

# Highway Maintenance Plan Appendix A



## Appendix A

The table below illustrates how and where each of the 36 recommendations has been implemented by South Tyneside Council. The information sign posts the reader to the relevant document.

<p><b>Recommendation 1 - USE OF THE CODE</b></p>
<p>This Code – in conjunction with the UKRLG Highway Infrastructure Asset Management Guidance – should be used as the starting point against which to develop, review and formally approve highway infrastructure maintenance policy and to identify and formally approve the nature and extent of any variations.</p>
<p>The highway authorities within Tyne and Wear came together to work collaboratively, known here after as the group, to implement the Codes of Practice (CoP). As part of this work the group completed the following actions:</p> <ul style="list-style-type: none"> <li>• gap analysis</li> <li>• developed an action plan</li> <li>• developed procedures</li> <li>• produced a DNA diagram to illustrate how each recommendation fit in with other projects</li> <li>• developed an implementation plan</li> <li>• attaining sign off by respective senior executive and lead member</li> </ul> <p>The group commenced work in August 2017 and completed the work in April 2018, therefore enabling individual authorities the opportunity to complete additional work if required. The implementation for the CoP is October 2018.</p> <p>This table will demonstrate how we have implemented the CoP and where the CoP procedures can be found.</p>
<p><b>Recommendation 2 - ASSET MANAGEMENT FRAMEWORK</b></p>
<p>An Asset Management Framework should be developed and endorsed by senior decision makers. All activities outlined in the Framework should be documented.</p>
<p>Each of the authorities has developed an asset management framework which is endorsed by senior decision makers. This document will provide an overarching framework for highway asset management. It will include the activities and processes that are necessary to develop, document, implement and continually</p>

<p>improve asset management.</p> <p>The framework is a standalone document and forms part of a suite of highway asset management documents. This highway maintenance plan (HMP) forms part of this suite of documents and is available to view on our website.</p>
<p><b>Recommendation 3 - ASSET MANAGEMENT POLICY AND STRATEGY</b></p>
<p>An asset management policy and a strategy should be developed and published. These should align with the corporate vision and demonstrate the contribution asset management makes towards achieving this vision.</p>
<p>Each of the authorities has developed a highway asset management plan (HAMP) which incorporates a policy and strategy. The policy and strategy is endorsed by senior decision makers.</p> <p>The asset management policy is a short and concise document that describes the principles we will adopt in applying asset management to achieve the Council's strategic objectives.</p> <p>The strategy will provide investment scenarios, forward plans, life cycle planning for a prescribed number of years and sets out how the asset management policy will be delivered.</p> <p>The highway asset management plan is a standalone document and forms part of a suite of highway asset management documents. The plan aligns with our corporate vision and demonstrates the contribution asset management makes towards achieving this vision. This document is available to view on our website.</p>
<p><b>Recommendation 4 - ENGAGING AND COMMUNICATING WITH STAKEHOLDERS</b></p>
<p>Relevant information should be actively communicated through engagement with relevant stakeholders in setting requirements, making decisions and reporting performance.</p>
<p>Each of the authorities has developed a communication strategy which sits within the HAMF and is endorsed by senior decision makers. This document will inform an annual communication plan demonstrating how we intend to communicate with our stakeholders and advise on our performance.</p> <p>The communication strategy is included in our HAMF.</p>

### **Recommendation 5 - CONSISTENCY WITH OTHER AUTHORITIES**

To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies.

The highway authorities within Tyne and Wear came together to work collaboratively, known here after as the group, to implement the Codes of Practice (CoP). As part of this work the group completed the following actions:

- gap analysis
- developed an action plan
- developed procedures
- produced a DNA diagram to illustrate how each recommendation fit in with other projects
- developed an implementation plan
- attaining sign off by respective senior executive and lead member

The group commenced work in August 2017 and completed the work in April 2018, therefore enabling individual authorities the opportunity to complete additional work if required. The implementation for the CoP is October 2018.

