

Agenda

Dorset County Council



Meeting: Cabinet

Time: 10.00 am

Date: 5 December 2018

Venue: Committee Room 1, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ

Rebecca Knox (Chairman)
Jill Haynes
Peter Wharf

Steve Butler
Andrew Parry

Tony Ferrari
Daryl Turner

Notes:

- The reports with this agenda are available at www.dorsetforyou.com/countycommittees then click on the link "minutes, agendas and reports". Reports are normally available on this website within two working days of the agenda being sent out.

- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**

Guidance on public participation at County Council meetings is available on request or at <http://www.dorsetforyou.com/374629>.

Public Speaking

Members of the public can ask questions and make statements at the meeting. The closing date for us to receive questions is 10.00am on 30 November 2018, and statements by midday the day before the meeting.

Debbie Ward
Chief Executive

Contact: Fiona King
County Hall, Dorchester, DT1 1XJ
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Date of Publication:
Tuesday, 27 November
2018

1. **Apologies for Absence**

To receive any apologies for absence.

2. **Code of Conduct**

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done on the form available from the clerk within 28 days).
- Disclose the interest at the meeting (in accordance with the County Council's Code of Conduct) and in the absence of a dispensation to speak and/or vote, withdraw from any consideration of the item.

The Register of Interests is available on Dorsetforyou.com and the list of disclosable pecuniary interests is set out on the reverse of the form.

3. **Minutes**

5 - 14

To confirm and sign the minutes of the meeting held on 17 October 2018.

4. **Public Participation**

5. **Cabinet Forward Plan**

15 - 20

To receive the Cabinet Forward Plan.

6. **Amendment to Special Educational Needs and Disability (SEND) Transport Policy**

21 - 26

To consider a report from the Cabinet Member for Economic Growth, Education, Learning and Skills.

7. **Quarterly Asset Management Report**

27 - 40

To consider a report from the Cabinet Member for Community and Resources.

8. **Approval of Strategic Documents linked to new 'Well Managed Highways Infrastructure' (WMHI) Code of Practice**

41 - 206

To consider a report from the Cabinet Member for Natural and Built Environment.

9. **Recommendations from Committees**

To consider the following recommendations:

Regulatory Committee - 181018

Recommendation 58 **Proposed speed limit reduction on part of Preston Road, Weymouth**

Corporate Parenting Board – 011118

Recommendation 67 **Draft Terms of Reference for the Corporate Parenting Board**

- a) **Regulatory Committee 181018** 207 - 216
- b) **Corporate Parenting Board 011118** 217 - 226

10. **Panels and Boards**

To receive the minutes of the following meetings:

- a) **Dorset Waste Partnership Joint Committee 051118** 227 - 232
- b) **Dorset Health and Wellbeing Board 071118** 233 - 238
- c) **Dorset Police and Crime Panel 131118** 239 - 252
- d) **Joint Public Health Board 191118** 253 - 258

11. **Questions from County Councillors**

To answer any questions received in writing by the Chief Executive by not later than 10.00am on Friday 30 November 2018.

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Cabinet

Minutes of a meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Wednesday, 17 October 2018.

Present:

Rebecca Knox	Leader of the Council
Jill Haynes	Deputy Leader and Cabinet Member for Health and Care
Steve Butler	Cabinet Member for Safeguarding
Andrew Parry	Cabinet Member for Economic Growth, Education, Learning and Skills
Tony Ferrari	Cabinet Member for Community and Resources
Daryl Turner	Cabinet Member for Natural and Built Environment
Peter Wharf	Cabinet Member for Workforce

Members Attending:

Hilary Cox, As Chairman of the County Council and County Councillor for Winterborne
Jon Andrews, County Councillor for Sherborne Town
Beryl Ezzard, County Councillor for Wareham
Nick Ireland, County Councillor for Linden Lea
David Jones, County Councillor for Burton Grange
David Walsh, County Councillor for Gillingham

Officers Attending:

Richard Bates (Chief Financial Officer), Melissa Craven (Communications Lead - Children's Services), Tony Diaz (Senior Finance Manager), Grace Evans (Legal Services Manager), Mike Garrity (County Planning, Minerals and Waste Team Leader), Nick Jarman (Corporate Director for Children's Services), Jonathan Mair (Service Director - Organisational Development (Monitoring Officer)), Matthew Piles (Service Director of Environment, Infrastructure and Economy), Andrew Martin (Service Director - Highways and Emergency Planning), Peter Scarlett (Estate and Assets Manager), Andy Reid (Assistant Director - Schools and Learning) and Fiona King (Senior Democratic Services Officer).

(Notes:(1) In accordance with Rule 16(b) of the Overview and Scrutiny Procedure Rules the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date.
Publication Date: **Tuesday, 23 October 2018.**

(2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 5 December 2018.**

Apologies for Absence

105 An apology for absence was received from Debbie Ward, Chief Executive.

Minutes

106 The minutes of the meeting held on 5 September 2018 were confirmed and signed.

Code of Conduct

107 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Public Participation

108 Public Speaking

There were no public questions received at the meeting in accordance with Standing

Order 21(1).

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received at the meeting in accordance with the County Council's Petition Scheme.

Cabinet Forward Plan

109 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting.

The Leader of the Council highlighted that as there were no items to be considered for the meetings scheduled on 14 November and the reserve date of 21 November the meetings would be cancelled. She explained that as items were being presented to the Shadow Executive Committee this had resulted in business being light for the Cabinet.

The Director for Children's Services drew members' attention to a report on the Local Authority's duty in respect of Home Education which he would be presenting to Cabinet at their meeting on 5 December 2018, subject to a discussion at the Organisational Transformation Board shortly.

Noted

Quarterly Asset Management Report

110 The Cabinet considered a report by the Cabinet Member for Community and Resources which set out the key issues relating to the various asset classes of Property, Highways, ICT, Fleet and Waste.

Cllr Tony Ferrari highlighted the key items for consideration.

Cllr Daryl Turner highlighted the projects that related to Highways Asset Management. He made reference to the Sea Road South/East Road Bridport cycleway, the budget for which was close to the £500k threshold and would therefore also be presented to the Shadow Executive for approval.

It was noted that this would also be the case for the ICT projects that were close to the threshold to ensure appropriate exposure.

Cllr Rebecca Knox agreed that some of the approvals were quite significant and queried if the timing for these projects was right with moving towards the new organisation. Cllr Ferrari advised that there was a lot of capital receipts that were budgeted for coming from these long established transactions. He proposed to discuss this at the briefing session for the Budget Task and Finish Group. The Chief Financial Officer added that in terms of the additional expenditure on highway maintenance the funding will be supplied by the underspend on office refurbishment and the Bridport project.

Resolved

1. That the disposal of The Old Rectory and Lodge 1 at Monkton Park, Dorchester on terms to be agreed by the Chief Financial Officer (para 3.1.3 of the report) be approved.
2. That the acquisition and immediate onward disposal of Coburg Court, Coburg Road, Dorchester on terms to be agreed by the Chief Financial Officer subject to East Borough Housing Trust's agreement to cover all acquisition costs relating to the transaction, receipt of TCP grant funding from NHS England, and to immediately

acquire the property from DCC upon completion of the transfer from NHS Estates (para 3.2.4 of the report) be approved.

3. That the revised capital budget for the Bridport Gateway development of £2,122,000, including £200,000 to be allocated to the Wareham Gateway project and approves the return of the balance of £478,000 to the Capital programme (para 3.3.6 of the report) be approved.

4. That the County Council grants the Wellworthy Club a long lease on the land that the Club occupies at Ferrybridge in Weymouth at a peppercorn rent and otherwise on terms to be agreed by the Chief Financial Officer (para 3.5.4 of the report) be approved.

5. That the update on Weymouth registration office and ceremony room is noted and that authority is delegated to the Director for Adult and Community Services in consultation with the Cabinet Portfolio Holder for Health and Social Care to engage in public consultation on the relocation of the registration office and ceremony room when appropriate (para 3.6.6 of the report) be approved.

6. That the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (para 9.2 of the report) be approved.

7. That the emerging issues for each asset class be noted.

Recommended

That the Dorset Council Shadow Executive be recommended to approve the allocation of £490,000 from capital balances to complete the refresh of user devices supporting the roll-out of Office 365, maintaining end-of-life assets and readying the authority to transfer to Dorset Council in a good state to support safe, legal and compliant operations from vesting day (Para 5.1.5 of the report).

Reason for Decisions

A well-managed Council should ensure that the best use was made of its assets in terms of optimising service benefit, minimising environmental impact and maximising financial return.

Response to Two Government Consultations concerning Shale Gas Development

111 The Cabinet considered a report by the Cabinet Member for Natural and Built Environment that included responses to two national consultations concerning shale gas development. The Government recognised that shale gas development had a potentially significant role to play nationally in delivering economic benefits and energy security. However, it was noted that Dorset had not seen any applications for shale gas development and there was no indication that any shale gas resources would be a viable source of energy to Dorset.

Cllr Daryl Turner advised the Cabinet that the Economic Growth and Environment Overview and Scrutiny Committee had not met but the Chairman had been made aware of the consultation.

Cllr Peter Wharf for workforce whilst supporting the paper, felt that the geology of Dorset did not lend itself to shale gas exploration and was concerned that the Council was indulging in something that was irrelevant. It would be important to ensure that new procedures were not created when proven procedure work with a good track record was working well

The County Planning, Minerals and Waste Team Leader advised that whilst the Council could not categorically rule out an oil company with a licence wishing to explore development further he saw this as offering a helpful suggestion to Government in order for them to have an informed view.

Resolved

That the proposed responses to the two consultations, as set out in Appendices A and B of the report, having regard to any comments made by Economic Growth and

Scrutiny Committee be agreed. In summary, the responses were to:

Object to the Ministry for Housing, Communities and Local Government's (MHCLG) consultation's proposal to grant permitted development rights to (non-hydraulic fracturing) shale gas exploration on the following grounds:

- a) there are significant planning issues raised by exploratory wells which indicate it would be inappropriate to extend permitted development rights in this instance;
- b) there is no planning justification to treat shale gas exploration any differently to conventional hydrocarbons with regard to the exploration phase;
- c) any concern with slow decision making or refusals of permission can be appropriately redressed through existing planning legislation via an appeal against a refusal or non-determination of an application; and
- d) a prior approval process is not appropriate for this form of development and would place a significant resource burden upon mineral planning authorities.

Raise concerns about the Department for Business, Energy and Industrial Strategy's (BEIS) consultation proposal to include major shale gas development in the Nationally Significant Infrastructure Planning Regime (NSIP) on the grounds that:

- a) a clear justification as to why major shale gas development will be treated differently to major conventional onshore oil and gas development should be set out; and
- b) evidence in support of an appropriate definition of thresholds for major shale gas development is required.

Without addressing these concerns there was a risk that the proposal would be perceived to undermine local democratic accountability and integrity in the NSIP regime.

Reasons for Decision

1. To ensure that permitted development rights for onshore oil and gas were dealt with consistently at the national level and to maintain important local scrutiny of exploration phases of such development
2. To ensure that the consistency and scope of the (NSIP) was properly justified and appropriately applied.

Defining the New Relationship between the Local Authority, Schools and Academies

112 The Cabinet considered a report by the Cabinet Member for Economy, Education, Learning and Skills which set out a proposed plan for a revised relationship between the Council and schools and academies across Dorset.

It was noted that some 16 councils across the Country had now moved to similar partnership arrangements for the delivery of school improvement (and in many cases, a range of other services). This strategy would put Dorset in the frontline of key changes nationally.

The Assistant Director, Schools and Learning explained that this was a very pragmatic approach to the situation in Dorset which needed to be backed to ensure success. Officers were trying to move to a school led system.

Following a question about the importance of the Chair for the Strategic School Improvement Board, the Assistant Director advised that the Chair had been selected by the schools themselves and was independent. He confirmed that to date no offer had been made to Bournemouth, Christchurch and Poole, but he had wanted to ensure that the schools in those areas did not miss out.

Cllr Ferrari whilst content to deal with individual schools expressed concern about putting in place something more formal with Bournemouth, Christchurch and Poole as there was still so much to be sorted i.e. disaggregation. The Assistant Director was concerned about individual schools and wanted to bring them into the picture and felt that at a cluster level this would work.

Members agreed the recommendations with the addition of the word 'schools' in recommendation 8.

Resolved

1. That the introduction of the new Dorset School Improvement Board (DSIB) as the key school-led strategic vehicle for commissioning school support in a mixed economy environment be approved. This would mean effective partnership between stakeholders in relation to specific school improvement priorities could result in coherent support for schools that draws on the best quality and expertise from council and school-led providers.
2. That the creation of a new Strategic School Improvement Fund, as a means of empowering the DSIB, whilst demonstrating the Council's commitment to the new strategy be approved. It was recommended that the fund was allocated an initial budget of £100K in the first year. This funding would include the cost of providing an independent chair (£4.5K). Any further funding would need to come from the schools. Beyond the first-year future budget considerations would need to be made by Dorset Council.
3. That the idea that all schools and academies in Dorset agree to be divided into a series of family clusters (or School Improvement Zones) based on the existing pyramid model be approved. Each family cluster would be linked to a Teaching School Alliance (TSA) and a School Improvement Partner (SIP). Clusters would be subordinate to the DSIB and include all types of schools - with the aim of breaking down the barriers between academies and maintained schools.
4. That the DSIB facilitate the creation of a school-led partnership that has the potential to take on many of the functions currently delivered by the Schools and Learning service (school improvement, governor support, financial services, SEND, etc.) be agreed. This could ultimately take the form of a joint venture company, which would be subject to advice and a future report.
5. That the Council retain an important role in creating and nurturing the conditions in which capacity for increasingly school-led improvement can be sufficient to meet local need be agreed.
6. That the realignment of Family Partnership Zones (FPZ) to converge with the school family clusters be agreed.
7. That the School Improvement Service re-configure as necessary in order to support the development of these family clusters be agreed. The role of partnership development was critical to the success of this project.
8. That an offer to schools in Bournemouth, Christchurch and Poole to join this initiative be agreed. This would require a pro-rata contribution to the Strategic School Improvement Fund.
9. That the Terms of Reference at Appendix 1 of the report be agreed.

