

DERBY POTHOLE REPAIR PROGRAMME FUNDING APPLICATION

APPENDICES

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B1A - Has your authority aligned its maintenance programme to the Government's highways maintenance funding years (i.e. 2011-2015 and 2015-2021)?

Our LTP3 implementation plans for 2011-2013 and 2013-2015 can be found below:

[2011-2013](#) LTP3 Implementation Plan

[2013-2015](#) LTP3 Implementation Plan

B1B - Has your authority adopted the principle that 'prevention is better than cure' in determining the balance between structural, preventative and reactive maintenance activities in order to improve the resilience of the highway network and to minimise the occurrence of potholes in the future?

Our 2014/15 Highways and Transport capital works programme evidences the type of works we are undertaking to prevent further deterioration of the highway network,.

[2014/15 Highways and Transport work programme.](#)

B1C - Has your authority ensured that appropriate competencies have been made available to make the right choices when designing and specifying techniques and materials for the maintenance and repair of highways? Note - these competencies can be secured through training, collaboration with neighbouring authorities or external advice.

Development of our draft HAMP was undertaken with EXP Consulting, who offered a wide range of skills which enabled us to deliver elements of the draft HAMP, including highway infrastructure valuation, Risk Management, policy review and development, lifecycle planning, data collection and assessment, plus highway service reviews..

B1D - Does your authority co-ordinate with other parties working on the highway short and long term programmes of work activities for up to four years in advance?

A link to our Permit scheme for Road Works and Street Works can be found below:

[Derby City Council permit scheme](#)

B1E - Has your authority considered the guidance provided in the ADEPT report Potholes and Repair Techniques for Local Highways and adopted as appropriate to your local circumstances?

Please see evidence for B1B and B1F.

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B1F - Has your authority developed a detailed highway inspection manual and have put appropriate training in place for your Highway Inspectors?

The next 12 pages contain our draft Highways inspection manual



Derby City Council

Highway Inspections

Highway Inspection Manual

Guidance for Highway Inspections

April 2014

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APPENDIX 1 – SECTION B POTHoles

1. Introduction

This document is a procedural guide for employees carrying out inspections of Derby City Council's highway network. It only covers highway safety and enquiry inspections.

2. The Need for Highway Inspections

Under Section 41 of the Highways Act 1980 Derby City Council has a statutory duty to maintain a public highway in a safe manner for all users. Neglecting this duty can lead to claims against the Council for damages resulting from a failure to maintain the highway.

Under Section 58 of the Highways Act 1980, the highway authority can use a special defence in respect of action against it for damages for non-repair of the highway if it can prove that it has taken such care as was reasonable. Part of the defence rests upon:

“Whether the highway authority knew, or could have reasonably expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway”

This is where highway authorities have to show that they carry out highway inspections in accordance with their policies and national guidance. Highway inspection reports are part of the evidence used to show that the highway authority has acted reasonably.

Section 58 of the Highways Act 1980 also says:

“The court shall in particular have regard to

- a. The character of the highway and the traffic which was reasonably expected to use it;*
- b. The standard of maintenance appropriate for a highway of that character and used by such traffic;*
- c. The state of repair in which a reasonable person would have expected to find the highway.”*

The highway authority must also record all customer reports of highway defects, however not all defects which the authority becomes aware of by inspection or customer report need to be repaired. Records from the Atlas Highway Management System are used in evidence to show that the authority has acted reasonably.

Atlas provides a single database for recording and tracking customer enquiries, inspection records, defect records, works ordering and asset inventory.

3. Customer Care Policy

All enquiries are logged into the Public Enquiry Module (PEM) of Atlas and are actioned in accordance with the Council's customer care policy. The enquiries are forwarded to the relevant highway inspector for action and reply. The reply will be sent to the customer within 10 working days.

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4. Purpose of Inspection

Inspecting the highway allows the Council to identify and take action to remove those hazards causing danger to highway users. The inspections also help to develop longer term planned maintenance programmes to help deliver the highway asset management plan.

Inspections are undertaken to identify defects that are causing or likely to cause danger or serious inconvenience. This includes defects that require urgent attention (within 2 hours) as well as those where the reduced level of severity is such that a longer response time is acceptable, or confirm that no repair is needed.

5. Responsibility of Staff Undertaking Inspections

The inspector undertaking the inspection is responsible for the accuracy of both the inspection and the recorded information. In the event of a third party claim, they may be required to provide information relating to the claim and provide statements towards the defence. In the event of a claim litigating that person may have to attend court to substantiate their inspection records.

6. Training of Highway Inspectors

All Highway Inspectors employed by Derby City Council will hold the City & Guilds Highway Safety Inspection certificate along with any other relevant training identified in the training matrix.

7. Highway Inspections

Highway inspections fall in to two categories:

- Reactive Inspections
- Safety Inspections

Reactive inspections are those that are generated by a report from a highway user and are responded to by a dedicated Reactive Inspector for a particular area.

Safety inspections are carried out at frequencies in the table below. The frequencies take into account national guidelines for the definition of highway type, hierarchy and inspection frequencies as issued in the Code of Practice for Highway Maintenance Management – Well Maintained Highways.

Feature	Category	Frequency
Carriageway	Strategic Route	1 Month
	Main Distributor	1 Month
	Secondary Distributor	1 Month
	Link Road	3 Months
	Local Access Road	6 Months
Footway	Prestige Shopping Area	2 Weeks
	Urban Shopping Area	1 Month
	Primary Walking Route	1 Month
	Secondary Walking Route	3 Months
	Link Footway	6 Months
	Local Access Footway	6 Months
	Public Right of Way (Definitive Footpath)	12 Months

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It may sometimes be necessary to inspect at a higher frequency where there are particular hazards, e.g. a highway deteriorating quickly or roads being used for a major diversion route.

8. Network Hierarchy

Each part of the network is assigned a hierarchy relating to its importance to transportation and usage. The hierarchy is stored in Atlas. Footway hierarchies are different to carriageway hierarchies. Therefore, in order to programme safety inspections efficiently the higher category between carriageway and footway is the one that is used. Carriageway and footway hierarchies are shown in the following tables taken from the National Code of Practice (Wee Maintained Highways).

Table 2 – Carriageway Hierarchy

Category	Hierarchy Description	Type of Road General Description	Description
1	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

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Table 3 – Footway Hierarchy

Category	Category Name	Description
1(a)	Prestige Walking Zones	Very busy areas of towns and cities with high public space and streetscene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

The defined inspection frequencies should be maintained in accordance with Table 1. All newly adopted highway will be added to the inspection routes.

9. Method of Inspection

All inspections are carried out as follows:

- Fortnightly (City Centre Shopping Area) - walked
- Monthly – driven, except for every third month the route will be walked (with the exception of urban shopping areas which are always walked)
- 3 Monthly – walked
- 6 Monthly – walked
- 12 Monthly (Public Rights of Way) – walked

Driven inspections are always be carried out by two inspectors in a suitable vehicle and at a speed that enables defects to be spotted. The guidance speed is 25mph, although this is not always possible, particularly on unrestricted dual carriageway. One inspector will drive and the other will be looking for defects. The driver is not expected to be actively looking for and recording defects.

Walked inspections are carried out by one inspector as long as both the carriageway and footway can be inspected at the same time. All roads are to be walked in both directions, so that both footways can be inspected.

10. Health and Safety

Inspections must be carried out in a safe manner and in accordance with all appropriate risk assessments and job safety analysis sheets.

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Information Recorded

All inspections should be recorded against the relevant network section in Atlas. The information can then be used to contribute to the identification of potential future schemes of planned maintenance. The information recorded for all inspections is:

- Inspector
- Date and time
- Weather conditions
- In the event of no defects being found this fact should be recorded

When defects are spotted the following additional information is required:

- Exact location
- Type of defect
- Size of repair
- Photo (Category 1 defects only)
- Repair priority

Cat 1 defects should be called through to the office immediately, Cat 2 defects should be logged into the Atlas system within 2 days. For enquiry inspectors this is within two days of seeing the defect and for safety inspectors within two days of completing the relevant inspection area.

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11. Coverage

Highway inspections should identify and record defects such as:

- Potholes, cracks and gaps in footways, carriageways and cycleways, the results of which are likely to cause danger to the public.
- Abrupt level differences in in footways, carriageways and cycleways, the results of which are likely to cause danger to the public.
- Debris, spillages or contamination of the highway.
- Damaged, broken or displaced kerbs that may cause a danger.
- Missing or defective ironwork such as gully covers and manhole covers on highway drainage.
- Missing or defective ironwork and other apparatus belonging to public utility companies. These should be directed to the utility company as soon as possible under Section 81 of the New Roads and Streetworks Act.
- Blocked drains, standing water, water discharging on to or overflowing across the highway if present at the time of inspection.
- Damaged, defective, displaced or missing traffic signs, traffic signals or lighting columns.
- Badly worn road markings.
- Defective street furniture
- Damaged safety fencing, pedestrian guard rail, parapet fencing and handrails.
- Overhanging vegetation causing obstruction to pedestrians or vehicles.
- Defective utility company reinstatements under the New Roads and Streetworks Act.
- Damaged overhead wires.
- Dangerous trees e.g. dead trees, dead branches and obvious signs of disease. These should be reported to the Arboriculture Team.

This list is not exhaustive; the main issue is to ensure the safety of the general public and to prevent serious inconvenience to users of the highway.

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12. Defect Categorisation

Category 1 Defects

These are defects that require prompt attention because they represent an immediate or imminent hazard or because there is a risk of short term structural deterioration.

These defects should be made safe at the time of the inspection, if reasonably practicable. In this context, making safe may include displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of the inspection, which will generally be the case, repairs of a temporary or permanent nature should be carried out as soon as possible, and in any case within a period of 24 hours. There are cases where defects will need to be made safe quicker than within 24 hours and arrangements are in place to respond within one hour during normal working hours and within two hours outside normal working hours.

Category 2 Defects

Category 2a Defects

These are defects that **will** become Category 1 defects within three months if not attended to. These will be issued with a 28 working day completion time.

Category 2b Defects

These are defects that are **likely** to become Category 1 defects in 3-12 months' time. These will be issued on a 90 working day completion time.

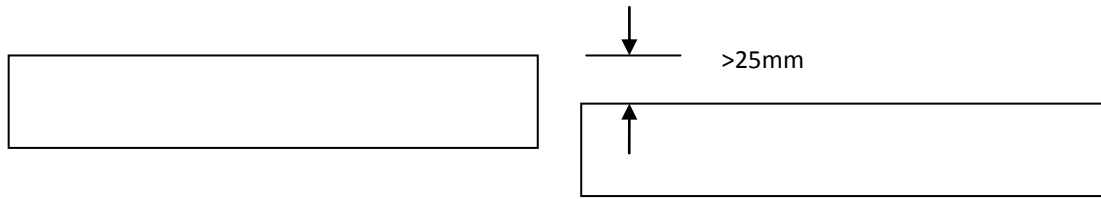
If a defect is found below intervention level then the inspector may identify the area for repair. However, this will depend on whether the defect is perceived to be hazardous due to its location, or whether the defect will deteriorate by the time of the next inspection. Therefore, it may not be necessary to identify such a defect for repair on roads that are inspected on a higher frequency, as it will be possible to monitor the progress of the defect as it approaches or exceeds intervention level.

In general, response to defects may depend on available funding to undertake such repairs. Therefore, operations are planned and programmed in order of priority, linking repairs to the network hierarchy.

