

## **Appendix – 4**

### **Highways & Transport – Minor works requests process**

This briefing outlines how Highways & Transport officers deal with requests from Ward Members for minor schemes or minor works.

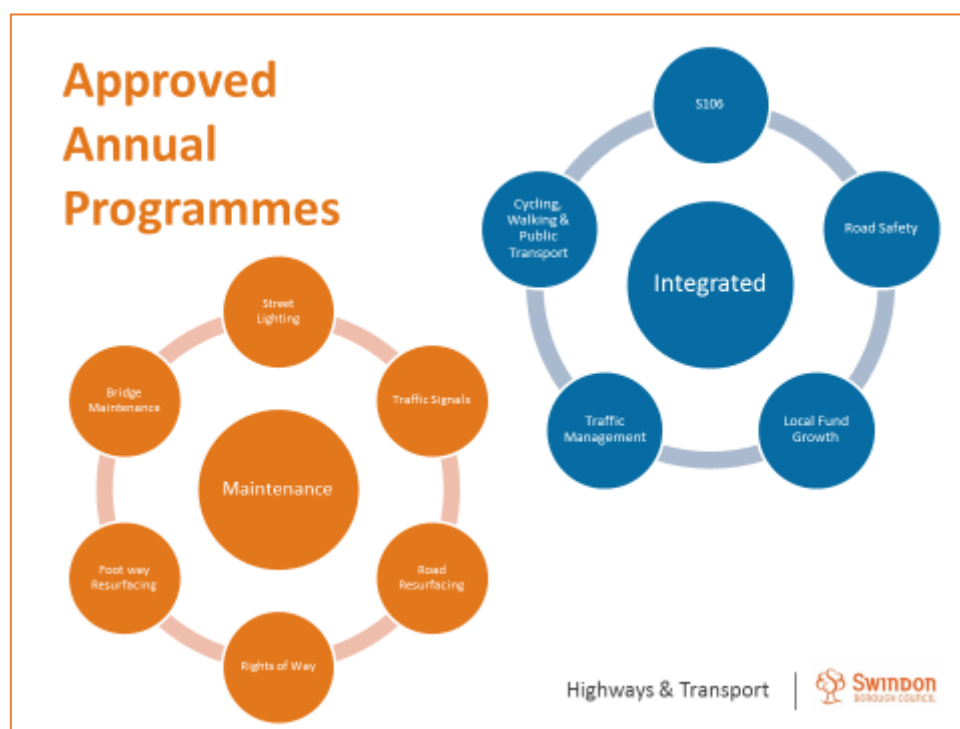
Minor works would include issues such as parking restrictions, speed limits, weight limits, road markings, road signs, safety features – on local roads.

#### **Background**

Each year Cabinet agrees a Capital programme across the Council. This includes a programme of highways and transport capital works funded from central government Local Transport Plan grant. This consists of 2 categories –

- Maintenance – road resurfacing, street light, bridges and structures
- Integrated – everything else, including road safety schemes, traffic management, bus priority, cycling and walking infrastructure

In addition there are a number of other funding streams for highway projects such as S106 funded schemes for new developments, Local Growth Fund schemes funded through the Local Enterprise Partnership.



These programmes support the funding of many of the staff resources in Highways and Transport. Having been set these projects as priorities by the Council – clearly delivery of these programmes is prioritised by officers. As such they have the first call on available staff resources.

However, Ward Members have local issues that are raised during the year and expect a route through which those issues can be addressed.

Until March 2016 there was a Highway Locality Fund – a programme that existed in order to allow Ward Members to progress minor works in their areas that were a priority for the local community – but were not included in any other programme. In response to finance and resource pressures Cabinet chose not to continue the programme in 2016/17.

### **Current process**

For requests from Ward Members for minor highway works in their area this briefing aims to provide some clarity and transparency on the process that is in place. There is no specific staff resource or capital funding budget to deal with minor works requests. Priority is given, through the approved programmes to deliver Corporate Pledges and priorities around

- Growth and regeneration
- Primary roads
- And dealing with locations with a history of injury collisions

Local issues on minor roads – usually in residential areas -therefore need to be balanced against these corporate Pledges and priorities. We therefore operate a process to assess these requests and prioritise delivery where resources allow.