Reason for Decisions

To define better the relationship between the Council, schools and academies to bring about school improvement. To promote school authority in conformity with Government policy.

Independent Special School Provision - Framework Tender and Award

- 113 The Cabinet considered a joint report by the Cabinet Members for Safeguarding and for Economic Growth, Education Learning and Skills which asked for members' approval to the participation of Dorset County Council in a sub-regional framework tender led by Bristol City Council with a consortium of local authorities in the South West and potentially Southern England for Independent Special School and Specialist

Post 16 Institutions placements. This item had been supported by the Shadow Executive Committee at its meeting held on 15 October 2018.

Cllr Andrew Parry highlighted that the report had recently been given approval at a recent meeting of the Shadow Executive Committee.

Assurance was sought that the packages would be monitored for appropriateness as some clients were being sent out of County. The Assistant Director, Schools and Learning confirmed that out of county placements were areas of real focus and were constantly reviewed and that this work formed part of that.

In respect of high cost placements members were also assured that this was an area that he and the Directors worked very closely on and were acutely aware of the costs associated with them.

Resolved

1. That the participation of Dorset County Council in a competitive sub-regional framework tender for the provision of independent special school and Specialist Post 16 Institutions placements be approved.
2. That delegated authority be given to the Monitoring Officer and Director of Children's Services, as appropriate, to sign any framework agreement of call-off contract awarded under the framework.

Reason for Decisions

This tendered framework would improve the sufficiency and choice of independently provided special school and Specialist Post 16 Institutions placements to meet the needs of children and young people with Special Educational Needs and Disabilities (SEND), through supporting as more efficient and equitable way of accessing high quality value for money placements and ultimately better outcomes for young people and their families. The framework would also seek to stimulate the market to provide more placements in Dorset and close to Dorset.

Motor Neurone Disease Charter Adoption

- 114 The Cabinet considered a report by the Cabinet Member for Health and Care which explained to members that a request was made, following a public statement from Dr Richard Sloan the Chair of the West Dorset Branch of the Motor Neurone Disease (MND) Association, to members of the County Council at their meeting on 19 July 2018, that the County Council consider adopting the MND Charter as a statement of intent to provide prompt support to sufferers of MND and their families.

Resolved

That the Motor Neurone Disease Charter be adopted.

Reason for Decision

The recommendation supported achievement of the County Council's corporate plan aim to ensure that Dorset residents received the services they needed most.

Recommendations from Committees

- 115 The Cabinet considered the following recommendations:-

Regulatory Committee 16 August 2018

115a **Resolved**

That the recommendation from the Regulatory Committee meeting held on 16 August 2018 be approved as set out below:-

Recommendation 43 – Proposed Waiting Restrictions, Dorchester Hill/New Road, Blandford

That having considered the objection received, the Cabinet be recommended to

approve the proposed waiting restrictions on Dorchester Hill and New Road as originally advertised.

Reason for Decision

Dorchester Hill and New Road, Blandford had a tight bend which was frequently obstructed by parked cars. The proposals would improve the movement of larger vehicles that used the road regularly and improved visibility for pedestrians and all vehicles. The proposals would contribute to the Corporate Policy.

Panels and Boards

116 The following minutes and recommendations were received:-

Dorset Waste Partnership Joint Committee 11 September 2018

116a The minutes of the meeting held on 11 September 2018 were noted.

Staff Consultative Panel 12 September 2018

116b The minutes of the meeting held on 12 September 2018 were noted.

Resolved

That the recommendation of the Staff Consultative Panel meeting held on 12 September 2018 be approved as set out below:-

Recommendation 22 – Proposed Revisions to the Staff Consultative Panel Terms of Reference

1. That '8 elected members' replace the working '8 members'.
2. That paragraph (d) of the proposed terms of reference should add reference to where Health and Safety leads for the Staff Side were also elected to the full Staff Consultative Panel.
3. That the Cabinet be asked to approve the revised Terms of Reference for the Staff Consultative Panel.

Joint Public Health Board 24 September 2018

116c The minutes of the meeting held on 24 September 2018 were noted.

Cllr Jill Haynes explained the working of the Joint Public Health Board and shared discussions of how this might work in the future. A working group had been convened to look at how Public Health might be delivered in the future and part of this would form the report that would be presented to the Shadow Executive and this Cabinet. The working group were looking at moving forward with both new councils and agreed that Public Health needed a higher profile.

In respect of the NHS Health Check Model, the Cabinet Member explained how this worked with regard to GPs and Chemists and reported that it had been very inconsistent. It was important to ensure the right people went for health checks and that these were accessible for people.

Resolved

That the recommendations from the Joint Public Health Board meeting held on 24 September 2018 be approved as set out below:-

Recommendation 37 – Future of the Public Health Partnership: update and Key Issues under Local Government Reorganisation

1. That progress made to date with establishing the future of the public health partnership under LGR be noted and supported.
2. That the proposed arrangements for governance in the lead up to LGR and beyond

be supported, with endorsement of a commitment being sought in advance of LGR - following consideration by the constituent authorities Executive Committee's - via the Shadow Executive Committees of Dorset Council and Bournemouth, Christchurch and Poole Council, to maintain the partnership for up to 12 months following LGR in April 2019.

Reason for Decisions

To maintain the partnership agreement for public health pre- and post- LGR, ensuring good governance and clear decision making as LGR progressed, and the continued effective delivery of the statutory legal public health duties of local authorities.

Recommendation 39 – NHS Health Checks Service Model

- 1. That the current unacceptable position in relation to delivery of health checks under the current tender arrangements, particularly the inequality in delivery across areas, be recognised and noted;*
- 2. That the work being done to date to re-engage primary care with the Programme be acknowledged;*
- 3. That the proposed health checks delivery model of directly awarding a contract for invitations to GPs, and to use a flexible framework for the delivery of health checks allowing different providers to join, be approved;*
- 4. That the proposed budget for 2019/20 of £600,000 be agreed;*
- 5. That the procurement and award of a new framework agreement for delivery of Health Checks be approved.*

That those resolutions be endorsed by the three constituent authorities Executive Committees, as necessary.

Reason for Decisions

To enable service continuation and transformation through procurement.

Health and Wellbeing Board 26 September 2018

116d The minutes of the meeting held on 26 September 2018 were noted.

The Chairman, who also chaired the Dorset Health and Wellbeing Board, advised Cabinet that whilst this was a statutory duty and cross-cutting it was being held up as a national example of getting it right on Prevention at Scale.

The Cabinet Member for Health and Care highlighted localities and urged members to attend their Localities Board meetings. Some were still developing but would be very important in the future.

Noted

Dorset Police and Crime Panel 27 September 2018

116e The minutes of the meeting held on 27 September 2018 were noted.

Following a discussion about inviting the Police and Crime Commissioner to attend an Overview Committee to explain to members how Dorset Police would be proceeding following the recent collapse of the merger with Devon and Cornwall, the Chairman suggested that the Safeguarding Overview and Scrutiny Committee would be best placed for this. There could also be an opportunity here for the Chairman of the Safeguarding Overview and Scrutiny Committee to extend the invitation to district and borough colleagues.

As a result of the merger no longer going ahead, the Monitoring Officer advised that scrutiny of this sat with the Dorset Police and Crime Panel and was expected to be

the focus of their next meeting.

Resolved

That the Director of Children's Services with the Cabinet Member for Safeguarding invite the police and Crime Commissioner to a meeting of the Safeguarding Overview and Scrutiny Committee.

Questions from County Councillors

- 117 A question was received from Cllr Nick Ireland to the Cabinet Member for Natural and Built Environment regarding the lack of progress concerning the provision of a new, safer road between Crossways and the West Stafford bypass

The question and answer is attached as an annexure to these minutes.

Farewell Tribute

- 118 Cllr Daryl Turner advised that this would be the last Cabinet meeting for Andrew Martin, Service Director for Highways, as he was taking the opportunity to retire, as a result of a Directorate restructure, and he wanted to place on record his thanks for Andrew's 37 years' service to the County Council and for all his help and knowledge to him personally.

He highlighted some of Andrew's successes including the creation of the Dorset Works Organisation and the winning of numerous highways maintenance contracts.

Cllr Rebecca Knox added that there were a number of members who had been working with Andrew for a long time and were all very grateful for his help. She commented that Andrew was polite, courteous and professional and that this had been engrained within his team.

Cllr Hilary Cox, as Chairman of the County Council recalled a number of occasions where Andrew's professionalism and straight talking had been a pleasure.

All members wished Andrew Martin all the very best for the future.

Meeting Duration: 10.00 am - 11.10 am

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**Cabinet Forward Plan
(Cabinet Meeting Date - 5 December 2018)**

Explanatory note: This work plan contains future items to be considered by the Cabinet. It will be published 28 days before the next meeting of the Cabinet.

This plan includes matters which the Leader has reason to believe will be the subject of a key decision to be taken by the Cabinet and items that are planned to be considered in a private part of the meeting. The plan shows the following details for key decisions:-

- (1) date on which decision will be made
- (2) matter for decision, whether in public or private (if private see the extract from the Local Government Act on the last page of this plan)
- (3) decision maker
- (4) consultees
- (5) means of consultation carried out
- (6) documents relied upon in making the decision

Any additional items added to the Forward Plan following publication of the Plan in accordance with section 5 of Part 2, 10 of Part 3, and Section 11 of Part 3 of The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 are detailed at the end of this document.

Definition of Key Decisions

Key decisions are defined in the County Council's Constitution as decisions of the Cabinet which are likely to -

- (a) result in the County Council incurring expenditure which is, or the making of savings which are, significant having regard to the County Council's budget for the service or function to which the decision relates namely where the sum involved would exceed £500,000; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in Dorset."

Membership of the Cabinet

Rebecca Knox	Leader of the Council
Jill Haynes	Deputy Leader of the Council and Cabinet Member for Health and Care
Steve Butler	Cabinet Member for Safeguarding
Andrew Parry	Cabinet Member for Economy, Education, Learning and Skills
Tony Ferrari	Cabinet Member for Community and Resources
Daryl Turner	Cabinet Member for Natural and Built Environment
Peter Wharf	Cabinet Member for Workforce

How to request access to details of documents, or make representations regarding a particular item

If you would like to request access to details of documents or to make representations about any matter in respect of which a decision is to be made, please contact the Democratic Services Manager, Corporate Resources Directorate, County Hall, Colliton Park, Dorchester, DT1 1XJ (Tel: (01305) 224191 or email: l.d.gallagher@dorsetcc.gov.uk).

Date of meeting (1)	Matter for Decision/ Consideration (2)	Decision Maker (3)	Consultees (4)	Means of Consultation (5)	Documents (6)	Lead Officer
5/12/18	Key Decision - Yes Open Quarterly Asset Management Report	Cabinet Cabinet Member for Community and Resources (Tony Ferrari)	Environment & Economy, Children's Services, Adult & Community Services Chief Executive's Directorates.	All consultees submit contributions to the report.	None	Peter Scarlett, Estate and Assets Manager
Page 16 5/12/18	Key Decision - Yes Fully exempt Approval of Changes to Special Educational Needs and Disability Transport Policy (SEND)	Cabinet Cabinet Member for Economy, Education, Learning and Skills (Andrew Parry)	-	-	None	Nick Jarman, Corporate Director for Children's Services
5/12/18	Key Decision - Yes Open Approval of Strategic Documents linked to new Code of Practice including: Revised Highways Asset Management Plan, Revised Maintenance Plan, New CoP for the Classification of Highway Safety Hazards and Defects and Winter Maintenance Plan.	Cabinet Cabinet Member for Natural and Built Environment (Daryl Turner)	Policy Development Panel	-	None	Michael Hansford, Asset and Performance Team Leader, Highways

5/12/18	Key Decision - Yes Open Home Election Bill - EHE Report	Cabinet Cabinet Member for Economy, Education, Learning and Skills (Andrew Parry)	-	-	Home Education Duty of Local Authorities Bill)	Nick Jarman, Corporate Director for Children's Services
Meeting Date	Key Decision - Yes Open Health and Wellbeing Board Update	Cabinet Leader of the Council (Rebecca Knox)	-	-	None	

Private Meetings

The following paragraphs define the reasons why the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public. Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Dorset County Council

Business not included in the Cabinet Forward Plan

Is this item a Key Decision	Date of meeting of the Cabinet	Matter for Decision/Consideration	Agreement to Exception, Urgency or Private Item	Reason(s) why the item was not included
		NONE		

The above notice provides information required by The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 in respect of matters considered by the Cabinet which were not included in the published Forward Plan.