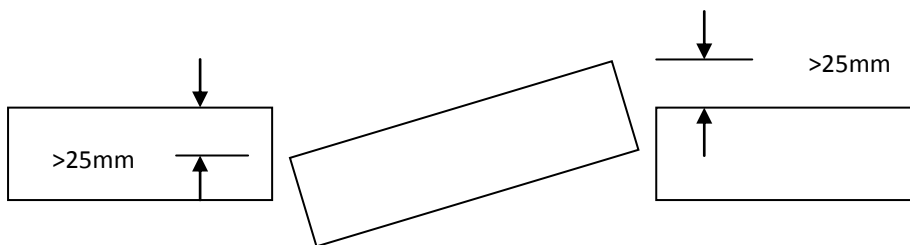
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13. Intervention Levels

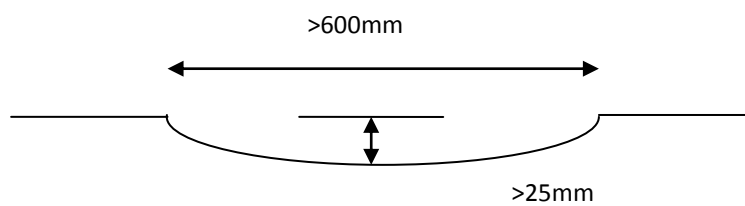
Footways (Intervention Level is 25mm or greater)



a) Footway (Modular) – Trips greater than 25mm



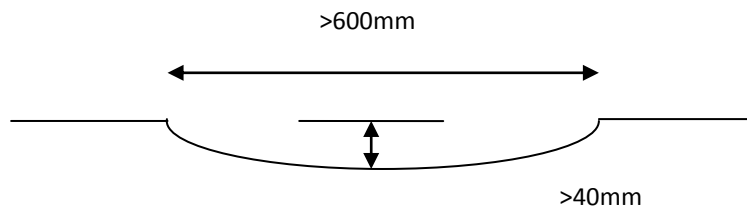
b) Footway (Modular) – Rocking greater than 25mm



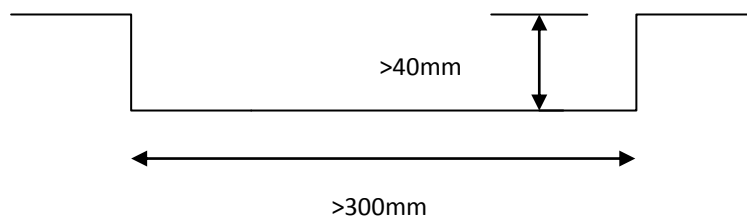
c) Footway (Bituminous) – Change in profile greater than 25mm and extending in plan direction less than 600mm or a sudden change of greater than 25mm

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Carriageway (Intervention Level is 40mm or greater)



- a) Carriageway (Bituminous or Concrete) – Change in profile greater than 40mm and extending in plan direction less than 600mm



- b) Carriageway (Bituminous or Concrete) – A depression (pothole) of 40mm or greater in depth and extending in any one direction greater than 300mm

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14. Target Response Time

Target response times are as follows:

Cat 1	24 Hour Repair	These are defects that require immediate action to be made safe at the time of inspection, if reasonably practicable. In this context making safe may include displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of the inspection, which will generally be the case, repairs of a temporary or permanent nature should be carried out as soon as possible, and in any case within a period of 24 hours. There are cases where defects will need to be made safe quicker than within 24 hours and arrangements are in place to respond within one hour during normal working hours and within two hours outside normal working hours.
Cat 2a	28 Day Repair	Repair to be carried out within 28 days of Works Manager receiving notification.
Cat 2b	3 Month Repair	Repair to be carried out within 90 days of marking, this should enable work to be grouped together based on highway inspections. The repair of these defects could also be undertaken as part of a planned maintenance programme.

Defect category selection will be based on the inspector's assessment at the time of inspection which should be based on the following:

- Overall probability and impact of damage or accident occurrence
- Hierarchy and frequency of inspection
- The extent of the defect
- The location of the defect relative to other highway features (bend, junction, crossing point etc)
- The location of the defect relative to other features outside the highway (old peoples home, doctors surgery, school etc)
- The volume of traffic (vehicular and pedestrian)
- Interaction with other defects
- Forecast weather condition and the time of year, especially considering the potential for freezing water

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15. Defect Types and Classification

Carriageways

Defect	Cat 1 (24 Hour)	Cat 2a (28 Days)	Cat 2b (3 Months)	Notes
Pothole Depression Rutting Gap/Crack Sunken Ironwork	25mm or deeper within a controlled crossing. (15mm in City Centre inspection areas) Greater than 40mm deep elsewhere	As Cat 2b unless the defect is likely to deteriorate within 28 days	Less than 25mm deep within a pedestrian crossing. Up to but not exceeding 40mm deep elsewhere	
Debris, spillage or contamination	Diesel/oil spillage any other spillage likely to cause an immediate hazard			In the case of mud on the road, every effort should be made to get the person who deposited it to clear it up
Defective ironworks	Missing or collapsed covers. Broken covers if defect is greater than 40mm in carriageway or 25mm in the footway or at a pedestrian crossing	Raised or low covers		Ironworks that are the responsibility of a utility company should be passed to them under the New Roads and Streetworks Act
Surface water discharging across the highway	Where excessive, it will require signing and guarding	As Cat 2b unless the defect is likely to deteriorate within 28 days	Minor discharge across the carriageway	Where applicable serve notice to the landowner. During winter the Works Managers need to be informed
Longitudinal and transverse trenches	Refer to NRSWA trenches			

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Footways

Defect	Cat 1 (24 Hour)	Cat 2a (28 Days)	Cat 2b (3 Months)	Notes
Pothole	25mm deep or greater. (15mm in City Centre inspection areas) 25mm deep or greater on dedicated cycleway	As Cat 2b unless the defect is likely to deteriorate within 28 days	Less than 25mm deep	Tree roots – seek advice from Arb Section
Trip hazard Rocking slab/block Tree root damage Sunken ironwork	25mm deep or greater vertical movement. Open joint/cracks 25mm or greater width	As Cat 2b unless the defect is likely to deteriorate within 28 days	Less than 25mm vertical movement and open joint/cracks less than 25mm wide	Tree roots – seek advice from Arb Section
Debris or spillage constituting a hazard	Diesel/oil spillage any other spillage likely to cause an immediate hazard			In the case of mud on the road every effort should be made to get the person who deposited it to clear it up
Defective ironworks	Missing or collapsed covers. Broken covers if defect is greater than 25mm	Raised or low covers		Ironworks that are the responsibility of a utility company should be passed to them under the New Roads and Streetworks Act

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Kerbing

Defect	Cat 1 (24 Hour)	Cat 2a (28 Days)	Cat 2b (3 Months)	Notes
Damaged, rocking, missing or dislodged kerbs	Creating a trip hazard greater than 25mm where a risk assessment indicates substantial risk within pedestrian desire lines. If there is not a substantial risk within the desire line, the defect should be categorised as 2a or 2b depending on the level of risk	As Cat 2b unless the defect is likely to deteriorate within 28 days	Less than 25mm	

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Signs, Markings, Lights, Signals and Street Furniture

Defect	Cat 1 (24 Hour)	Cat 2a (28 Days)	Cat 2b (3 Months)	Notes
Signs/Lining	Damaged or missing Stop or Give Way sign. Loose sign face in danger of falling on to a pedestrian or into the carriageway	As Cat 2b unless the defect is likely to deteriorate within 28 days	Faded or missing Stop or other mandatory lines at major junctions. Obscured or dirty sign face	
Fences/Barriers	Potential hazard if causing obstruction. Damaged or missing barriers	As Cat 2b unless the defect is likely to deteriorate within 28 days	Minor damage to safety fencing and PGR	Damaged or missing barriers at roadworks – refer to NRSWA
Street Lighting Illuminated signs and bollards	All defects to be reported to Balfour Beatty			
Traffic Signals	All defects to be reported to Traffic Signals team			

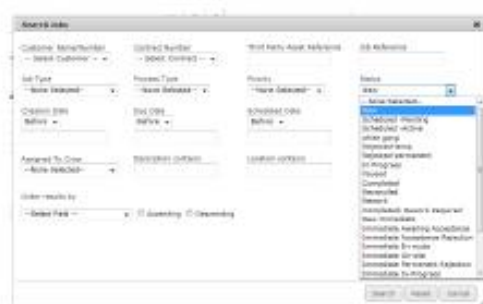
APPENDIX 1 – SECTION B POTHOLES

B1G - Does your authority use technology and systems for the effective identification and management of potholes?

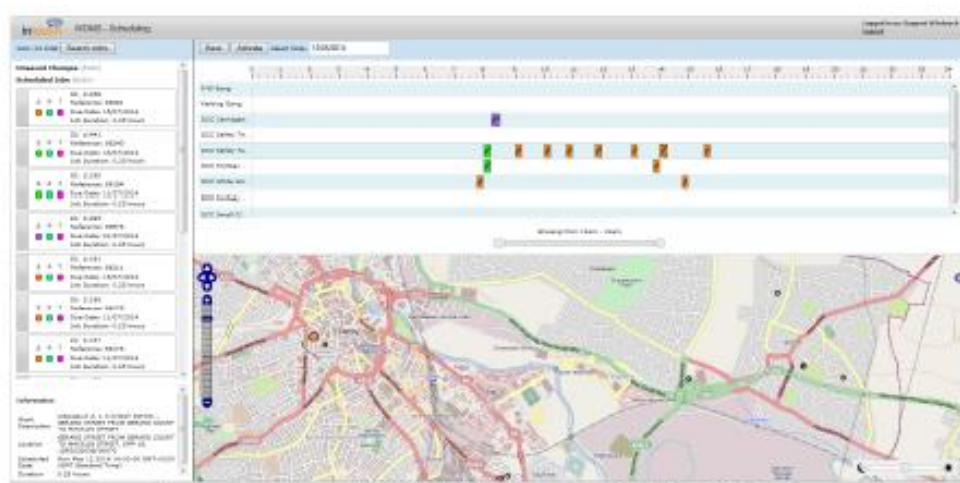
Screenshots of our WOMS can be found below



Firstly the work orders from the third party asset system are imported into WOMS (although jobs can also be created and managed entirely within the WOMS system) using the above dialog.



The filter above is used to search for the desired work orders by selecting specific search criteria.



The imported work orders can be scheduled against a specific crew and accurately located using both a map position and USRN to allow TMA to be applied automatically. Each job icon is colour coded to allow the user to see which work orders have been activated and sent to the crews handheld devices, also to see the progress the crews are making on their workload. The stripe on the job icons also indicate which of the work orders have had TMA applied.

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When the crew logs into their handheld device they can see all of the work assigned to them listed in the order it has been scheduled. They can also see the location of all of the jobs in their list on a map view.

The crew can access each job individually and add notes, photographs, items used and other required information as well as carrying out a point of work risk assessment before undertaking the job.

Crews are encouraged to take photographs of the site both before they commence work and on its completion. For temperature sensitive work such as tarmacing the temperatures of the surface and material and the condition of the surface can also be recorded as additional job info, this can be set within the system by the users and made mandatory before the job completes. By utilising the metadata function. This enables the searching of repairs that could fail due to being carried out in extreme conditions.

