

**SUBJECT: Adoption of Highway Management Plan**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION**

**DATE: 9<sup>TH</sup> MAY 2018**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 This report seeks member approval to adopt the Monmouthshire County Council Highway Management Plan in line with the requirement of the new national code of practice “Well Maintained Highway Infrastructure”. The Highway Management Plan adopts a new asset and risk base approach for the management of county highways and a move away from the existing ad hoc approach to assessing risk and methods of preparing work schedules. The plan is a fit with the Corporate Improvement Plan and ensures that MCC complies with the national government requirements and statutory responsibilities as the Highway & Transport Authority.

**2. RECOMMENDATIONS:**

- 2.1 That Monmouthshire County Council adopt the Highway Management Plan in line with the requirement of the new national code of practice “Well Maintained Highway Infrastructure” and as shown in appendix A.
- 2.2 That approval should be given to create an additional Highway Asset Inspector post in order to meet the obligations set out within the code of practice and funded from the anticipated savings of adopting the Highway Management Plan. However if post monitoring and assessment highlights that these savings are not realised then a review of the highway budget will be carried out to seek alternative funding from within the highways budget. The proposed job description for this new post is shown in appendix B.

**3. KEY ISSUES:**

- 3.1 The highway network is a key and highly visible community asset, supporting the national and local economy and contributing to the character, and environment of the areas that it serves. National legislation requires highway authorities to establish highway policies and guidance in order to effectively manage their statutory duties and the new code of practice titled “Well Maintained Highway Infrastructure” is a key document for all highway authorities to adopt in moving to a new asset and risk management base approach for the county highways.

- 3.2 The key principles set out within the new Code are addressed within the MCC Highway Management Plan and are crucially important in order for the authority to deliver and improve this important service to meet MCCs legal obligations and address the objectives set out in both the national guidance and MCC's own corporate plan.
- 3.3 In recent years the growth of traffic and backlog in funding to adequately maintain the highway infrastructure, against a backdrop of a number of embankment failures and deterioration of Monmouthshire's highway bridges and county lanes, has brought increasingly widespread recognition of the importance of highway maintenance, and the high value placed on it both by users and the wider community. There is also an increasing understanding of the serious consequences of failure to invest adequately and effectively in maintaining the local highway network, in particular the progressive deterioration of safety, reliability, and quality, eventually requiring even greater levels of investment in the future.
- 3.3 The adoption of the MCC Highway Management Plan will enable the authority to manage these broader transport objectives, as well as the more detailed financial and technical aspects of highway maintenance planning. The plan addresses the importance that the new Code places on asset and risk management and also seeks to address the implications of the Traffic Management Act 2004.
- 3.4 Effective management and stewardship of the local road network has the potential to aid regeneration, social inclusion, community safety, health and the environment, but this will need a planned long-term programme of investment, efficiently managed and supported by effective technical and management systems. The MCC Management Plan sets out these wider objectives and covers the development of improvements of such matters as providing for disabled people, addressing the particular needs of motorcyclists, integrated public space and townscape management, as well as planning for severe weather events and other emergencies. The Plan also incorporates a section on performance management and provides an important link to both the MCC Corporate Plan and more specifically the Highway Service Plan.

#### **4. REASONS:**

- 4.1 The Highway Management Plan, in addition to the appointment of a new position of Highway Asset Inspector, will allow the authority to adopt a risk and asset management based approach set out within the new code 'Well-managed highway infrastructure'. Highway Authorities are required to adopt the recommendations of this new code by October 2018.

#### **3. RESOURCE IMPLICATIONS:**

- 3.1 The adoption of the new Code will offer MCC a robust and higher level of defence against 3<sup>rd</sup> Party Insurance Claims and thereby reduced future public liability insurance premiums and the risk of service failure.

