

Member Briefing

Small Improvement Schemes (SIS)

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Workshop Agenda

- Introductions – Cllr David Fothergill
- Reasons for the Revised Process – Michèle Cusack / Cllr David Fothergill
- Member and Officer Roles– Phil Lowndes/Gary Frecknall
- New SIS Process – Gary Frecknall
- Traffic Choices – Gary Frecknall/Nick Cowling
- Application and Scorecarding Process - Nick Cowling
- Consultation Protocols – Michèle Cusack
- Scheme Design & Construction Timescales – Mark Blissett
- Contacts
- Q&A
- Scorecarding exercise – Kerry Jones /All

Reasons for the Revised Process

The existing situation

- Low turn out to previous SIS voluntary workshops.
- Expected 'In year' Delivery
- Members put forward 2 schemes for consideration at the beginning of the Financial Year
- Local support/engagement is often unsubstantiated
- Initial Officer Vetting Panel
- Signed off Forward Programme
- PR/Media
- Cumulative result

Reasons for the Revised Process

Rational for new SIS protocol

- 60% delivery in the Financial Year 14/15 - principally attributed to an optimism bias for in-year deliverability, a depleted staff resource, flood events, and the current scheme generation methodology.
- More detailed briefs required
- Member and public feedback
- Consultation quagmire and repetition
- Value for Money review
- Optimisation of process/resources
- Skanska/SCC review, workshop and recommendations

Reasons for the Revised Process

Objectives

The County Council's Small Improvement Schemes (SIS) Programme has been running for 3 years and has seen the successful implementation of over 120 minor highway improvement schemes so far, however we have identified betterment opportunities:

- To better assist and inform Members (and the public) from scheme inception to delivery
- To provide better scheme briefs
- Afford Programme certainty
- Stakeholder expectation management
- Better resource management
- Ensure Value for Money and strategic objectives

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Member and Officer Roles

A memorandum of understanding of the respective roles in the application of the Small Improvement Schemes Programme

The following should be viewed in conjunction with Part 2 (G) of ***The Constitution of Somerset County Council*** May 2015, which can be found at the following link

<http://www.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=72435>

Member and Officer Roles

Members	Officers
<p><u>Ambassadors for the Council and its Services.</u></p> <p>Members will abide by the Members' Code of Conduct and Constitution when acting in this role.</p>	<p>Officers will support the Member with this role as far as is considered reasonable and appropriate within the available resources.</p>
<p><u>Community and Scheme Champion.</u></p> <p>Members must accord with the new Small Improvement Scheme protocol;</p> <ul style="list-style-type: none">• Members can submit up to two schemes in any financial year.• Up to 3 windows in which to submit schemes will be opened per financial year. The decision to open a window will be made by the Highway Improvement Scheme Programme (HISP) board subject to the remaining budget and available resources. <p>Members will liaise with Town/Parish Councils and other relevant community interests to generate ideas for, champion proposals and consult on new highway infrastructure.</p>	<p>Officers will observe due process and support the Member in helping to help bring their submission to fruition, wherever possible.</p> <p>Officers will seek to develop scheme proposals to meet DfT guidelines, as failure to comply with any industry adopted standards may leave the Council open to challenge should an accident subsequently occur.</p>

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Member and Officer Roles

Members	Officers
<p>The identification of the need for new infrastructure is the responsibility of the local Member in conjunction with the Parish/Town Council or local community interests where there is no local council.</p> <p>The new Somerset Traffic Choices website affords Members and the Public with the information on the various types of Highway infrastructure to help make better informed decisions. A new consultation protocol will also be employed.</p>	<p>Officers will observe due process to protect:</p> <ul style="list-style-type: none"> • The Council from reputational damage, the risk of legal challenge and potential costs. • The reputation of the local Member as the Community and Scheme Champion. <p>Officers will respond to queries on scheme design and consult (in conjunction with the Community and Scheme champion) on elements as required.</p>
<p>Members will manage community expectations throughout a scheme's development to allow Officers to focus on the complex processes of scheme design and delivery, and any third party dependences.</p>	<p>Officers will provide Members with updates and information as requested. A case officer will be assigned as the primary point of contact.</p> <p>Officers will endeavour to respond to contacts from Members and the public within 10 working days.</p>
<p>Members' Media engagement will accord with the requirements of Part 2 (G) of The Constitution of Somerset County Council May 2015, and reflect their ambassadorial role.</p>	<p>Officers' engagement with the Media will be accord with Part 2 (G) of The Constitution of Somerset County Council May 2015 and will be facilitated by our Press Office</p>

