



## ENVIRONMENT & ECONOMY SELECT COMMITTEE

Date: Wednesday, 14 June 2023

Time: 6.00pm,

Location: Council Chamber - Daneshill House, Danestrete

Contact: Abbie Hamilton [committees@stevenage.gov.uk](mailto:committees@stevenage.gov.uk)

Members: Councillors: R Broom (Chair), A Mitchell CC (Vice-Chair), J Brown, B Facey, C McGrath, A McGuinness, S Mead, C Parris, E Plater, G Snell and Baroness Taylor of Stevenage, OBE

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### AGENDA

#### PART 1

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

2. **TERMS OF REFERENCE**

To note the Terms of Reference as agreed at Annual Council on 24 May 2023.

Pages 3 – 4

3. **MINUTES - 23 MARCH 2023**

To agree as a correct record the Minutes of the meeting of the Environment & Economy Select Committee on Thursday 23 March 2023.

Pages 5 – 12

4. **UPDATE ON THE COST OF LIVING SCRUTINY REVIEW**

To receive an update from the Chair of Environment & Economy Select Committee and the Scrutiny Officer on the Cost of Living Scrutiny Review.

The Committee are invited to interview Sharon Bell MBE, Children's Service Manager – Stevenage - North Herts Quadrant Family Support Service - Hertfordshire Family Centre Service. The Chair has also invited Home-Start to attend this meeting.

5. **ENVIRONMENT & ECONOMY SELECT COMMITTEE SCRUTINY WORK PROGRAMME FOR 2023-24**

To note the Environment & Economy Select Committee's Work Programme and schedule of meetings for 2023-24.

13 – 18

**6. BUS SERVICE SCRUTINY REVIEW - DRAFT SCOPING DOCUMENT**

To receive a draft scoping document for a scrutiny review on the local bus service. As this is the first time Members have seen the scoping document they are invited to comment on it and make any amendments that are considered necessary.

Pages 19 – 22

**7. URGENT PART 1 BUSINESS**

To consider any Part 1 business accepted by the Chair as urgent.

**8. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**9. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent.

## ENVIRONMENT AND ECONOMY SELECT COMMITTEE

1. Membership - 11 (not Members of the Executive)
2. Quorum - 4
3. Terms of Reference
  - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services (except caretaking and repairs)), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
  - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
  - 3.3 To review the Forward Plan of Key Decisions in relation to services within the Committee's remit, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Strategic Director to provide a briefing or take part in discussion.
  - 3.4 To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
  - 3.5 To work with the Community Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
  - 3.6 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director Stevenage Direct Services and Assistant Director Planning and Regulation.
  - 3.7 In conjunction with the Community Select Committee and the Overview and Scrutiny Committee, responsibility for the ongoing development of the Policy Development and Scrutiny function of the Council.
  - 3.8 To report to the Executive, other committees or Council, as appropriate.

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## STEVENAGE BOROUGH COUNCIL

### ENVIRONMENT & ECONOMY SELECT COMMITTEE MINUTES

Date: Thursday, 23 March 2023

Time: 6.00pm

Place: Council Chamber, Daneshill House, Danestrete

**Present:** Councillors: Rob Broom (Chair), Adam Mitchell CC (Vice-Chair), Julie Ashley-Wren, Stephen Booth, Adrian Brown, Jim Brown, Bret Facey, Conor McGrath, Claire Parris and Loraine Rossati.

**Start / End Time:** Start Time: 6.00pm  
End Time: 7.49pm

#### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received by Councillor Michael Downing.

There were no declarations of interest.

#### 2 **MINUTES - WEDNESDAY 22 FEBRUARY 2023**

It was **RESOLVED:** That the Minutes of the Meeting of the Committee held on 22 February 2023 be approved as a true record of the proceedings and be signed by the Chair.

#### 3 **COST OF LIVING CRISIS - FOCUS ON THE COUNCIL'S EMPLOYEES**

The Chair introduced the item that looked at the impacts of the cost-of-living crisis on Stevenage Borough Council (SBC) teams. He stated that the unions, Unite and Unison, offered insights into the impact by asking open questions. This item and the documents circulated before the meeting looked at the responses from both Human Resources (HR) and the unions. He highlighted that previous meetings had looked at the cost-of-living impact on both residents and businesses.