The crews would also record the reinstatement type as job information and the pothole size as a works item to enable automatic TMA reinstatement to take place sending a 0701 notice. The device will send all other relevant TMA notices as these trigger points are reached.

Once completed the job can be viewed on the web and the job summary can be seen. Any adjustments can be made if required and then the completed job can be exported back into the third party system that it was created from.

The screenshot displays the 'InTouch WCMG - Job Maintenance' web application. On the left, a 'Search Results' sidebar lists various job IDs, with '13175 - 0000' highlighted. The main area is titled 'Job Info' and contains a form with the following fields:

- Customer Name/Number:** Derby City Council
- Work Order Reference:** 00000000
- Priority:** Low
- Job Status:** New
- Assigned To:** please select
- First Party:** DERBY CITY COUNCIL
- Submitted Date:**
- Contract Number:** Derby Highways
- Work Order Reference:** 00000000
- Job Type:** Potholes & Cuts 150
- Est. DNO:** 4200000000000000
- Scheduled Date:** 2020/01/01 00:00:00
- Est. DNO:** 4200000000000000
- Completion Date:**
- Location:** NONINGTON LANE FROM CLIFFE ROAD TO HOUNSLOW BRIDGE ROAD, NONINGTON AND CLIFFE ROAD, NONINGTON

At the bottom of the form, there are buttons for 'Work Details', 'Notes', 'Photos', 'Add/Remove Job Info', 'Close Job', 'Print', 'View Summary', and 'Get Job History'.

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B1H - Does your authority have a public communications process in place that provides clarity and transparency in the policy and approach to repairing potholes? This should include a published policy and details of its implementation, including the prevention, identification, reporting, tracking and repair of potholes.

Please see our inspectors manual in response to question B1F. Further to this, guidance note that are issued to our Neighbourhood Boards during our consultation when developing the annual Highways and Transport programme are included over the next few pages.



Derby's Roads and Pavements

Bringing Highways Maintenance back to the Council

Since coming to power in May 2012, the Labour Administration has been standing up for Derby against government cuts. The level of cuts to the Council's budget since 2010, the worst in our city's history means that many public services are at risk.

One of these important services is the maintenance of our roads and pavements, which is vital to keep Derby moving. As Cabinet Member for Neighbourhoods and Streetpride, I have therefore brought the Highways Maintenance service back to the Council meaning that for the first time in 16 years, Derby's roads and pavements are maintained by the Council's own dedicated workforce, whereas previously the service was contracted out to a private company.

This will improve efficiency, reduce management costs and help to increase the percentage of our highways budgets that are invested in Derby's roads and pavements. We've also invested in new modern equipment and vehicles, enhanced the back office IT support and put in place a new support framework, containing a range of contractors who can help us out with more specialised work.

This modern, lean and efficient new service is delivering good quality, safe and cost effective highway maintenance which is more flexible, manageable and accountable. By doing the work in house and using carefully selected suppliers and contractors to support us, we are ensuring that more of each pound we spend is invested in improving the highway network in Derby.



Councillor Ranjit Banwait
Cabinet Member for Neighbourhoods and Streetpride and Deputy Leader of the Council.





New workforce

To deliver a good quality, efficient service we needed an experienced workforce. Thankfully, almost all of the existing Carillion staff who worked on the Derby contract, have transferred to the Council. This means the new service started with an experienced workforce, well aware of the challenges of working on the highway network in Derby. The workforce is made up of 20 skilled operatives and 10 management, supervisory and technical support staff.

The small, skilled workforce will concentrate on:

- reactive maintenance, such as repairing potholes and attending emergency calls outs
- winter maintenance, including gritting and snow clearance
- small scale improvements schemes, such as replacing kerbs and renewing footways.

New ways of working

Bringing the Highways Maintenance contract back to the Council and fully integrating the workforce with existing members of staff working on asset management, inspections and street lighting means that we are able to make our working methods lean and efficient.

One area to benefit will be with the improved efficiency of pot hole repairs. The majority of pot holes and other problems on Derby's roads and pavements are identified by our Highways Safety Inspectors', on their regular inspections. The new Highways Maintenance service will now be able to work closely with the Highways Inspectors meaning work can be scheduled more efficiently. A new mobile hand-held reporting system will also reduce time spent dealing with repairs.



Supporting larger projects

The new service will start small and concentrate on carrying out most important repairs and maintenance work required to keep our roads and pavements safe. To help with the larger projects, which make up the majority of our capital programme, we have put in place a new support framework.

The new framework contract includes suppliers for 14 areas of work, covering everything from white lining to large complex schemes, such as the St Alkmund's Way improvements. The new framework has been procured and will be managed jointly with Nottingham City Council, to share best practice and offer value for money.



We will use the framework for projects up to £1 million and to deliver projects too large or too specialist for the in-house service to complete. The framework has good representation from contractors and will maintain our investment in businesses and suppliers.





Environmental commitment

We are committed to improving the sustainability of the way we maintain our highways. Our aim is to increase our use of recycled aggregates and reduce waste to landfill, in line with targets set by the Waste & Resources Action Programme (WRAP). We will be monitoring the sustainability of both the in-house service and framework contractors.

Our new fleet of vehicles are fuel efficient with low emissions and our work will be planned to minimise unnecessary journeys.

Winter maintenance

Since the completion of the Salt Barn in 2011, Highways Maintenance have been steadily improving and modernising the way in which we keep the roads clear of snow and gritted during winter months. We have already invested in a new weather station at Acorn Way in Oakwood, which has reduced our reliance on weather forecasts from the generally much colder countryside areas surrounding the city. This paid for itself in the first year alone by reducing unnecessary callouts.



A programme of thermal mapping has revealed the city's coldest routes and is being used to make our gritting runs as efficient as possible, on nights where the temperature is at or just below freezing.

The new gritting fleet will be GPS tracked, with all routes programmed into the onboard satellite navigation. All gritting spread rates will be fully automated and will use GPS to put the right amount of salt in the right location. This allows the driver to fully concentrate on operating the vehicle safely, often in very harsh conditions.

The use of GPS together with modern 'smart' spread rates will mean that we can avoid putting too much or too little salt down and make the most of the stocks of road salt we have.

The future

We are planning for the future and we need to develop and build on the existing the skills of our in house teams. We have developed a training plan to make sure all statutory training is received, but also to grow the skills of the Highways Maintenance service so we can increase the scale and complexity of work delivered in house.

We are investing in three new young apprentices, who will receive a practical qualification as well as gaining 'on the job' experience. This gives us a great opportunity to pass down the skills and knowledge from some of our more experienced operatives and develop a mentoring process to grow our own skilled workers for the future.



This is a major change for the Council. Bringing the Highways contract in-house and setting up the new service will reduce overheads and increase the percentage of our budgets that are invested in highways assets. This is effectively achieving more for the same money and in these times of significant government cuts this will help to reduce the impact on our highway network.

About Streetpride

Highway Maintenance is part of the Highway and Engineering Division of Streetpride. Streetpride provides those critical frontline services that everyone who lives or works in Derby uses every day. Many people's first impression of Derby will be shaped by the quality of our highways, transport and parking, grounds maintenance and street cleansing services. Local people will judge the Council by how well we repair potholes, collect their refuse, recycling and how we work with the community to improve their neighbourhood.



Streetpride is responsible for maintaining and operating the city's highway network from leisure paths to principal roads. Ease of movement both in to and around the city is critical to supporting the economic well being of the city and ensuring that the city is a great place to live and work.

Streetpride sets out to work with local people to encourage pride in where they live, work and play. We are delivering services that are responsive to the needs of communities, sensitive to the wishes of individuals and families and meet the needs of neighbourhoods.

Bringing the Highway Maintenance contract back in house is one just of the ways we are transforming how we deliver our services. Over the last few years, Streetpride have made great changes to areas such as refuse collection and recycling, street cleaning and grounds maintenance to achieve major savings for the Council tax payer, while delivering a quality service and better value.

Useful contact numbers

Streetpride – 0333 2006981

Please use this number to report potholes, fly tipping, litter, dog fouling, grounds maintenance, graffiti, vandalism and damage to street furniture, abandoned vehicles and broken / faulty street lights. Alternatively please email: Streetpride@derby.gov.uk

Derby City Council – 293111

Please use this number for general enquiries. Alternatively please email customerservices@derby.gov.uk



Derby City Council

2014/15

Highways Maintenance Work Programme Options for Neighbourhood Boards

On Friday 2nd August 2013, the highway maintenance service will return back in house.

Since 2007, this has been provided by Carillion Infrastructure Services for reactive maintenance, the winter service and delivering projects up to the value of £1million. The new Streetpride Highways Maintenance Service will provide a small skilled workforce for reactive maintenance (repairing potholes and attending to emergency call outs etc), winter maintenance and small scale improvement schemes.

A framework (procured and managed jointly with Nottingham City Council) of external contractors will deliver the bulk of the Highways and Transport Work Programme. This provides Derby City Council greater flexibility and control and makes more efficient use of available budgets, so we can invest wisely in a deteriorating network. We can also work more flexibly with other Streetpride services and share resources, for example, with Grounds Maintenance or Street Cleansing.



With ongoing cuts in our budgets, we are always looking for ways to make our road and footway surfaces last longer and to do more work with less money. This is a real opportunity for us to look at more innovative ways to improve local communities, working in partnership with local Neighbourhood Boards.

We are also looking to build and develop the skills of our in house teams. We are developing a training matrix to ensure all our crews have up to date records and receive refresher training where needed. We are also looking to appoint apprentices, who whilst receiving a knowledge and competency qualification, will also gain on site experience of delivering a range of local projects. Over time, we will be able to increase the scale and type of work delivered in house.

We hope this short guide helps when selecting your LTP priorities and devolved budget projects for 2014/15. My team have provided a good balance of early intervention schemes, designed to prolong the life of the highway and alternative projects to rejuvenate local facilities / communities.

It would help if Board members were able to visit these locations before agreeing final priorities at your Board meetings, so you can build an appreciation for the streets identified and why we treat it when we do.

There is always the question as to whether these types of projects should be completed through mainstream provision, rather than limited neighbourhood budgets. Put simply, with current budget allocations, our programmes for outstanding carriageway / footway schemes will take us 20+ years to complete. Identifying a location within your ward as a local priority could see a scheme implemented several years earlier.

Looking forward to working with you all

David Kinsey
Streetpride Area Manager - Highways



APPENDIX 1 – SECTION B POTHOLES

Mainstream programme

An indicative programme is being developed and is subject to change. We will keep you informed of what is being planned through core funding.

Subject to the level of funding available, we aim to carry out approx £1.5million of **carriageway and footway reconstruction and resurfacing**. These treatments are aimed at those routes which are past temporary solutions (i.e. slurry sealing or surface dressing) and need full design and reconstruction. By their nature, these can be expensive schemes. We programme these with other known drainage and traffic management projects to maximise value.

We also hope to include a **retexturing programme**. This process uses no new materials, but restores and refreshes the existing surface course and improves skid resistance. Manor Road in Littleover / Abbey wards was completed successfully in 2012/13, if you wish to view the end results.

In 2013/14, we received £339k for **essential maintenance to renew, repair and extend the life of the network** (chancellors autumn statement – December 2012) We are required to report on the DCC website what and where this is due to be spent and how it has complemented rather than displaced planned highway maintenance expenditure. We have targeted this funding towards:

- recycling Phoenix Street / Stuart Street carriageway, which is a major bus route (mixing existing materials on site with new cement and bitumen)
- expanding our micro-asphalt and slurry sealing programmes to halt further deterioration.