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Cabinet

Dorset County Council



Date of Meeting	05 December 2018
<p><u>Cabinet Member(s)</u> Andrew Parry – Cabinet Member for Economic Growth, Education, Learning and Skills</p> <p><u>Lead Director(s)</u> Nick Jarman – Director for Children’s Services Andrew Reid – Assistant Director Schools and Learning</p>	
Subject of Report	Amendment to Special Educational Needs and Disability (SEND) Transport Policy
Executive Summary	<p>The Council has a statutory duty to provide SEND transport and therefore has very little scope for reducing costs beyond changing behaviour. Between May 2015 and May 2018 there has been a 49% increase in Education, Health and Care Plans (EHCPs) issued and approximately half of these required travel assistance. This increase has put the budget into deficit.</p> <p>Provision of a bespoke door-to-door taxi service is no longer affordable as the default option for most users. Moving to a default offer (for those who do not opt for a Personal Transport Budget (PTB)) of a taxi to/from a designated pick-up point will make the use of a taxi marginally less attractive whilst staying within statutory obligations. It is necessary if we are to reduce costs and provide greater equality between mainstream home to school transport and SEND transport.</p> <p>There is a real need to provide an environment that promotes the independence of SEND children as they move through their journey towards adulthood. A short journey to/from a designated pick-up point can be an important first step to independence whilst promoting other options for getting a SEND child to/from school.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>The move to drop-off points can be made under the existing wording although a consultation is still advisable. The EQIA was published on 08 November 2018.</p> <p>Use of Evidence: A 49% increase in the number of EHCPs issued over a 3-year period (May 2015 – 2018). Approximately 50% of these qualify for free travel.</p>

	<p>Budget: Whilst difficult to accurately predict, it is anticipated that savings in the range of £0.46M to £1.04M are possible.</p> <p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council’s approved risk management methodology, the level of risk has been identified as: Current Risk: MEDIUM Residual Risk: MEDIUM</p> <p>Outcomes:</p> <p>Promotion of the personalisation agenda and greater independence for SEND children, budget savings.</p> <p>Other Implications:</p> <p>This policy marks the beginning of a culture change that is likely to be challenged by some of the families affected.</p>
<p>Recommendations</p>	<p>Members are asked to:</p> <ul style="list-style-type: none"> • Approve the promotion of personalisation, independence and setting the right conditions for the transition to adulthood when considering the choice of home to school transport most appropriate for a SEND child. • Approve the requirement for new SEND applications to be processed using a designated pick-up point (where risk assessed to be possible). This will happen under a strict application of the existing policy wording from 1st January 2019 but will, nevertheless, be subject to consultation. • Approve the amendment to existing policy to say that transport to/from a pick-up point (the nearest bus stop) will be the default setting for all home to school transport (both SEND and mainstream). The amendment will mean that users of the door-to-door taxi service would be asked to change from 1st September 2019. This allows time for full consultation (and completion of an Equalities Impact Assessment) with families and children.
<p>Reason for Recommendation</p>	<p>Provision of appropriate and affordable transport for SEND children whilst putting personalisation, independence and setting the right conditions for the transition to adulthood at the heart of SEND travel policy.</p>
<p>Appendices</p>	<p>N/A</p>

Background Papers	Home to School Transport Assistance Eligibility Policy for Children and Young People Attending School 2019-2020
Officer Contact	Name: Andrew Reid Tel: 01305 224770 Email: Andrew.J.Reid@dorsetcc.gov.uk

1. **Issue.** The Council has a statutory duty to provide SEND transport. Between May 2015 and May 2018 there has been a 49% increase in Education, Health and Care Plans (EHCPs) issued and approximately half of these required travel assistance. Provision of a bespoke door-to-door taxi service is no longer affordable as the default option for most users. Making this option less attractive whilst staying within statutory obligations is necessary if we are to reduce costs and provide greater equality between mainstream home to school transport and SEND transport. At the same time there is a real need to increase the independence of SEND children as they move through their journey towards adulthood. This issue can be addressed by changing one sentence within the existing Home to School Transport Assistance Eligibility Policy for Children and Young People Attending School 2019-2020.

2. **Existing Policy.** Paragraph 2.3 (Page 19) of the Home to School Transport Assistance Eligibility Policy for Children and Young People Attending School 2019-2020 states:

Every effort is made for children to be collected and dropped at a point close to their home. However, some pupils may have to walk a reasonable distance to and from their home/school to meet the vehicle. Where this is not possible the LA may arrange transport to and from the pick-up/drop off points if;

- *A primary aged (4 – 11) child lives more than 0.75 miles from the nearest point,*
- *A secondary aged (11 – 16) child lives more than 1 mile from the nearest point.*

Parents and children are responsible for being at the pick-up point in good time to access the service.

Parents are responsible for their children’s safety in getting to and from the notified pick up/drop off points (including awaiting or leaving transport) or to and from the vehicle, if they are picked up at home. Younger children should be accompanied, and parents must ensure that they carry their bus passes (if applicable).

3. **Proposed Policy Amendment.** Currently all children with SEND who are transported to school via taxi, minibus etc, arranged by Dorset County Council are collected from their home address, and returned to their home address at the end of the day. In contrast, children on mainstream transport are expected to catch their transport from a central pick-up point. There is no statutory basis for this difference in approach. At the same time Dorset County Council wants to maximise the take-up of Personal Travel Budgets (PTBs) as these offer greater flexibility and empowerment whilst significantly reducing the cost to the Council. This option requires that all children (SEND or otherwise) would access local authority arranged transport from a pick-up point. This already applies to mainstream transport. The proposal is that, subject to risk assessment, SEND children would now be collected from their nearest bus stop (as long it is within 0.75 or 1 mile, depending on age¹).

¹ Children will remain entitled to travel assistance to their pick-up point when it is located 0.75 miles

Any variation from this default setting would be based on an assessment of risk rather than parental preference. It is proposed that, with effect from 01 September 2019, the sentence:

Every effort is made for children to be collected and dropped at a point close to their home.

Is replaced with:

Subject to risk assessment, transport to/from designated pick-up points is the default setting for all children in receipt of home to school transport.

4. **Recommendations.** It is recommended that the Council:
 - Approves the promotion of personalisation, independence and setting the right conditions for the transition to adulthood when considering the method of transport most appropriate for a SEND child.
 - Approve the requirement for new SEND applications to be processed using a designated pick-up point (where risk assessed to be possible). This will happen under a strict application of the existing policy wording from 1st January 2019 but will, nevertheless, be subject to consultation.
 - Approve the amendment to existing policy to say that transport to/from a pick-up point (the nearest bus stop) will be the default setting for all home to school transport (both SEND and mainstream). The amendment will mean that users of the door-to-door taxi service would be asked to change from 1st September 2019. This allows time for full consultation (and completion of an Equalities Impact Assessment) with families and children.
5. **Timing.** Subject to consultation, new applications will be processed under strict application of the existing policy wording from 1st January 2019. Existing users of the door-to-door taxi service would be asked to change in response to the amended policy from 1st September 2019. Authority to start the consultation is required now.
6. **Benefits.** The expectation that families will take their children to a pick-up point is needed to change behaviour, making the current door-to-door taxi service less attractive in comparison with other travel options. The benefits are:
 - Mileage costs will be marginally reduced as the transport will not be travelling so far.
 - Travel costs will also reduce as there will be less waiting at addresses for children who will already be up and ready for school.
 - More families will opt for a PTB once the door-to-door transport option is taken away.
 - Children will learn to become more independent, as they will be required to leave the house in the morning to access their travel solution from another location, instead of sitting at home waiting. This change in attitude has the potential to deliver real long-term benefits for families, children, and the Council.

away for primary, and 1 mile for secondary. This does not include those children where they have expressed parental preference for a school further away from their catchment school.

7. **Anticipated Savings.** It is difficult to precisely quantify the savings, as there is no evidence to suggest that any other local authority has tried this. However, the change is expected to have the following effects:

- **Reduced Mileage and Time for Contractors.** It is anticipated that overall mileage will decrease by 2%. This equates to £100K for a full Financial Year.
- **Behaviour Change Leading to Parents Choosing PTBs (New Applications).** Whilst difficult to predict, it is estimated that this could deliver savings in the region of £200,000 to £400,000 across a full year. This is based on more families choosing to take a PTB on new referrals (where they have never had any travel provided by the local authority). We expect that approximately 60% of families would choose a PTB, against the current rate and historic rate of between 31% last year, and 38% currently. This would place a further 50 to 60 children on a PTB. The average cost is approximately £8K for a travel solution including a Passenger Assistant (PA) or £4K for a PTB alone. This would give rise to a saving (cost avoidance) of between £200K and £240K annually.
- **Behaviour Change Leading to Parents Choosing PTBs (Existing Children).** It is expected that existing parents moving to PTBs could save in the region of £160K to £640K over a full year. This is based on 5% to 20% of families converting to a PTB i.e. 40 to 160 families out of total of approx. 800. This could generate actual savings against current costs of between £160K to £640K for a full year.

8. **Impact on Families and the Council.** There will undoubtedly be real impact on children and their families. They will perceive this initiative as an unnecessary reduction in the service offered by the Council. It may cause hardship for those with more than one child (in terms of getting one to the pick-up point whilst the other stays in the home) but it will level the playing field and, will in many cases, be an important step towards independent living. It is, however, important to note that independent travel training will be a key element of the offer to any family affected by these changes.

9. **Risks and Advantages.**

Risks	Advantages
More challenge from families	Provides equality with mainstream students
Increase in transport appeals	Promotes greater independence for children – it is a significant step towards independent living
Some children may not find it as easy to attend school	Promotes greater accountability for parents
Costs of defending the decision in tribunals and Judicial Reviews	Reduces the cost of travel for the local authority
Reputational damage to the Local Authority	Meets statutory obligations

10. **Summary.** The change to pick-up points for SEND children from the nearest bus stop, will have several significant advantages / benefits to the children and to the Council. It will promote a change of behaviour in families, and reduce the cost of travel for the Council, whilst still complying with the statutory regulations and guidance. There will always be a need to allow for exceptional circumstances for some children, but to expect children and their family to go to a designated pick-up/drop-off point is reasonable and will promote both personalisation and greater independence.

Cabinet

Dorset County Council



Date of Meeting	Cabinet: 5th December 2018
<p><u>Cabinet member(s)</u> Tony Ferrari – Cabinet Member for Community and Resources</p> <p><u>Local Members</u> All members (local members affected have been consulted/engaged separately)</p> <p><u>Lead Officer(s)</u> Richard Bates - Chief Financial Officer</p>	
Subject of Report	Quarterly Asset Management Report
Executive Summary	<p>This report is a quarterly report which sets out key issues relating to the various asset classes including Property, Highways, ICT, Fleet and Waste.</p> <p>The items to note and action are as follows:</p> <ul style="list-style-type: none"> • an explanation of a landslip which has occurred at North Dorset Business Park. The report explains the County Council’s liability for rectifying this and provides an assessment of the anticipated cost of the work; • that the County Council proposes to acquire the freehold of the Portland Household Recycling Centre; • an explanation of the need to undertake highway maintenance work on the A357 at Durweston; • an update on the highways work anticipate as part of the Gillingham Growth Scheme; • a proposal to gift Judge Jeffreys chair to the Dorset County Museum.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>The most recent equalities impact assessment was undertaken on the Asset Management Plan and identified the need to ensure that the interests and needs of the nine equality groups are addressed at service level as part of the service asset management planning process, including consultation with users.</p>

	<p>Use of Evidence:</p> <p>The Asset Management Plan makes use of the following sources of evidence:</p> <ul style="list-style-type: none"> • The Corporate Plan and Community Strategy • Medium Term Financial Strategy • Outcomes from a Members Seminar on 25 September 2014 • Periodic public consultation • Local and National property performance data • Service (property) asset management plans • Highways asset management planning data • Corporate IT strategy <p>Budget:</p> <p>If all the recommendations in the report are approved there will remain a capital sum of £0.823m flexibility unallocated as well as £1.179m contingency unallocated up to the end of 2021-22.</p>	
	<p>Risk Assessment:</p> <p>Specific project risk registers are in place. None of the recommendations relate to or create high or medium risks.</p> <p>Having considered the risks associated with this decision using the County Council’s approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p>	
<p>Recommendations</p>	<p>It is recommended that the Cabinet:</p>	
	<p>(i)</p>	<p>Approves that a provision for costs in the order of £450,000 is made to enable work to be undertaken to resolve the issue of the slope instability at North Dorset Business Park (Para 2.1.7)</p>
	<p>(ii)</p>	<p>Approves the allocation of £530,000 of LTP block maintenance funding from a combination of the 2018/19 bridges capital budget, 2019/20 bridges capital budget and 2019/20 structural maintenance capital budget to undertake a scheme to replace three flood arch structures and complete embankment works on the A357 Highway near Durweston. (Para 3.1.7)</p>
	<p>(iii)</p>	<p>Approves the use of the County Council’s general powers of competence to gift the legal title of the seventeenth century “Judge Jeffreys” chair to the Dorset County Museum under the terms of Arts Council England’s Accreditation standard and the Museum’s existing Acquisition & Disposal Policy. (Para 4.1.4)</p>

	(iv)	Approves the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (para 5.2)
	(v)	Notes the emerging issues for each asset class.
Reason for Recommendation	A well-managed Council ensures that the best use is made of its assets in terms of optimising service benefit, minimising environmental impact and maximising financial return.	
Appendices	Appendix 1 Financial Summary and Capital Control Totals Appendix 2 Schedule of the capital programme Appendix 3 Plan of the Portland HRC	
Background Papers	The Property Asset Management Plan 2015-18 The Highways Asset Management Plan (Vol. 1/Vol. 2)	
Officer Contact	<p>Name: Peter Scarlett, Estate & Assets Service Manager Tel: (01305) 221940 Email: p.scarlett@dorsetcc.gov.uk</p> <p>Name: Tony Diaz, Senior Finance Manager Tel: (01305) 224950 Email: t.diaz@dorsetcc.gov.uk</p>	

1 Background

- 1.1 This is a shortened report providing information on certain key Property, Highway and heritage issues and seeking the Cabinet's approval on the transactions and project matters detailed.

2 Estate Management Issues

2.1 Landslip at North Dorset Business Park

- 2.1.1 North Dorset Business Park is a 4.4 hectare employment site on the outskirts of Sturminster Newton off the A357. The site was jointly owned by Dorset County Council and The Homes and Communities Agency (now Homes England) with the purpose of promoting employment in North Dorset. In 2013, following the receipt of a loan from the Growing Places Fund, infrastructure works were carried out at the site to create serviced development plots at the site. Following completion of the works the marketing of the sites was carried out with completion of the sale of the last plot concluded in November 2017.
- 2.1.2 In May 2018 Dorset County Council was made aware of a landslip at the site which affected the integrity of a plot on the western side of the site. Jordan and Faber, a locally based building contractor, are the owners of the plot and were about to commence the development of the plot. As the infrastructure works at the site were carried out by Dorset Highways they were asked to carry out initial investigations to ascertain the extent of the land slip and the impact this might have on the integrity of the plot in question and other plots which sit above a slope which defines the western edge of the business park.
- 2.1.3 The initial findings from these investigations suggest that the impact of the landslip affected the integrity of this plot and potentially three other plots sitting at the top of

the slope. It was recommended that WSP were appointed to consider the potential design solutions and provide a recommendation as to the remedial action required. WSP has provided a report to suggest that the likely solution would be to remove the slope and regrade with a geotechnical grid system to tie the slope back in. However, in order for the final solution to be designed they recommended further ground investigation should be carried out. Socotec, one of Dorset Highways preferred ground investigation contractors have been lined up for the work required.

