



Appendix 2

Well-managed Highway Infrastructure: A Code of Practice Signposting Document

DRAFT

Hertfordshire County Council
County Hall
Pegs Lane, Hertford
Hertfordshire SG13 8DQ
United Kingdom

Telephone: +44 1992 555 555
Website: www.hertfordshire.gov.uk

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Prepared By

Juliet Cromack
Asset Manager

Hertfordshire County Council
County Hall
Pegs Lane, Hertford
Hertfordshire SG13 8DQ
United Kingdom

Reviewed By

Richard Hennis
Team Leader

Telephone: +44 1992 555 555
Website: www.hertfordshire.gov.uk

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Approved for
Release By

Chris Allen-Smith
Head of Profession, Asset Management & Maintenance

Reference

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Version Control

Version	Date	Author	Purpose/Changes
1.0	May 18	J Cromack	Initial draft for comment

1 Executive Summary

On 28 October 2016, the UK Roads Liaison Group (UKRLG) published the new Code of Practice 'Well-managed highway infrastructure' superseding three previous Codes, 'Well-maintained highways', 'Well-lit highways' and 'Management of highway structures'. UKRLG stated the objective of this revision as:

“to update the advice in the Codes to reflect current developments in the sector and bring a fundamental change in the way highway infrastructure is managed in the UK, through the adoption of a risk based approach.”

The Code of Practice (CoP) is designed to promote the adoption of an integrated asset management approach to highway infrastructure, based on the establishment of local levels of service through risk-based assessment. This is a change from a reliance on specific guidance and recommendations in the previous Codes.

The delivery of a safe and well maintained highway network relies on good evidence and sound engineering judgement. The intention of this CoP is that Authorities will develop their own levels of service and the CoP therefore provides guidance for authorities to consider when developing their approach in accordance with local needs, priorities and affordability.

In compiling the 'evidence' to show our compliance with the CoP, a process was followed which resulted in the information, and links to this, being captured in a data spreadsheet. These spreadsheets are appendices to this document.

This Signposting document summarises the process followed and the documents used in the Asset Management process.

2 Introduction

2.1 Purpose

The purpose of this document is to provide a source of evidence to show how the recommendations of the CoP are being followed within the Highways Service.

It is generally accepted in both industry and the legal system that should a local authority fail to comply with the recommendations of the Codes of Practice, then that local authority should be able to evidence a sound reason for any such non-compliance.

Failure to consider and adapt to the new CoP recommendations may expose the authority to increased risk of legal challenge and associated costs. In addition there is substantial risk of reputational damage. There may also be additional risks, for example a risk to DfT funding should the incentive element scoring mechanism change to reflect CoP take-up in two years' time. It is very probable that both incentive element criteria will strengthen over time, and that the criteria will become further aligned to the recommendations of the Code.

2.2 Background

Hertfordshire takes an asset management based approach to delivering its Highways Service. This means delivering agreed levels of service by using the data we collect on our assets to make good informed decisions. This will enable us to provide good value for money by planning effective, efficient and affordable programmes of work, to maintain and improve our highway assets.

2.3 Review

Hertfordshire, as a public authority, has been at the forefront of Asset Management Procedures for several years, and there are already many systems in place that follow a 'risk-based approach'.

The work required to implement the CoP commenced initially with a gap analysis carried out to identify areas of required alignment between the service processes used in Hertfordshire and the requirements of the CoP. The findings of the gap analysis led to a rating system for the CoP implementation programme, in terms of the amount of work required to meet the requirements for each asset group. This was a RAYG rated gap analysis.

The CoP sets out 36 Recommendations which cover all aspects of Highway Infrastructure, from policy and framework, to inspections, competency and clutter. At a workshop with the asset heads in November 2017, the ratings for each asset type,

previously identified in the initial gap analysis against each Recommendation, were reviewed and refined. These refined ratings ranged from green to amber, as a representation of whether our current practices meet the requirements. No areas were deemed to be red and requiring major work.

In summary, Hertfordshire was largely, (but not entirely) assessed to be operating already on a risk based approach however some minor gaps were identified, along with the need to formalise and document current operational approach to evidence the risk based nature of the current service.