Requests need to be Ward specific and not on the strategic highway network.

For maintenance issues relating to roads and pavements, street lights, bridges and structures – each area has its own intervention criteria – and any requests will be assessed against the published criteria.

For requests for pedestrian crossing facilities – there is a separate, annual process-where requests are assessed using an agreed set of criteria to indicate the degree of conflict between vehicle and pedestrian movements. The results of this review include recommendations over sites that could be taken forward based upon meeting those criteria.

For sites where there is already a history of injury collisions – there is an annual road safety review which considers data from the Police on injury collisions and seeks out geographical or thematic patterns. From this analysis potential measures are drawn up to address the specific causes.

The issues most frequently raised by Ward Members include requests for signs and road markings, speed limits, weight limits and parking problems. Ward Members receive requests from many sources and these are often referred to as “casework”.

Officers ask for requests for local highway works to come through Ward Members as they are best placed to know what the issues are in their area, what the wider community is thinking – not just the person asking for something, and to know what the priorities are – as officers are unable to address every request. It is therefore helpful for Ward Members to be clear about what requests they support.

### **Two stage process**

The process is that requests come to us from Ward Members through Members Hotline indicating support.

#### **Stage 1**

- Officers carry out a simple initial assessment to see if it is appropriate for this process – or whether it should be submitted to an alternative programme.

- Officers give feedback at that stage

If appropriate the proposal is added to the list of Member requests to be considered in more detail. The aim is to review requests every six months against a set of criteria. Reviews will be in March and September – to inform the six month works programme commencing in April and October.

For some requests at this stage – it may be more appropriate for them to be directed to other programmes or processes or to be considered for longer term action as part of larger schemes.

## Stage 2

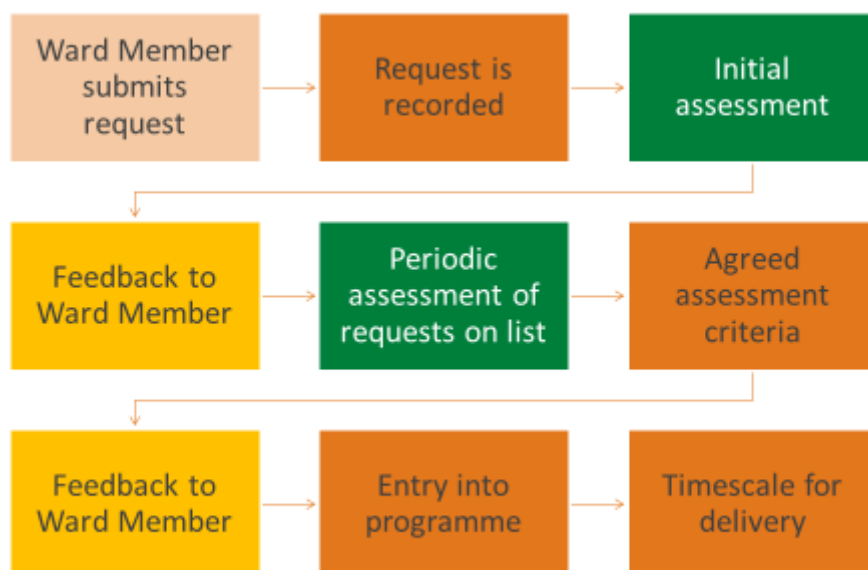
Officers then carry out the main assessment – using the criteria summarised here

- Is there clear evidence as to what the problem is that needs to be solved?
- Will a solution provide benefit to the wider community?
- Will the solution have widespread community support?
- Can improvements to road safety or congestion be achieved?
- Does it simply move a problem elsewhere?
- Does it create significant additional assets to manage?
- Does it comply with national regulations and guidance?
- Is it proportionate in terms of officer time and resources relative to the problem or issue?

Ward Members will then be informed of the outcome of this process with the final decision made by the Head of Service under delegated powers in consultation with the appropriate Cabinet Member. Ward Members have the opportunity to ask the Head of Service to review the decision.

Ward Members will be advised of schemes that have been included in the works programme for the next delivery period and, where possible, given an indication of delivery timescales.

## Minor Works Process



Highways & Transport