This table will demonstrate how we have implemented the CoP and where the CoP procedures can be found.

### **Recommendation 6 - AN INTEGRATED NETWORK**

The highway network should be considered as an integrated set of assets when developing highway infrastructure maintenance policies.

Each of the authorities' HAMP has been developed to inform an integrated approach to developing maintenance schemes and plans on the network.

The HAMP is available to view on our website.

### **Recommendation 7 - RISK BASED APPROACH**

A risk based approach should be adopted for all aspects of highway infrastructure maintenance; including setting levels of service, inspections, responses, resilience, priorities and programmes.

As a group, a risk based approach has been developed to deliver a consistent approach to all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes.

The risk based approach methodology sits within the HAMF and is endorsed by senior decision makers.

The HAMF is available to view on our website.

### **Recommendation 8 - INFORMATION MANAGEMENT**

Information to support a risk based approach to highway maintenance should be collected, managed and made available in ways that are sustainable, secure, meet any statutory obligations, and, where appropriate, facilitate transparency for network users.

Each of the authorities has developed an information strategy which sits within the HAMF and is endorsed by senior decision makers. This document will support a risk based approach to highway maintenance and should be collected, managed and made available in ways that are sustainable, secure, meet any statutory obligations, and where appropriate, facilitate transparency for network users.

### **Recommendation 9 - NETWORK INVENTORY**

A detailed inventory or register of highway assets, together with information on their scale, nature and use, should be maintained. The nature and extent of inventory collected should be fit for purpose and meet business needs. Where data or information held is considered sensitive, this should be managed in a security-minded way.

Each of the authorities has developed an information management strategy which sits within the HAMP/HAMF and is endorsed by senior decision makers. Within the information management strategy is a detailed inventory and register of highway assets.

This strategy supports a risk based approach to the collection of data which should be fit for purpose and meet the requirements of the HAMP.

<b>Recommendation 10 - ASSET DATA MANAGEMENT</b>
The quality, currency, appropriateness and completeness of all data supporting asset management should be regularly reviewed. An asset register should be maintained that stores, manages and reports all relevant asset data.
Each of the authorities has developed an information management strategy which sits within the HAMF and is endorsed by senior decision makers. Within the information management strategy is a detailed inventory and register of highway assets.  This strategy supports a risk based approach to the collection of data which should be fit for purpose and meet the requirements of the HAMP.  The information management strategy is available to view on our website.
<b>Recommendation 11 - ASSET MANAGEMENT SYSTEMS</b>
Asset management systems should be sustainable and able to support the information required to enable asset management. Systems should be accessible to relevant staff and, where appropriate, support the provision of information for stakeholders.
Each of the authorities has developed an information management strategy which sits within the HAMP/HAMF and is endorsed by senior decision makers. Within the information management strategy, reference is made to the asset management systems used to manage the highway inventory, condition and data held.  The information management strategy is available to view on our website.
<b>Recommendation 12 - NETWORK HIERARCHY</b>
A network hierarchy, or a series of related hierarchies, should be defined which include all elements of the highway network, including carriageways, footways, cycle routes, structures, lighting and rights of way. The hierarchy should take into account current and expected use, resilience, and local economic and social factors such as industry, schools, hospitals and similar, as well as the desirability of continuity and of a consistent approach for walking and cycling.