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Member and Officer Roles

Members	Officers
Members should be respectful of the role of Officers in the design and delivery of schemes and in the giving of professional advice.	Officers will endeavour to assist members at all times and will always give an explanation where commitments made by Officers are unable to be met.
Beyond the professional narrative as to why an officer is unable to deliver or entertain a request, the Member may raise matters of performance with a senior officer in accordance with Part 2 (G) of The Constitution of Somerset County Council May 2015.	Officers must respect the roles and rights of Members at all times, in conjunction with Part 2 (G) of The Constitution of Somerset County Council May 2015.
Members must not at any time seek to influence or undermine the professional integrity of Officers or the Council's position.	Officers must be impartial in the undertaking of their role.
Members are the first point of contact for Council services within their communities and must recognise the resource constraints on Officers when asked to support Members in their community role.	Because of resource constraints, Officers will normally operate within the requirements of due process and this memorandum of understanding. Officers will only go beyond these requirements – including attending public meetings - in exceptional circumstances and where considered to be a pragmatic and 'reasonable' use of officer time.

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Member and Officer Roles

Members	Officers
Members should co-ordinate and direct correspondence via designated channels to avoid duplication and any confusion.	Officers will only use County Council supplied email addresses when contacting Members and responding to Member enquiries. Correspondence with representatives of the Town and Parish Councils should be via the Clerk, with a copy to the respective Member.
Both Officers and Members must be respectful of each other's roles, when seeking to facilitate the Small Improvement Scheme Programme on behalf of Somerset County Council.	