We have an additional £174k in 2014/15 for the same project, which we aim to continue expanding our early intervention programmes, tackling more problematic locations (i.e. traffic sensitive streets).

We also await to hear what the outcome of the Spending Review 2013 means for Derby City Council in terms of investment in roads.

Scheme prioritisation process

At present, we are working from a backlog of schemes that have been on the programme for many years. But we are developing the prioritisation process for the 2014/15 programme and onwards, taking into account the following issues (in no particular order)

Criteria Streetpride will be applying to locations in our preparation pools	Criteria the local Neighbourhood Boards may also consider appropriate
<ul style="list-style-type: none">- overall condition of the asset (identified through annual surveys of the network): where greater than 70% of the asset is in a deteriorated condition- whether they are on A, B, C and unclassified roads- footway or carriageway use: i.e. maintenance hierarchy or footway hierarchy. These have already been selected based on strategic routes or by shopping centres, hospitals, large schools etc- whether they are located on a gritting route- major bus routes – (the frequent use of bus services on roads not designed to take that level of traffic has a major impact on road surfaces)- combined scheme: whether other work is required by other teams, such as drainage work, or structural improvements to a bridge for example.- inspector's recommendation: where we are continually arranging for repairs to potholes etc, or have had numerous insurance claims where skidding resistance is below the required level	<ul style="list-style-type: none">- improving locations in deprived areas- proximity to schools: including primary, secondary or special schools- proximity to hospitals: including Macmillan and hospices- proximity to places of worship- proximity to elderly residential homes / complexes / sheltered housing- proximity to community centres- other locations which generate high footfall / traffic in the local vicinity- smaller closes: culs de sac that would not normally be prioritised for treatment through mainstream provision- heavily parked streets, which need treatment in the channel areas or kerb edges

APPENDIX 1 – SECTION B POTHoles

Other priorities may be added when the data becomes available to us. Each of our priorities will be weighted, but this is in development. Of course, a large part is determined by the funding available.

Early intervention treatments

We will have a small mainstream programme of other treatments too:

- o carriageway surface dressing
- o carriageway micro asphalt surfacing
- o footway slurry sealing

The bulk of these locations will be forwarded to local neighbourhood boards for consideration and prioritisation onto their work programmes. (In 2013/14, approximately 78% of our footway slurry sealing programme are neighbourhood priorities)

These programmes will be completed by contractors through the framework. Derby City Council will check all sites for quality, compliance/conformity and within agreed timescales. We would want to be made aware of any such issues, so we can action as necessary. Please email: highways.maintenance@derby.gov.uk if you feel the contractor has not completed a satisfactory job.

We are currently visiting the locations in our preparation pools to ensure that these treatments are still suitable. We will have to check with Network Management colleagues that we are not obstructing other planned work from utility companies. We may also need to carry out an amount of pre-patching, weed removal or kerb replacement work prior to treating the surface (this can make the scheme costs rise from the original estimate.)

At the same time, we will also look to see if we can complete a 'whole street approach' by addressing both footways first and then carriageways in the same year. In these instances, we would not need to revisit streets for many years. Woodcroft in Blagreaves ward was completed this way in June 2013.



From 1 October 2013, Derby City Council will be introducing a permit scheme which will impact on how we programme work on traffic sensitive roads. This will mean preparing a detailed programme of all treatments early on is critical, so we can complete all the work you have requested and apply for a permit to work on the core network if necessary.

This is why we are unable to provide an accurate cost until quite late in the process. We ask Neighbourhoods to consider these locations in terms of need and what is deemed a local priority as opposed to cost.

We are learning lessons from recent work programmes, i.e. dealing with weed growth through newly surfaced footways and effective consultation with residents. For 2014/15, we will be producing more informative leaflets for residents to manage public perception of what to expect from each treatment. Some of the text will be extracted from appendix A attached. This appendix outlines each of the treatments available to the Boards and a brief description of what is involved.

Attached are the locations identified for each ward for consideration in 2014/15. The deadline for your projects for inclusion in the programme (to be approved by cabinet) is **end of October 2013**.

If there are locations not included in your wards that you wish to be considered, please advise as soon as possible. We will do our best to assess and consider whether it's appropriate to include.

Kully Boden
Programme and Policy Manager
Streetpride Highways Maintenance

Tel: 01332 642013
email: kully.boden@derby.gov.uk



Derby City Council

2014/15

Highways Maintenance Work Programme Options for Neighbourhood Boards

Appendix A

Early intervention treatments

Derby City Council has always carried out a number of cost effective treatments to the road and footway surfaces to prolonging their life. **This does not always result in a new surface.** This usually involves sealing the road to protect it from any further water penetration, which can damage the surface when it freezes in winter.

The surface treatments that we carry out reduce the chances of it deteriorating and further potholes developing. Used at the right time in the life of a road, they can delay the need for a full reconstruction by several years (which are significantly more expensive to carry out).

This work is carried out by contractors working on behalf of Derby City Council. We will check all sites for quality, compliance/conformity and that work is completed within agreed timescales. Contractors are obliged to correct all snagging issues and leave the site clear and tidy. Associated post treatment work, such as raising of ironwork (gully grates etc) and renewing the lining is carried out within a short period after.

We would want to be made aware of any such issues, so we can action as necessary. Please email: highways.maintenance@derby.gov.uk if you feel the contractor has not completed a satisfactory job.

Carriageway Surface Treatments

Carriageway surface dressing

Surface dressing provides added protection to the carriageway surface as well as enhancing the skid resistance, making it safer to drive on. It can extend the life of the carriageway surface by up to 10 years.

The process involves spraying the road with bitumen and covering it with crushed rock aggregate chippings after which the road is then rolled, which along with the action of the traffic, embeds the chippings into the surface. To complete the process, the excess chippings are then swept up. The overall process **does not** remove dips, undulations or change the profile of the road surface.

This type of treatment is often used on through roads and is mainly used in rural areas. This is because it does not cope well with high stressed areas, such as junctions or areas where vehicles may brake hard. This type of treatment is not usually suitable for culs-de-sac or where there is a lot of on-street parking. Turning actions in these areas can lead to the chippings being stripped off.

When initially applied, surface dressing can look to be a relatively poor quality surface or chippings have not been sufficiently swept up. A pre sweep occurs before the treatment is applied. A second sweep takes place after 24 hours to allow time for loose chippings to bed in, and at least one more sweep takes place, either after 48 hours or within the following 28 days. Many loose chippings can be left by the kerbside and we aim to sweep up, but this is subject to access (i.e. parked vehicles, obstructions etc)



APPENDIX 1 – SECTION B POTHOLES

This treatment must be completed in dry conditions. Bitumen and loose chippings bond to the road surface more effectively in warmer weather.

In 2012/13, we used this treatment on Allestree Lane in Allestree ward (picture on the previous page).

We have not included a programme in 2013/14 as we did not have enough sites to warrant mobilising a contractor. We will aim to include a £50k programme in 2014/15, subject to the number of sites put forward by Neighbourhood Boards.

A simple way to see what the process involves is to view on YouTube. The Road Surface Treatment Association (RSTA) provides a number of short videos showing the process in action. View at <http://www.youtube.com>

Carriageway micro asphalt surfacing

Micro-asphalt treatment is also a cost effective way of prolonging the life of the road surface. This is similar to surface dressing, but harder wearing. Micro asphalt is generally laid in two layers and the overall thickness can be up to 60mm deep. A machine mixes the bitumen, chippings and cement together and spreads it across the road. The first layer is particularly rough looking, and the mixture is usually very wet until the water has evaporated out of the bitumen (this usually takes up to an hour depending on the weather). The road is usually closed to allow the work to be carried out.



This type of treatment is often used on smaller culs de-sac where there are a lot of vehicles turning on it or on street parking has been identified.

When it is initially applied, micro-asphalt can look to be a relatively poor quality surface. Residents may perceive an unsatisfactory job has been completed, but it does need some time to bed in and will improve once traffic starts to use it again.



Any ironwork will be adjusted to the new surface level within two to three weeks following the work, and all road markings are replaced within four weeks. Where possible the work will stop short of any give way markings or stop lines to prevent them from being erased. These markings should be refreshed when all other road markings are replaced.

This treatment is normally carried out during warmer weather, because bitumen and loose chippings bond to the road surface more effectively in warmer climates.

In 2012/13, we first used the same treatment on Morley Road in Chaddesden ward and this has proved a great success. We have just completed a scheme on Melbourne Close, Allestree Ward (before and after pictures attached).

We will aim to include an extensive mainstream programme in 2014/15 and can include any requests put forward by Neighbourhood Boards.

A simple way to see what the process involves is view on YouTube. Simply enter 'micro-asphalt' in the search engine. View at <http://www.youtube.com>

Footway Surface Treatments

Footway slurry sealing

This is a low cost preventative maintenance surface treatment to prolong the life of the footway.

The footway is coated with a material known as slurry seal, a combination of aggregate and bitumen emulsion. This forms a protective barrier on the footway to seal it from the elements and restores the skid resistance quickly, with minimal disruption to footway users.

The protective layer of slurry mixture is spread out over the pavement, leveled and then brushed to give the pavement a textured finish. It then sets to provide a new layer over the existing surface.

This is not a new footway surface. This treatment will not correct any dips or bumps in the footway, but the worst problems should have been repaired before this treatment takes place, as well as weed killing.

The slurry sealing process is weather dependent. Slurry cannot be mixed and applied during wet weather. Wet and humid conditions also slow the drying process. In average summer conditions, drying can take less than two hours.

This can be a messy process and pedestrians should avoid walking/driving on the slurry sealing until it has dried, as the mixture will damage shoes and can be carried into driveways and into their homes.

Stiles Road, in Alvaston Ward was in progress at the time this photo was taken. This is in this years work programme of approximately 45 locations.



A simple way to see what the process involves is view on YouTube. Simply enter 'footway slurry sealing' in the search engine. View at <http://www.youtube.com>

Footway overlay schemes

Overlay treatments do renew the surface of the footway, which should give a 10 - 15 year plus life span. These are completed where the binder course below the surface is in good robust condition and just needs a spread of new bitumen (i.e. no need for a costly reconstruction). This process is completed so that dips and undulations are designed out.



Arridge Road,
Chaddesden Ward

APPENDIX 1 – SECTION B POTHOLES

We assess the area and look for a relatively good and defect free kerb line and no drainage issues off the carriageway. Low and sunken areas within the footway are acceptable and a rear edging or solid wall to work up to is ideal, but not essential. We have carried out numerous test schemes such as these in the last year and the end results speak for themselves. We have been able to offer these schemes with the addition of part funding from the Neighbourhood Boards.

Examples of completed overlay projects include: Rosslyn Drive in Boulton ward and Arridge Road in Chaddesden ward (pictures attached on the previous page).

Neighbourhood Boards often have some unallocated funding available towards the end of the year. This is a good project where that can be utilised, providing excellent value for money (and keeping the work within our in-house crews.) If you have locations in the ward where you think this treatment might be appropriate, please let us know.

Paving slab / cobbles removal project

We have commenced a project where we inspect existing slabbed footways on the overall condition and location within the city. Over the last year, we have carried out various replacements (slabs for tarmac) as a trial and the results have been encouraging. We are renewing the footway and effectively offering a complete reconstruction / resurfacing scheme. Again, with neighbourhood board contributions, we are able to extend this option for consideration in 2014/15. If you wish to consider something similar in your wards, please let us know.