As a group the principles of the network hierarchy were developed to inform individual hierarchies for each of the group member authorities. The hierarchies have been developed using the risk based approach methodology, taking into account expected use, resilience, local economic and social factors and sit within the HAMF. The hierarchies have been endorsed by senior decision makers.  The HAMF is available to view on our website.
<b>Recommendation 13 - WHOLE LIFE / DESIGNING FOR MAINTENANCE</b>
Authorities should take whole life costs into consideration when assessing options for maintenance, new and improved highway schemes. The future maintenance costs of such new infrastructure are therefore a prime consideration.
Each of the authorities has developed life cycle plans for their highway infrastructure assets. These plans sit within the HAMP/HAMF and are endorsed by senior decision makers.  The HAMP is available to view on our website.
<b>Recommendation 14 - RISK MANAGEMENT</b>
The management of current and future risks associated with assets should be embedded within the approach to asset management. Strategic, tactical and operational risks should be included as should appropriate mitigation measures.
As a group, a risk management strategy has been developed to deliver a consistent approach to the management of current and future risk associated with assets.  The risk management strategy sits within the HAMF and is endorsed by senior decision makers.  The HAMF is available to view on our website
<b>Recommendation 15 - COMPETENCIES AND TRAINING</b>
The appropriate competency required for asset management should be identified, and training should be provided where necessary.

<p>As a group, a competencies framework has been developed to identify competencies expected for a prescribed role.</p> <p>The competencies framework sits within the HAMF and is endorsed by senior decision makers.</p>
<p><b>Recommendation 16 – INSPECTIONS</b></p>
<p>A risk based inspection regime, including regular safety inspections, should be developed and implemented for all highway assets.</p>
<p>As a group, a risk-based inspection methodology has been developed and implemented for all highway assets, in conjunction with the network hierarchies.</p> <p>The inspection methodologies for each of the infrastructure assets can be found within the relevant section of this document and these are endorsed by senior decision makers.</p>
<p><b>Recommendation 17 - CONDITION SURVEYS</b></p>
<p>An asset condition survey regime, based on asset management needs and any statutory reporting requirements, should be developed and implemented.</p>
<p>Each of the authorities has developed an information management strategy which sits within the HAMF and is endorsed by senior decision makers. Within the information management strategy is an asset condition survey regime and what statutory reporting requirements should be completed.</p> <p>This strategy supports a risk based approach to the collection of condition data which should be fit for purpose and meet the requirements of the HAMF.</p> <p>The information management strategy is available to view on our website.</p>
<p><b>Recommendation 18 - MANAGEMENT SYSTEMS AND CLAIMS</b></p>
<p>Records should be kept of all activities, particularly safety and other inspections, including the time and nature of any response, and procedures established. This will ensure efficient management of claims whilst protecting the authority from unjustified or fraudulent claims.</p>

<p>Each of the authorities has developed a procedure for dealing with third party claims and the methodology for the storing of these records is detailed in the information data management strategy. The strategy sits within the HMP and is endorsed by senior decision makers.</p> <p>Details of how to make a claim is available to view on our website. The information data management strategy is available to view on our website.</p>
<p><b>Recommendation 19 - DEFECT REPAIR</b></p>
<p>A risk based defect repair regime should be developed and implemented for all highway assets.</p>
<p>Each of the authorities has developed a risk-based defect repair regime for all its highway infrastructure assets.</p>
<p><b>Recommendation 20 - RESILIENT NETWORK</b></p>
<p>Within the highway network hierarchy a 'Resilient Network' should be identified, to which priority is given through maintenance and other measures to maintain economic activity and access to key services during extreme weather.</p>
<p>Each of the authorities has developed a resilient network and collaboratively as a group has reviewed the network where it crosses with the neighbouring authority. The resilient network has been developed in line with the principles set out in the Transport Resilience Review published in 2014.</p> <p>Consideration for the maintenance of the resilient network has been reflected in the development of the network hierarchies.</p> <p>The resilient network sits within the HAMF and is endorsed by senior decision makers.</p>
<p><b>Recommendation 21 - CLIMATE CHANGE ADAPTATION</b></p>
<p>The effects of extreme weather events on highway infrastructure assets should be risk assessed and ways to mitigate the impacts of the highest risks identified.</p>
<p>Each of the authorities has considered climate change adaptation against each of its highway infrastructure assets. These findings and future proposals can be</p>

found in the HMP/HAMP and have been taken into consideration when designing new assets and developing maintenance plans.

