

DRAFT Terms of Reference
Overview and Scrutiny
Highways Delivery Sub-Group

1. Name of the group

Overview and Scrutiny – Highways Delivery Sub-Group (HDSG)

2. Introduction

Following a recent meeting of the Overview and Scrutiny Committee it was agreed to set up a sub-group to review the delivery of the highways function.

In light of the prospective return of the Capita engineering function back under the management of North Tyneside Council, the sub-group will also have the opportunity to gain a greater understanding of the operational environment, the challenges faced and the potential opportunities to meet the statutory duty of maintaining our highway network.

3. Membership

3.1. Elected Members

The HDSG shall consist of a minimum of XXX elected members (Named)

3.2. Council Officers

Paul Watson, Mark Newlands – North Tyneside Council

3.3. Strategic Partner Staff

Nick Preston – Capita.

3.4 External Officer Support

Paul Anderson – Durham County Council, Strategic Highways Manager

4. Purpose/Objectives of the Sub-Group

The objective of the HDSG is to get a greater understanding of how the strategic partnership operates, in advance of engineering services returning to Council, with reference to a review of working practices, defect repairs, recording and evaluation of performance in respect of the delivery of the highways function.

The group is to concentrate on specific aspects of the highways delivery partnership and to report back with a report detailing observations and recommendations at a later Overview and Scrutiny meeting to be confirmed.

To undertake this task the HDSG will gather information in relation to:

- Policies and procedures for the monitoring and repair of highway assets.
- The legislative framework for the delivery of the highways function
- How the partnership adheres to the Well-managed Highway Infrastructure: A National Code of Practice for the effective asset management of highway infrastructure
- Understanding the structure of the partnership and relevant roles and responsibilities of staff.
- Developing an understanding of what constitutes an actionable defect, the risk-based approach to inspections and the prioritising of repair categories into P1, P2 and P3.
- Developing an understanding of how repairs are undertaken with regard to flexible and modular paving, the materials used and expected lifespans of the repair.
- Developing an understanding of how reports are triaged, and repairs allocated to the relevant gangs.
- Understanding how Key Performance Indicators are monitored and reported on and whether they could be improved.
- Identifying strengths and weaknesses in the recording and monitoring system.

Upon completion of this review to prepare a report for consideration by O&S with a series of recommendations/observations for the Council to review.

5. Working Methods

Face to face meetings, site visits and MS Teams meetings.

Opportunity to undertake a site visit to Durham County Council as one of our LA7 highway authority partners, to observe working practices and delivery of highway maintenance.

6. Timescales/Plan and Timeline

Meetings shall take place at the agreed frequencies of the membership of the HDSG.

All meetings will be minuted and an agreed recording and reporting format will be determined.

Meeting dates are to be confirmed and will need to feed into the work plan of the current Overview and Scrutiny programme.

Given the return of the engineering service back to North Tyneside Council control in early 2025, it is proposed that the meetings are concluded by October 2024 to allow for a report to be prepared for the relevant Cabinet meeting.

7. Reporting

The HDSG will produce a final report to Overview and Scrutiny Committee detailing any observations and recommendations for consideration by North Tyneside Council.