Small Improvement Schemes Programme

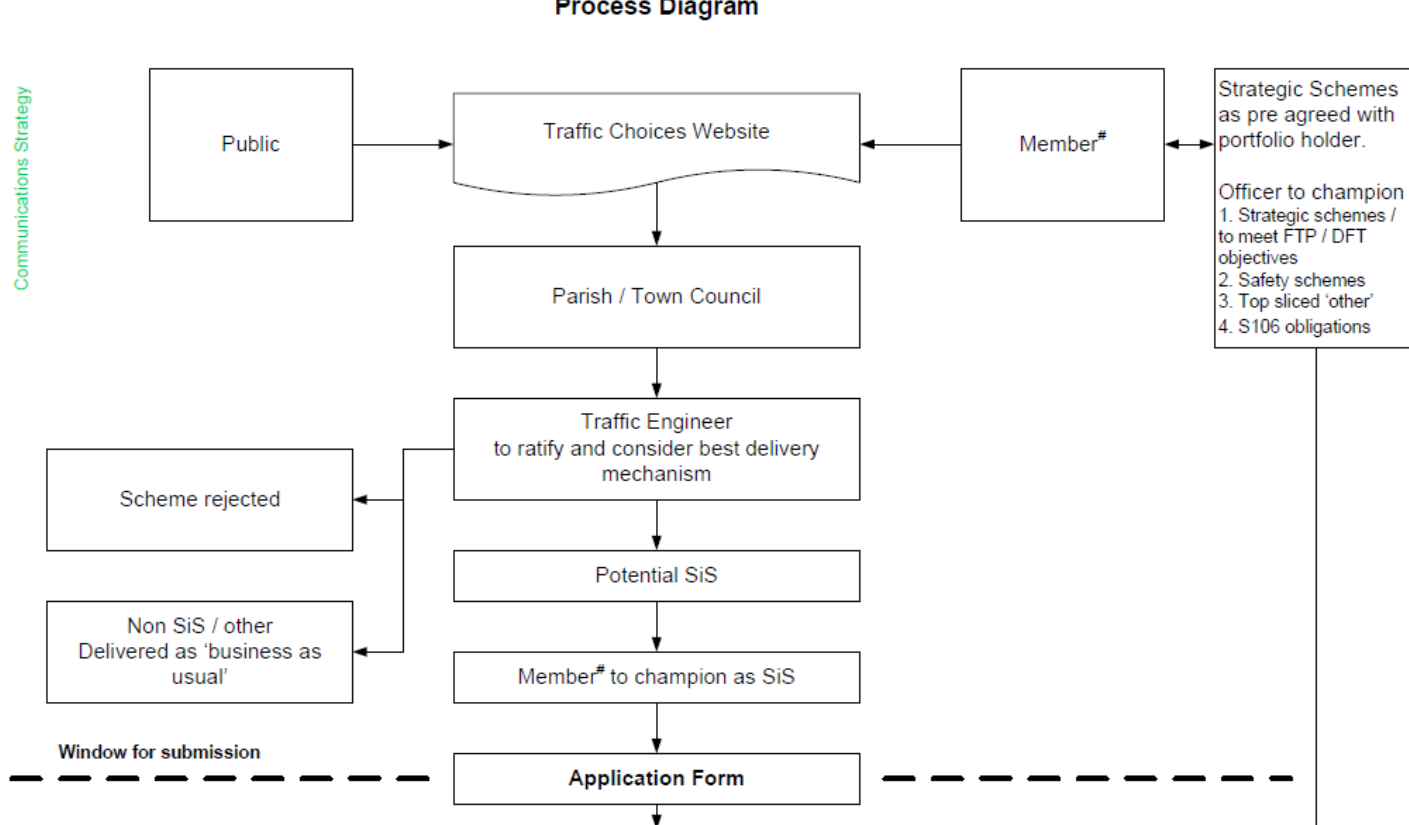


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New SIS Process

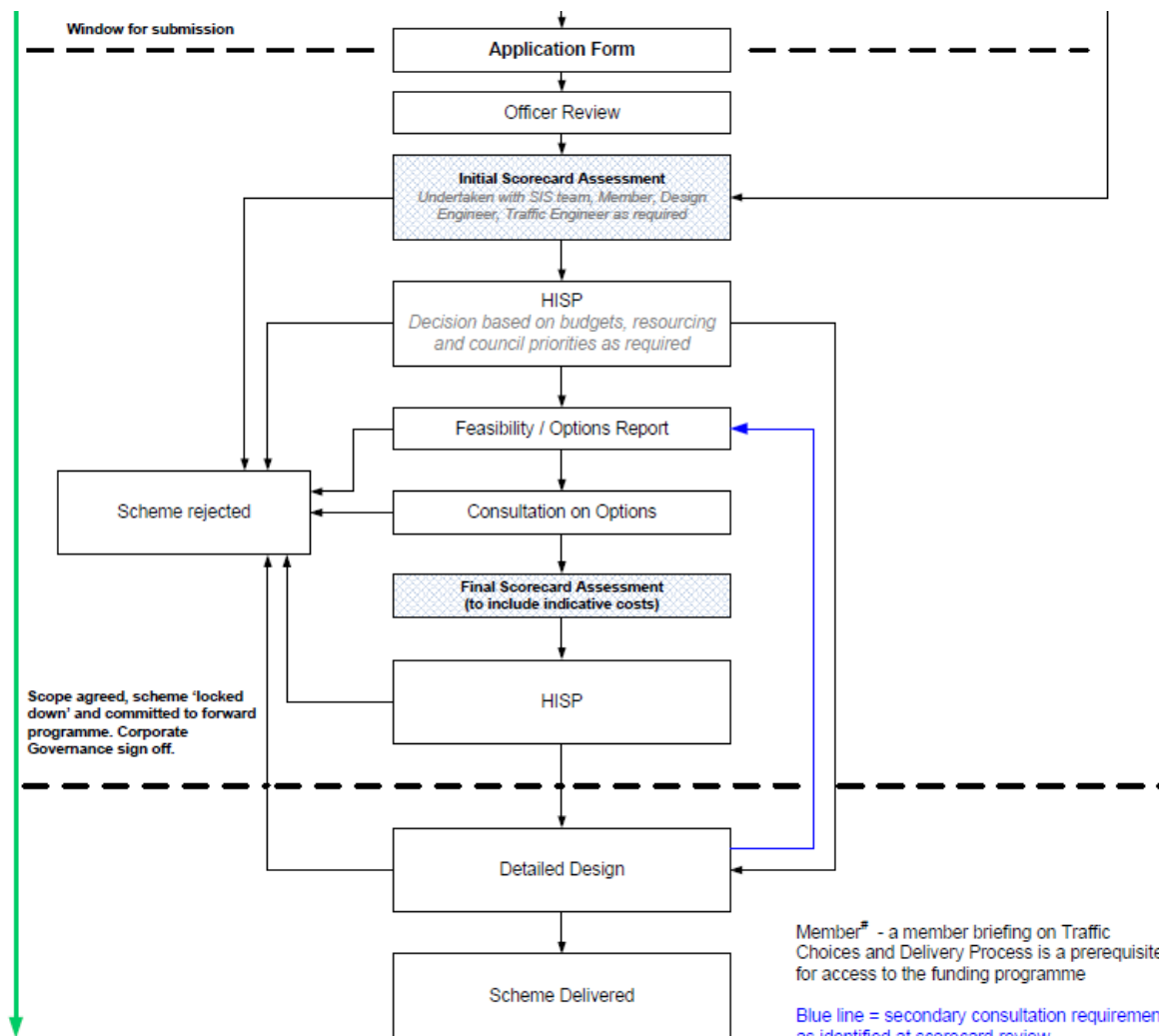
ECIO – Traffic and Transport Development Small Improvement Scheme (SIS) Process Diagram