- 3.2 The Highway Management Plan has already been prepared by Highways. This plan sets out MCC's key actions required to meet the recommendations of the new code and the next stage will be to confirm a longer term action plan based upon the principles of asset and risk management. The resources to deliver this next stage, other than that set out under 3.3, will be reviewed and aligned to meet the objectives set out within the plan and the requirements of the new code of practice.
- 3.3 The funding of the additional Highway Asset Inspector will be met from the existing Highway Revenue Budget and offset against the reduced costs of insurance premiums and claims as stated under 3.1. The post monitoring and evaluation of the plan will provide evidence to confirm whether the anticipated savings outlined above have been realised and if not review how the additional costs can be funded from within the highways budget.

#### **4. CONSULTEES:**

- 4.1 Senior Leadership Team

#### **5. BACKGROUND PAPERS:**

- 5.1 Well Maintained Highway Infrastructure

#### **6. Equality Impact Assessment**

- 6.1 The equality impacts identified in the assessment (Appendix C) are summarised below for members' consideration:
- 6.2 The Highway Management Plan demonstrates is in compliance with the well-being five ways of working, supports the well-being goals and identifies that moving to a risk and asset management approach is expected to have a positive impact on the planning and resources required to develop and deliver a well maintained and efficient local highway network with Monmouthshire.

#### **7. AUTHOR:**

Paul Keeble  
Group Engineer (Highway & Flood Management)

#### **8. CONTACT DETAILS:**

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E-mail: [paulkeeble@monmouthshire.gov.uk](mailto:paulkeeble@monmouthshire.gov.uk)

### **Appendix A – MCC Highway Management Plan**

### **Appendix B – Highway Asset Inspector Job Description**

# Appendix A



Monmouthshire County Council  
Highway Management Plan

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## **Appendix B**

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CYNGOR SIR FYNWY**  
**REGENERATION, ENVIRONMENT & RESOURCES DIRECTORATE**

JOB DESCRIPTION

<b>Job Title:</b>	Highway Asset Inspector
<b>Post Ids:</b>	ROHI08
<b>Hours:</b>	37 per week
<b>Grade:</b>	SCP 22 – 28 subject to job evaluation
<b>Location:</b>	County Hall
<b>Division:</b>	Highways & Waste
<b>Accountable to:</b>	Project Manager Strategy Project Engineer (Structures) for operational issues relating to structures inspections

**Job Purpose:**

To be responsible for and to arrange day-to-day safety & condition inspections of an area of Monmouthshire's highways, and keep them in a safe condition. To ensure safety defects are recorded and reported for urgent responses. To collect and record asset information, its precise location, its dimensions, the condition of that asset and its relation to recorded information. To maintain an awareness and appreciation of all highway related works within the area and to work closely with the Area Superintendent. To carry out general inspections of the Council's Highway structures, maintaining records of all structures and the inspections undertaken and to assist in carrying out survey work in association with bridge assessments and carrying out assessments on simple structures.

**Key Tasks:**

- 1 To inspect highways, highway structures associated signs and street furniture on a planned and programmed basis and in response to stakeholder complaints, identifying defects, hazards and accelerated deterioration, urgent or safety defects and to record such data and arrange its input into a highway management system for later retrieval in relation to insurance claims and future work planning. Where safety issues are identified that require urgent action to report such rapidly to the Area Engineer for action.
- 2 To liaise with the One Stop Shops in respect of highway referrals and to use the Mayrise Highway Management system to maintain records of responses,
- 3 To assist with prioritisation of repairs and elimination of hazards on the highways and to use local knowledge and experience in providing that assistance.
4. To assist with the day-to-day management of the Pavement Management System and to assist with the preparation, review and updating of the Directorate's Highway and Transport Asset Management Plan