2.1.4 Jordan and Faber, the owners of the affected plot have written to Dorset County Council outlining a potential claim for damages, unquantified at this stage, as result of the delay in constructing their new premises. Notwithstanding this claim, officers from the County Council have met with the directors of Jordan and Faber to ascertain if there are other options which would potentially resolve the issue for them more quickly without the need for substantial remedial works to be carried out to the slope beneath their plot. Unfortunately, these discussions were unsuccessful, so speed is now of the essence in progressing the ground investigation works to ensure that a solution for the remediation is finalised as soon as possible and the County Council's potential liabilities are minimised.

2.1.5 The County Council has instructed Ashfords Solicitors to advise on their liability on this matter. Having considered all the evidence and facts, they have advised that if the whole of the unstable land is within the ownership of the management company (which the County Council has set up and controls) and the instability has not been caused by adjacent property, the management company will be responsible for arranging and undertaking any works required to stabilise the slope. The costs of such remedial works will, if carried out, be the responsibility of management company.

2.1.6 Unfortunately, the slope is relatively inaccessible and significant preparatory works are required to ensure that the ground investigation can be carried out effectively. The identified costs and budget estimates for remedial work are as follows:

DCC Engineer	£ 3,050
WSP	£ 19,074
Socotec (GI)	£ 54,740
Remedial Work (say)	£200,000
Creation of temporary road	£ 32,971
Other costs incl. potential compensation	£120,000
Legal Fees (say)	£ 10,000
Total	£439,835

2.1.7 In view of the foregoing it is considered that the Cabinet needs to be made aware of the cost implications relating to the slope instability at North Dorset Business Park and it is recommended that the Cabinet approves that a provision for costs is made in the order of £450,000 to resolve this issue (**Recommendation (i)**). Officers will continue to seek to mitigate costs and it is hoped that the ground investigations identify works required only to that area where there has been evidence of subsidence. It is considered prudent, however, that the budget costs identified above relate to wider remediation of the whole slope.

2.2 Portland Household Recycling Centre, Easton Lane

2.2.1 Dorset Waste Partnership occupies the waste management site under a Dorset County Council lease from The Crown Estate Commissioners, which expires 31.07.2025. The Crown Estate is disposing of assets on Portland and has offered the freehold of the site to the County Council, off market. The site is edged red on the plan appended at Appendix 3, with the access rights hatched blue.

- 2.2.2 The lease is a protected tenancy, but there is a risk, albeit remote, that the waste function could be stopped and/or ransomed at this site when the lease expires, necessitating an alternative site to be found and developed at a substantial project cost. The site continues to remain suitable for its use over the medium to long term and the policy decision to remain at this location is substantiated.
- 2.2.3 Terms have been agreed to acquire the site at a figure of £245,000 which represents a capitalisation of the rent that the County Council is currently outlaying at 9.4%. The Interim S151 Officer has ratified this purchase, funded from the budget equalisation reserve.
- 2.2.4 It is recommended that the Cabinet notes this transaction (**Recommendation (v)**).

3 Highways Asset Management

3.1 A357 Highway Works at Durweston

- 3.1.1 The County Council Bridges Team has an annual capital funding allocation to undertake schemes to improve the condition of highways structures. Improvement schemes are typically identified through regular asset inspections and added to a three-year rolling programme of proposed works.
- 3.1.2 The Bridges Team have identified the need for an improvement scheme located on the A357 highway between the village of Durweston and the highway junction between the A357 and A350. The highway link forms part of the main traffic route between the towns of Sturminster Newton and Blandford Forum. The link is part of the principal winter maintenance network for Dorset County Council.
- 3.1.3 Recent asset inspections have identified that the condition of integral structural elements of arches that support this section of A357 highway are deteriorating at an increasing rate. To address this, it is proposed to replace the three existing structures with new precast concrete culverts. It is proposed to allocate £430,000 from a combination of the 2018/19 and 2019/20 bridges capital budget to fund this work.
- 3.1.4 Between each of the flood arch structures are a series of embankments that support the highway and together they form the causeway across the flood plain. These embankments are narrow without an effective verge at the carriageway edge. Deterioration of the embankment slopes is beginning to undermine the highway, increasing the risk of a road surface failure. To address this, it is proposed to widen the footprint of the embankment and slacken the slope of the embankments. It is proposed to allocate £100,000 from the 2019/20 structural maintenance capital budget to fund this work.
- 3.1.5 Each flood arch has appeared individually in a previously approved annual programme. It is the combination into a single project and the addition earthworks that raises cost above the threshold that needs specific approval.
- 3.1.6 The completed scheme will consist of new structures with a design working life of 120 years and widened embankments that provide adequate support to the highway. The replacement and modification works will address concerns about the condition of the network and provide verges, improving the safety of this section of A357 highway network for users with a significantly lower maintenance demand.
- 3.1.7 It is recommended that the Cabinet and subsequently the Dorset Council Shadow Executive approves the allocation of £530,000 of LTP block maintenance funding from a combination of the 2018/19 bridges capital budget, 2019/20 bridges capital budget and 2019/20 structural maintenance capital budget to undertake a scheme to replace

three flood arch structures and complete embankment works on the A357 Highway near Durweston (**Recommendation (ii)**). The expected outcome of the scheme is improved safety for users of the highway and a reduced long-term maintenance demand for the highway authority.

3.2 Gillingham Growth Schemes – for information

3.2.1 Dorset County Council and Dorset Councils Partnership are collaborating with the developers, land agents and consultants of the South Gillingham Consortium to deliver the transport improvements required to unlock much needed development and growth for Gillingham.

3.2.2 A planning application has been submitted from the South Gillingham Consortium to build 1800 dwellings and other community facilities to the south of Gillingham. Further planning applications for other development proposals are expected in the near future around the town.

3.2.3 As part of the Transport Assessment completed for the planning application, junction designs and sustainable transport improvements are proposed. The Dorset Local Enterprise Partnership (DLEP) has allocated £3.45m, to be spent by 31 March 2021, to deliver the Gillingham Growth project which comprises three elements:

1. Improvements to junctions:
 - Shaftesbury Road/New Road junction improvement – £1.7m
 - Newbury/Le Neubourg Way junction improvement – £935,000
 - SCOOT installation on junctions along the B3081/B3092 corridor – £75,000
2. New sustainable transport links – £540,000
3. Design of the Enmore Green Link Road in readiness for bidding opportunities – £200,000 (design only)

3.2.4 The purpose of the proposed Gillingham Junction and Sustainable Transport Link Improvements project is to:

- Provide capacity on the B3081 corridor, required to unlock the key residential and employment land for the town.
- Improved junction layouts to ensure safe highway operation in the B3081 corridor;
- Provide new opportunities for sustainable travel by improving walking and cycling facilities enabling people to cycle and walk to and from the new developments and encourage sustainable transport journeys within Gillingham.

3.2.5 A full Business Case was produced and approved by DLEP on 25 September 2018. The Grant Agreement is currently being prepared and agreed, ready for approval in the coming weeks.

3.2.6 Junction improvement layouts have been proposed by i-Transport, the developers' transport consultant, who have carried out traffic modelling on the network. We are now working to design check and carry out detailed design on their proposed layouts. The junction improvements have been programmed to be constructed by the end of March 2021.

3.2.7 The North Dorset Core Strategy identifies Gillingham as one of the four main towns at which the vast majority of growth in North Dorset will be delivered. Among the key transport improvements required is the provision of a strategic southern "Principal Street" connecting New Road and Shaftesbury Road alongside other strategic

transport improvements for Gillingham, delivered in a phased manner together with housing.

- 3.2.8 The majority of the proposed development will take place between New Road and Shaftesbury Road with an internal principal street between these two roads going through the development. A bid for £4m has been made to Homes England's Housing Infrastructure Funds (HIF). The funding will be used to design, secure planning approval and construct the principal street through the development. The principal street is currently in the preliminary design phase and is programmed to be constructed by the end of March 2021, when the funding needs to be spent by. The design work undertaken so far has been carried out at risk.
- 3.2.9 A meeting with Homes England (HE) was held on 8 November 2018 for clarification on the bid. At that meeting discussions were had about increasing the HIF award, to £7m, in light of the increased principal street costs and the provision of utilities. This was met positively by Homes England but under the caveat that further evidence was provided to make a compelling business case. We are working with Dorset Councils Partnership to provide HE with the required information. HE are looking to make a decision in principle for approval of this bid within a few months.
- 3.2.10 It is recommended that the Cabinet notes these proposed highway developments (**Recommendation (v)**).

4 Other Asset Classes

4.1 Transfer of Seventeenth Century Oak Chair reputedly used by Judge Jeffreys at the Bloody Assizes in 1680s

- 4.1.1 At a meeting of the Dorset Joint Standing Committee in February 1907, it was resolved that "the chair known as Judge Jeffreys chair" would be loaned to the County Museum on the grounds that "visitors were constantly asking to see it and the Museum was a well-established County Institution and a safe Repository for such an object".
- 4.1.2 The chair has been on continuous loan to the museum since this decision and given the 111 year length of the loan the county museum are now asking if the chair can be accessioned into their collections as a permanent acquisition. The provenance of the chair is questionable since the museum team have assessed it to have been made at least 50 years later than the Monmouth Rebellion. An estimate of value based on the closest relevant sale record for chairs that were used at Taunton Castle for the same purpose (although not for the judge himself) is in the order of £3,000. If it could be definitively attributed it would probably be more valuable. It is of course not possible to be certain without actually auctioning the chair.
- 4.1.3 This full transfer of legal title, would essentially constitute a gift from DCC to the museum. The transfer would be contingent on the County Museum operating within the Acquisitions and Disposals framework which comprises part of the Arts Council Accreditation standard for museums and galleries. This means that the chair is retained in perpetuity for public benefit and in the event of the museum wishing to dispose of the item, the policy requires an ethical approach, precluding financially motivated sale and a requirement to seek a non-financial transfer to other accredited museum collections with relevant holdings.
- 4.1.4 It is recommended that the Cabinet approves the use of the County Council's general powers of competence to gift the legal title of the seventeenth century "Judge Jeffreys" chair to the Dorset County Museum under the terms of Arts Council England's Accreditation standard and the Museum's existing Acquisition & Disposal Policy (**Recommendation (iii)**)

5 Financial Performance

5.1 Financial Summary and Capital Control Totals

- a) The overall financial position is summarised in Appendix 1. Over the next four years if all the recommendations in the report are approved there will remain a capital sum of £0.823m flexibility unallocated as well as £1.179m contingency unallocated up to the end of 2021-22.

5.2 Executive Summary of Approved Projects, including significant changes

- a) The Cabinet is requested to approve the overall revised capital expenditure estimate and cash flows as summarised in Appendix 1 (**Recommendation (iv)**).

Richard Bates
Chief Financial Officer

December 2018

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CAPITAL PROGRAMME - CABINET DECEMBER 2018 APPENDIX 1

DIRECTORATE	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
CHILDREN'S	14,504	20,415	4,410	3,293
ENVIRONMENT	30,335	27,739	18,723	13,244
ADULT & COMMUNITY	407	3,282	1,120	2,484
CABINET / WHOLE AUTHORITY	11,810	10,594	8,065	2,693
DORSET WASTE PARTNERSHIP	6,275	7,053	4,188	578
CAPITAL FLEET REPLACEMENTS	1,016	802	1,292	1,020
CAPITAL R & M	6,065	5,967	5,967	5,967
TOTAL	70,412	75,852	43,765	29,279
Anticipated Slippage	(15,000)	(10,000)	10,000	10,000
Contingency re Risk Items	1,179	0	0	0
(Overcommitted) / Remaining flexibility (to meet target)	1,273	0	0	0
Gross Predicted Capital Spend	57,864	65,852	53,765	39,279

CAPITAL PROGRAMME - CABINET DECEMBER 2018

APPENDIX 2

- ⊕ Project being delivered within or on previously agreed budget and time
- ⊖ Project being delivered within 5% or £250k of previously agreed budget or time
- ⊗ Project not being delivered within 5% or £250k of previously agreed budget or time

Total Payments £'000	Before 2018-19 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	After 2021-22 £'000
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CHILDREN'S SERVICES

School Access Initiative Schemes <£250k	9,122	8,435	287	200	200	0	0	⊕
Blandford School STP	920	907	3	10	0	0	0	⊕
Leeson House - DDA Works	562	562	0	0	0	0	0	⊕
Relocation of Dorchester Learning Centre	550	102	398	50	0	0	0	⊕
Beaucroft Special School - Modular Units	1,144			1,144	0	0	0	⊕
APT Projects	1,200		300	300	300	300		⊕
Carry forward from previous year	(111)		(111)					
Mobiles and Urgent Provision	3,172		793	793	793	793		⊕
Carry forward from previous year	(793)		(793)					
Contribution to Beaucroft Acceleration	0		600		(300)	(300)		
Gross Expenditure	15,290	10,006	1,477	1,353	993	793	0	

ENVIRONMENT

Weymouth Relief Road - Scheme Costs	86,788	83,614	800	800	1,574	0	0	⊕
Dorchester Transport and Environment Plan	3,510	2,920	590	0	0	0	0	⊕
Network Traffic Control Centre	325	227	98	0	0	0	0	⊕
Implementation of Waste Management Strategy - Bridport HRC Phase 2 (Order of Cost)	9,500	9,494	6	0	0	0	0	⊕
Shaftesbury Traveller Site	1,004	946	58	0	0	0	0	⊕
Hardy's Birthplace Project at Thorncombe Wood	1,119	1,056	0	63	0	0	0	⊕
Springfield Distributor Road, Verwood	1,828	1,471	357	0	0	0	0	⊕
Dinahs Hollow and Church Slope, Melbury Abbas	1,744	1,205	539	0	0	0	0	⊕
A338 Major Maintenance	22,000	20,376	139	1,485	0	0	0	⊕
Chapel Gate Roundabout	1,670	1,516	129	25	0	0	0	⊕
Hum Roundabout	1,100	193	900	7	0	0	0	⊕
Blackwater Interchange	9,100	1,642	2,000	5,458	0	0	0	⊕
Longham Mini Roundabouts	1,667	2	10	0	1,655	0	0	⊕
A338 Widening Scheme	3,000	50	1,050	1,900	0	0	0	⊕
Parley West Link	4,530	0	280	2,000	2,250	0	0	⊕

