

Parking at Schools Terms of Reference and Scoping Document

Appendix 3

Terms of Reference

Place O&S Task & Finish Group – Parking at Schools.

Purpose:

- To work in collaboration with key partners to improve parking outside schools as part of improving safety.
- To agree a School Parking Policy which will set out how parking issues at schools will be addressed.

The outcome of the Task & Finish Group will be to create a School Parking Policy and present this to the Place Overview and Scrutiny Committee. The final policy will then be presented to Cabinet for their final approval.

Membership:

6 elected members (3 Labour, 2 Conservative, 1 NPAIC)

Chair:

The Chair and Vice-Chair will be elected by the membership of the Task & Finish Group at its first meeting. The appointment will last until the work of the Task & Finish Group is complete.

Duration:

The Task & Finish Group will begin in September 2024 with the expectation to complete its tasks by November 2024. A report will be presented to the Place Overview and Scrutiny Committee in late 2024.

Meeting Schedule:

The Task & Finish Group will meet as and when required, in line with the key dates proposed in the below table. The first meeting, date yet to be confirmed, will be to look at the overview of the group and come up with scope of themes to be discussed.

Activities:

The Task & Finish Group will undertake all but not exclusively the following activities:

- Members and Officers to ascertain local schools with the worst parking concerns and provide description of issues.
- Officers to analyse the specific causes and likely remedies and present their findings to the Task and Finish Group.
- Transportation or O&S Officers to undertake desktop work on the background to parking outside schools and what has been done previously in Thurrock, including what worked and did not work.
- Transport Officers draft a Policy document specifically on 'School Parking'. Content to include: how other local authorities have tackled similar issues; and the types of remedial measures available for local authorities outside of London.

- Transportation Officers to liaise where appropriate with neighbouring boroughs to review their parking enforcement issues outside schools and see how / if they differ to those in Thurrock.
- Transportation Officers to liaise with O&S Members on the content of the draft Policy document.
- The final paper to the Place Overview and Scrutiny Committee will outline options on how the problem with parking outside schools will be tackled.

These meetings and activities can be held during the day or evening.

Decision-Making:

The Task and Finish Group has no executive power, and all findings and recommendations will be referred directly to the Place Overview and Scrutiny Committee.

Timeline:

As outlined within the below table.

Date	Action	Response
January / February 2024	Initial scoping meeting to be held with O&S Officers, the Assistant Director for Highways and Transportation, and Highways colleagues.	A School Parking Policy to be produced, which will set out specifically how the parking issues at schools will be addressed.
August 2024	Officers to meet informally with Task and Finish Group Members to discuss local schools and the nature of problems experienced. Background comparative research is completed by officers.	
September 2024	Officers to present their findings from background research, and analysis on causes and potential remedies for problem parking.	
October 2024	Officers to review methods of parking enforcement methods outside schools in neighbouring areas and present to Members.	
November 2024	Officers to draft a School Parking Policy.	

Task and Finish Groups – Scoping and Outcomes

Before any Task and Finish Group is established, a scoping document must be completed by the relevant director, in consultation with O&S officers and the O&S Committee. This must include the scope of the group, specific goals, how success will be measured, resources needed, timeframes, and how the T&F group will benefit Thurrock Council.

Please complete the form below, ensuring it is completed with as much detail as possible and submit to Lucy Smith and Claire Dixon.

Directorate	Place
Relevant Director:	Claire Demmel
Relevant AD:	Julie Nelder
Officers involved:	Steven Lines, Lisa Preston, Julie Cooper, Nav Tung
Parent O&S Committee:	Place O&S
Governance background (to be completed by O&S officers):	<p>The T&F Group was suggested in a motion to Full Council on 25 October 2023, by Councillor J Redsell. The motion read as follows “Members resolve that a T&F Group or similar be established to look at options for tackling school parking across the borough. Further, that a report on such options should be produced at the conclusion of the group’s review. This was agreed by all Members.</p> <p>A link to the livestream can be found at the below link: Thurrock Council - Full Council, 25/10/2023 (youtube.com)</p>

1. What is the purpose/goal of the Task and Finish Group?

The purpose of the T&F Group is to work with key staff, and enforcement officers to improve parking and safety outside schools during drop-off and pick-up times. The goal is to agree a School Parking Policy document for presentation to the Place O&S Committee, which will then be presented to Cabinet for approval.

2. How will the goal(s) be achieved?

The goals of the T&F Group will be achieved through the adoption of the Policy, as outlined in the draft schedule below. T&F Group Members will present their report and recommendations to the Place O&S Committee before being presented to Cabinet for their final approval. The T&F Group goals will be achieved through close liaison with officers and Members of the T&F Group as appropriate.

3. How will success of the Task and Finish Group be measured?

For example, will policy be changed? Will the T&F group help the Council on its recovery and improvement journey?

The T&F Group will be successful if a schools' parking policy is adopted and remedial measures used to address parking outside schools is proven to be effective.

4. How will the T&F group benefit Thurrock Council?

For example, will the T&F group assist with the Council's recovery goals? Is the issue particularly important to residents? Will it minimise risk for the Council?

The T&F Group will benefit Thurrock Council as Members can undertake a deep dive into the issue of parking outside schools, and report back to the parent O&S Committee. This means that Members are kept abreast of an issue which is of high concern to residents, schools and teachers, and can help formulate the policy content. The T&F Group also helps minimise risk as it is in-line with the Council's new way of working for scrutiny, particularly in regards to time-limited T&F Groups with tangible outcomes.

5. What work/activities will be undertaken to achieve the goal?

For example, comparative data research with other Councils, site visits, engagement with external partners/companies where appropriate.

A full list of work and activities can be found within the draft Terms of Reference. This may include desktop comparative research on parking outside schools in Thurrock and how other local authorities have tackled these issues; and a review of/liaison with neighbouring boroughs to review their parking enforcement remedies.

6. What resources will be needed from officers/Members?

For example, approximately how much time will officers spend on the T&F group, or how much (if any) money will need to be spent? If there is a budgetary requirement, please include the relevant departments cost code.

The main resource for the T&F Group will be officer time, as officers will be required to attend T&F Group meetings and undertake research. There is no budgetary requirement attached to this group.

7. What is the deadline for completion of the work?

Please note, all T&F groups are limited to 10 weeks maximum. What will be the start and end date for the T&F group?

The T&F Group will be agreed at the first meeting of Place O&S in July 2024 and will have 10 weeks to complete their work.

8. Please outline below a draft schedule of works to be completed.

The following work could be completed as below:

- February – commencement of preparation / review of existing policies.
- September– background comparative desktop research is completed by officers. Members and officers to discuss local schools, discuss causes and potential remedies as referred in the draft policy document.
- September– officers to present their findings from background research, and analysis on causes and potential remedies for problem parking.
- October– officers to review methods of parking enforcement methods outside schools in neighbouring areas. T&F Group to meet to review updated draft policy document. Members to consider the content and methodology contained in the updated draft policy document.
- October – officers to develop the content and draft final policy to present to T&F Group Members.
- November – T&F Group Members to meet to amend as appropriate and agree final report before presentation to Place O&S.

9. Any other information.

More information is included within the draft Terms of Reference.