Draft
September 2015



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New SIS Process

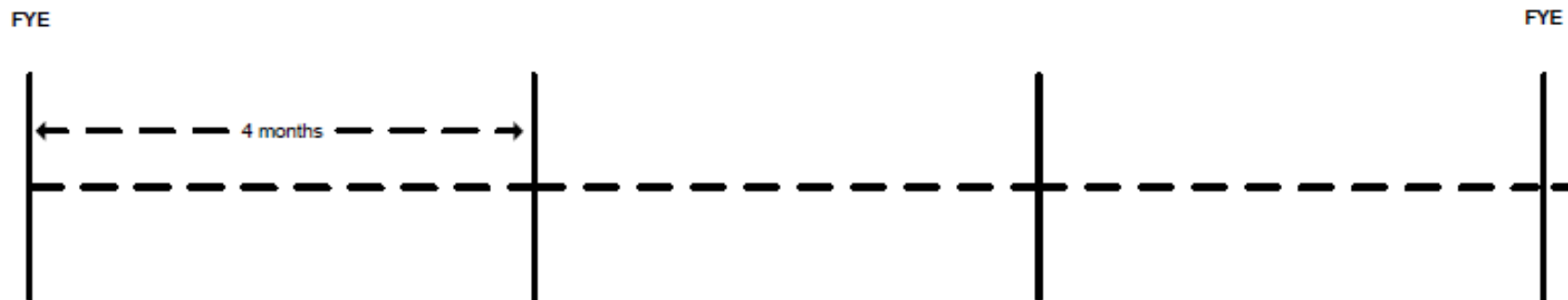


Member[#] - a member briefing on Traffic Choices and Delivery Process is a prerequisite for access to the funding programme

Blue line = secondary consultation requirement as identified at scorecard review

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New SIS Process



Members Charter

- 1 Ambassadors and the conduit for Council Services
- 2 Scheme Champion
- 3 To seek endorsement of Parish / Town Council
- 4 To attend the Member briefing and Scorecard meetings
- 5 Maximum submission of 2 schemes in financial year
- 6 4 month windows of invitation for Member submissions (dependant on resources)

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Application and Scorecarding Process

- Relevant information about scheme gathered application form ties into scheme assessment criteria
- Officers will work with you to ensure details are clear about the problem to be solved
- This will feed into the [scorecard](#) which looks at key aspects of schemes aims against strategic FTP aims, safety, value for money, and maintenance costs
- Assessment of schemes will then be discussed at HISP board for inclusion and assessment at feasibility
- Once this has been carried out then the scorecard can be revisited with more knowledge of scheme aims and costs and more robust understanding of programming at HISP

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Scheme Design & Construction

Timescales and considerations

- An improvement scheme design can take from 6 months (Signing and lining) to 18 months or more (Requirement for land).
- The Initial design process commences – Data Gathering ‘topo’ surveys, SU’s, traffic / ped surveys
- Application of design standards and industry best practice
- Legal processes – (Land Ownership / TRO)
- Safety Audit – RSA 1,2,3 & 4
- Consultation/ community engagement
- Detail Design
- Construction Package – ECI, Road space bookings / closure & diversion routes
- Site Supervision
- Post Construction Involvement

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Consultation Protocols – Michèle Cusack

Documentation to be provided

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Improvement Schemes Team Contacts



**The Improvement Schemes Team can be reached on 01823 359534
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Score-carding Exercise

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ANY QUESTIONS?

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END

Thank you for your time

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