The Heads of HR, Kirsten Frew and Clare Davies, provided a written update to Members in advance of the meeting and then gave a verbal presentation and provided a summary of the responses. They stated that HR ensured signposting to financial wellbeing resources was available to staff and highlighted the dedicated area on the intranet that contained links to support and information, as well as the other resources such as the Employee Assistance Programme (EAP). They advised that HR ran a series of resilience sessions, one of which focused on financial wellbeing.

The Heads of HR advised that there was a pay award of £1925 received across all

salaries in 2022/23, which was a 10% pay rise for the lowest pay band. The pay awards were negotiated nationally between the Local Government Association (LGA) and the unions. They highlighted that there were increments in pay each financial year until the employee reaches the top of the pay band.

They informed Members the EAP was a free service for staff that offered services such as financial resources, free legal advice and 6 counselling and support sessions for free. During a staff survey, 85% of respondents said they were aware of the EAP, but there had not been a big increase in users.

They advised that managers were having regular 'real conversations' which were structured around the individual and any support they needed. Members were informed that the absences related to things such as stress or anxiety were similar this year compared to last year. In terms of staff turnover there were 81 leavers compared to 78 last year. In terms of the number of vacancies, there were over 100 roles advertised. There had been challenges but these reflected the national position of the employment market. Some of these challenges had been in areas such as customer service and technical roles.

A Member suggested that there was a stigma around asking for help and this could affect the use of the resources available. The HR managers advised that a lot of the resources were anonymous, for example the EAP, and the Council didn't receive any data from this. They suggested to increase internal communications to staff to remind them that it was anonymous, and no one would know they had financial support, etc. This could help remove the stigma and reassure people no one would know they have asked for help.

Following a question regarding where data on people leaving came from and whether exit interviews were conducted. It was advised that there was an exit interview in the form of an online questionnaire which was anonymous, but there was also an offer of a face-to-face exit interview with the assistant director. The question why someone was leaving was asked in the exit interview. Many people who have a longer service often move to another public sector, whereas those with a shorter service move around. More people were moving to other sectors.

Following a question regarding pre-covid data available on the differences in absences as well as staff retention. It was advised that the difference in absence was 127 to 128 and this was instances of absences rather than the amount of people. Additionally, the number of employees gained compared to the amount lost had remained stable for the last 10 years.

Following a question about whether the Council offered any assistance to those working from home and whether it was more difficult to track support when people are working from home. Members were advised that the relationships with managers were important to determine how people wanted to work and where, as well as any support they needed and the support available to them. The Council had always had staff working in different locations to their line managers in frontline services. Communication between employees and managers working in different locations was essential and Officers continued to work to improve this. The office was always

open and available to people who wanted to come in, but ways of working had changed and nationally, roles that were completely remote had the lowest turnover. The Council did not offer an allowance for homeworking as this was something that would be negotiated and had not been agreed on that level. However, laptops and other IT equipment were offered, as well as the chance to borrow office chairs which covered health and safety concerns. Homeworking allowance was being discussed as part of the 2023 pay claim nationally between the LGA and trade unions.

The Head of HR, Kirsten Frew, agreed to circulate an employee stability index report to Members.

#### 4 **CLIMATE CHANGE PORTFOLIO HOLDER UPDATE & RESPONSE TO THE E&E SELECT COMMITTEE CLIMATE EMERGENCY REVIEW & RECOMMENDATIONS**

The Chair led a discussion on the climate emergency review and recommendations and highlighted final report recommendations.

The Chair suggested that decarbonisation of the Stevenage transport fleet was important in achieving net zero, as well as looking at the buildings and energy use. He also suggested that the new hub should be as climate friendly as possible.

Following a question from a Member as to whether there were other figures to track the progress against the baseline figure was from 2018, the Assistant Director agreed that people need to see clear evidence of progress and results. He advised that the Council worked closely with the Hertfordshire Climate Change Partnership (HCCP) and suggested data on a biannual basis.

Following a question from a Member about whether things such as the carbon footprint of the housing stock were included in the Borough Council figures or recorded as Borough area data. The Assistant Director advised that this was complicated as the buildings including their insulation levels and energy sources were included in the data for the Council but the use of the building, such as the use of heating etc, were factors influenced by the tenant. Also, it was important to look at the Councils processes and actions as well as getting networks in place to collaborate effectively on climate change.