**Recommendation 22 - DRAINAGE MAINTENANCE**

Drainage assets should be maintained in good working order to reduce the threat and scale of flooding. Particular attention should be paid to locations known to be prone to problems, so that drainage systems operate close to their designed efficiency.

Each of the authorities has developed a drainage management strategy which sits within the HMP and is endorsed by senior decision makers. Within the drainage management strategy is a detailed inventory of highway drainage assets.

The gully maintenance procedure is developed in line with the risk based approach and the recommendations outlined in the Highway Maintenance Efficiency Programme (HMEP) Guidance on the Management of Highway Drainage Assets, November 2012. The gully maintenance procedure is located within Part B of this document.

**Recommendation 23 - CIVIL EMERGENCIES AND SEVERE WEATHER EMERGENCIES PLANS**

The role and responsibilities of the Highway Authority in responding to civil emergencies should be defined in the authority's Civil Emergency Plan. A Severe Weather Emergencies Plan should also be established in consultation with others, including emergency services, relevant authorities and agencies. It should include operational, resource and contingency plans and procedures to enable timely and effective action by the Highway Authority to mitigate the effects of severe weather on the network and provide the best practicable service in the circumstances.

Each of the authorities has developed its own plan to respond to civic emergencies and is set out in its major incident plan/emergency plan.

Due to the sensitivity of the content this document is not available on our website and is restricted internally.

**Recommendation 24 – COMMUNICATIONS**

Severe Weather and Civil Emergencies Plans should incorporate a communications plan to ensure that information including weather and flood forecasts are received through agreed channels, and that information is disseminated to highway users through a range of media.

Each of the authorities has developed its own plan to respond to civic emergencies and is set out in its major incident plan/emergency plan. Within this plan is a communication strategy for conveying messages to the public.

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**Recommendation 25 - LEARNING FROM EVENTS**

Severe Weather and Civil Emergencies Plans should be regularly rehearsed and refined as necessary. The effectiveness of the Plans should be reviewed after actual events and the learning used to develop them as necessary.

Each of the authorities has developed its own plan to respond to civic emergencies and is set out in its major incident plan/emergency plan.

Following a major incident, a debrief and lessons learnt exercise is completed and the findings reviewed. The lessons learnt from the incident are used to develop revised procedures as necessary.

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**Recommendation 26 - PERFORMANCE MANAGEMENT FRAMEWORK**

A performance management framework should be developed that is clear and accessible to stakeholders as appropriate and supports the asset management strategy.

Each of the authorities has developed a performance management strategy which sits within the HAMF and is endorsed by senior decision makers.

This document will support the asset management approach to highway

maintenance and will report its performance in HAMP Annual Information report.  
The performance management strategy is available to view on our website.

#### **Recommendation 27 - PERFORMANCE MONITORING**

The performance of the Asset Management Framework should be monitored and reported. It should be reviewed regularly by senior decision makers and when appropriate, improvement actions should be taken.

Each of the authorities has developed a performance management strategy which sits within the HAMP/HAMF and is endorsed by senior decision makers.

This document illustrates how the performance of each asset will be monitored and will report its performance HAMP annual information report.

The performance management strategy is available to view on our website.

#### **Recommendation 28 - FINANCIAL PLANS**

Financial plans should be prepared for all highway maintenance activities covering short, medium and long term time horizons.

Each of the authorities has developed financial plans which sit within the HAMP/HAMF and is endorsed by senior decision makers.

This document illustrates how the performance of each asset will be monitored and will report its performance HAMP annual information report.

#### **Recommendation 29 - LIFECYCLE PLANS**

Lifecycle planning principles should be used to review the level of funding, support investment decisions and substantiate the need for appropriate and sustainable long- term investment.

Each of the authorities has developed life cycle plans for their major highway infrastructure assets. These plans sit within the HAMP and are endorsed by senior decision makers. The HAMP is available to view on our website.