	Total Payments £'000	Before 2018-19 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	After 2021-22 £'000
Parley Cross	1,400	43	50	1,307	0	0	0
Parley East Link	2,000	0	50	1,950	0	0	0
Local Transport Plan (Integrated Transport)	12,114		5,700	2,138	2,138	2,138	
Local Transport Plan Maintenance	40,904		14,851	8,351	8,851	8,851	
Local Transport Plan Bridge Maintenance	7,989		2,229	1,920	1,920	1,920	
APT Projects	1,340		335	335	335	335	
Carry forward from previous year	164		164				
Gross Expenditure	214,796	124,755	30,335	27,739	18,723	13,244	0

ADULT AND COMMUNITY

Dorset History Centre Extension	3,355	51	30	110	665	2,334	165
Bridport Connect	2,122	145	100	1,742	135	0	0
Modular Housing	1,500	0	50	1,280	170	0	0
Adults APT Projects	500		125	125	125	125	
Carry forward from previous year	55		55				
Libraries APT Projects	100		25	25	25	25	
Carry forward from previous year	22		22				
Gross Expenditure	7,654	196	407	3,282	1,120	2,484	165

CABINET / WHOLE AUTHORITY

Superfast Broadband Project	38,004	35,283	2,721	0	0	0	0
Ultrafast Broadband	3,900	0	971	2,929	0	0	0
Superfast Phase 3	3,700	0	0	2,000	1,700	0	0
Superfast Phase 4	7,849	0	0	421	3,522	800	2,906
Implementation of Replacement Childrens Social Care System (RAISE) and (AIS)	4,570	3,240	730	600	0	0	0
Implementation of Replacement Library Management System	466	467	29	0	0	0	0
Dorset Management Information System for Children (DMISC)	1,223	1,152	71	0	0	0	0
Purchase of Dorset Innovation Park (Dorset Green Purbeck)	500	500	0	0	0	0	0
Contribution to Dorset Innovation Park (The Quadrant)	1,147	1,147	0	0	0	0	0
Dorset Innovation Park - General Park Funding	3,872	200	2,276	1,396	0	0	0
ICT Project Portfolio	1,452	0	1,152	300	0	0	0
County Wide Office Reconfiguration	2,243	1,489	674	100	0	0	0
County Hall Masterplan Year 3	800	288	512	0	0	0	0
Community Offer for Living & Learning	1,755	0	450	355	950	0	0
APT Projects (County Buildings)	420		105	105	105	105	
Carry forward from previous year	24		24				
APT Projects (ICT)	6,242		1,928	1,438	1,438	1,438	
Carry forward from previous year	39		39				

	Total Payments £'000	Before 2018-19 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	After 2021-22 £'000
APT Projects Development Schemes	1,140		135	735	135	135	⊕
Carry forward from previous year	(247)		(247)				
APT Projects Minor Works & Feasibilities	240		60	60	60	60	⊕
Carry forward from previous year	78		78				
APT Chief Executives Special Projects	620		155	155	155	155	⊕
Carry forward from previous year	(53)		(53)				
Gross Expenditure	65,588	29,520	11,810	10,594	8,065	2,693	2,906

DORSET WASTE PARTNERSHIP

DWP Capital Programme (Infrastructure, Containers and Vehicles)			6,275	7,053	4,188	578	⊕
Gross Expenditure			6,275	7,053	4,188	578	0

MODERNISING SCHOOLS PROGRAMME

Completed Projects awaiting Final Account	56		8	48	0	0	0 ⊕
Project Development Allowance	3,520	3,187	0	333	0	0	0 ⊕
Chesil Cove Federation Replacement Primary	8,921	8,483	55	383	0	0	0 ⊕
Pimperne Primary - Replacement	6,170	5,645	188	339	0	0	0 ⊕
Yewstock & Mountjoy additional capacity	985	153	704	78			⊕
S.E.N.D. less than £500k projects	2,331	0	250	1304	777		

PURBECK SCHOOLS RE-ORGANISATION

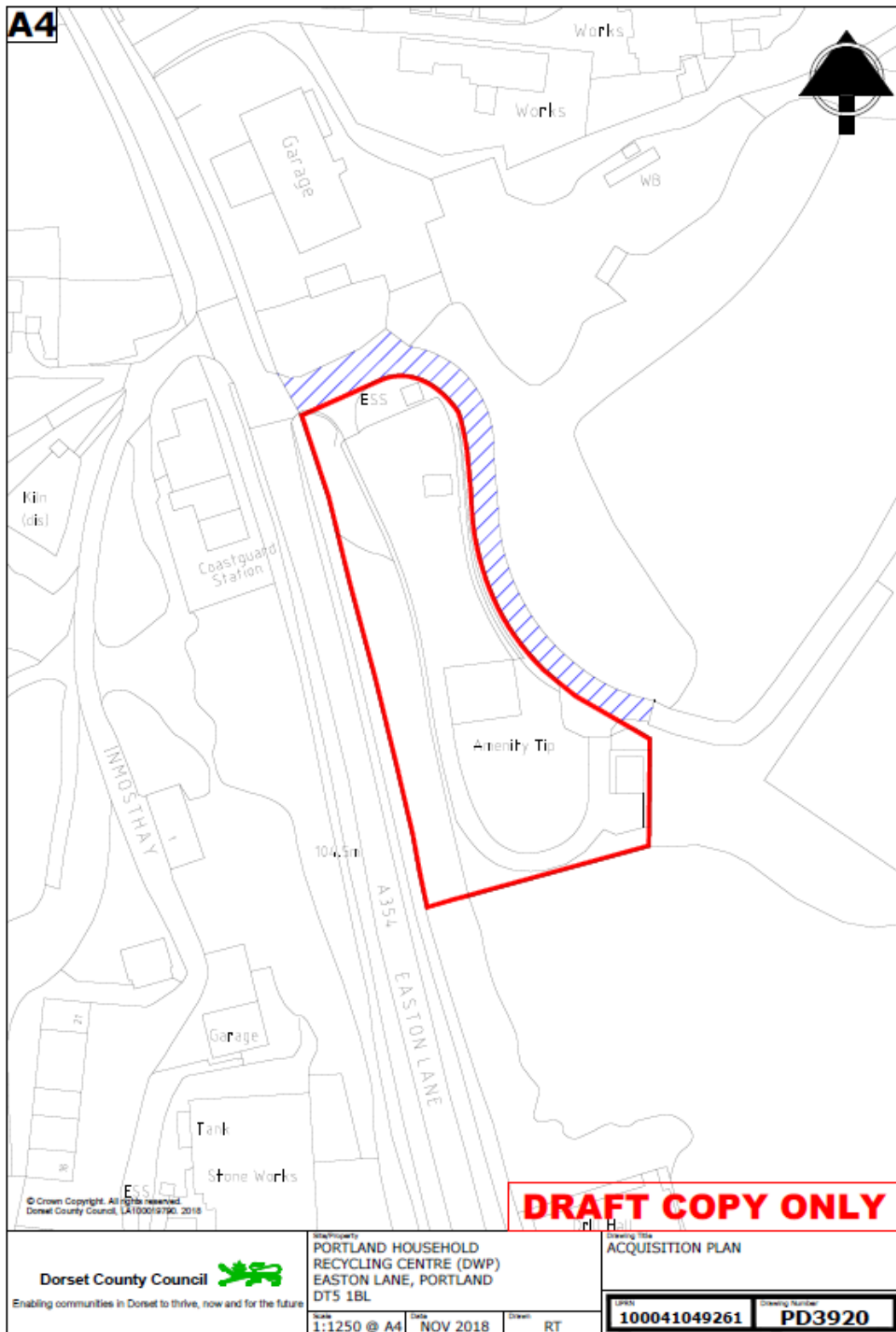
Purbeck School - core works	7,813	7,798	15	0	0	0	0 ⊕
St Mary's RC Primary Swanage	3,668	3,423	230	15	0	0	0 ⊕
Wool Primary	566	566	0	0	0	0	0 ⊕
Swanage St Mark's Primary	3,021	3,013	8	0	0	0	0 ⊕
Sandford St Martin	3,613	3,621	-8	0	0	0	0 ⊕
Lulworth Primary	2,829	2,632	197	0	0	0	0 ⊕
Bere Regis	5,286	5,056	-70	300	0	0	0 ⊕

BASIC NEED PROJECTS

Completed projects & projects < £500k	276		195	81	0	0	0 ⊕
Project Development Allowance	1,469	671	368	100	330	0	0 ⊕
Manor Park First School	4,118	4,002	116	0	0	0	0 ⊕
Twynham Primary	8,306	5,957	1,584	765	0	0	0 ⊕
Damers Replacement	10,380	9,772	608	0	0	0	0 ⊕
Chickerell Primary	832	829	0	3	0	0	0 ⊕
Burton Primary	864	864	0	0	0	0	0 ⊕
Contribution to Lytchett Minster (Playing Field)	150	0	0	150	0	0	0 ⊕

	Total Payments £'000	Before 2018-19 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	After 2021-22 £'000
Christchurch School (Twyndham) school within a school	1,365	1,331	34	0	0	0	0
Downlands	2,838	2,727	10	101	0	0	0
Highcliffe St Marks	2,808	2,225	68	515	0	0	0
Wimbome First	11,205	396	4,870	5,174	765	0	0
St Osmund's	3,624	3,007	417	200	0	0	0
Sherborne Abbey	2,325	1,568	322	170	265	0	0
Shaftesbury Primary Modular Extension	700	702	-2	0	0	0	0
Mudford Junior Modular Extension	547	580	-33	0	0	0	0
14 - 19 PROJECTS / SEN PROJECTS							
SEN Projects (Yewstock)	3,931	3,879	4	48	0	0	0
Other Schemes awaiting approval plus funding available or over committed	15,626		2,891	8,955	1,280	2,500	0
Modernising Schools Programme Control Total	120,093	82,087	13,027	19,062	3,417	2,500	0
Capital Fleet Replacements			1,016	802	1,292	1,020	0
Capital R & M			6,065	5,967	5,967	5,967	0
TOTAL EXPENDITURE	316,976	246,564	70,412	75,852	43,765	29,279	3,071
TOTAL GRANTS / CONTRIBUTIONS	(200,107)	(164,527)	(35,580)	(30,495)	(29,535)	(18,217)	(6,556)
TOTAL NET COST TO DCC	116,869	82,037	34,832	45,357	14,230	11,062	(3,485)

Plan of Portland Household Recycling Centre, Easton Lane



Cabinet

Dorset County Council



Date of Meeting	5 December 2018
<p><u>Cabinet Member(s)</u> Daryl Turner – Cabinet Member for The Natural & Built Environment</p> <p><u>Lead Director(s)</u> Mike Harries - Corporate Director for Environment and Economy</p>	
Subject of Report	Approval of Strategic Documents linked to new 'Well Managed Highways Infrastructure' (WMHI) Code of Practice
Executive Summary	<p>This report accompanies the revised Highways Asset Management Plan, Revised Maintenance Plan, New Code of Practice for the Classification of Highway Safety Hazards and Defects and Winter Maintenance Plan.</p> <p>The new code recommends adopting a more risk based approach based on local priorities & risk. Findings from the Policy Development Panel have been linked with the new WMHI guidance and have informed the changes made in these documents.</p>
<p>Impact Assessment:</p> <p><i>Please refer to the protocol for writing reports.</i></p>	<p>Equalities Impact Assessment:</p>
	<p>Use of Evidence: The revisions reflect the recommendations made in the UK Roads Liaison Groups 'Well Managed Highways Infrastructure' Code of Practice.</p> <p>Findings from the Policy Development Panel have been linked with the new WMHI guidance and have informed the changes made in these documents.</p>
	<p>Budget: The Asset management document sets out the proposed investment strategy.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p>

	<p>Current Risk: HIGH Residual Risk HIGH</p> <p>The potential risks associated with third party claims arising from non-conformance with new Code of Practice is considered high but mitigated by the adjustments made in the revised documents.</p> <p>The approval of this Highways Asset Management Plan also aligns to the criteria set out in the DfT Self-Assessment exercise linked to the £2.3million incentivised funding.</p>
	<p>Outcomes: These key strategic documents underpin the delivery of the Highways Service which supports outcomes linked to the corporate objectives.</p>
	<p>Other Implications:</p> <p>None.</p>
Recommendation	That the Cabinet approve the revisions to these strategic documents.
Reason for Recommendation	To ensure the authority has a robust risk-based approach to asset management, highway inspection and defect repair and winter service which meet the requirements of the new code and criteria linked to incentivised funding.
Appendices	<p>Appendix 1 - Highways Asset Management Plan.</p> <p>Appendix 2 - Code of Practice for the Classification of Highway Safety Hazards and Defects.</p> <p>Appendix 3 - Winter Maintenance Plan.</p>
Background Papers	None.
Officer Contact	<p>Name: Ian Newport Tel: 01305 224041 Email: i.r.newport@dorsetcc.gov.uk</p>

1. Revised Strategic Documents – Highways Infrastructure Assets

1.1 This report accompanies the submission of key strategic documents for approval. These documents are:

- The Highways Asset Management Plan (Draft) (Appendix 1).
- The Code of Practice for the Classification of Highway Safety Hazards and Defects (Draft) (Appendix 2).
- Dorset Highways Winter Service Policy and Operational Plan 2018/19 (Appendix 3).

1.2 The revision of these strategic documents are linked to the new 'Well Managed Highway Infrastructure' (WMHI) Code of Practice, and fulfils the criteria set out in the DfT's self-assessment exercise, linked to £2.3million of Incentivised Funding.

2. Code of Practice for the Classification of Highway Safety Hazards and Defects

2.1 'Well Managed Highway Infrastructure' (WMHI) is the new Highway Code of Practice and was published on 28 October 2016. It replaces Well Maintained Highways and Well Lit Highways, with a single code focussing on the need to promote an integrated approach to asset management that is based on local needs, priorities and with the key factor of affordability.

2.2 The underlying principle of the new code is that authorities should adopt their own risk-based approach and a risk management regime, such as those set out within ISO31000, for all aspects of highway maintenance policy.

2.3 The Council's current Highway 'Code of Practice for the Classification of Highway Safety Hazards and Defects' has been robust and resulted in a good highway claim repudiation rate. However, it is now inconsistent with new national guidance which defines good asset management practice. Adoption of the new Highways Code of Practice for the Classification of Highway Safety Hazards and Defects would enable the council to continue to defend claims robustly.

