

Environment Overview & Scrutiny Committee

Single Issue meeting: Management of the Carillion Contract for Highway Maintenance

Guide to paperwork

NB. All paperwork is confidential

1. Terms of Reference (TOR)

The Terms of Reference set out the following:

- Background to the meeting
- Objectives of the meeting
- Outputs from the meeting
- Parameters of the meeting
- Risk analysis
- Key Lines of Enquiry for members' questions
- Meeting format

2. Joint progress report from Treasurers and PTES

This report updates the Committee on the outcomes of reviews of the operation of the highways maintenance contract and outlines progress on addressing the issues identified by the reviews and provides information on the value for money provided by the contract.

3. Report to the Environment & Rural Affairs Overview & Scrutiny Committee in February, 2005, entitled, 'Best Value Implementation Plan for Routine and Structural Maintenance – Progress on the Highway Maintenance Contract'

This is the final report of the external consultants (commissioned by PTES) on progress with the implementation of the contract.

NB. This report as sent to the Environment & Rural Affairs Committee in February, 2005

4. WCC Internal audit report

This is the final report of the Internal audit review of the Highways Maintenance Contract conducted in 2004/05 by the Treasurer's Department.

5. Glossary of Terms (to follow)

Explanation of some of the nature of the Highways Maintenance Contract and of the terms used within the various reports.

Single Issue Meeting format

Time	Invitee	Area to be covered
10.00 –10.05	Cllr Chattaway (Chair)	<ul style="list-style-type: none"> Welcome and Introductions
10.00-10.15	Ian Marriott, Peter Samwell, Garry Rollason	<ul style="list-style-type: none"> Key Concepts, Terms & Contract principles
10.15-10.45	David Clarke, County Treasurer Garry Rollason, Audit Services Manager	<ul style="list-style-type: none"> Findings of the Internal audit report on the contract conducted between Oct 2004 and April 2005.
10.45-11.15	Ali Mafi, Lean Thinking Ltd	<ul style="list-style-type: none"> Issues with, and potential of the contract. How 'continuous improvement' is being achieved and what further actions are required
11.15-11.30	Coffee	
11.30-12.00	John Deegan, Director of PTES Peter Samwell, Policy Manager, County Highways	<ul style="list-style-type: none"> Management of the contract relationship Action taken to address issues raised
12.00-12.30	David Tong, Carillion representative	<ul style="list-style-type: none"> Management of the contract relationship
12.30-13.00	Buffet Lunch	
13.00-14.00	Plenary session for members	<ul style="list-style-type: none"> To discuss findings of the day and contribute to the final report

Further information

Please contact Gereint Stoneman 412378 or Jean Hardwick 412476 for further information