Following a question from a Member as to whether there was a clash of priorities in reducing climate change and the budget. Members suggested that there should be a similar scheme to the warm spaces scheme during winter but for cool spaces when it was hot in summer. Following a further question regarding how many council offices had air conditioning, the HR manager responded that the new blocks have climate control air conditioning, and some older buildings have had climate control installed. The Assistant Director advised that some front-line staff were exposed to high and low temperatures and extreme weather, and there were measures in place to help mitigate the impact on staff such as weatherproof clothing or alternative working opportunities in extreme heat. The Climate Change Lead Officer also advised that as part of the HCCSP partnership, strategies for climate change adaptation were being worked on and this included operational risk.

The Chair highlighted the work going into climate change and the number of bodies outside of SBC involved in the work, as well as the SBC Chief Executives work on climate change in Hertfordshire. The Executive Portfolio Holder for Environment & Climate Change, Councillor Simon Speller, advised that to work with other agencies SBC needed time and people to improve the issues. SBC needed to work up the community and engage young people and listen to residents' voices.

The Chair suggested that climate change was linked to cultural change. Cllr Simon Speller advised that the senior team at SBC were onboard with climate change and were helping to progress climate change responsibilities within the Council.

The Chair highlighted the high temperatures in the summer and the many dangers to health for older residents. The Assistant Director advised there was support for workers and SBC adjusted their ways of working.

A Member suggested that air conditioning was just as bad and that the design of buildings needed to be adapted as it was being built rather than after. Cllr Speller advised that Executive Portfolio Holders Cllr Jeanette Thomas and Cllr Jackie Hollywell could give a more specific answer. Another Member asked whether HCC would be included and that certain buildings, such as classrooms, were too hot in the summer. Cllr Speller advised that schools were a Hertfordshire County Council (HCC) matter and could be raised further.

The Chair suggested that behavioural change was key to influencing the wider community and SBC should look at what the County was doing. Cllr Simon Speller brought Member's attention to community events, such as the Leys School planting in Welford Court. He suggested that behavioural insight and change needed to take place and it was specifically important in young people who could share this with their families and school networks. He added that the Stevenage Football Club were promoting community engagement and were working with the local college. Cllr Speller suggested that the Council had a role to play regarding behaviour change, but it was important to recognise that the Council had limited scope to do this work.

The Chair suggested that these processes should be reported back to the Committee and should be brought back on a regular basis. He added there was an online platform to track the climate actions SBC lead or took part in. Cllr Speller advised that training and development was important. The Climate Change Lead Officer advised the online platform was launched last week internally to track all actions related to climate change. This was still a work in progress and wasn't available to people outside SBC yet.

A Member queried the response given. Cllr Speller advised that the Portfolio Holder Advisory Groups (PHAG) and Select Committees should work together. A yearly review would be positive.

The Chair suggested training packages and working together in a collaborative and cooperative way was positive and could be used to raise awareness of climate change and issues locally.

A Member asked where climate change courses were available. Cllr Speller advised



the Local Government Association (LGA) do some work, as well as training from the individual political groups. Certain groups, as well as online resources and YouTube videos were helpful. Another Member advised that Members who were part of the LGIU had a training budget and different courses were available.

Another Member highlighted the need for data to see what works and what doesn't, then SBC can decide what training was needed.

The Chair then invited Councillor Simon Speller, Executive Portfolio Holder for Environment and Climate Change, and Veronica Chan, the Climate Change Lead Officer to give a presentation updating Members on the Dragons Den Project which included:

- Ward Members have £7,500 per ward per year, which would roll forward into the next year.
- Community Groups needed a consistently sustainable way to launch and run the green initiatives to improve their area and looked to deliver on three key criteria
  - A project that saved SBC running costs (or were at least neutral)
  - A project that brought social values to community groups
  - A project that mitigated or adapted to climate change
- Cllr Speller advised that residents should come to ward Members if they have a green idea, which made the scheme more manageable.
- There would be a Climate Change Progress Group consisting of some Members and Portfolio Holders which would be reassessed, and any Member could get involved before the panel was finalised.
- There were three sections in Baddeley Close which were proposed to be a vegetable patch and a sensory garden.
- The scheme was in partnership with Peartree School and was hopeful to have Barnwell School involved.
- The first pilot scheme should be running by July 2023.