2.4 The new code does not provide prescriptive or minimum standards, as was the case with Well Maintained Highways, but expects authorities to establish and implement realistic levels of service appropriate to their own circumstances.

2.5 Findings from the Policy Development Panel have been linked with the new WMHI guidance and have informed the changes made in these documents. Although the new code is not a statutory document it will be referenced and accepted as the expected approach to highway asset management and will form one of the key elements of the Self-Assessment Process for DfT funding.

2.6 Therefore, it is imperative we meet the recommendations of the new guidance to ensure we remain a Band 3 Authority and securing the highest level of funding as a drop to Band 2 would result in a reduction of £1.2 million.

2.7 Authorities were given until October 2018 to review policies and procedures and implement the new code. Risk and insurance managers have been involved during this transitional period, working closely with colleagues in highways to ensure, the authority has a robust risk-based approach to asset management, highway inspection and defect repair, which meet the requirements of the new code.

3. The Highways Asset Management Plan

- 3.1 The Highways Asset Management Plan has been revised to reflect our current approach to the management and maintenance of our highways assets and follows discussions through the Policy Development Panel relating to investment strategies and levels of service.
- 3.2 The revised HAMP document reflects recommendations in national guidance, in the form of the Highways Maintenance Efficiency Programme (HMEP) and conforms to the criteria set out in the Department for Transport's self-assessment criteria, which links to £2.4 million Incentivised Funding.
- 3.3 For the purpose of this approval the Draft Asset Policy and Strategy document is attached as Appendix 1.

4. Dorset Highways Winter Service Policy and Operational Plan 2018/19

- 4.1 The revised Winter Service Policy and Operational Plan reflects changes made to the old Code of Practice (Well Managed Highway Infrastructure). At present the new Code makes no changes in relation to winter service.
- 4.2 However following a review of the previous season and a review of the routes, there are some amendments to the routes, in particular to the split of the Toller Down and Sherborne domains (which were formerly merged for the purpose of treatments). Appendix 3.

5. The Highways Maintenance Plan

- 5.1 The revision of the Highway Maintenance Plan has been deferred until the formation of the new authority.
- 5.2 The HAMP documents refer to levels of service associated with all asset groups which at present are unchanged from the previous document.
- 5.3 We will be guided by the new authority members as to whether a revised Highways Maintenance Plan is required.

6. Code of Practice

- 6.1 The new Code of Practice specifies that our revised strategic documents need to demonstrate that all involved in the delivery of the Highways service from asset management, safety inspections to claims management, all have the skills and competency required to implement and work within the remit of the new regime (Appendix 2).

Mike Harries
Corporate Director for Environment and Economy
November 2018

Dorset Highways Asset Management Policy and Strategic Approach

Highways Asset Management Policy

Policy statement:

“Dorset Highways will ensure that highway asset management is embedded into the delivery of its highways services in the design, construction, adoption, maintenance, management, administration and disposal of highway assets.

Maximum return on investment will be sought by providing and procuring services which enhance network resilience, minimise risk to highway users, and extend the serviceable life of highway assets.

Dorset’s asset management approach will include a risk based methodology, as promoted in Well Managed Highway Infrastructure.

Dorset Highways will regularly monitor and review the effectiveness of the Service based on outcome based performance indicators, and feedback from key stakeholders, and seek opportunities for improvement.”

Policy Objectives
To exceed the statutory requirement to maintain the public highway wherever possible
To implement a risk based approach to maintenance, as documented in Well Managed Highway Infrastructure
Understanding the needs of its customers
To provide a safe highway network
To deliver efficient and effective services
To deliver a transparent highway service that promotes two way communication with stakeholders
To optimise links to businesses and communities, which support and promote the economy, by minimising congestion and delays
To protect network resilience
To prolong asset life and serviceability
To maximise return on capital investment

Dorset Highways Asset Management Strategy

Dorset Highways strategic approach to the management of its highway assets will set out a clear and robust strategy that aligns with the corporate objectives of the Council. These are as follows:

- **Safe** - Everyone should feel safe, wherever they live
- **Healthy** – Encouraging people to be healthy and make good lifestyle choices
- **Independent** – Having a choice over how we live
- **Prosperous** – Promoting a thriving local economy providing opportunities for all

Highway assets play a significant role in delivering these corporate objectives through facilitating safe travel, managing asset condition, improving accessibility to businesses and communities, therefore promoting economic and social benefit, and reducing congestion.

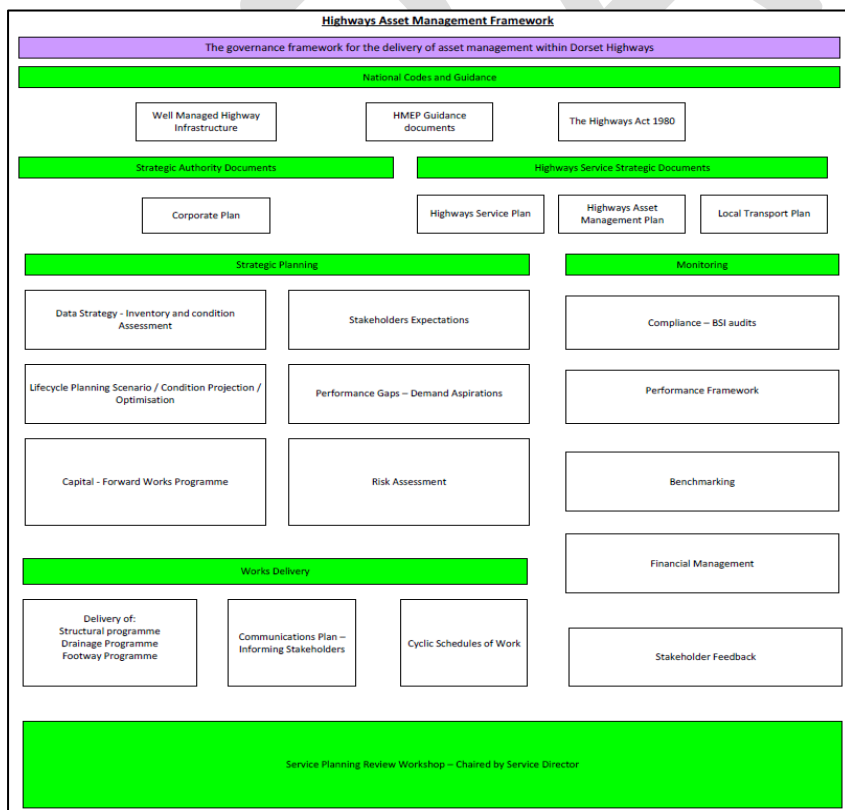
All of these elements will contribute to the Service delivering on its strap line of **‘Keeping Dorset Moving’**. (Revise – based on any new straplines)

Highways Assets - Key Strategies

Dorset Highways will adopt the following key strategies to deliver on its commitment to embedding asset management within the Service, and in support of corporate objectives:

Dorset Highways’ Key Strategies
Invest to improve highway safety
Optimisation of investment to manage asset condition and prolong asset life
Reduce revenue liabilities
Prioritisation of schemes that promote Dorset’s economy
Invest in schemes that promote alternative and healthy travel choices
Protecting network resilience
Maximising opportunities for investment through bidding and ensuring 100% incentive funding from the Department for Transport
Invest in key infrastructure that connects to business hubs
Identify and invest in data strategies to fill knowledge gaps to support informed decision making

The strategy will be effected by the implementation of the Asset Management Framework (below).



Capital investment will be predominantly focussed on managing the Council's main highway assets including:

- Carriageways
- Footways/cycleways
- Bridges and structures
- Drainage
- Traffic Control

The success of these strategies will be monitored through the Highways Performance Framework ([insert link](#)) which also aligns to the Corporate 'Outcome Based Accountability' (OBA) project.

This identifies particular performance indicators which sit below each of the corporate objectives.

Data Strategies

Each highway asset group has an individual breakdown of issues relating to inventory or condition data, and where gaps, validity or currency of data are identified, a commentary is provided as to what actions are proposed, where relevant.

Investment Strategies

Maintenance of Dorset's highway assets is funded predominantly by the Department for Transport's maintenance block funding, and incentivised funding, plus any additional grants in the form of the Pothole Action Fund (which at this time have not been confirmed).

There are no additional corporate capital top ups agreed for investment in highway assets from 2019/20 onwards.

Therefore the investment strategy for maintenance of highway infrastructure assets from 2019/20 is as follows:

	Annual Investment	% overall budget
Strategic routes (A&B) Preventative treatment (Premium dressing/preservation)	1,475,000.00	12%
Strategic route (A& B) Replacement (resurfacing)	2,646,572.00	22%
Skid resistance	150,000.00	1%
C and C Road Preventative treatment (Surface dressing)	2,000,000.00	16%
C and D End of life replacement (surfacing and patching)	1,220,000.00	10%
Bridges	1,888,000.00	15%
Footways	500,000.00	4%
Drainage (incl grip cutting)	500,000.00	4%
Strategic signs (incl warning and regulatory)	124,520.00	1%
Roadmarkings	125,000.00	1%
Capitalised funding	1,595,000.00	13%
TOTAL	12,224,092.00	

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Dorset Highways: Code of Practice for the Classification of Highway Safety Hazards & Defects

Version 2.0, Revision 1
October 2018



**KEEPING DORSET
MOVING**





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REVISE PAGES NUMBERS ONCE FINALISED



Introduction

1.1 Background

Section 41 of the Highways Act places a statutory duty upon Dorset County Council, as the local highway authority, to maintain the highway network to safe and serviceable standards.

Hazards & defects affecting the safety and/or the serviceability of the highway network can be identified through various routine highway maintenance operations such as scheduled safety inspections, ad-hoc inspections carried out in response to public enquiries and during cyclical maintenance activities e.g. gully emptying. In addition, emergency events such as road traffic collisions or fallen trees can also compromise the safety of the highway user.

To assist those undertaking routine highway maintenance operations this Code of Practice provides detailed information for all hazards & defects- from definitions & investigatory levels to sample photographs and recommended treatments.

This version of the CoP also continues to develop our risk assessment process for determining an appropriate response to each hazard or defect consistent with the recommendations set out in the Road Liaison Groups new highway code of practice, Well-Managed Highway Infrastructure [WMHI], and was published on 28th October 2016. It replaces Well-Maintained Highways and Well-Lit Highways, with a single code focussing on the need to promote an integrated approach to asset management that is based on local needs, priorities and with the key factor of affordability. The underlying principle of the new code is that authorities should adopt a risk-based approach and a risk management regime, such as that set out within ISO31000, for all aspects of highway maintenance policy.

1.2 Document Structure

Part 2 of this document provides an explanation of the risk assessment process and its application to defect / hazard categorisation.

Part 3 contains worked examples of this risk assessment process.

Part 4 details important additional operational information relating to the identification, recording and notification of hazards and defects.

Part 5 contains detailed information for each specific hazard or defect.

1.3 Implementation & Review

This version of the Code of Practice for the Classification of Highway Safety Defects & Hazards is an operational document from #####19/11/18. This CoP will be reviewed on an annual basis and in addition, as it is acknowledged that as this is a working document, any significant changes will be approved by cabinet. Any minor changes will be ratified by senior management and in consultation with the Portfolio Holder and issued on an ad-hoc basis. The distribution and subsequent revisions of this document are controlled under Dorset Highways Quality Management System.



2. Risk Assessment Process

2.1 National Best Practice: WMHI

The new Code is not a statutory document but its potential significance to the outcome of highway liability claims cannot be denied, this document will be referenced as the accepted and expected approach to highway asset management.

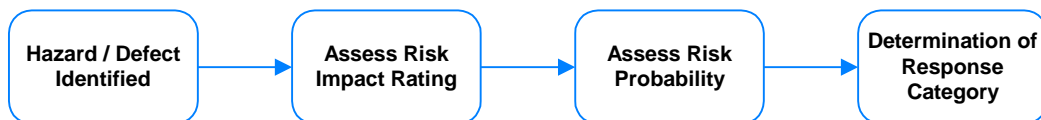
“The authority adopts a robust risk-based approach to asset management, highway inspection and defect repair, which comply with the requirements of the new code.”

To underline this approach the new code does not provide any prescriptive or minimum standards, as was the case with Well Maintained Highways but instead expects each authority to establish and implement realistic levels of service which are appropriate to their own circumstances and prioritised in accordance with their own assessment of the risks.

This CoP embodies DCC’s interpretation of a system for assessing the risk posed by defects & hazards and establishes a practical process to facilitate its implementation in line with the recommendations set out in WMHI.

2.2 Risk Evaluation:

The risk associated with all defects and hazards needs to be evaluated in terms of its overall significance. This means assessing the likely **impact** should the risk occur and the **probability** of it actually happening. There are four basic steps to this process:



2.3 Identification of Hazards & Defects:

Part 3 of this document provides additional guidance on the identification, recording and notification of hazards, defects.

Part 5 of this document provides detailed guidance for all hazards, defects which should be assessed using this process - including detailed definitions & investigatory levels, associated risk impact ratings, sample photographs and recommended treatments.



2.4 Assessment of Risk Impact Rating:

The impact should a risk occur shall be assessed as follows:

- High - Major / Serious impact;
- Medium - Noticeable impact; or
- Low - Minor impact.

