

## **Proforma Guidance Notes**

These guidance notes also include the proforma to be used to submit your proposed items for review by Scrutiny.

A check list will be used to assist the Scrutiny Programme Board to ensure a consistent approach is taken in determining whether or not to proceed with a suggested proposal or item of business, review of suggested topic or area of work. Their deliberations will also include taking account of the current and future work priorities and the Board will also liaise with the Strategic Management Board.

### **Important considerations**

When Members are considering whether to put forward a proposal for review, it is important that they are aware of the following:

- a) The existing, agreed work priorities for Scrutiny. Members must take into account the capacity of Members and Officers to support the proposed work needed to do the review well;
- b) The Scrutiny Programme Board will wish to consider and prioritise those proposals which have the best chance of securing real improvement or local benefit or can make a positive change in line with the Council's agreed objectives and priorities.
- c) The Member who proposes the item, will be invited to take part in the Task and Finish Group/Spotlight Review to consider the matter.
- d) If it is decided not to proceed with the proposer's idea for review, full reasons will be given.

If a Member(s) wishes to put forward a request to Scrutiny to consider a specific topic or area of work, they must complete the following proforma.

Once completed, it should be emailed to the Democratic Services Manager. Once the views of the Strategic Management Board have been sought, the request will be presented, together with any other supporting information provided, to the Scrutiny Programme Board for consideration and the proposer(s) will be advised of the outcome.

**SCRUTINY**  
**Consideration of an Item at Scrutiny Committee**

Please complete this form to provide information about your proposal for consideration by the Scrutiny Programme Board or request for a review to be undertaken on a topic or issue of concern. You may attach any other supporting information you feel might help the Board in considering your proposal. The Strategic Management Board will be advised of any proposal, to help advise on the timetable and any resource implications.

Please complete the following form which will be presented to the Scrutiny Programme Board (SPB)

<b>Issue to be Considered</b>	<b>Bike parking provision (of all kinds) as a strategic issue for the city</b>
<b>Proposer (s)</b>	<i>Cllr Lynn Wetenhall</i>
<b>Scrutiny Committee (to be determined by the SPB)</b>	<i>Strategic Scrutiny</i>
<b>Lead Portfolio Holder</b>	<i>Matt Vizard Climate, Ecological Change and Communities; (includes transport as a topic)</i>
<b>Identification of Lead Officer</b>	<i>There is no officer in the City Council who has responsibility for this but Ben Colman may lead on any work related only to Commercial Assets.</i>

<b>Areas for consideration:</b>
<p>1. <i>What is the specific topic area you want considered/reviewed?</i></p> <p>To consider how the City Council can promote a step change in the provision of bicycle parking of all type, including -</p> <ol style="list-style-type: none"> <li>1. at places of employment,</li> <li>2. in residential areas</li> <li>3. At sites which attract high levels of movement e.g. tourist &amp; leisure facilities, transport interchanges, bus and train stations.]</li> <li>4. For council tenants on HRA property</li> </ol>
<p>2. <i>What are the main issues you feel need to be addressed?</i></p> <ol style="list-style-type: none"> <li>1. <b>Clarity about the case for more robust action on bike parking and why a lack of suitable bike parking provision is a significant barrier to bike usage.</b></li> </ol>

- There is firm evidence that a lack of bike parking provision is a serious barrier to regular cycling for those whose homes do not provide any facilities to store or park bikes.
  - As bikes become more expensive and bike theft more sophisticated and endemic, there is also evidence that people won't park their bikes in high bike theft areas, notably much of the city centre. Secure bike parking is something that has to be given consideration if people are to feel confident in leaving their bikes in high bike crime areas. Note that this includes normal residential streets now ie bikes or parts of bikes are taken from bikes parked outside houses.
- 2. Need for more transparent, strategic, effective and joined up approach to provision**
- Therefore, given these barriers to people using bikes as a regular transport mode, getting a step change in the provision of bike parking should be a core goal for the Council. At worst, a more joined up and strategic approach should yield some quick wins based on a more efficient and effective approach which is currently lacking.
  - Whilst there have been positive expressions of support and interest around improving bike parking in various city council fora, policy commitments and activities are not defined, coherent or transparent to councillors, officers, residents or local businesses. It is not evident how these policies and actions are joined up across the different parts of the Council which have a direct stake in this issue, e.g. Net Zero, HRA, planning, council car parks, active travel etc.
  - Nor is there consistent, transparent, high level coordination between ECC and DCC on bike parking, despite both authorities having a role in this issue, at both a strategic and an operational level and across shared policy documents such as the Exeter Local Cycling and Walking Infrastructure Plan.
  - The rate of activity on bike parking issues is extremely slow, presumably as a result of the above points.
- 3. Having an informed position, supported by data, on the equalities issues linked to provision of bike parking.** Provision of better bike parking is likely to disproportionately help lower income groups and young people. Having better data on this would support this and other active travel actions and also help clarify the need for different bike types for different users and abilities.
- 4. Showing a response to the substantial communications received from residents, tenants and businesses about the lack of cycle parking.** As a Council, we should respond to local residents, tenants and business on the need for secure and suitable bike parking and working with community on need and demand

