
Report to the Chief Officer (Highways and Transportation)

Date: 09 June 2015

**Subject: Parish and Town Council Charter – Highways and Transportation
Supplement for 2015**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Parish and Town Council Charter sets out how Leeds City Council and the local councils within the Leeds administrative area will aim to work together in partnership for the benefit of local people.
2. Annexed to the Charter is an Highways and Transportation Supplement which is reviewed each year at the same time as the Charter. It is then considered by the annual meeting of the Parish and Town Council Forum.
3. This report presents the Highways and Transportation Supplement for 2015 as prepared for endorsement following the 2014-15 Forum annual meeting.

Recommendations

4. The Chief Officer (Highways and Transportation) is requested to:
 - i) note the contents of this report; and
 - ii) approve the revised Parish and Town Council Charter Highways and Transportation Supplement for 2015.

1 Purpose of this report

- 1.1 To seek approval to the revised Parish and Town Council Charter Highways and Transportation Supplement for 2015.

2 Background information

- 2.1 The Parish and Town Council Charter was agreed in 2006, and is subject to annual review. The Charter sets out how Leeds City Council and the local councils within the Leeds administrative area will aim to work together in partnership for the benefit of local people. The Charter is reviewed annually at the Parish and Town Council Forum.
- 2.2 Section 3.18 of the Charter commits the Council's departments to work with the local councils to establish clear arrangements describing their operational relationships including the provision of relevant service standards and contact details. The Highways Supplement was first introduced in 2010 following recommendation from the 2009 Forum meeting. The 2014 update was endorsed by the Forum's annual meeting in January 2014 and subsequently approved by the Chief Officer, Highways and Transportation in June 2014.
- 2.3 The purpose of the document is to provide accessible information about the services provided by Highways and Transportation with specific relevance to the needs and functions of local councils with the aim of promoting greater understanding and for closer working to achieve better services. It is consistent with the Department of Transport (DfT) framework for highways asset management and associated codes of good practice which all encourage involvement of local communities in setting service levels.
- 2.4 The document is administrative in form in so far as it details service operations, activities and existing policies of significance to the town and parish councils and does not make or change policy.
- 2.5 The Highways and Transportation Supplement is welcomed by the Parish and Town Council's Forum as the basis for a stronger and more productive relationship with the Service.

3 Main Issues

- 3.1 A copy of the revised Highways and Transportation Supplement for 2015 is appended to this report.
- 3.2 The document has been updated to reflect changes since the last review in January 2014.
- 3.3 The feedback at the 29 January 2015 annual meeting of the Forum was again favourable towards the service and the work to continue building the desired stronger relationships with the local councils is being continued throughout the

service. No specific issues were raised at the meeting and no further amendments were made to the document following the meeting.

- 3.4 Changes occurring to the service since the January 2014 review will be updated prior to the 2015 meeting of the Parish and Town Council Forum and subject to any changes being accepted by the meeting will be reported back to the Chief Officer, Highways and Transportation for approval and publication.
- 3.5 Endorsement of the updated document is sought from the Chief Officer, Highways and Transportation.

4. Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 A copy of the current Supplement (January 2015 review) was circulated to all section heads for comment and input prior to being submitted for the Forum's consideration.
- 4.1.2 The draft Highways and Transportation Supplement was provided to all the Parish and Town Council's in January 2015 prior to being considered at the 29 January annual Parish and Town Council Forum
- 4.1.3 Ward Members. The circulation of the draft Highways Supplement included City Council Members prior to the 2014-15 annual meeting where it was endorsed.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening has been carried out previously and this issue does not require an Equality, Diversity, Cohesion and Integration Impact Assessment.

4.3 Council policies and City Priorities

- 4.3.1 The document accords with Council Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 The provision of the Highways and Transportation Supplement assists in the development of stronger and more productive working relationship with the local Council's by assisting with facilitation of common understanding and agreement on the prioritisation and conduct of works and providing for the more efficient communication between local councils and officers.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific implications arising from this report.

4.6 Risk Management

- 4.6.1 There are no specific risks arising from this report. The Supplement reduces the risk of misunderstandings and poor communications between Council officers and local councils, thereby improving standards of customer service.

5 Conclusion

- 5.1 The Highways and Transportation Supplement is a valuable part of the Parish and Town Council Charter with the City Council. Since its adoption in 2011 the document has been reviewed to reflect changes in the service and key contacts. The latest update presented with this report maintains an up-to-date current document as considered by and reflective of the 2014-15 annual meeting of the Parish and Town Council Forum on 29 January 2015.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to:
- i) note the contents of this report; and
 - ii) approve the revised Parish and Town Council Charter Highways and Transportation Supplement for 2015.

7 Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.