

# **Review of the adoption and implementation of the Safe and Sensible Street Lighting Policy**

## **Terms of Reference**

### **1. Why and for whom the review is being done**

- This review is made at the request of the Leader, following his discussions with the other political group leaders, all of whom have raised questions and concerns regarding the introduction and implementation of the Street Lighting Strategy and Policy.
- The review will consider the appropriateness and validity of processes and procedures adopted in during both the Policy adoption process, and the subsequent implementation of the Policy.
- The review will consult with key officers and Members involved in creating and executing the strategy, with a view to evaluating not only past actions and events, but also recommending steps to be taken both now and in the future, and to address the lessons learnt.
- The review process will be considered to be confidential in nature.
- The output of the review will be a report that will be discussed in confidence by the political group leaders (possibly as part of the work of the Scrutiny Committee), with a view to producing a summary of conclusions and recommendations suitable for publication.
- Primary intended users of the detailed review are the political group leaders. The published conclusions and recommendations are intended to be of wider public interest.

### **2. Key areas for consideration**

- The procedural steps leading up to the Cabinet Member decision to adopt the Safe and Sensible Street Lighting Strategy and Policy in 2010, notably the adequacy of the consultation and the absence of an equalities impact assessment (EqIA).
- The procedural steps leading up to the Officer decision to implement the Safe and Sensible Street Lighting Strategy and Policy in 2012, notably the adequacy of the EqIA, the sufficiency of the consultation process, and the appropriateness of the use of the Executive Scheme of Officer Delegation.
- The sufficiency of information provided to the Leader and other Members on the detailed proposals to switch off, dim or remove street lighting in various parts of Kent.
- The responses given by key consultees, including Kent Police, to the various consultations and how that was interpreted and communicated to the Cabinet Member, to other Members and to the public.
- What the impact has been of the implementation of the Safe and Sensible Street Lighting Strategy and Policy, crime figures in Kent.
- The procedural steps taken by other authorities who have implemented similar policies and by KCC in the adoption and implementation of other policies of similar scope and risk profile.
- The impact of similar policies, including upon crime figures, in other parts of the country.
- The specific criteria that should be used in considering whether to amend any aspect of the Policy implementation.

### **3. How it will be accomplished**

- The overall scope and approach will be to gather and summarise the key actions and events, through consideration of the documents and records and in discussion with key individuals involved.
- The findings should be collated into a concise factual summary, identifying at each stage of the process any positive and negative features of the actions taken, with particular attention to separating conclusions and recommendations into sections that can be shared in either a confidential or public arena.

#### **4. Structure of the review**

- Accountabilities, roles and responsibilities, including process for signing off on the evaluation and report:
  - Geoff Wild, Director Governance & Law will oversee the review and along with David Cockburn, Head of Paid Service and Barbara Cooper, Corporate Director Growth, Environment & Transport, will act as the review sponsor and will be responsible for reviewing the draft report
  - Roger Wilkin, Head of Waste Management will act as the reviewing officer. He will carry out the review, and will be responsible for examining, assessing and collating the detailed information and drawing up an initial draft report
  - Geoff Wild will submit the draft report to the Leader for final endorsement prior to it being distributed to the other group leaders
- Geoff Wild will arrange for a confidential meeting of the group leaders as a formal part of the Scrutiny Committee process in order to discuss the report and agree a set of public conclusions and recommendations.

#### **5. Milestones, deliverables and timelines**

- It is anticipated that the first draft of the report should be available by 13 March
- It is anticipated that the final draft report should be submitted to the Leader by 20 March
- The group leaders' meeting should take place before 31 March

#### **6. What resources are available to conduct the evaluation**

- Roger Wilkin will draw upon support from within the GET Directorate to provide assistance and administrative support for the review.
- Existing data from a number of sources will be utilised in order to assist the evaluation the quality of relevant processes.
- Relevant officers and elected Members will be asked to contribute their knowledge in order to facilitate the review.
- New data will be elicited in order to assess the impact to date of the implementation of the Policy.