Working in Partnership – Derby Homes

We are working closely with Derby Homes to ascertain where their future projects are and where we can potentially add value by completing any necessary highway work nearby. We have been working with them for some time now. All the recent improvements at Roosevelt Avenue in Chaddesden Ward (pictures attached) were carried out by Streetpride. The pedestrian section in front of the concrete bollards is public highway, whilst Derby Homes funded improvements on their land, which included the slabs in front of the shops.

We are currently assessing what can be achieved. This is in its early stages and needs some planning. Potential locations include:

- Victory Road
- Mackworth District Centre
- Brook Street
- Bath Street / Rivermead
- Stockbrook Street Phase 2

Your local Housing Manager should be able to provide more details of upcoming Derby Homes projects.



Parking on Grass Verges

The parking on grass verges protocol was agreed at Labour Group in May 2013. This guidance does not include technical design information and is not exhaustive, but gives a range of options and indicative costs to better inform the decision making process.

The prices included will need to be reviewed as these are based on the current Highway Maintenance provider (Carillion) and will in all likelihood change when we have the in-house service in place or contractors through the framework.

Bespoke Projects

Streetpride Highway Services can assist Neighbourhood Boards on bespoke projects. For example, replacing street furniture, overlay schemes or signing etc. During the early days of the new service, we will be busy utilising our in-house crews on reactive maintenance and delivering small scale projects from the main Highways and Transport work Programme.

Providing plenty of notice is key. With our early involvement, along with a scope of what you want to achieve and funding available, we'll do our very best to meet your needs.

For further information:

Kully Boden
Programme and Policy Manager
Highways Maintenance
Streetpride

Tel: 01332 642013
email: kully.boden@derby.gov.uk



B1I - Does your authority monitor public satisfaction with road, footway and cycleway condition and report annually through the National Highways and Transport Public Satisfaction Survey or their own surveys?

Please see the next three pages to show we use the NHT survey. In addition, an example Highways Scheme customer feedback form is included on pages 39-44.

NHT SURVEY 2013

PEER GROUP SUMMARY

DERBY CITY



NHT SURVEY 2013 - EXECUTIVE SUMMARY

1. PERFORMANCE SUMMARY



KBI SUMMARY

The Key Benchmark Indicator (KBI) Summary Report shows the KBI performance of Derby City in 2013. The report shows the ranking of Derby City against all other Unitary Authority Authorities in the Survey, its scope for improvement compared with the best performing Unitary Authority Authorities (see traffic light scale below) and 'year on year' changes in performance (if applicable).

The scope to improve traffic light scale is as follows.....

0% to -5% is Green, between -5 & -10% is Amber and -10% or more is Red

KBI scores are derived by aggregating the responses to individual survey questions, for details on the method for calculating KBI's please go to www.NHTsurvey.org (This report uses weighted data)

	Satisfaction Score	Ranking	Year on Year	Scope to improve
01. GENERAL KBI				
KBI 01 - Overall (local)	58.4	3	-1.0	-1.3
KBI 02 - Overall (national)	58.3	3	-1.1	-1.4
01. ACCESSIBILITY KBI				
KBI 03 - Ease of Access (all)	79.5	9	-0.5	-2.4
KBI 04 - Ease of Access (disabled)	72.6	15	-2.8	-5.4
KBI 05 - Ease of Access (no car)	73.8	11	-0.4	-8.1
03. PUBLIC TRANSPORT KBI				
KBI 06 - Local bus services	70.8	4	1.5	-1.9
KBI 07 - Local bus services (BVPI 104)	75.5	4	4.1	-3.9
KBI 08 - Public transport info (BVPI 103)	60.3	5	4.5	-5.9
KBI 09 - Taxi/minicab services	73.6	1	1.7	0.0
KBI 10 - Community Transport	59.9	4	2.6	-0.9
04. WALKING/ CYCLING KBI				
KBI 11 - Pavements & Footpaths	56.4	16	-2.2	-11.1
KBI 12 - Pavements & Footpaths (aspects)	58.3	9	0.7	-4.3
KBI 13 - Cycle routes and facilities	56.6	8	-1.6	-6.5
KBI 14 - Cycle routes and facilities (aspects)	56.5	7	0.1	-3.7
KBI 15 - Rights of Way	61.4	4	-1.0	-2.0
KBI 16 - Satisfaction - Rights of Way (aspects)	59.2	2	0.1	-0.5
05. TACKLING CONGESTION KBI				
KBI 17 - Traffic levels & congestion	45.7	13	-3.8	-16.4
KBI 18 - Management of roadworks	50.3	20	-5.1	-6.7
KBI 19 - Traffic management	58.5	3	-0.9	-1.0
06. ROAD SAFETY KBI				
KBI 20 - Road safety locally	61.6	8	0.0	-5.8
KBI 21 - Road safety environment	60.1	3	0.7	-1.4
KBI 22 - Road safety education	53.4	9	-2.2	-3.4
07. HIGHWAY MAINTENANCE/ ENFORCEMENT KBI				
KBI 23 - Condition of highways	36.4	8	-3.3	-13.1
KBI 24 - Highway maintenance	53.8	6	2.0	-3.5
KBI 25 - Street lighting	74.7	2	-2.2	-1.5
KBI 26 - Highway enforcement/obstructions	50.5	12	-0.5	-3.8

NHT SURVEY 2013 - EXECUTIVE SUMMARY

2. PERFORMANCE HIGHLIGHTS



GREATEST SCOPE FOR IMPROVEMENT

This report lists the five KBIs that represent the greatest scope for improvement for Derby City when compared with the best performing Unitary Authority in the 2013 Survey for each respective KBI. (This report uses weighted data)

For details on the method for calculating KBIs please go to www.NHTsurvey.org.

	Scope to Improve
KBI 17 - Traffic levels & congestion	-16.4
KBI 23 - Condition of highways	-13.1
KBI 11 - Pavements & Footpaths	-11.1
KBI 05 - Ease of Access (no car)	-8.1
KBI 18 - Management of roadworks	-6.7

POSITIVE TRENDS

This report lists the five most improved KBI scores, when comparing results of Derby City in 2013 with their results in 2012. (This report uses weighted data)

	% Change
KBI 08 - Public transport info (BVPI 103)	4.5
KBI 07 - Local bus services (BVPI 104)	4.1
KBI 10 - Community Transport	2.6
KBI 24 - Highway maintenance	2.0
KBI 09 - Taxi/mini cab services	1.7

NEGATIVE TRENDS

This report lists the five KBI results that have reduced by the most when comparing the results of Derby City in 2013 with their results in 2012. (This report uses weighted data).

	% Change
KBI 18 - Management of roadworks	-5.1
KBI 17 - Traffic levels & congestion	-3.8
KBI 23 - Condition of highways	-3.3
KBI 04 - Ease of Access (disabilities)	-2.8
KBI 11 - Pavements & Footpaths	-2.2



Highways Schemes Customer Feedback

We have recently completed works to the road and / or footway on your street. We are interested in your feedback on this work, how well it was undertaken and on the quality of the finished road and / or footway. We will use the results of this survey to help us to monitor our work and to improve our work in the future.

Please complete all of the questions you are comfortable answering. All of the information you provide will be treated in confidence, your answers will not be linked to your address when we report on the results. Please return your completed questionnaire by Monday 6th January 2014 using the FREEPOST envelope supplied. You can complete this questionnaire online at www.derby.gov.uk/highways-schemes-customer-feedback

For further information about this survey please contact Streetpride on 0333 200 6981 or email streetpride@derby.gov.uk

Scheme Details:

Ednaston Avenue and Sapperton Close

Scheme Reference:

HMH10 Highway Improvements

Keeping you informed throughout the works on your street.

1. Did we let you know when the works on your street would start and how long they would last? Please select one option.
☐ Yes ☐ No ☐ Not sure
2. Did you know who to contact if you had a question or concern about the works taking place on your street? Please select one option.
☐ Yes ☐ No ☐ Not sure
3. In what ways were you kept up-to-date with the progress of the works on your street? Please select all that apply.
☐ Notification letter - our letter letting you know about the work ☐ Your local Neighbourhood Forum
☐ Derby City Council employees ☐ Other
 Other, please say
4. Is there anything you would like to add about how we kept you informed during the works on your street? Please say.

APPENDIX 1 – SECTION B POTHoles

Thinking about the works on your street...

5. Did you see any of the work being undertaken? Please select one option.

☐ Yes

Go to question 6

☐ No

Go to question 8

☐ Not sure

Go to question 8

6. In your opinion were the works undertaken... Please select one option for each.

	At all times	Most of the time	Some of the time	None of the time	Don't know
safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tidily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with minimum disruption to the surrounding area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
courteously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Do you have any comments that you'd like to make about how the work was carried out.
Please say.

8. How satisfied or dissatisfied are you with the... Please select one option for each.

Very
satisfied

Fairly
satisfied

Neither
satisfied nor
dissatisfied

Fairly
dissatisfied

Very
dissatisfied

Don't
know

arrangements we made to
guide traffic and
pedestrians safely along
the street - such as signs,
cones and barriers -
during the works?

☐
☐
☐
☐
☐
☐

quality of the completed
works?

☐
☐
☐
☐
☐
☐

9. How strongly do you agree or disagree that the completed work has made an improvement to
your street? Please select one option.

APPENDIX 1 – SECTION B POTHOLES

- ☐ Strongly agree ☐ Agree ☐ Neither agree nor disagree ☐ Disagree ☐ Strongly disagree ☐ Don't know

10. Overall, how satisfied or dissatisfied are you with the work that we have undertaken on your street? Please select one option.

- ☐ Very satisfied ☐ Fairly satisfied ☐ Neither satisfied nor dissatisfied ☐ Fairly dissatisfied ☐ Very dissatisfied ☐ Don't know

About you.

We are interested in your views whatever your age or background, the next few questions are about you. This will help us to understand how representative the response we receive is of people living in Derby as well as the views of different groups of people.

11. Are you a ... Please select all that apply.

- ☐ Derby Resident?
☐ Public Sector - employee / representative?
☐ Private Sector - employee / representative / business owner?
☐ Voluntary / Community Sector - volunteer / employee / representative?
☐ Other?

Other, please say.

12. What is your postcode?

13. Are you ... Please select one option.

- ☐ Male? ☐ Female?

14. What was your age on your last birthday? Please tell us your age in years.

15. Do you consider yourself to be a disabled person? Please select one option.

- ☐ Yes ☐ No

16. To which group do you consider you belong? Please select one option.

- | | |
|---|--|
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Dual Heritage - White and Black African |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Dual Heritage - White and Asian |
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Any other Dual Heritage background |
| <input type="checkbox"/> Asian or Asian British - Chinese | <input type="checkbox"/> White - English / Welsh / Scottish / Northern Irish / British |
| <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> White - Irish |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> White - Gypsy or Irish Traveller |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Any other White background |
| <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Other ethnic group - Arab |

APPENDIX 1 – SECTION B POTHoles

☐ Dual Heritage - White and Black Caribbean

☐ Any other ethnic group

If you have selected one of the 'Any other background' options, please give further details.



All information provided will be treated in accordance with the Data Protection Act 1998. We will only use this information to monitor the work that we do and to help improve our work in the future.

Thank you for taking the time to fill in this feedback questionnaire.