The Climate Change Lead Officer gave an overview on how the process worked. An application form would be filled out detailing who championed the project, what support was needed (e.g., financial), and how it met the criteria. Officers would review this, and it would be sent to a panel to decide whether it should be funded or not. The whole process should take around 4-6 weeks. When residents get funding, they could start the project and would have to demonstrate evidence of its success. Cllr Speller informed Members there was no deadlines and residents can apply at any time of the year. He urged Members to look at school, groups and communities in their wards who would be interested in the scheme.

Following a question regarding where the money was going. Cllr Speller advised the timeline presented to Members was the timeline specifically for the Baddeley Close scheme, but this would be different for every scheme. The money awarded went to the items the scheme would be built around.

Another Member suggested that Officers should assess the viability and the process

needed to be made simpler. Cllr Speller advised the Climate Change Progress Group assessed the criteria and the process was easy for residents to talk to a champion. The process shown to Members was to visualise it for the Committee.

A Member asked whether a piece of land could be adopted for things such as planting flowers. Cllr Speller suggested that something small such as planting a wildflower meadow should be done informally, noting that permissions would be required if it was SBC land. These smaller initiatives don't cost much money and approval from the Council didn't need to come from the Dragons Den Scheme.

Another Member queried whether if permission for a piece of land was obtained from another source, such as HCC or the environment agency, could projects be done on this. Additionally, they asked whether tree planting was included in the scheme. Cllr Speller advised that tree planting could be done with small schemes. The Dragons Den Scheme could be done with any piece of land as long as permission was given by the landowner.

A Member asked whether it was compulsory to meet all three criteria to qualify for the scheme. Cllr Speller advised that the criteria were a guideline, not a strict rule, but they wanted groups to take part in this, not just individuals.

It was **RESOLVED**: That the Committee noted the climate emergency review and recommendations.

## 5 **DRAFT E&E SELECT COMMITTEE WORK PROGRAMME FOR 2023-24**

The Chair presented the draft Work Programme for the Municipal Year 2023-24 to the Committee. He suggested that an important piece of work was to look at the buses and electric buses in Stevenage. This was important for residents and for climate mitigation and was good to look at in more detail as the town had not received what was promised. He suggested this could either be done as a one-off meeting or as a larger piece of work. If it was a larger piece of work, the Committee could ask external people such as Arriva, Hertfordshire County Council (HCC), etc. to gain a more extensive response. It was noted that buses and public transport was not a matter directly in the Council's control, but invitation could be extended.

Members agreed this was a significant problem and should be scrutinised as it was in public interest. One Member suggested it was too big for a one-off meeting, but it depended on who could attend the meetings. Another Member agreed and stated that the Council needed to look at other options going forward to work towards net zero with Stevenage transport and lessons needed to be learnt.

The Chair then suggested other items to be added to the work programme. He advised that the work on the cost-of-living crisis should be completed and there would be another small piece of work on residents and the work would be summarised into a report on the impact on the local community. He suggested the work on climate change should continue (in the form of monitoring progress), and there should be a piece of work next year on employment opportunities for young people.

Members suggested that it was important that local residents should be included in roles in the growing life sciences sector in Stevenage.

It was **RESOLVED:** That the Committee noted the draft Work Programme for 2023-24 and agreed that the work programme should include:

- Buses/trains (main review item)
- Finishing the cost-of-living review (one or two items)
- Continuing the climate emergency (monitoring twice a year)
- Employment opportunities for younger people

6 **URGENT PART I BUSINESS**

There was none.

7 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

8 **URGENT PART II BUSINESS**

There was none.

**CHAIR**

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<b>Lead AD</b>	<b>AD (Stevenage Direct Services) Steve Dupoy</b>
<b>Deputy</b>	<b>AD (Planning &amp; Regulation) Zayd Al-Jawad</b>
<b>Chair</b>	<b>Cllr Rob Broom</b>
<b>Vice-Chair</b>	<b>Cllr Adam Mitchell</b>

**Environment & Economy Select Committee Scrutiny Work Programme 2023-24**  
(Including main review items, one-off meetings, review revisits and policy development items)

The work programme is the main guide to the Committee's work throughout the year. However individual items can be raised at Committee meetings and consider as one-off items on a case-by-case basis at future meetings.