#### **Recommendation 30 - CROSS ASSET PRIORITIES**

In developing priorities and programmes, consideration should be given to prioritising across asset groups as well as within them.

Each of the authorities considers cross asset priorities when developing future programmes of work. This is evidenced by the development of our maintenance hierarchies which captures all assets contained within each level. The maintenance hierarchies can be found in Part B of this document.

#### **Recommendation 31 - WORKS PROGRAMMING**

A prioritised forward works programme for a rolling period of three to five years should be developed and updated regularly.

Each of the authorities has developed a three to five year works programme for major highway assets. This programme is reviewed annually against the most up to date condition data, resources availability and stakeholder priorities.

Our works programmes consider cross asset priorities in accordance with the maintenance hierarchies.

These programmes sit within the HAMP and are endorsed by senior decision makers.

The HAMP is available to view on our website.

#### **Recommendation 32 – CARBON**

The impact of highway infrastructure maintenance activities in terms of whole life carbon costs should be taken into account when determining appropriate interventions, materials and treatments.

Each of the authorities has considered the impact of its maintenance activities in terms of carbon costs when procuring contracts. We currently work with our procurement teams to ensure consideration is given to the reduction of carbon within our maintenance activities.

This is work in progress and will be closely monitored to identify any improvements to reduce our carbon footprint as an authority.

#### **Recommendation 33 - CONSISTENCY WITH CHARACTER**

<p>Determination of materials, products and treatments for the highway network should take into account the character of the area as well as factoring in whole life costing and sustainability. The materials, products and treatments used for highway maintenance should meet requirements for effectiveness and durability.</p>
<p>Each authority has its own map layer information which details the conservation areas and areas of historic importance.</p> <p>A heritage/conservation officer is appointed to the Tyne and Wear authorities to advise on the materials, products and treatments to be used for highway maintenance activities within a heritage/conservation area.</p> <p>This information is available to view upon requests to the authority.</p>
<p><b>Recommendation 34 - HERITAGE ASSETS</b></p>
<p>Authorities should identify a schedule of listed structures, ancient monuments and other relevant assets and work with relevant organisations to ensure that maintenance reflects planning requirements.</p>
<p>Each authority has its own map layer information which details the conservation areas and areas of historic importance.</p> <p>A heritage/conservation officer is appointed to the Tyne and Wear authorities to advise on the materials, products and treatments to be used for highway maintenance activities within a heritage/conservation area.</p> <p>This information is available to view upon requests to the authority and is considered as part of the planning application process.</p>
<p><b>Recommendation 35 - ENVIRONMENTAL IMPACT, NATURE CONSERVATION AND BIODIVERSITY</b></p>
<p>Materials, products and treatments for highway infrastructure maintenance should be appraised for environmental impact and for wider issues of sustainability. Highway verges, trees and landscaped areas should be managed with regard to their nature conservation value and biodiversity principles as well as whole-life costing, highway safety and serviceability.</p>

<p>Each of the authorities has considered the impact of its maintenance activities in terms of environmental impact, nature conservation and biodiversity when considering maintenance activities. We currently consult with our biodiversity officer to ensure consideration is given when carrying out maintenance activities on trees, verges, green areas and the impact on the wildlife.</p> <p>This is work in progress and will be closely monitored to identify any improvements to reduce our impact on the environment and wildlife.</p>
<p><b>Recommendation 36 - MINIMISING CLUTTER</b></p>
<p>Opportunities to simplify signs and other street furniture and to remove redundant items should be taken into account when planning highway infrastructure maintenance activities.</p>
<p>Each of the authorities considers (except for security purposes) the removal of redundant street furniture when undertaking reactive and planned highway infrastructure maintenance activities. When a highway infrastructure asset is damaged or knocked down consideration will be given and a decision taken whether the asset should be replaced.</p> <p>This is undertaken in line with the Department for Transport's de-cluttering initiative.</p>



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