Please return your completed questionnaire in the FREEPOST envelope provided or to:

Business Reply Plus
Licence Number
RSTE-BUZZB-GCCA

Neighbourhoods Department
Derby City Council
15 Stores Road
Derby City Council
DE21 4BD

We can give you this information in any other way, style or language that will help you access it. Please contact us on 0333 200 6981 Minicom 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 0333 200 6981 Tel. tekstowy: 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم
0333 200 6981 منی کام 01332 640666 پر ہم سے رابطہ کریں۔

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ,
ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ
0333 200 6981 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

APPENDIX 1 – SECTION B POTHOLES

B1J - Does your authority adopt permanent repairs as the first choice when repairing potholes?

See Highways Inspectors Manual in evidence for B1F

B1K - Has your authority adopted dimensional definitions for potholes based on best practice as part of its maintenance policy?

Details of our adopted dimensional definitions can be found in our Highways Inspections Manual

B2 - Does your authority adopt any innovative methods to help repair potholes? This could include, for example, specialist pothole maintenance crews.

Derby City Councils has dedicated maintenance crews to repair potholes. Further to this, the authority has recently worked in cooperation with JCB, a multi-national corporation, to develop a new machine to repair potholes. The Potholemaster has been developed to offer a cost-effective and permanent solution to fix potholes. A recent article can be found on the [Derby Telegraph website](#) and can be seen in action on [JCB's youtube account](#). In the past we have also used a NuPhalt hotbox machine in suitable locations, enabling permanent repairs on first time visits. We have also used specialist contractors such as:

- Pavetech – to carry out retexturing on suitable roads, this has improved skid resistance without the need for more expensive resurfacing or surface treatments
- Miles McAdam – to carry out thin surfacing on concrete roads, this has prolonged the life of the road
- Stabilised Pavements – to advise on the suitability of recycling on planned carriageway maintenance schemes

B4 - Does your authority regularly consult and seek feedback on its highways maintenance regime, including potholes, with key stakeholders?

A consultation regarding the proposed 2014/15 Highways and Transport programme circulated to members of the Derby sustainable transport partnership can be seen below

Dear Sustainable Transport Group Members,

Please find attached the draft Highways & Transport programme for 2014/15.

Each year, the programme is developed in accordance with our long term transport strategy and associated priorities as set out in the Local Transport Plan and Implementation Plan. The programme includes the delivery of schemes that have been investigated in previous years and local neighbourhood priorities.

During the development of the programme we have consulted with Neighbourhood Boards and Cabinet Members for Neighbourhoods & Streetpride and Planning, Environment & Public Protection. The programme will also be considered by the Planning, Housing & Leisure Overview and Scrutiny Board on 28 January and then proceed to Cabinet for approval on 12 February.

Please forward any comments or questions to my colleague Rachel Shardlow, Programming and Policy Team Leader – rachel.shardlow@derby.gov.uk by **Friday 3 January 2013**. Any comments received will be considered and fed into the report that is considered by Cabinet.

Kind Regards

Rachel

Rachel Shardlow | Programming and Policy Team Leader | Spatial Planning & Climate Change | Neighbourhoods | The Council House, Corporation Street, Derby DE1 2FS.
| Telephone 01332 641770 | Minicom 01332 256666 | www.derby.gov.uk

one Derby one council

APPENDIX 2 – SECTION C ASSET MANAGEMENT

APPENDIX 2 – SECTION C ASSET MANAGEMENT

C1

Has your authority got an up to date asset management policy and strategy?

Please see our draft TAMP over the next few pages.

Does your authority communicate relevant information associated with asset management through engagement with your relevant stakeholders when you set requirements, make decisions and report performance?

- We advised members in July 2013 of our plans to bring the highway maintenance service back in-house (after 16 years of completion by private contractors). Our new ways of working would drive efficiencies and enable us to be more flexible and accountable for how we managed the network. All savings accrued from utilising new processes and techniques in reactive maintenance would be reinvested back into footways and carriageways in planned early intervention treatments to halt further deterioration.
- We engaged with the scrutiny commission in November 2013 on our latest asset management options, based on the current known deterioration of the network and available budgets (last reported in November 2010). Members were asked to consider long term funding scenarios – what could be achieved with various treatments and the impact it would have on the network
- In March 2014, we reported on 6 months progress with the new in-house service. As well as providing a dedicated workforce to clients to deliver strategic and local improvements, we were able to report on how new ways of working had made a huge impact on productivity, in particular the numbers of pothole repairs completed. We have effectively doubled the numbers of defects completed with permanent repairs. These efficiencies allow us to maximise the benefits and focus on reinvestment on other failing sections of the network.

Does your authority have an asset management register?

Please see our draft TAMP over the next few pages.

Does your authority follow lifecycle planning principles which are used to review the level of funding and which will help support investment decisions including long term investment in your assets?.

Please see our draft TAMP over the next few pages.



Transport Asset Management Plan

Current Plan Document

2014

Issue No.:	1
Status:	Draft
Date:	April 2014
Author:	Roger Adams (exp consulting)
Reviewed by:	
Issued to:	
Approved by:(Derby City Council)
Target review date	April 2015
Project no.	02/04/2014 HAMP 001
e	mark.evans@derby.gov.uk
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Foreword

A comprehensive and current plan for our transport related assets is required because;

- A highway network that is safe, serviceable and sustainable is vital to the economic wellbeing of the city.
- Cost effective management of the transport asset is prerequisite to delivery of a modern transport service.
- The highway asset is the most valuable asset owned by the Council.

Highway asset management is a way of running the 'business' of operating our highway network. This document, the **Current Plan document** identifies and discusses the budgetary options available for managing our transport assets. The key driver in developing these is a long term or 'whole-life' approach to decision making i.e. choosing the right time in the life of the assets to repair or replace them in order to get best value and performance from them rather than a reactive approach.

With this information we can determine if we can afford to maintain current conditions and service levels, improve them or manage a short term decline in condition or service where funding does not allow this.

Transport Asset Management is described and delivered in this documentation such that it can be readily updated as part of the annual round of review.

The three main components used to form the Transport Asset Management Plan document are;

Component 1	Asset Maintenance Manual.	Reviewed annually and updated as operational procedures evolve.	
Component 2	Annual Status and Options Report.	Updated annually.	
Component 3	Current plan documentation.	Updated annually.	This document

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COMPANION DOCUMENTS

<i>Component 1</i>	<i>Asset Maintenance Manual.</i>
<i>Component 2</i>	<i>Annual Status and Options Report.</i>

GLOSSARY

AMP	Asset Management Plan
DCC	Derby City Council
DfT	Department for Transport
HAMP	Highway Asset Management Plan
LTP	Local Transport Plan
NMP	Network Management Plan
PAS 55-1	Specification for the optimised management of physical assets
PFI	Private Finance Initiative
TAMP	Transport Asset Management Plan

1 WHAT IS ASSET MANAGEMENT

1.1 WHAT IS ASSET MANAGEMENT?

The following is the definition of asset management given in [PAS 55-1:2008: Specification for the optimised management of physical assets](#):

‘systematic and co-ordinated activities and practices through which an organisation optimally and sustainably manages its assets and asset systems, their associated performance, risks and expenditures over their life cycles for the purpose of achieving its organisational strategic plan’

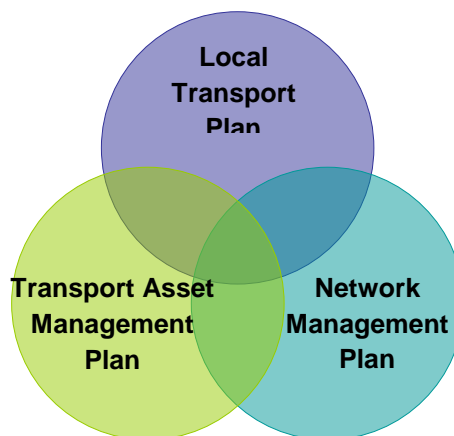
and organisational strategic plan as the;

‘overall long-term plan for the organisation that is derived from, and embodies, its vision, mission, values, business policies, stakeholder requirements, objectives and the management of its risks.’

Our documents that detail these elements and our approach to managing them for the future are the:

- Local Transport Plan (LTP 2011 – 2026),
- the Transport Asset Management Plan and
- the Network Management Plan.

Their inter-relationship is shown here:



2 WHY HAVE AN ASSET MANAGEMENT PLAN?

2.1 GOOD PRACTICE

The Department for Transport (DfT) is strongly encouraging authorities to prepare asset management plans for their highway assets. This approach has been adopted and reference is made to this in our Local Transport Plan (LTP) 2011-26, Part 1 Strategy, which states;

'3.31 The transport asset is the most valuable asset owned by the Council. A transport network that is safe, serviceable and sustainable is vital to the economic wellbeing of the city. The road network that the city manages has evolved over many years and represents the result of many years and many millions of pounds worth of investment. The gross replacement cost of the highway network assets is estimated to be in excess of £1.3 billion.'

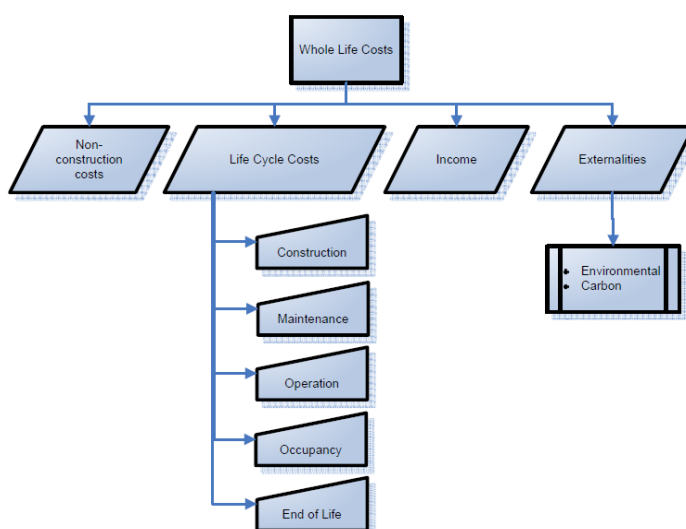
3.32 To deliver good value for money in managing our transport assets and to help deliver efficiency gains and service improvements in maintaining and improving them, we are preparing a Highways Asset Management Plan (HAMP) that will enable us to make best use of resources for the management, operation, preservation and enhancement of our transport assets. As this develops and becomes more robust it will develop into a wider Transport Asset Management Plan (TAMP). Managing our assets in a cost effective and efficient manner is an essential prerequisite of the delivery of a modern and appropriate transport service. The financial processes being undertaken as part of the HAMP development will enable us to develop more cost effective highway maintenance and replacement programmes, and the long term financial planning will deliver efficiency savings and service improvements. In developing the HAMP we have identified a significant funding gap between the amount required to keep the network to a 'steady state', that is, with no deterioration from the current standard, and the amount we currently receive to invest in maintenance. These findings are reflected in our forecasts for increased expenditure on highway maintenance over the coming Plan period.

3.33 The HAMP, and future TAMP, will be integrated with our LTP3 strategy and implementation plan.'

The adoption of asset management for highway assets means the use of more structured management processes and, importantly, adopting a long term planning approach.

The long term planning process requires the **whole life costs** for each and all of the assets being considered. These whole life costs include not only the 'life cycle' costs for each of the assets, but also the non construction costs, income from the asset and externalities associated with the asset as shown below;

Our Transport Asset Management Plan (TAMP) addresses the following assets.



