
APPENDIX D
SCHEDULE OF KEY
REVIEW
DOCUMENTATION

SCHEDULE OF KEY DOCUMENTATION

1 Reports

a) Report of the Member Panel - Executive Summary

Introduction
Summary of Review
Recommendations of the Panel
Conclusions

Figures / Tables

Figure 1 Current service delivery arrangements / locations
Figure 2 Proposed integrated service model arrangements / locations
Figure 3 Integrated Service Model diagram
Table 1 Summary Implementation Plan

Appendices

A Terms of Reference
B Review Protocol
C Service Vision
D Schedule of Key Review Documentation
E Panel Members and Contributors to the Review

b) Report of the Member Panel

Introduction
Summary of Review
Service Assessment Report
Options Identification and Evaluation Report
Service Improvement Plan
Outline Implementation Plan

Figures / Tables

Figure 1 Current service delivery arrangements / locations
Figure 2 Proposed integrated service model arrangements / locations
Figure 3 Integrated Service Model diagram
Table 1 Summary Implementation Plan

c) Appendices

- A Terms of Reference
- B Review Protocol
- C Service Vision
- D Schedule of Key Review Documentation
- E Panel Members and Contributors to the Review
- F Glossary of Terms
- G Consultation and Survey Information
- H Schedule of Comparative Performance Information
- I Summary DTLR Assessment of Transport Policies
- J Evaluation Summary of County-District Relationship Options
- K Conclusions of the Highway Maintenance Review Panel
- L Whole Service Management Organisation Trial in Western Division
- M Safety Inspection Trial in Northern Division
- N Street Cleansing Trial in Harborough
- O Schedule of Contracts
- P Winter Maintenance Analysis and Action Plan
- Q Capital Programme Delivery Arrangements
- R Key Tasks Summary of Progress

2 Supporting Documents

- Position Audit
- Member Panel Papers
- Project Plan
- District Officer Forum papers
- Joint response of District members and Officers to the County Council – April 2002-04-23
- Comments on joint response from District Councils – April 2002
- Stakeholder meeting notes
 - 31 May 2001
 - 22 February 2002
- Notes of meetings with one to one consultees
 - Police
 - Leicester City Council Area Traffic Control
 - Rutland County Council
 - Insurance Section
 - Education Department
- Notes of meetings with comparator authorities
 - Northamptonshire County Council
 - Hertfordshire County Council
 - Derbyshire County Council
 - Suffolk County Council

- Community Consultation meeting notes
- Rural Community Council
- Whetstone Parish Council
- Hathern Parish Council
- Bottesford parish Council
- Witherley Parish Council
- Thringstone Village Appraisal Group
- Lubenham Parish Council
- Melton Town Forum
- MORI Surveys
 - Residents Survey
 - Survey of County and District Members
- Local Transport Plan (LTP) and Annual Progress Report (APR)
- LTP & APR settlement letters 01/02 and 02/03
- Employee workshop notes
- Sustainability Audit
- Highways Maintenance – Objectives and Policies (Green Book)
- Key Tasks schedule
- Competitive Assessment
- Market Comparison of Local Authorities
- Midlands Regional Best Value Group documentation
- Best Value Performance Plan
- Services Plans

3 References

- Delivering Best Value in Highway Maintenance
- Code of Practice for Maintenance Management DTLR (2001)
- Road Lighting Maintenance Code of Good Practice
- CSS -TAG (1999)
- Local Transport Plan Submissions
- Transport Research Group -University of Southampton (2001)
- Evaluation of Road Safety Provisions in Leicestershire Schools
- Ross Silcock (2001)
- Report of the Accident Reduction Working Group
- East Midlands Regional Transport Partnership (Annual)
- Rethinking Construction
- Report of the Construction Task Force -The Egan Report DETR (1998)
- Recycling in Transport Infrastructure
- Transport Research Laboratory (2001)
- National Road Maintenance Condition Survey DTLR (Annual)

