td>
<td>tbc</td>
<td>The start date will be influenced by officer capacity and the timing of the introduction of revised SLAs: late 2015/16 at the earliest. In practice it may not be possible to carry out useful scrutiny work till well into 2016/17 after the new SLAs have been in operation for some time.</td>
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