The impact rating is quantified by assessing the extent of damage likely to be caused should the risk become an incident, and as such there is a clear link to the physical characteristics of the defect / hazard. Part 5 of this CoP provides investigatory levels for each hazard / defect along with an appropriate risk impact rating. For example, the investigatory levels and associated impact ratings for a carriageway pothole are as follows:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low



2.5 Assessment of Risk Probability:

The probability of a risk occurring is quantified by assessing the likelihood of highway users encountering the defect or hazard. As this probability is likely to rise with an increase in either the usage or the strategic importance of a particular road section, risk probability can be directly linked to Dorset County Council’s Network Hierarchy. The table below illustrates the criterion applied within DCC’s network hierarchy:

DCC Network Hierarchy	Inspection Frequency	Hierarchy Description	Road Type	Detailed Description	
Carriageway	2	12	Strategic Route	National Primary, County Regional and freight routes	Roads forming the strategic backbone of the County's network, catering for Heavy Goods Vehicles and longer distance traffic, connecting the County to adjoining counties and the national road network.
	3	12	Main Distributor	Heavily trafficked routes, freight and major bus routes.	Roads connecting the larger towns and industrial estates to each other and to the strategic routes
	4	12	Secondary Distributor	Other heavily trafficked routes	Important links in the network connecting towns and the larger villages
	5	4	Local Distributor	Roads connecting villages to the distributor road network	Roads within towns and urban areas, and rural roads that connect the larger villages and industrial estates to the distributor road network.
	6	1	Collector Road	Roads connecting villages to the distributor road network	Roads serving villages and connecting communities and smaller industrial estates to the distributor road network
	7	1	Minor Collector Road	Minor roads serving hamlets with more than 6 properties	Roads providing access to 6 or more properties in both urban and rural areas
	8	1	Minor Access Road	Minor roads serving 5 or fewer properties	Roads providing access to 5 or fewer properties and farms 0 some of these may not be surfaced
	9	0	Unpaved	Highway adopted unpaved/non-metalled surface	
Footway	1	12	Strategic Footways	Footways within urban areas that contain 10 or more shops or businesses in close proximity and footways that are contiguous with significant supportive community infrastructure, i.e hospitals, schools and major public transport terminals	
	2	4	Distribution Footways	Footways linked to network sections which contain additional contiguous category 1 footways, or footways that are contiguous to areas of 5	
	3	2	Secondary Distribution / Busy Local Access Footways	Local pedestrian routes within urban areas; and main pedestrian routes in rural and sub-urban areas with adjoining public amenity infrastructure e.g post office, village shop etc...	
	4	1	Local Access Footways	Footways providing primary access to groups of 10 or more properties	



2.6 Determination of Response Category:

Having identified a defect or hazard, assessed its likely impact and quantified the risk probability (by determining the location of the defect / hazard within DCC’s network hierarchy), a specific risk matrix can then be ~~used~~ used to provide a response category which prescribes the timescale within which the defect / hazard should be made safe or repaired.

The table below provides an example of how the risk matrix for a carriageway pothole will recommend a treatment based on risk.

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Part 5 of this CoP provides individual risk matrices for each hazard and defect.

There are five response categories for defects & hazards, with associated response times as follows:

CATEGORY	DESCRIPTION	RESPONSE TIME
1E	Emergency	2 Hours
1	Imminent	32 Hours
2a	Scheduled – short term	7 Days
2b	Scheduled- medium term	28 Days
2c	Planned	Not Defined

Category 1E: Those Category 1 defects or hazards which are considered to pose a particularly high risk and require emergency response. Extremely hazardous defects or situations, e.g. missing inspection chamber covers, must not be left in an unsafe condition by the attending officer. They should notify the appropriate repairing team and wait until emergency assistance arrives. If appropriate and / or practicable use a vehicle to cover / remove access to the defect ensuring that hazard lights & amber beacons are activated. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.

Category 1: Defects & hazards that require prompt attention because they represent an immediate or imminent hazard, or because there is a risk of rapid structural deterioration. Category 1 defects / hazards should be made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices or coning off to protect the public from the defect. If it is not possible to make safe the defect / hazard at the time of inspection then a repair, either temporary or permanent, should be carried out within a period of 32 hours. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.



Category 2a: Category 2 defects & hazards are those which, following a risk assessment, are deemed not to represent an immediate or imminent hazard, or risk of short term structural deterioration. Such hazards & defects may have safety implications, although of a lesser significance than Category 1 defects & hazards, but are more likely to have serviceability or sustainability implications. Category 2 defects & hazards are categorised according to the risk probability and its likely impact, and the response time for a Category 2a defect or hazard is a maximum of 7 days. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.

Category 2b: This category is used for defects & hazards in less urgent need of repair but nevertheless, where essential maintenance work is required. The maximum period of time for repair to be allocated to this category of defect or hazard is 28 days, and it is foreseeable that efficiencies may be gained from effective co-ordination of defects & hazards requiring a similar treatment, e.g. velocity or infra-red patching.

Category 2c: Non- safety defects that could be carried out as part of a proactive maintenance program or improvement works. These will be addressed according to available resources and budgets.

Temporary repairs: Temporary repairs should only be used when we are unable to ~~perminantly~~permanently repair the defect at our first visit. Whenever possible a photograph should be taken of the temporary repair to prove that it has been done. This is particularly important when we are using signing and guarding to make an area safe.



3. Worked Examples

3.1 Worked Example 1:

Hazard / Defect Identification:

A carriageway pothole 350mm wide and 50mm deep has been identified on the I/A3066/144.

Assess Risk Impact Rating:

The Investigatory levels for a carriageway pothole are:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low

Therefore, due to the physical size of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The I/A3066/144 has a network hierarchy category of **3**. (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for a carriageway pothole (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Therefore, this defect is classified as requiring a Category 1 response with appropriate action being taken within 32 hours.



3.2 Worked Example 2:

Hazard / Defect Identification:

A carriageway pothole 350mm wide and 50mm deep has been identified on the I/D92605/105.

Assess Risk Impact Rating:

The investigatory levels for a carriageway pothole are:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low

Therefore, due to the physical size of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The I/D92605/105 has a network hierarchy category of **7** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for a carriageway pothole (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway							Footway				
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Therefore, this defect is classified as requiring a Category 2b response with appropriate action being taken within 28 hours.



3.3 Worked Example 3:

Hazard / Defect Identification:

A street lighting column with a missing access cover, and exposed wiring has also been identified on the I/D92605/105.

Assess Risk Impact Rating:

The investigatory levels for street lighting columns with exposed wiring are:

Intervention Level	Impact Rating
Exposed Wiring / Risk of Electrocution	High
---	Medium
---	Low

Therefore, due to the nature of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The 1200D92605/00105 has a network hierarchy category of **7** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for street lighting with exposed wiring (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Therefore, this defect is classified as requiring a Category 1E response with appropriate action being taken within 2 hours, and the attending officer should not leave the defect unattended until emergency assistance arrives.



3.4 Worked Example 4:

Hazard / Defect Identification:

A damaged and rocking gully cover has been identified on the I/C104/450.

Assess Risk Impact Rating:

The investigatory levels for broken, damaged, cracked or corroded covers / gratings are:

Intervention Level	Impact Rating
Severly Damaged or Missing Components	High
Damaged and Moving	Medium
Damaged but Secure	Low

Therefore, due to the nature of the defect, the risk impact rating is assessed as being **Medium**.

Assess Risk Probability:

The I/C104/450 has a network hierarchy category of **5** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for broken, damaged, cracked or corroded covers / gratings (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

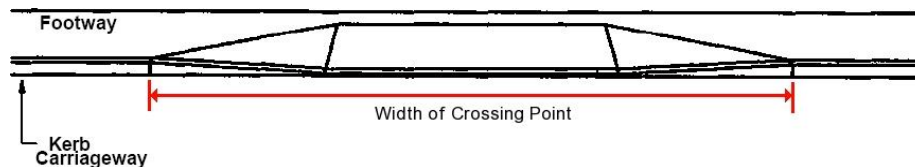
Therefore, this defect is classified as requiring a Category 2a response with appropriate action being taken within 7 days.



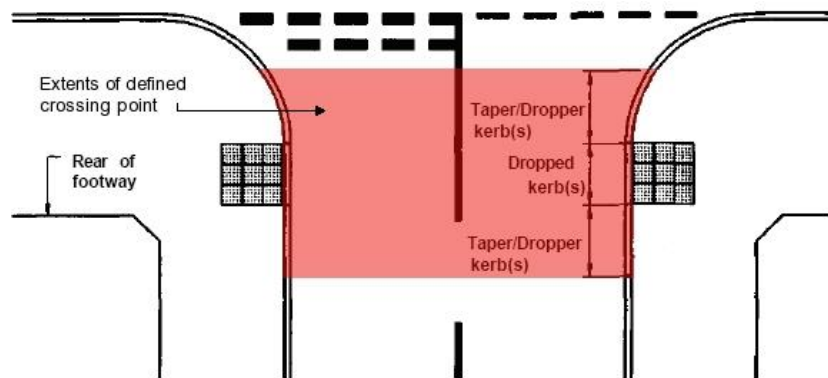
4. Specific Requirements for Assessing Hazards & Defects:

4.1 Pedestrian Crossing Points:

Carriageways shall be subject to the same investigatory levels as Footways at all defined pedestrian crossing points. Defined pedestrian crossing points can be identified by tapered and dropped kerb units, often accompanied by tactile paving. The width of carriageway subject to footway investigatory levels shall be that width between opposing sets of tapered kerb stones, as illustrated below.



Width of a Pedestrian Crossing Point



Plan View of a Typical Pedestrian Crossing Point

4.2 Cycle Ways:

Cycleways shall be subject to the same investigatory levels as the area of highway that they are situated on be that Carriageway or footway.

4.3 Notification of Defects / Hazards with Category 1 & 1E Response Times:

On the identification of a hazard or defect with an associated response category of 1 or 1E immediate notice shall be given to the appropriate section to afford the maximum time for repair. Unless specified below notice should be issued to Dorset Highways Operations Section. Category 1 defects should be reported to the relevant agent, Category 1E should be raised as a call out enquiry and called through to the Charminster embedded team on 01305 228134 to action.

Street Lighting: Notification of street lighting, illuminated sign and illuminated bollard defects shall be reported to Scottish & Southern Energy Contracting on 0800 0684145.

Traffic Signals: Notification of traffic signal defects shall be reported to the Data Team on 01305 264666.

Highway Structures: Notification of defects relating to highway structures shall be reported to the Highway Structures Team on 01305 225366.

Utility defects: To the appropriate utility company or the Traffic team on 01305 221839 Any Category 1 defects identified after 11.00am on the day before any weekend or public holiday shall be escalated to Category 1E. This is to ensure that the defect is made safe/repared within 32 hours.



4.4 Pothole type defects raised from Public enquires

To help us to provide a cost effective and robust service to the public we do not separately inspect all types of defect that are reported to us through our public interfaces. To remove unnecessary hand offs defects are automatically raised from the information given by the public. It is still our intension to inspect and repair these defects at one visit however we now propose to increase the minimum repair time from 32 hours to 7 days.

This will still give us a faster response time than the original system, when an officer had the agreed ten days to investigate the public enquiry as laid out in our communications strategy, before the works order was raised.

This does not affect defects that are categorised as requiring an immediate response or an enquiry where a member of the public has sustained personal injury or property damage, these defects will continue to be treated as immediate attendance/ call outs.

4.5 Third party damage and enforcement issues

Due to our responsibility's and duties under the highways act there will be times when the permanent repair of defects that fall in to these category's will be carried out by DCC. A good example of these are land slips or mud on the road that we remove to ensure that the highway is safe and available to use in a reasonable time scale.

When this happenshappens, and it is possible the cost should be recovered from the responsible party.

4.6 Signs

Due to the complexity and location of some signs it would be impracticable or unnecessary to replace signs in the time scales given. These should be adhered to in relation to the time allowed to react to any immediate safety hazard, e.g. a sign leaning in to the road or one that could fall in to the footway but are only given as a guide in relation to replacement.

We will replace the sign, if required as soon as reasonably practical. There will be times that the sign will not need replacement under the new traffic signs and general directions regulations, and this should be checked before completing the work.

4.7 Variation from Defect Category Response Times

Inspectors are able to vary from defect category in following situations.

Proximity of a defect to a fixed feature (walls hedges, pedestrian guard rails etc) defects located within 150mm of the fixed feature can be raised as a 2b defect in all cases, as the risk to users is greatly reduced.

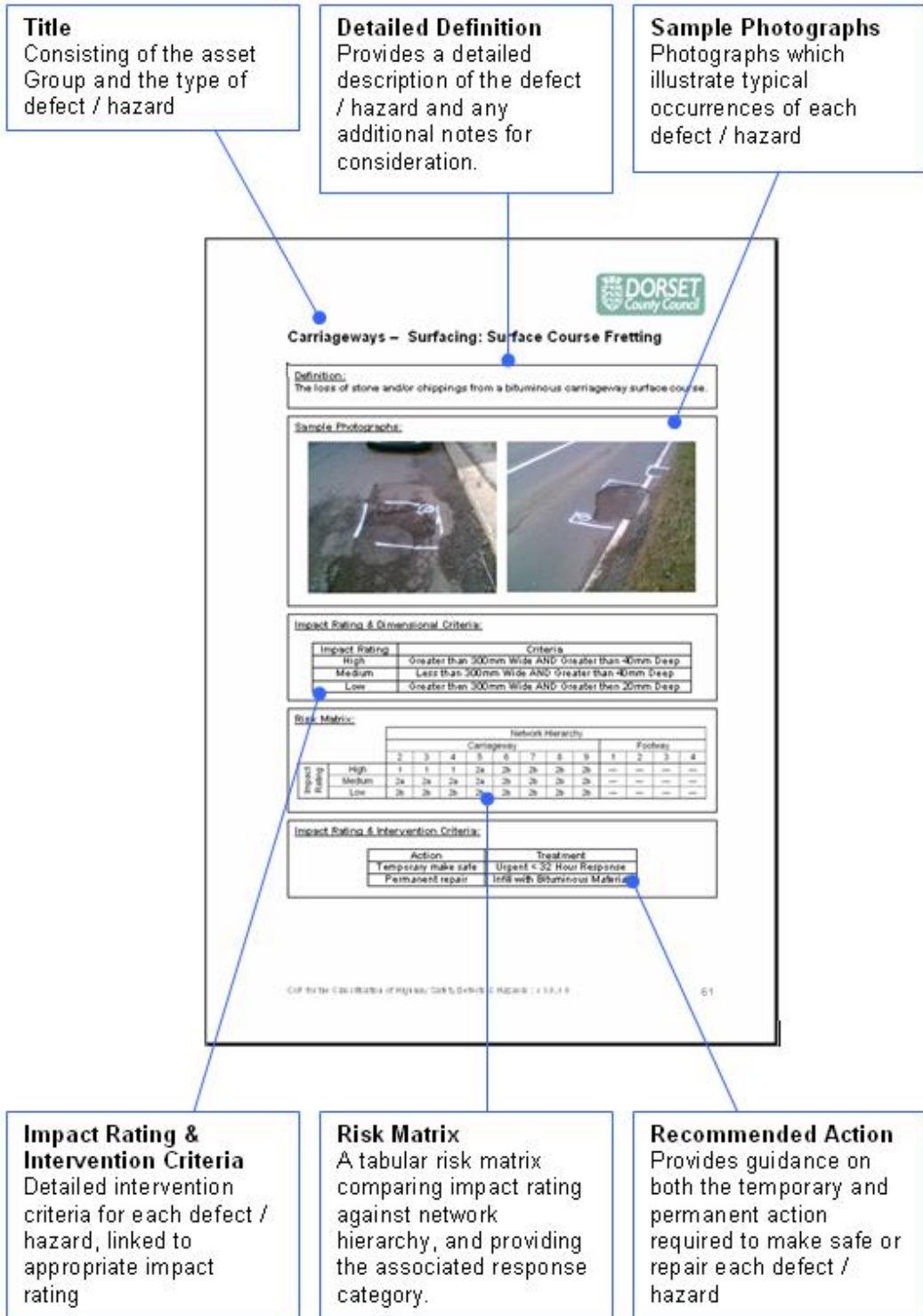
Also, any designed or historic features that by their nature are irregular in construction and should be treated consistently with the character of the area and usage. Any defects untypical of the construction and design meeting investigatory level in such a location will be raised.