- 5 To ensure a proper programme of highway inspections is maintained and sound recording methods are used to meet the Council's statutory duty, and to collect physical asset data from insurance claim details and undertake condition assessments, CVI surveys or similar surveys in order to maintain the Asset Inventory and to provide a forward plan of prioritised works in the network.
- 6 To record and identify highway flooding issues related to highway drainage or land drainage problems affecting the highway, liaising with the Land Drainage Officer as necessary.
- 7 To carry out work measurement for performance management and billing Purposes as required.
- 8 To respond, when required to calls for emergency work and winter maintenance, participating in an out-of-hours duty rota. To follow up on RTA's and other incidents to ensure the highway is maintained in a safe condition and any damage is recorded together with those responsible for future recharge, liaising with the Area Superintendents.
- 9 To investigate insurance claims from road users when requested, and assist with their timely administration.
10. To comply with the Council's policies, and with all legislation applicable to the unit.
11. To abide by the principles and practice of equal opportunity in line with the Council's Equal Opportunities Policy.
12. To deal expeditiously with all verbal and written enquiries from the public, elected Members, landowners and their agents and solicitors, consultants and other parties affected by works. To represent the Authority, or to support officers and elected Members at public meetings and at Community and Town Council meetings
13. To ensure that all services are customer focused and of high quality always working and observing proper levels of professional conduct.
18. To undertake planned and non-routine inspection, as well as on occasions to supervise, the works and performed of Statutory Undertakers in accordance with the requirements of the New Roads & Street Works Act 1991.
19. To assist the Project Engineer with general office and site duties.
21. To carry out minor maintenance work at the time of inspection that is judged necessary to carry out the inspection.(eg emergency pothole repair or provide cone and sign dangerous incidents)
23. To be aware of the special requirements of Health and Safety Legislation relating to the work carried out and have due regard for own responsibilities. To carry out the work in accordance with the Council's policies



24. To participate in the Departments system for career development, undertaking training and development relevant to the post and the department's work.
25. To assist in the training and development of other staff including Trainees / Work Experience personnel.
26. Such other reasonable duties, as may be delegated from time to time to assist in the Team's range of services to the public, commensurate with the post.
27. The post holder will be expected to work outside normal working hours, on occasion, in order to ensure the proper and effective discharge of the Councils responsibilities, and to provide the appropriate levels of service.
28. You will be expected to work through inclement weather where practical and will be provided with appropriate safety and protective clothing
29. The post holder will be based at Raglan Depot and will be required to undertake duties throughout the county of Monmouthshire.



monmouthshire  
sir fynwy

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer - Paul Keeble</b>  <b>Phone no: 01633 644873</b>  <b>E-mail: paulkeeble@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>To seek member approval of the Highway Management Plan and appointment of a new Highway Asset Inspector in order to meet with the requirements of the new Code of Practice “Well Maintained Highway Infrastructure”.</p>
<p><b>Name of Service – Highways and Flood Management</b></p>	<p><b>Date Future Generations Evaluation – 11/04/2018</b></p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive	The adoption of the Highway Management Plan promotes the efficient and effective management of the highway and transport network and thereby contributes to supporting a strong and sustainable economy.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive	The adoption of the Highway Management Plan will contribute to improving access and highway safety.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Neutral	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Neutral	

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	Yes	As shown within the draft plan.
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	Yes	As shown within the draft plan.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	Yes	The plan has been developed in conjunction with other welsh highway authorities and the county surveyors society wales.
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	Yes	The plan sets out a risk assessment approach to ensure that resources are best utilised and that investment is based upon sound and data led information.
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	N/A	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the

Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	Increase accessibility		
Disability	Increase accessibility		
Gender reassignment	N/A.		
Marriage or civil partnership	N/A		
Pregnancy or maternity	N/A		
Race	N/A		
Religion or Belief	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Welsh Language	HMP compliments the current Welsh Language Act		

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A	N/A	
Corporate Parenting	N/A	N/A	

**5. What evidence and data has informed the development of your proposal?**

The HMP has been developed in accordance with the requirements of the new code and the county surveyors society wales asset management methodology.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The proposals offer positive change and will be monitored and reviewed to help identify future schemes and works programme as well as fulfilling MCCs corporate improvement plan and meet its highway statutory duties as the highway authority.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implement the actions set out within the HMP	A schedule of actions will be developed to support the HMP and the appointment and amendment to the posts will support MCC in achieving the Code's requirements and time frame of October 2018. The schedule will set out responsible officers for each element of the plan and will monitored through the Service Plan.	Group Engineer	On-going

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	The Plan will be evaluated against the original objectives and as set out within the schedule of delivery.
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>