5. **Investment plan** - to support the creation of a coordinated investment plan across the city, that includes input and potentially funding from communities, NGO,s, local business, council and other authorities. This would then form a strong basis for funding bids, (including collaborative ones), community infrastructure plan and S106 bids etc.

3. *Please identify which of the Council's key priorities your topic relates to? (If any)*

Seeking a more effective and efficient approach to improving bike parking will support the following Council priorities:

**Exeter Vision 2040**

- **Innovative and analytical city.** An innovative and analytical culture will support communities, businesses, civil society and public bodies to work together to solve the city's challenges and achieve its ambitions. The city institutions work collaboratively with a coherence in pursuit of the city's vision. **Securing a step change in bike parking absolutely requires innovative and collaborative approaches.**
- **Liveable and connected.** A city where everyone has access to the places and services which enable them to meet their needs and lead fulfilling lives. **For many people on lower incomes and/or without access to a car even if their household has one, using a bike can be a vital and affordable way to access education, employment and services.**
- **The most active city in the UK.** Projects to be developed to support active travel for employees. **Direct fit with promoting bike parking at workplaces and at home.**
- **A leading sustainable city.** Exeter will be a carbon neutral city by 2030 and recognised as a leading sustainable city and a global leader in addressing the social, economic and environmental challenges of climate change and urbanisation. The Exeter of the future will have grasped the opportunities ahead of us today. **A significant uptake on cycling would help deliver on this outcome.**

**Corporate Plan 2025-28**

- **People :** Working in partnership with Live & Move in developing sustainable travel options and sustainable travel options **A direct fit with this outcome as better bike parking is a key aspect of supporting active and sustainable travel options**
- **Sustainable environment.** A carbon-neutral city. A city taking action to mitigate and adapt to the impacts of climate change. **A direct fit as getting people out of cars and onto bikes reduces both carbon emissions and other air pollutants.**
- **Health inequalities will reduce.** **Cycle parking for people who currently have nowhere safe or nowhere to store a bike but want to cycle, would directly deliver on health inequalities**

There are also potential links to work on **increasing income from the city's car parking spaces**, particularly in the city centre eg 'bike hubs'

*4. What outcome, including time frame, are you aiming to achieve with this consideration/review?*

**Timeframe** : Soon, as there are opportunities to be grasped relatively easily and quickly through a clearer strategic approach to bike parking provision and better joined up working. Changes that can be made ahead of Local Government Reorganisation will also help set a direction and track record of success on bike parking, for whatever new Unitary covers Exeter.

**Outcomes.**

- Exeter City Council implements actions more effectively around better bike parking, in line with existing policies.
- There is a commitment made to a sustained and supported process of collaboration between Exeter and Devon Councils on bike parking, with each authority having a good understanding of respective roles and where collaboration can add real value.
- Some delivered projects, albeit small or simple, build the groundwork for more ambitious change eg a city-wide partnership supporting secure bike parking via a third party provider.
- Understanding of issues to include in an investment plan and where the opportunities for investment lie
- Understanding of barriers and needs of communities to enable a strategic approach and practical delivery when funding opps become available.
- Employers of all kinds, from large organisations to local shops, have a better understanding of opportunities and funding for bike parking from all sources and there is greater uptake of those opportunities

*5. Do you consider this review urgent and if so why?*

This is an ideal time to undertake a review of the Council's policy and strategy on bike parking because:

- Action on bike parking is ideal to undertake whilst Exeter is an active partner with Sport England/ Live and Move
- There are synergies with the emerging local plan, reviewing how new policies might be implemented.
- There is a new administration at Devon County Council with a stronger interest in sustainable transport than the previous administration.
- There is abundant evidence that a chronic shortage of suitable bike parking of all types is a barrier to people using bikes at all or using them in more limited ways.