In subsequent activities, the RAYG ratings were tentatively refined within each asset group, as the 'evidence' showing risk-based approaches was collated to support the ratings and provide detail of the working practices. Further refinement will follow as more evidence is collated.

2.4 Responsibilities

Complying with the Code of Practice is the responsibility of the Highways Service team, as is the ongoing refinement of evidence as new practices emerge. The asset group leads are currently:

Highways – Head of Profession, Asset Management & Maintenance

Lighting – Head of Profession, Lighting

Structures – Head of Profession, Structures

Winter Service – Network Manager, Winter Service

ITS – ITS Manager

3 The Evidence

3.1 Policy Documents

Local Transport Plan Edition 3 – the Local Transport Plan 2011 – 2031 sets out a 20 year vision and strategy for developing transport in the county, and provides the framework for transport's economic and social development.

Footway Surfacing Policy April 2013 - this sets out the materials to be used when repair, replacement or renewal of footway surfaces is required within specific area types.

3.2 Strategy

Skid Resistance Strategy March 2014 - the purpose of the Hertfordshire County Council (HCC) Skid Resistance Strategy is to define how HCC manages skid resistance on the County road network.

Pavement Management Strategy (currently being developed)

Resilient Network Strategy (currently being developed)

Highway Tree Strategy and Guidance Document 2013 - HCC has produced this Highway Tree Strategy and Guidance Document to ensure a balanced and proportionate approach to risk and safety management, based on a prioritised zoning regime considering the location of tree stock in relation to people or property.

Hertfordshire Public Health Service Strategy 2017-2021- this sets out the council's vision for a 'Healthy and happy Hertfordshire', where everyone is born as healthy as possible and lives a full and happy life. People are living longer on average than ever before, but the key is living to an old age in good health and, where possible, disability free.

3.3 Service Plans

Environment Department Service Plan 2016/17-2019/20 – this document states the Department's strategic objectives and key principles, and defines key actions in relation to Highways, Sustainable Travel and Development, Waste Management, the Natural Environment, and the Economy.

Corporate Plan 2017-2021 – this is the vision for Hertfordshire – it outlines the key priorities and how it is planned to make these happen, by working with partner organisations to deliver better outcomes for residents.

Network Management Service Plan 17/18 – this Plan describes the Network Management function and objectives for the coming year.

Network Management Strategy 2017-2020 – this sets out the Network Management function strategy and objectives for the coming three years.

WCS Annual Plan 18-19 – this sets out the long-term approach and development initiatives for the coming year.

Highways Business Continuity Plan April 2016 - this Business Continuity Plan summarises the processes to be followed in the event of an incident which may affect the ability of Highways to deliver their services.

Winter Service Operational Plan 2016-17 - this Winter Service Operational Plan is a statement of intent to ensure that the management of the Contract delivers the Client's requirements and those of BS EN ISO 9001:2008. It is a unique working document to provide guidance and direction for the effective management of the winter maintenance service for the above Contract.

3.4 Contracts (specification)

Highway Service Term Contract Annual Plan 2016-2017 - the Annual Plan is a requirement under the contract between Ringway IS and HCC and sets the 'context of need' for service planning. It outlines the direction for the Highways Service delivered through Ringway for the period from April 2016 to March 2017 and captures each of the agreed Category Target Costs.

3.5 Interactions

H03-04 Highways Locality Board Non-complex Delivery Procedure – the purpose of this document is to achieve early allocation of the Highways Locality Budget and efficient delivery of works.

H03-05 Highways Locality Board Complex Delivery Procedure – the purpose of this document is to provide the design services required to scope and / or deliver the more complex Highways Locality Budget projects, to achieve early and accurate budget allocation and efficient delivery of works.

Highways and Transport – Speed Management Strategy March 2014 - the speed management strategy sets out how speed management schemes are selected and funded.