Transport Asset Management Policy Template

Highways;

This includes roads, footways, cycleways, lighting, bridges, drainage and traffic signals and related infrastructure.

Public transport infrastructure and information systems;

This includes bus station and on street public transport infrastructure and matrix direction and information signs.

Applying a comprehensive asset management approach will provide benefits in terms of economy and of effectiveness of provision of services.

We believe that an asset management approach is the optimum way of managing our transport assets.

2.2 ASSET MANAGEMENT POLICY STATEMENT

A policy statement is to be prepared and adopted that indicates our commitment to looking after the transport assets using an asset management approach.

Action 2.2.1: Develop and process an Asset Management Policy Statement – a draft document provided in May 2012 is included below.

SCOPE

This policy applies to the creation/construction, acquisition, operation, maintenance, rehabilitation and disposal of all Council Highway and Transport Assets.

POLICY OBJECTIVES

This policy provides the framework to guide the management of Council's assets to ensure that:

- The assets continue to deliver a service to the community at an agreed level of service.
- There is clear direction for staff to make informed decisions.
- Legislative requirements are satisfied.
- Exposure to risk is limited to acceptable levels.
- Asset purchases or construction are only approved after whole of life costs and benefits are assessed.
- Clear allocations of responsibilities are given for the management of each class of asset.

DEFINITIONS

- **Assets:** Any physical item that Council acquires or constructs which gives benefit or service to the community.
- **Asset Register:** A record of asset information considered worthy of separate identification.
- **Asset Life:** Time from acquisition to disposal (more usually to replacement).
- **Asset Management:** Activities and practices through which Council optimally manages its physical assets, their associated performance and their risks and expenditures over their lifecycle for the purpose of achieving the organisational strategic plan.

Transport Asset Management Policy Template

- **Asset Management Plan:** A plan that details financial and technical treatments over the life of the asset or class to allow the asset to provide an agreed level of service.
- **Levels of Service:** The desired measureable service standards set for an asset group/type. Each asset group is to have its service performance measured against the set levels.
- **Whole Life Costs:** Total cost of an asset over its entire life including Capital Expenditure, Maintenance Expenditure and Disposal Expenditure.
- **Capital Expenditure:** Any expenditure that is used to procure or construct a new asset, upgrade the capability of an asset, make improvements to an asset, make additions to an asset or replace an asset.
- **Revenue/ Maintenance Expenditure:** Any expenditure that is needed to ensure that an asset can continue to provide the agreed levels of service until its end of life is reached.

POLICY DETAILS

1. Asset Planning

- Council will adopt an asset management planning approach for the management of infrastructure assets including the application of whole of life cycle cost analysis as advocated in the CSS (now ADEPT - The Association of Directors of Environment, Economy, Planning and Transport) Framework for Highway Asset Management Planning and Publicly Available Standard (PAS) 55.
- Prior to acceptance, proposed Capital Works projects shall be subjected to technical and financial life-cost evaluation and prioritised using predetermined criteria developed to satisfy the goals of the Corporate Plan and the transport asset management plan.
- Predictive modelling will be used, wherever possible, to develop and implement preventative maintenance programmes to ensure lowest net life cycle costs.

2. Community Expectations

- All highway infrastructure services will be regularly reviewed to ascertain the community level of service expectations.
- Council will seek and embrace community input, where appropriate, regarding new infrastructure before projects are commissioned for Asset planning investigations.
- Council will regularly review its asset inventory and identify opportunities for rationalisation in line with community requirements.

3. Risk Assessment and Management

- Council will maintain a program of regular inspections of assets to minimise risk to the community.
- The council will maintain and regularly review a highway asset risk register. This register will identify the risks associated with the council's transport infrastructure and record the controls in place to manage these risks.
- Maintenance and capital work to assets will be allocated taking into account Council's Risk Management policy

Transport Asset Management Policy Template

4. Asset Accounting

- Council will maintain asset registers to the level of detail required to meet the requirements of the CIPFA Transport Infrastructure Asset Code.
- Useful lives shall be determined and allocated to each asset group/type or component based on past experience and/or current benchmarked standards.
- Annual Depreciation costs will be calculated using methods set out in the transport asset valuation procedure and reported annually with gross replacement and depreciated replacement cost figures.

5. Budget Allocation

- The Council budgets for transport infrastructure, including the funding for all asset purchase, maintenance, rehabilitation and replacement shall be guided by Council's Transport Asset Management Plan.
- The allocation of budgets will be reviewed annually taking into account the status of each asset and the level of service achieved in the preceding year(s) shown in the annual status and options report.
- A rolling 5 year programme of proposed capital Works will be maintained linked to the transport asset management plan and long term financial plans.

6. Transport Asset Management Plan

- Council will develop 10 Year Transport Asset Management Plan covering all the council's transport assets including roads (carriageways), footways, street lights, structures, drainage, traffic signals, public transport infrastructure and street furniture.
- Asset Management Plans shall define the management strategies to be adopted throughout the life cycle of the asset.
- The Asset Management Plan sets out for each asset group/type;
 - Predicted future changes in demand
 - Levels of service required
 - Investment required in the maintenance, renewal and replacement of assets required to meet the levels of service
 - Methods of performance monitoring and appraisal.
 - Financial projections
 - Risks associated with the plan

7. Transport Infrastructure Maintenance Manual

- The council will maintain a manual detailing how maintenance is carried out.
- The Transport Infrastructure Maintenance Manual defines how and when we:
 - Inspect

Transport Asset Management Policy Template

- Categorise and prioritise reactive repairs
- Assess condition
- Identify and prioritise sites for treatment
- Choose the materials and methods used
- Prepare works programmes
- Procure and manage works
- Record and report costs
- Record and respond to customer contacts

8. Reporting

- The council will prepare an annual status and options report that summarises;
 - The status of each asset group in terms of its condition and the council's ability to meet its reactive repair standards
 - The result of the previous year's investment in terms of meeting the target service standards.
 - The options available for the future in terms of both short and long term predictions of levels of defects and condition that can be afforded for different budget levels
- When an annual budget is set that requires that an amendment to the service standards specified in the asset management plan an updated asset management plan will be published.

9. Roles And Responsibilities

The Council

- To act as custodian of community assets.
- To set corporate asset management policy with linkage to Council's Corporate Plan.
- To set agreed Levels of Service and Levels of Acceptable Risk for each asset class.
- To allocate budgets to achieve the service and risk levels set.
- To ensure appropriate resources for Asset Management activities are made available.

Chief Executive Officer / Executive Team

- To provide strategic direction and leadership.
- To ensure there is continuous improvement in asset management.
- To review existing policies and develop new policies related to asset management.
- To implement Corporate Asset Management Strategies with agreed resources.
- To monitor and review managers and staff in achieving the Asset Management Strategy.
- To ensure accurate and reliable asset information is presented to Council.
- To ensure that staff responsibilities for Asset Management activities are included in the Asset Management Plan and also reflected in individual position descriptions.

Transport Asset Management Policy Template

Managers and Staff

- To implement the Asset management policy and plan with agreed resources.
- To develop and implement improvement plans for individual asset groups.
- To develop and implement Maintenance and Capital Works programmes in accordance with the Asset Management Plan and available budgets
- To deliver levels of service to agreed risk and cost standards.
- To present information to the Council, Chief Executive Officer and Executive team in terms of life cycle, risks and costs
- To seek community feedback on proposed changes to service levels and willingness to pay for increased levels.

Asset Management Working Group

- An Asset Management working group will be established to assist with and have input to, strategic asset management planning.

ASSOCIATED PROCEDURES AND RELATED POLICIES

- Corporate Risk Management Policy
- Corporate Asset Management Policy
- Highway Asset Maintenance Manual
- Financial Procedures

REVIEW DATE

To be determined.

Transport Asset Management Policy Template

3 ASSETS COVERED BY THE PLAN

The asset covered by this plan are shown in the table below together with their most recent valuation figures in terms of Gross Replacement Costs (GRC), i.e. the cost of having to replace the asset with a modern equivalent asset. The figures followed by an asterisk were included in the Whole of Government Accounts (WGA) submission made in August 2012;

Asset Element (in alphabetical order)		Extent	Gross Replacement Cost
Footways and off-road cycleways	Prestige walking zone	9.3km	
	Primary walking route	34.3km	
	Secondary walking route	349.4km	£234.4 million*
	Link footway	495.3km	
	Local access footway	651.1km	
Public Transport (bus) infrastructure	Bus stops without shelters	968	
	Bus stops with shelters	345	£ 8.4 million
	Bus station external infrastructure	1	
Roads	Principal A roads	110.7km	
	Classified B roads	6.5km	£ 1,020 million*
	Classified C roads	75.0km	
	Un-classified roads	607.3km	
Safety barrier, guardrail & street furniture.	Safety Barrier		£23.1 million*
	Guardrail		
	Street furniture		
Street Lighting	Lighting Columns	31,400	£50.6 million*
Structures	Bridges	67	
	Special structures	4	£276.3 million*
	Footbridges	79	
	Culverts	46	

Transport Asset Management Policy Template

Asset Element (in alphabetical order)	Extent	Gross Replacement Cost
Retaining Walls	129	
Sign Gantries	10	
Traffic Signals	Traffic & pedestrian installations	185
		£13.4 million*

Work is still progressing on collecting data for and valuing the remaining asset groups, the most significant of which are;

- drainage,
- street furniture and
- cycletracks segregated from the road

and these values will be added as they become available.

In more detail the assets are defined as below;

Highway Assets	Elements
Drainage	<div> <div>Road gullies</div> <div>Linear drainage</div> <div>Catchpits</div> <div>Manholes</div> <div>Hydro-brake flow controls</div> <div>Headwalls</div> </div> <div> <div>Trash Screens</div> <div>Chambers</div> <div>Pumping Stations</div> <div>Pipes</div> <div>Ditches</div> <div>Balancing ponds</div> </div>
Electronic Systems	<div> <div>Vehicle Matrix Signs</div> <div>Closed circuit television</div> </div> <div> <div>On site data collection equipment</div> <div>Back office data collection and management system</div> </div>
Footways and off-road cycleways	<div> <div>Footway</div> <div>Off-road cycleways</div> <div>Kerbing between the asset and the road</div> </div> <div> <div>Edging between the asset and the adjacent verge</div> <div>Supporting earthworks (embankments)</div> </div>
Public Transport (Bus)	<div> <div>Bus stop poles and flags</div> <div>Bus shelters</div> </div> <div> <div>Real Time Information infrastructure</div> <div>Bus Stations</div> </div>
Roads	<div> <div>Carriageway construction</div> <div>Supporting earthworks (embankments)</div> <div>Carriageway markings</div> </div> <div> <div>Regulatory lining</div> <div>Reflective and non-reflective studs</div> </div>

