

## Selection of topics and issues for scrutiny by councillors, officers or members of the public

Anyone wishing to suggest a topic for scrutiny must complete Section 1 of this form.

### 1. Sources

The following are sources of ideas for the work programme:

- Performance indicators, both national and internal.
- Views of Cabinet and Leadership Team especially in relation to policy subjects.
- The Council's surveys, such as the annual residents' survey.
- The Complaints Report which is compiled annually by the Customer Service Centre.
- Service complaints more widely; although individual cases will not be taken up if a large volume of complaints is received about a single issue then it may be appropriate to pursue the topic.
- Reports of external inspections of services.
- The views of the Council's partners.
- Issues picked up by ward councillors in their locality.
- The Council's Forward Plan

### 2. Outcomes

Success indicators could include:

- Having identified local needs;
- Having evaluated alternative ways of working/how a service could improve and making recommendations to the Executive or the Council's partners;

- Having developed an awareness of any contractual, economic, legal or structural constraints on Council's or its partners approach.

### 3. Criteria

To qualify for consideration the topic must meet the following criteria:

- Affect a group or community of people. Scrutiny will not normally look at individual service complaints.
- Relate to a service, event or issue in which Watford Borough Council has a significant stake.
- Not be an issue that Scrutiny has covered during the last year.
- Not be a planning or licensing issue, or any other matter dealt with by another council committee.
- To match one or more of the Council's current priorities.
- To be feasible and able to be completed within the timescale projected for the work.
- There must be availability within the relevant department/service to support the review.
- Be a topic that members wish to scrutinise.

On completion please return to Sandra Hancock, Committee and Scrutiny Officer

By email – [sandra.hancock@watford.gov.uk](mailto:sandra.hancock@watford.gov.uk)

By post – Legal and Property Services, Watford Borough Council, Town Hall, Watford, WD17 3EX

Suggestions for topics to be scrutinised – evaluation table

A Member, Officer or member of the public suggesting a topic for scrutiny must complete Section1 as fully as possible. Completed tables will be presented to Overview & Scrutiny for consideration.

<b>Section 1 – Scrutiny Suggestion: The Parking Strategy - Year 1 Recommendations</b>	
<b>Proposer: Councillor/Officer/Member of public Jane Custance</b>	
<p><b>Topic recommended for scrutiny:</b></p> <p><i>Please include as much detail as is available about the specific such as;</i></p> <ul style="list-style-type: none"> <li>• <i>areas which should be <u>included</u> in the review.</i></li> <li>• <i>areas which should be <u>excluded</u> from the review.</i></li> <li>• <i>Whether the focus should be on past performance, future policy or both.</i></li> </ul>	<p><i>Give details</i></p> <p>In July 2014 Watford Parking Strategy Scoping Report was produced by Arup’s who are one of the Council’s Framework Consultants. The scoping report was presented to The Highways Forum Members in October 2014. In July 2015 The Watford Parking Strategy Report was produced and the report provides a framework and set of policies for parking in Watford. The Strategy has been accepted by the Council.</p> <p>The parking strategy is multi-modal and covers car, bicycle, powered two wheeler (PTW), coach, taxi and freight parking and use of on-street space. The parking strategy framework will enable fair and objective-led decision making on all types of parking and use of on-street space now and in the future.</p> <p>The policies contained within the parking strategy address existing parking problems, challenges and opportunities. The parking strategy is based on local, regional and national policy, stakeholder input and objectives from local policy and best practice guidance. The development of the parking strategy included stakeholder meetings, a public consultation questionnaire and meetings with Watford Borough and Hertfordshire County Council officers and Councillors.</p>

Year one of the recommendations concentrates on the Town Centre area inside the Ring Road.

Key parking problems identified include:

- The constrained space available in the town centre for different uses;
- A lack of parking at key locations for Blue Badge holders, motorcycles and bicycles;
- A lack of parking for coaches;
- A lack of ranking and drop-off/pick-up space for the high number of taxis operating in Watford;
- Problems with some of the town centre car parks including problems with quality and the pricing structure and payment methods available;
- Constrained space for residential parking in several areas of Watford;
- Constrained space for workplace parking at several locations in Watford; and
- Problems for other road users which are caused by parking.