<b>Scrutiny Review Items 2022/23:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e.</b> <b>(i) Number of meetings item can be covered in?</b> <b>(ii) Whether scoping required?</b> <b>(iii) Expectation/ style of meeting &amp;</b> <b>(iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
(High Priority) <b><u>Continuation of Scrutiny - Impact of the Cost-of-Living Crisis</u></b>	Various Business Units and Exec Portfolios.	To be scheduled (Possible date 14 June 2023 Complete 10 Oct 2023)	(i) This would take a number of meetings to be completed. (ii) A full scope has been completed (iii) Interviews and evidence gathering (iv) The review has considered:	Sessions with SBC Housing and Finance that were deferred can be carried out. Possible revisit to CAB?	The review covered ground with regards to its three focus areas and the Chair would like to repeat the sessions with a wider

<b>Scrutiny Review items 2022/23:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e.</b> <b>(i) Number of meetings item can be covered in?</b> <b>(ii) Whether scoping required?</b> <b>(iii) Expectation/ style of meeting &amp;</b> <b>(iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
			<ol style="list-style-type: none"> <li>1. the overall impact on residents in Stevenage</li> <li>2. The impact on Small to Medium Enterprises</li> <li>3. The impact on the Council and staff</li> </ol>		interview base in 2023/24
(High Priority) <b><u>Main Review - Scrutiny of local Bus services</u></b>	AD Planning & Regulation Zayd Al-Jawed; Sally Talbot, Senior Planning Officer; Exec Portfolio Holder for Economy, Enterprise & Transport – Cllr Lloyd Briscoe	Early in the 2023-24 Municipal Year – start June/July 2023 and complete Oct/Nov  <i>(Draft scoping doc 14 June and evidence interviews 6 July 4 Sep)</i>	(i) This would take one or two meetings to be completed. (ii) A full scope would be required. (iii) Interviews and evidence gathering (iv) Invitation to Arriva and HCC Passenger Transport Unit. Link with the HCC Scrutiny review of Bus services in the County.		High priority and urgent given the withdrawal of the Arriva from the joint bid with SBC; HCC & Govt office re the EV bus scheme for Stevenage (ZEBRA)
(High Priority) <b><u>One-off monitoring</u></b>	AD Planning & Regulation Zayd Al-Jawed; New	To be scheduled – Consideration re when is the best time of year to do this re Climate Change baseline	(i) This would be a one-off meeting (ii) No scope required	The Chair is keen to keep monitoring progress of the review	Important to keep a watching brief

<b>Scrutiny Review items 2022/23:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e.</b> <b>(i) Number of meetings item can be covered in?</b> <b>(ii) Whether scoping required?</b> <b>(iii) Expectation/ style of meeting &amp;</b> <b>(iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
<u><b>meeting to revisit the Climate Emergency Review</b></u>	senior post for Climate Change; Lead Climate Change Officer, Veronica Chan; Exec Portfolio Holder for Climate Change, Cllr Simon Speller.	figure release in Oct each year? (programme into one of the meeting dates scheduled for a main review)  <b>1 Nov 23 &amp; 27 March 2024</b>	(iii) officer presentation updating Members	recommendations as well as looking for the development of a website dashboard showing progress towards net zero by 2030.  The Committee previously suggested that this should be looked at twice during the municipal year.	and monitoring role.
(High Priority) <u><b>Scrutiny of STEM opportunities for Young People – skills and jobs linked to STEM innovations in Stevenage</b></u>	Assistant Director (Planning & Regulation) Zayd Al-Jawad, Business Relationship Manager, Mena Caldbeck; Exec Portfolio Holders Young People Cllr Sandra Barr for Economy,	Scoping document - Start Q4 2023/24 (Jan - March 24)  <b>Possible scope and presentation to either 16 Jan 2024 or 27 March 2024 E&amp;E meeting</b>	(i) This would take a number of meetings to be completed. (ii) A full scope has been completed (iii) Interviews and evidence gathering	The Assistant Director (Planning & Regulation) can update Members on the agreed contract renewal and expected outputs from the new contracts.	