Transport Asset Management Policy Template

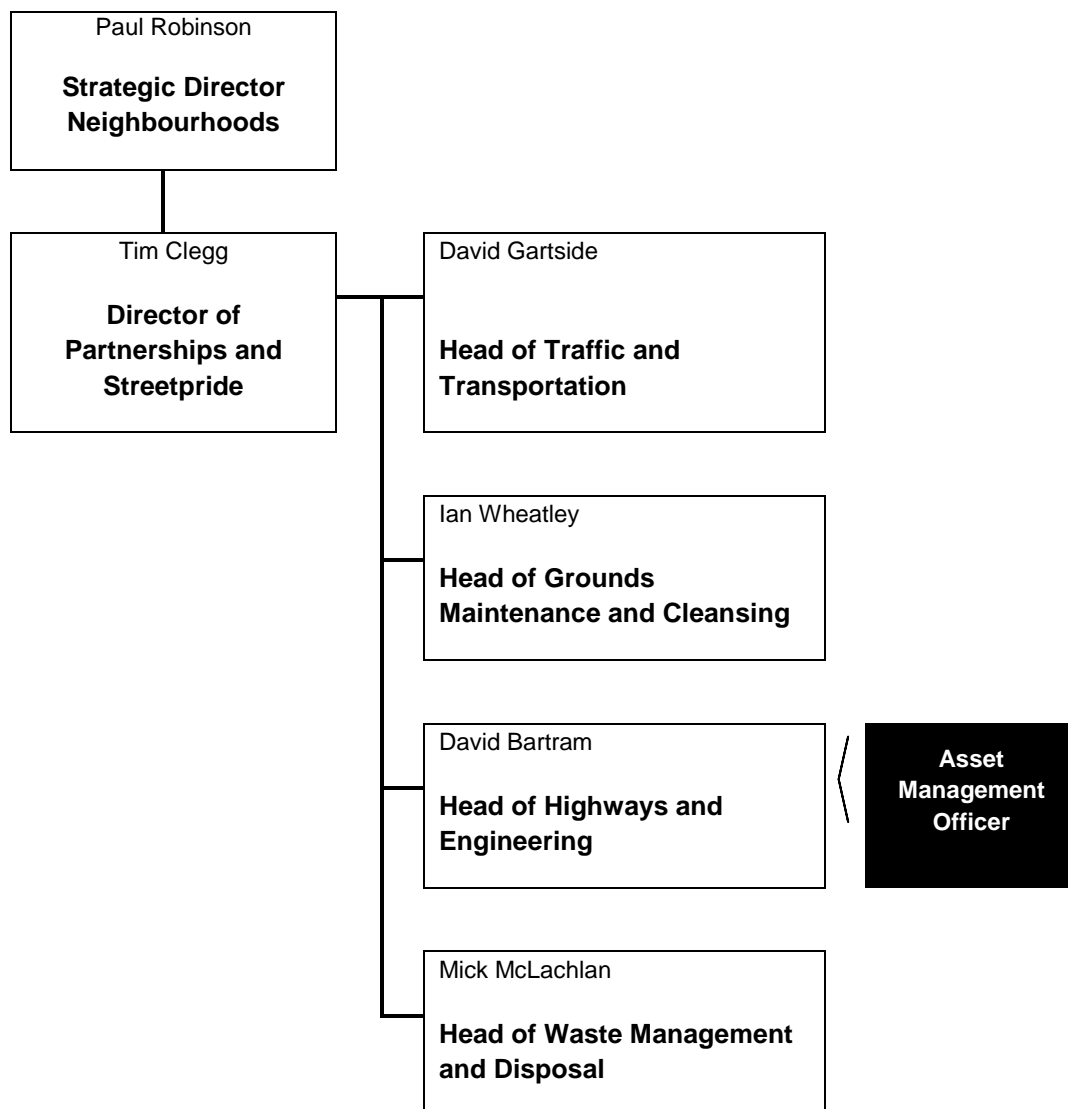
Highway Assets	Elements	
Safety barrier, guardrail and street furniture.	Safety barriers, including those that pass over structures Guard railing between the road and the footway and/or cycleway Fencing at the highway boundary or at hazards Bollards (Non illuminated) Signing (Non internally or externally illuminated)	Street name plates Grit bins Seats Street art Tree guards
Street Lighting	Illuminated units Street lighting columns Lighting units wall mounted Signing (Illuminated)	Bollards (illuminated) Feeder cables Control equipment and cabinets Connection to the electricity supply
Structures	Road bridges Foot bridges Culverts	Retaining walls Sign gantries and height gauges Earthworks associated with the structures
Traffic Signals	Traffic signals at junctions Pedestrian signals	Supply cables and connection to the electricity supply Urban traffic control equipment
Trees in the highway	All trees within the highway boundary.	

4 RESPONSIBILITIES AND PLAN DEVELOPMENT PRINCIPLES

4.1 RESPONSIBILITIES

The 'Asset Management Officer' will use the potential works programme, provided by each of the asset groups, as a basis for development of strategy options for management of the authority's assets over the forthcoming five to ten years.

The role of Asset Management Officer is currently held by 'Head of Highways and Engineering' as shown below;



4.2 PROGRAMME DEVELOPMENT ELEMENTS

To develop potential forward programmes the Asset Management Officer must use the work described in the earlier sections of this Transport Asset Management Plan. The Asset Management Officer relies on the output

from each of the asset teams and needs to be able to understand the development logic behind the provided output.

In brief, to facilitate programme development the Asset Management Officer requires from each asset team the following elements;

Description	Output	Status
Asset extent	Quantity.	Available for the most significant assets.
Asset based policies	Descriptions.	Partially developed.
Asset based Service Standards	Expectations and actual performance in terms of each of the Service Standards scheduled – these will naturally reflect ‘asset condition’.	Partially developed.
Asset based risk assessment	Identification of those risks that have a residual risk rating of ‘HIGH’.	Available.
Forward expenditure profiles	Profiled funding requirements to achieve acceptable Service Levels and remove, where possible, high risk issues. These are to be provided at three levels – each surmising that a particular level of funding is available (from improvement of the existing situation, through ‘steady state’ to inadequate funding over a limited time period). This then allows the funding allocation to reflect asset issues identified to be of greatest need or significance.	Partially developed.

Action 4.2.1: Identify and obtain asset data not yet collected.

Action 4.2.2: Develop forward expenditure profiles for each asset group.

4.3 FORWARD PROGRAMME DEVELOPMENT

Using the above elements the **Asset Management Officer** requires the asset managers to develop acceptable programme options for forward management of the council's assets taking into account potential funding constraints or requirements.

Action 4.3.1: Develop acceptable asset works programme options.

Once these programmes have been developed they can be discussed at an appropriate level to facilitate the decision making process around budget management.

Action 4.3.2: Obtain approval to a forward asset achievement programme.

On completion of the decision making process the **Asset Management Officer** should confirm to all the asset owners the expectations for the coming year/s.

Action 4.3.3: Provide asset owners with details of the asset maintenance and improvement expectations and of the available budgets.

5 CURRENT FORWARD PROGRAMMES

5.1 STATUS

Whereas potential funding requirements have been identified for a number of the asset groups a co-ordinated expenditure profile has not yet been developed.

Action 5.1: Develop and confirm co-ordinated expenditure profiles.

5.2 ASSUMPTIONS MADE IN DEVELOPMENT OF THE FORWARD PROGRAMME

The forward programme detailed in the following section has been developed on the basis that the funding level received across the asset groups is kept at its current level.

5.3 PLAN DESCRIPTION AND COSTING

The following planned maintenance works values are required for the coming three years. The expected reactive expenditure associated with each asset group and associated level of planned maintenance is included for completeness;

Asset Group	Asset Sub-group	2013/2014 (£000)		2014/2015 (£000)		2015/2016 (£000)	
		Planned	Reactive	Planned	Reactive	Planned	Reactive
Footways and off-road cycleways	Prestige walking zone	£	£	£	£	£	£
	Primary walking route	£	£	£	£	£	£
	Secondary walking route	£	£	£	£	£	£
	Link footway	£	£	£	£	£	£
	Local access footway	£	£	£	£	£	£
	Off-road cycleways	£	£	£	£	£	£
Public Transport (bus) infrastructure	Bus stops without shelters	£	£	£	£	£	£
	Bus stops with shelters	£	£	£	£	£	£

Asset Group	Asset Sub-group	2013/2014 (£000)		2014/2015 (£000)		2015/2016 (£000)	
		Planned	Reactive	Planned	Reactive	Planned	Reactive
	Bus station external infrastructure	£	£	£	£	£	£
Roads	Principal A roads	£	£	£	£	£	£
	Classified B roads	£	£	£	£	£	£
	Classified C roads	£	£	£	£	£	£
	Un-classified roads	£	£	£	£	£	£
Safety barrier, guardrail & street furniture.	Safety Barrier	£	£	£	£	£	£
	Guardrail	£	£	£	£	£	£
	Street furniture	£	£	£	£	£	£
Street Lighting	Lighting Columns	£	£	£	£	£	£
Structures	Bridges	£	£	£	£	£	£
	Special structures	£	£	£	£	£	£
	Footbridges	£	£	£	£	£	£
	Culverts	£	£	£	£	£	£
	Retaining Walls	£	£	£	£	£	£
	Sign Gantries	£	£	£	£	£	£
Traffic Signals	Traffic & pedestrian installations	£	£	£	£	£	£
TOTALS		£	£	£	£	£	£

6 CONTROL AND MANAGEMENT OF THE PLAN

6.1 CONTROL AND MANAGEMENT

Control and management of this document will be carried out by the Asset Management Officer or their delegated representative.

6.1.1 RESPONSIBILITIES OF THE ASSET MANAGEMENT OFFICER

The responsibilities of this officer are;

- To liaise with all asset owners to facilitate and manage the process of forward plan development.
- To develop agreed options for management of all the asset groups and to deliver these options to Members and senior officers for consideration and decision.
- To ensure that the asset management plan is effectively and regularly updated.
- To liaise with staff at all levels and in all disciplines to ensure that the appropriate approach is given to asset management.
- To facilitate arrangement of delivery of training to staff to give them a fuller understanding of the benefits of following an asset management approach.
- To facilitate arrangement of delivery of training to staff to give them guidance on how best to deliver an effective asset management approach to service delivery.
- To guide our members on how an effective asset management driven service is best delivered and how this impacts on schemes for delivery.

6.2 PLAN UPDATING AND REVIEW

The plan has been deliberately structured to contain parts that will require regular updating. The updating should occur such that the output can be successfully used as part of the annual finance cycle.

6.3 IMPROVEMENT PLAN

This section describes how the improvement issues associated with this asset management plan will be effected and managed.

A key aspect of this plan is to facilitate a process of continuous improvement. This asset management plan includes reference to a number of improvements that are identified as being needed to be implemented (**Actions**).

It is anticipated that improvements will potentially continue to be identified, assessed and programmed on an ongoing basis. Some improvements will be short-term, some may take longer to enact. It is important that the action plan allows for capturing all of these.

The improvement actions identified in development of this document are detailed below. Each has been assigned a priority in terms of development of the next stage for each action. These priorities are categorised as follows;

- Priority 1 To be completed within 2 months
- Priority 2 To be completed within 3 months
- Priority 3 To be completed within 6 months
- Priority 4 To be completed within 1 year
- Priority 5 To be completed within 2 years.

Action No.	Action	Priority 1=high : 5=low	Responsibility
2.2.1	Develop and process an Asset Management Policy Statement.	1	Senior Management
3.1	Update the asset registers and GRC values as appropriate.	2	Asset owners/holders
4.2.1	Identify and obtain asset data not yet collected.	4	Asset owners/holders
4.2.2	Develop forward expenditure profiles for each asset group.	1	Asset owners/holders
4.3.1	Develop acceptable asset works programme options	1	Asset Management Officer
4.3.2	Obtain approval to a forward asset achievement programme.	1	Asset Management Officer
4.3.3	Provide asset owners with details of asset maintenance and improvement expectations and available budgets	2	Asset Management Officer
5.1	Develop and confirm co-ordinated expenditure profiles.	1	Asset owners/holders