Districts & Boroughs (within Hertfordshire)

Other Authorities (adjoining authorities, including London Boroughs)

3.6 **Guidance/Processes**

Street Lighting Panel Reports – guidance relating to street lighting is available to view within Panel Reports, via the main HCC intranet

Defect Management Approach – (currently being updated)

Transport Asset Management Plan 2008 - this identifies how HCC intends to build on the existing work in to advance asset management throughout the organisation.

Highways Service Guide 2017 – this sets out the objectives and responsibilities of the Highway Service, and how its processes apply to Asset Management.

Highways Service Communications Strategy 2017/18 – this sets out a strategy to meet the vision of ‘The effective communication of the delivery of the Highway’s service to offer safe, reliable journeys, sustainably.

Roads in Herts - this guide gives detailed design advice on road improvements made by the County Council, its agents, developers or any other third party. As well as setting out advice relating to the layout of roads and other highway features in Hertfordshire, the design guide describes the standards that must be met before adoption of highways can take place.

Design Manual for Roads and Bridges – comprises a suite of central government design guidance and advice, including that for highway and bridge design.

One and Done – this concept is about ensuring that when any HCC directed works are undertaken on the highway network, due consideration is given to ensuring, that from a public, financial and technical perspective, all the known issues on that piece of network are done or at least considered as beneficial or not to be undertaken at the same time.

Highways Signage Guidance 2012 – guidance to promote the efficient working and enforcement of traffic regulations

Triage Inspectors – guidance is given in the Highways Panel Paper 8/7/16

Winter Service Operational Plan – guidance is given in the Highways Panel Paper 22/6/17

Winter Self Help – this gives details on how to get winter salt and how to apply it

Winter Information – this provides information on gritting and salting routes

National Winter Service Research Group – Practical Guidance Documents for Winter Service

CO₂ Reduction Work Group – this is an internal HCC group that meets to discuss overall CO₂ reduction, not just within Highways

3.7 Legislation

EQA, Equality Impact Assessment (Equality Act 2010) - Equality Impact Assessments (EqIAs) are a way for us to think about how our services and policies might affect different groups of people protected by law. EqIAs are usually carried out when there is a review of a service or a major change of policy. This is to make sure our decisions and changes to the way we work do not have unintended consequences for people with protected characteristics. Details on how to prepare EqIAs are on the HCC website.

Environmental Impact Assessments (Town and Country Planning Regulations 2017) - Environmental Impact Assessment (EIA) is a procedure that examines the environmental aspects of a scheme proposal and assesses the impact of both positive and negative effects on the existing environment. Surveys are conducted and combined with existing information to provide a baseline for the environment of the site and its surroundings. The effects of the proposal are then identified and evaluated and suitable mitigation measures suggested.

Highways Act 1980 – this covers the management and operation of the road network in England and Wales

New Roads and Street Works Act 1991 – this relates to public utilities and is intended to create a new era of co-operation and liaison between authorities and undertakers

Traffic Management Act 2004 - this act was introduced to tackle congestion and disruption on the road network. The TMA places a duty on local authorities to make sure traffic moves freely and quickly on their roads and the roads of nearby authorities.

Construction Design and Management Regulations 2015 – these are the main set of regulations for managing the health, safety and welfare of construction projects

Road Traffic Reduction Act 1998 – guidance for local authorities to meet government requirements

Road Traffic Act 1988 – this relates to the licensing of vehicles, insurance and road regulations

3.8 Information and Specific Data Tools

Within HCC, there are other sources of information such as specialist systems, records and data banks. These include, but are not limited to,: Confirm inventory, flooding data, accident data, traffic volumes, GIS, claims, enquiries, inspections, Webmaps, Capital Maintenance Bids, Ringway current training records, Highway Electrical Registration Scheme, Gritter Twitter, Roadworks.org.

4 Strategy for Future Review

4.1 Future Review

With regard to the ongoing work on the CoP, any new practices or amendments to the documentation used in Hertfordshire will be updated as required, or reviewed on a regular basis.

Appendix A: Highways

Recommendations and Evidence

Appendix B: Structures Recommendations and Evidence

Appendix C: Lighting Recommendations and Evidence

Appendix D: Winter Service Recommendations and Evidence

Appendix E: ITS Recommendations and Evidence

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