<b>Scrutiny Review items 2022/23:</b> (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Other details: i.e.</b> <b>(i) Number of meetings item can be covered in?</b> <b>(ii) Whether scoping required?</b> <b>(iii) Expectation/ style of meeting &amp;</b> <b>(iv) other details</b>	<b>Comment by lead Assistant Director/Deputy</b>	<b>Chair/ Vice-Chair Preference &amp; Priority</b>
	Enterprise & Transport, Lloyd Briscoe				
(Medium Priority) <u><b>One-off performance review meeting to consider parking of commercial vehicles in residential areas</b></u>	AD Planning & Regulation Zayd Al-Jawed; Engineering Services Manager, Robert Woodisse; Traffic & Parking Enforcement Manager, Livu Azoicai; Exec Portfolio Holder Econ, Enterprise and Transport, Cllr Lloyd Briscoe	To be scheduled (programme at a standalone meeting as it would likely take up a couple of hours committee time)  <b><i>Possible 6 March 2024</i></b>	(i) One meeting. (ii) scope for the meeting required (iii) Interview with AD Zayd Al-Jawed and Exec Portfolio Holder for Economy, Enterprise and Transport, Cllr Lloyd Briscoe.	The Engineering Services Manager, Robert Woodisse and the Traffic and Parking Enforcement Manager, Livu Azoicai have met with the Chair and Vice-Chair to develop a scope and outline of a PowerPoint presentation.	



Monitoring of Previous Reviews Recommendations/Actions							
Scrutiny Items:	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/ Style of meeting/ date	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✖
Consider the Committee's Action Tracker Page 17	June/July 2023  <b>6 July 2023</b>	One meeting	Members comment on the document – which may lead to further monitoring	No scope required			

Any monitoring of previous reviews will be agreed when the Committee considers the action tracker at its meeting on 6 July 2023.

<b>Pre Scrutiny Policy Development Items:</b>	<b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>	<b>Provisional meeting date(s) identified</b>	<b>Number of meetings item can be covered in?</b>	<b>Expectation/Style of meeting</b>	<b>Scoping details (whether full scope or simple scope)</b>	<b>Other details</b>	<b>Comment by lead Assistant Director/ Deputy</b>
<b>To be advised –</b> potential pre scrutiny item for the updated Biodiversity Strategy	AD Planning & Regulatory, Zayd Al-Jawed & AD Stevenage Direct Services, Steve Dupoy and Executive Portfolio Holder for Environment, Cllr Simon Speller	To be advised.	Likely to be covered in one meeting	Officer Presentation/draft strategy document leading to a discussion with scrutiny members that will influence the shape of the final policy as presented at Exec/Council.	N/A		
<b>To be advised –</b> potential pre scrutiny item for the local Waste & Recycling Strategy	AD SG Direct Services, Steve Dupoy and Executive Portfolio Holder for Environment, Cllr Simon Speller	To be advised.	Likely to be covered in one meeting	Officer Presentation/draft strat.doc leading to discussion with Mbrs to influence the shape of the final policy as presented at Exec/Council.	N/A		

# DRAFT

## Template Scoping Document

<b><u>Environment &amp; Economy Select Committee</u></b>	
<b><u>Scrutiny Review Title:</u></b>	<b>Local Bus Service Review</b>
<b><u>Background issues</u></b> to review – rationale for scrutinising this issue:	When Members considered their work programme for the 2023-24 Municipal Year at its meeting on 23 March 2023 it was agreed to include a review item on the provision of local bus services brought about by the collapse of the Zero Emission Bus Scheme for Stevenage. Following the decision by Arriva Bus Company not to progress with the match funding of the Government Scheme to provide a fleet of electric buses for Stevenage, Members expressed concern that this would not go ahead, with regards to the climate change impact of this decision and also on the impact on local bus users.
Is this issue covered by Corporate Plans?	Not directly.
<b><u>Focus of the review:</u></b> (State what the review focus will be)	In discussion with the Chair it has been suggested that the review could focus on the following issues: <ul style="list-style-type: none"><li>• Provide a focus on the state of the current bus services in Stevenage, engaging with the Bus provider Arriva, Centrebus, Hertfordshire County Council's Passenger Transport Unit, local Bus User Group BUGS</li><li>• Alternative options for zero emission buses in Stevenage. What lessons can be learned from the failed ZEBRA (Zero Emissions Bus Regional Area) scheme for Stevenage? Are there any other opportunities for future funding schemes?</li><li>• Barriers to people using public transport and ways to encourage more bus use/modal shift</li></ul>
<b><u>Timing issues:</u></b>	