- There is a strong chance that a strategic review would come up with some suggestions that could yield better results, even within existing budgets. A clearer strategic position would help in finding new funding from external grants.
- There is goodwill and interest in the issue from large employers, University DCC and ECC and an existing joint working group looking at joint funding bids. This can be built on to look at the possibility of a partnership-based approach to having secure bike hubs in the city, run by a third party provider as elsewhere in the uk.

#### 6. *Financial considerations*

As already noted, there is a lot of rather fragmented work already going on, with relatively poor understanding on all sides of what others are doing / planning to do. Standing back at taking a good look at this work is likely to uncover actions that would deliver more even within existing budgets and staff time.

DCC and ECC already have budgets relating to active travel / cycling and ECC has a strong planning role. Again, a clearer view of what is going on and what is desired would ensure better outcomes from existing budgets and activities.

A clearer policy position on bike parking would help inform an investment plan to enable funding bids, including S106 and CIL, but also relating to joint plans like the Exeter LCWIP.

#### 7. *Expert witnesses to invite*

- Exeter Cycling Campaign
- Devon County Cllrs and officers with relevant interest
- Exeter College, RD&E, University; (already in a partnership grouping with ECC on bike-related issues).
- Employers organisations with regard to bike parking issues for staff
- Disability organisations with an interest in cycling including Inclusive Exeter

#### 8. *Which format of Scrutiny are you proposing?*

**C – A task a finish group.** The amount of material to be gathered and the range of stakeholders requires more than one meeting. As part of the proposed focus of this review is looking for opportunities for greater synergy, proper dialogue with other bodies is essential.

A - Officers written report to be submitted to the Committee.

B- A Spotlight Review - where a group of members hold a meeting and gather evidence and make a submission to a Scrutiny Committee .

C - A Task and Finish Group - where a group of members hold a series of meetings gathering evidence and make a submission to a Scrutiny Committee.

Date of Request	July 2025
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Please note that the Programme Board will consider the following matters (if relevant) when determining the request. *Please tick any that are appropriate.-*

Potential Criteria for Selecting Topic (NB This is not an exhaustive list)	Please tick
The issue has potential impact on one or more sections of the local population	✓
The issue is strategic and/or significant	✓
Scrutiny of this matter will add value to the Council's and/or its partners' overall performance	✓
The review will lead to effective outcomes	✓
This will improve service outputs	✓
The issue is of concern to partners and stakeholders	✓
The issue is a key issue for the public (as identified through contact with constituents or meetings of local organisations)	✓
This will be of benefit to the community	✓
Poor performing service (evidenced from performance indicators)	
Service/issue ranked as important by the Council's community (via market surveys/annual residents' survey/consultation with tenants, local business community)	
High level of user/general public dissatisfaction with service (via market surveys/complaints)	
Public interest issue (e.g. covered by local media)	
High level of budgetary commitment to the service or policy area	
Pattern of budgetary overspends	
Council key priority area	✓
Central Government priority area	
Issue poses significant or potential risk to the Council (can be financial, reputational or other risk)	
Issue raised by external auditor	
Issue raised by Council or one of its Committees	

Issue arises from new legislation or Government guidance	
Key reports or new evidence (provided by external organisations on key issue)	

**FOR SCRUTINY PROGRAMME BOARD USE ONLY**

The following will be used if the Proposal/Topic is rejected	Please tick
The timing of this review is inappropriate	
The review will duplicate other work within the Council or elsewhere	
The issue is already under examination by Council	
The issue is already under examination by an Officer Group and changes are imminent	
Issue being examined as part of a service review	
New legislation/guidance expected within a year	
There is an alternative, more effective, route the Member can take to address the issue	
The issue is outside the scope of the Scrutiny Committee	
The issue would not bring about any sustainable and on-going revenue savings	
The issue does not meet any of the Council's corporate priorities	

Comments from SMB	<p>SMB noted that it would be useful to understand where the data comes from to determine whether this is an issue.</p> <p>They also noted that the City Council's role in facilitating this would be in the provision of commercial land. It is Devon County Council's responsibility to provide the infrastructure and support any scheme.</p> <p>There is an existing <a href="#">Exeter Local Cycling and Walking Infrastructure Plan (LCWIP)</a> that members will want to be mindful of.</p>
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Overall recommendation of Scrutiny Programme Board Please tick relevant box)	Review Supported	Review not supported
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Confirm approval of review by Committee	Yes/No ( <i>Delete as appropriate</i> ) Customer Focus Scrutiny Committee or Strategic Scrutiny Committee
Date	