A key aspect of the parking strategy is the Watford street type hierarchy matrix, a framework for decision-making which has been based on work carried out for Transport for London by the Road's Task Force,<sup>1</sup> adapted for Watford. The street type hierarchy matrix enables the classification of streets in Watford depending on their characteristics. The map based plan indicate what the priorities for each street should be and so what kind of policies for parking should be pursued on each street. In addition to the Watford street type hierarchy matrix, a number of specific parking policies to address identified problems are included. The main parking policies which are included in the strategy are to:

- Optimise the use of space in the town centre (including the use of space for pedestrians, cyclists, buses, taxis, Blue Badge holders, freight and other vehicles) by applying the principles of the street type matrix. Improve the existing car parking offer in the town centre;
- Identify and dedicate space for short stay town centre parking;
- Introduce modern payment methods in the town centre car parks and other pay-and-display

	<p>locations;</p> <ul style="list-style-type: none"> <li>• Continue reviewing options for the use of the multi-storey car parks;</li> <li>• Ensure any revenue generated from parking is used for transport;</li> <li>• Develop a town-wide Travel Plan and other measures to relive pressure on workplace parking and generate other benefits from reduced peak car travel;</li> <li>• Improve the residential parking situation;</li> <li>• Improve Blue Badge parking provision;</li> <li>• Increase cycle and PTW parking;</li> <li>• Provide a secure cycle parking facility in the town centre;</li> <li>• Pilot a scheme for implementing secure residential cycle parking;</li> <li>• Improve taxi ranking and drop-off/pick-up facilities;</li> <li>• Implement improvements to signage associated with different types of parking and taxi facilities;</li> <li>• Provide coach parking facilities; and</li> <li>• Pilot a Delivery and Servicing Plan within the Council.</li> </ul> <p>A set of actions and targets for each policy has been developed together with an outline timeframe for delivery . This will enable the objectives of the parking strategy to be met. It is intended that the parking strategy be regularly reviewed to ensure it remains up-to-date and relevant. A monitoring and review process has been developed which involves assessing progress against policy targets.</p>
<p><b>Why have you recommended this topic for scrutiny?</b></p>	<p>Officers would appreciate non executive members input prior to the recommendations being presented to cabinet</p>

**What are the specific outcomes you wish to see from the review?**

*Examples might include:*

- *To identify what is being done and what the potential barriers are;*
- *To review relevant performance indicators;*
- *To compare our policies with those of a similar authority;*
- *To assess the environmental/social impacts;*
- *To Benchmark current service provision;*
- *To find out community perceptions and experience;*
- *To identify the gap between provision and need*

To seek non executive members views on the proposed reallocation of parking opportunities in Watford town centre area.

<p><b>How do you think evidence might be obtained?</b></p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> <li>• <i>Questionnaires/Surveys</i></li> <li>• <i>Site visits</i></li> <li>• <i>Interviewing witnesses</i></li> <li>• <i>Research</i></li> <li>• <i>Performance data</i></li> <li>• <i>Public hearings</i></li> <li>• <i>Comparisons with other local authorities</i></li> </ul>	<p>All back ground information including in the Parking Strategy Summary Report together with the Designers explanatory notes and plans.</p>
<p><b>Does the proposed item meet the following criteria?</b></p>	
<p>It must affect a group or community of people</p>	<p>All users of the Town Centre</p>
<p>It must relate to a service, event or issue in which the council has a significant stake</p>	<p>Links to the Parking Service and Green Travel Plan 2010-15</p>

<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p>The Parking Strategy has not been to scrutiny before.</p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p>N/A</p>



<p><b>Does the topic meet the council's priorities?</b></p>	<ol style="list-style-type: none"> <li>1. Making Watford a better place to live in</li> <li>2. To provide the lead for Watford's sustainable economic growth</li> <li>3. Promoting an active, cohesive and well informed Town</li> <li>4. To operate the Council efficiently and effectively</li> </ol> <p style="text-align: center;"><i>Please confirm which ones</i></p> <p>One and two above.</p>
<p><b>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</b></p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> <li>• <i>forthcoming milestones, demands on the relevant service area and member availability:</i></li> <li>• <i>imminent policy changes either locally, regionally or nationally within the area under review.</i></li> </ul>	<p>The Officers report needs to be presented to Cabinet in September 2016</p>
<p><b>Does the topic involve a Council partner or other outside body?</b></p>	<p>No</p>

<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> <li>• <i>Age</i></li> <li>• <i>Disability</i></li> <li>• <i>Gender reassignment</i></li> <li>• <i>Pregnancy or maternity</i></li> <li>• <i>Race</i></li> <li>• <i>Religion or belief</i></li> <li>• <i>Sex</i></li> <li>• <i>Sexual orientation</i></li> <li>• <i>Marriage or civil partnership (only in respect of the requirement to have due regard to the need to eliminate discrimination)</i></li> </ul>	<p>Equality implications will be considered as part of any formal Traffic Regulation Order taken forward.</p>
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<p><b>Sign off</b>  <i>(It is expected that any Councillor proposing a topic agreed by Overview and Scrutiny Committee will participate in the Task Group)</i></p>	
<p><b>Officer</b>  Jane Custance and Andy Smith</p>	<p><b>Date</b>  May 2016</p>