Are there any timing constraints to when the review can be carried out?	
The Committee will meet on (provide <b>dates</b> if known):	<p>Dates: Day/Month/Time/Venue</p> <ul style="list-style-type: none"> <li>• 14 June – draft scoping document – opportunity for Chair to introduce the scope and start a discussion with E&amp;E Members</li> <li>• 6 July Officer presentation and amended scoping document – with possible interview evidence gathering from Arriva, HCC Passenger Transport Unit, SBC Officers, BUGS</li> <li>• 4 September – continue evidence gathering with witness not yet covered from Arriva, HCC Passenger Transport Unit, SBC Officers, BUGS</li> <li>• Wrap up session 10 Oct or 1 Nov 2023</li> <li>• Review report to a future E&amp;E meeting</li> </ul>
<p><b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <p><u>Regarding the state of the current service:</u></p> <ul style="list-style-type: none"> <li>• <i>A representative from Arriva Bus Company</i></li> <li>• <i>A representative from HCC Passenger Transport Unit</i></li> <li>• <i>Cllr Phil Bibby, HCC Executive Portfolio Holder, Highways &amp; Transport</i></li> <li>• <i>Cllr Lloyd Briscoe, SBC Executive Portfolio Holder for Transport</i></li> <li>• <i>Representatives from local bus user group BUGS</i></li> <li>• <i>SBC AD Planning and Regulatory, Zayd Al-Jawed / SBC Engineering Manager, Robert Woodisse</i></li> </ul> <p><u>Regarding the environmental/climate change impact of not having a net zero bus scheme in Stevenage and focus on modal shift to environmentally sustainable transport:</u></p> <ul style="list-style-type: none"> <li>• <i>Veronica Chan, SBC Climate Change Officer</i></li> <li>• <i>SBC Head of Climate Change (if the post has been filled by the time of review)</i></li> </ul>
Any <b>other witnesses</b> (external	To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i>

persons/critical friend)?:	<ul style="list-style-type: none"> <li>• <i>Possibly approach former Councillor Adrian Brown to input as a bus driver working in the industry as a “critical friend”.</i></li> </ul>
<p><b><u>Allocation of lead Members</u></b> on specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will undertake their own desktop and fact-finding research and ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>To be identified</i></p>
<b><u>Site visits and evidence gathering in the Community</u></b>	A group of Councillors and the Scrutiny Officer could undertake a few bus trips to get a first hand experience of some local services.
<p><b><u>Equalities and Diversity issues:</u></b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>It was agreed that the review would address equalities and diversity issues directly in the review.</p> <p><b><u>Equalities &amp; Diversity Issues</u></b> – Are there any E&amp;D issues to consider in this review? –</p> <p>The review should consider what equality and diversity issues there are for bus users in Stevenage such as access to bus services for disabled users, older people, young people as well as the impact on other people who are low income.</p>
<b><u>Constraints</u></b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):	<i>To be identified by the Committee when the scope is considered at a meeting of the committee</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)
<b><u>Background Documents/data</u></b> that can be provided to the review	<p><i>As identified by the Committee at the draft scoping meeting:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> <li>• <a href="#">The future of public transport and the role of Local Government - report   Local Government Association</a> (This is an excellent report and includes case study evidence from Hertfordshire, it is written through the prism of Covid-19 (dated Jan 2021) but many of the fundamental challenges remain the same and the squeeze on funding from 2022/23 cost of living crisis has only made things worse, but it is well worth reading)</li> <li>• Gathering of current (past 12 months if possible) bus user data, from Arriva/HCC</li> </ul>

	<p>Passenger Transport Unit if available</p> <ul style="list-style-type: none"> <li>• If possible, identify a document from HCC that provides a rationale of County funding for each district using Financial Assessment/need Criteria</li> <li>• Any learning that can be gathered from current/previous HCC Scrutiny of Bus/Public Transport scrutiny</li> </ul>
<p><b><u>Agreed Milestones and review sign off</u></b> -To be agreed by Members and officers</p>	<p><i>Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: <b>Date Executive Portfolio responses are expected</b> (dependent on the final report &amp; executive portfolio response template publishing date): <b>DD MM YY</b></i></p> <p><b>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): <b>DD MM YY</b></b> (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)</p>