Inspectors may decrease response times (e.g. 2B to a 2A) where they feel that an ~~unusually~~ unusually high risk is present. When this is done, the reasoning for it must be recorded in the defect notes.

5. Detailed Hazard & Defect Definitions:

- 5.1. This section of the CoP contains detailed information for each defect & hazard including a detailed definition, sample photographs, risk impact rating & associated investigatory criteria, individual risk matrices and recommended actions.





Carriageways – Bollard: Damaged - BLDG

Definition:

A non-illuminated bollard which is damaged and/or unstable and poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response/make safe utilising suitable signs/guarding
Permanent repair	Repair, Replace or remove if no longer needed



Carriageways – Bollard: Missing - BLMS

Definition:

A non-illuminated bollard which is missing and presents an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Repair / Replace or remove if no longer needed



Carriageways – Cover / Grating: Broken, Damaged, Cracked or Corroded - MCD

Definition:

Any cover, grating, frame or box in the carriageway which is broken, damaged, cracked or significantly corroded. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Broken, Damaged, Cracked or Corroded.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damaged or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	2a	2b	2b	2b	2b
Medium	2a	2a	2a	2b	2b	2b	2b	2b
Low	2c	2c	2c	2c	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Replace, repair Cover / Gully Grating



Carriageways – Cover / Grating: Difference in Level - MCLV

Definition:

Inspection chamber covers, gully gratings and other ironwork causing a step-in level to the surrounding carriageway surface. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Difference in Level.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm WIDE and Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent <32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Adjust Level of Cover / Grating



Carriageways – Cover / Grating: Missing - MCS

Definition:

A missing Inspection chamber cover, gully grating or other ironwork anywhere within the carriageway. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Cover Greater than 150mm Wide or Long
Low	Cover Less than 150mm Wide or Long

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, make safe with suitable signs/guarding
Permanent repair	Replace Cover / Grating



Carriageways – Cover / Grating: Parallel Gully Grating - GUPG

Definition:

Where a gully grating has been installed with the drainage slots running parallel to the direction of vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Parallel Gully Grating

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Carriageways – Cover / Grating: Significantly Worn / Smooth Cover - MCSM

Definition:

Significantly worn or smooth covers which pose a potential skidding / slipping hazard to highway users, e.g. cyclists or motorcycles. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: ‘Carriageways – Utility Cover: Significantly Worn / Smooth Cover’.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover



Carriageways – Utility Cover: Broken, Damaged, Cracked or Corroded – Sec 81

Definition:

Any cover, grating, frame or box in the carriageway which is broken, damaged, cracked or significantly corroded, and where it is clear that the cover is responsibility of a Statutory Undertaker.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damaged or Missing Components
Medium	Damaged and Moving

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Carriageways –Utility Cover: Difference in Level – Sec 81

Definition:

Inspection chamber covers and other ironwork, which are clearly the responsibility of a Statutory Undertaker, causing a step-in level to the surrounding carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Carriageways – Utility Cover: Missing – Sec 81

Definition:

A missing Inspection chamber cover, gully grating or other ironwork anywhere within the carriageway, which is clearly the responsibility of a Statutory Undertaker.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Cover Greater than 150mm Wide or Long
Low	Cover Less than 150mm Wide or Long

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice

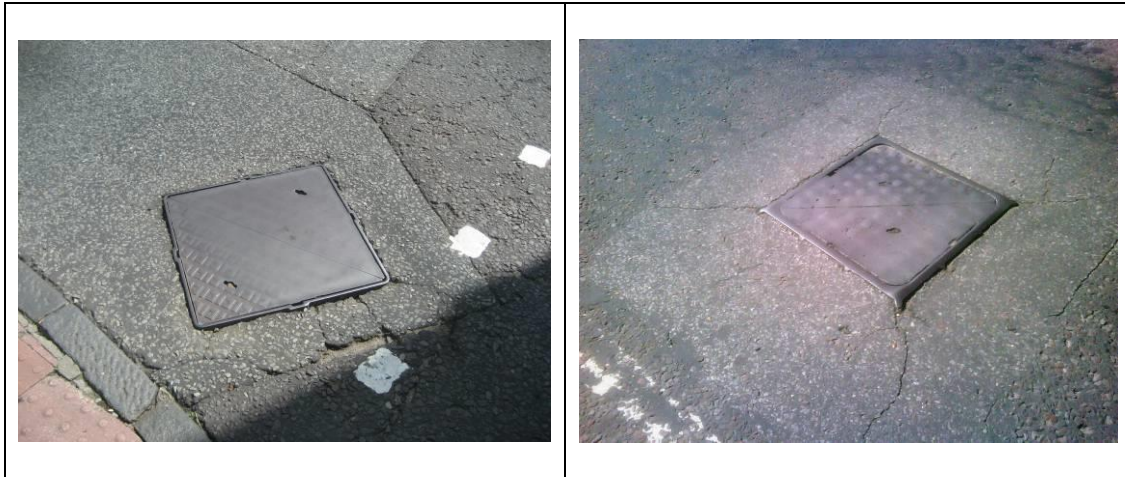


Carriageways – Utility Cover: Significantly Worn / Smooth Cover – Sec 81

Definition:

Significantly worn or smooth covers which pose a potential skidding / slipping hazard to highway users, e.g. cyclists or motorcycles, where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy															
		Carriageway								Footway							
		2	3	4	5	6	7	8	9	1	2	3	4				
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Inform utility company/raise sec81 notice



Carriageways – Gully: Blocked - GUBL

Definition:

Where a gully chamber is partially or full of detritus and/or other material to a point where the outlet is >75% blocked and likely to cause flooding on the carriageway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Blocked

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Empty Gully



Carriageways – Hedge / Tree: Overgrown Vegetation – HDO

Definition:

Where any hedge, tree or other vegetation obscures the carriageway to such an extent that it poses a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered AND Causing a Significant Hazard
Medium	Causing Vehicles to Significantly Divert their Path

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Damaged Caused by Identifiable Third Party -

Definition:

Where the carriageway has been damaged to an extent that poses a hazard to the highway user and the cause of the damage has been / can be established.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm WIDE and Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Dangerous Obstruction - CWOB

Definition:

An obstruction in the carriageway which poses an immediate hazard to the highway user, e.g. a fallen tree or collapsed embankment.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation required



Carriageways – Miscellaneous: Excessive Mud, Debris, Detritus & Slippery Fluids - CWSS

Definition:

Mud, debris, detritus or other slippery fluid of such a considerable amount as to cause a significant hazard to the highway user. Where there is a clearly identifiable source (e.g. a nearby farm) the defect should be recorded using the defect option: ‘Carriageway – Excessive Mud, Debris, Detritus & Slippery Fluids – Identifiable Source’ otherwise use the ‘Unknown Source’ defect option.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered AND Causing a Significant Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, Erect ‘SLIPPERY SURFACE’ Warning Signs
Permanent repair	Enforcement Issue – Investigation required where identifiable/ sweep or cleanse where not identifiable

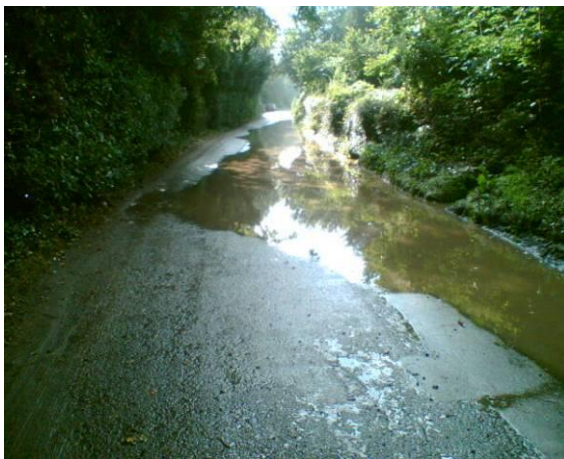


Carriageway – Miscellaneous: Flooding/Standing Water - CWFL

Definition:

Flooding or standing water of such a considerable amount as to cause a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, Erect 'FLOOD' Warning Signs
Permanent repair	Clear Flood if Possible



Carriageways – Miscellaneous: Offensive Graffiti - GWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon the carriageway surface.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Carriageways – Miscellaneous: Private Property in an Unsafe Condition - CWPP

Definition:

Where private property adjoining the highway is in an unsafe condition and poses an immediate hazard to the highway user, e.g. a destabilised private boundary wall in danger of collapsing into the highway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Road Studs / Cats Eyes – Loose / Rocking Casing - RSLD

Definition:

Where the metal casing of a road stud / cats eye is loose and/or rocking to such an extent that it may be dislodged by vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an immediate hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required or temporary repair
Permanent repair	Repair carriageway/ Replace Road Stud



Carriageways – Miscellaneous: Unguarded Excavation - CWEX

Definition:

An unattended excavation in the carriageway which is not sufficiently guarded and signed. For detailed guidance on appropriate signing & guarding see the Department for Transport's 'Safety at Street and Road Works' (2002).

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2-hour Response, contact traffic team
Permanent repair	Enforcement Issue – Investigation Required

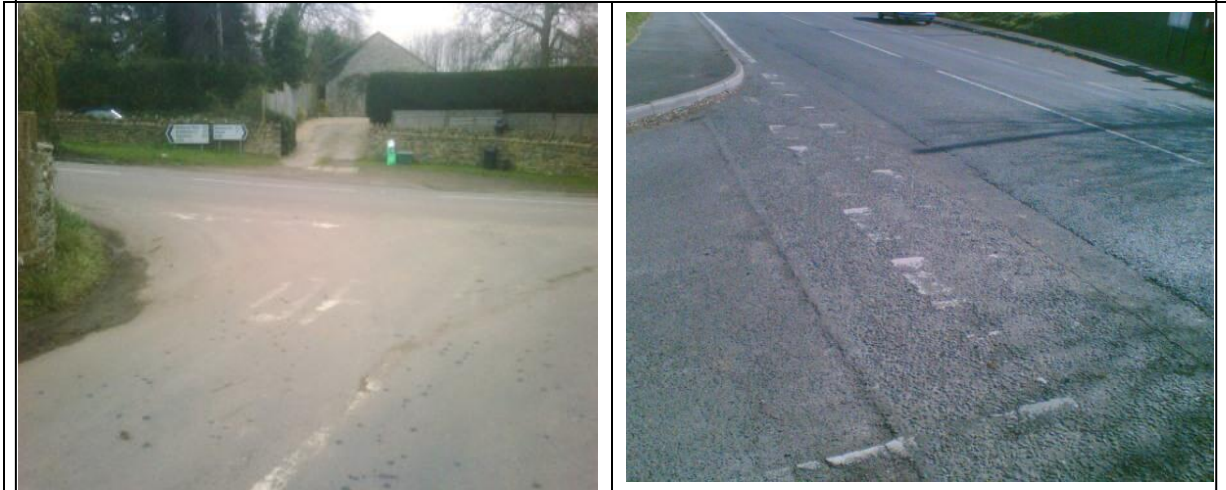


Carriageways – Road Markings: Junction Markings Missing - JMMS

Definition:

Where the whole road marking system comprising a standard STOP or GIVE WAY junction is missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	More than 75% of Junction Marking System Missing

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Renew Road Markings



Carriageways – Road Markings: Significantly Worn Continuous Double White Centre Lines - WLMS

Definition:

Double white centre line to the Traffic Signs Regulations and General Directions (2002) diagram number 1013.1 A, where any one line has been significantly worn away and is not clearly visible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% of Any One Line Missing for a Length of 18m or More

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Renew Road Markings



Carriageways – Surfacing: Carriageway Collapse - CWCO

Definition:

An unguarded area of the carriageway which has become significantly depressed or where substrata has been washed away creating a visible void underneath the carriageway surface course, and which poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure the highway is safe with signs/guarding or temporary repair
Permanent repair	Possible Enforcement Issue – Investigatory excavation required to find problem



Carriageways – Surfacing: Concrete Carriageway – Miscellaneous Surface Defects - CWM

Definition:

Miscellaneous defects in the surface of a concrete carriageway, such as spalling, popouts or potholes.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Cement Based Material



Carriageways – Surfacing: Concrete Carriageway - Missing Joint Seals - CWJS

Definition:

Where the joint seal between two elements of a concrete carriageway has significantly deteriorated.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Low	Greater than 50% of the Joint Seal Missing

Risk Matrix:

		Network Hierarchy															
		Carriageway								Footway							
		2	3	4	5	6	7	8	9	1	2	3	4				
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Replace Joint Seal



Carriageways – Surfacing: Concrete Carriageway - Vertical Projection - CWST

Definition:

Vertical projection caused by a step-in level between adjoining elements of a concrete carriageway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Carriageway



Carriageways – Surfacing: Localised Edge Deterioration - CWE

Definition:

Localised breaking away or erosion at the edge of an unrestrained road surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 100mm Deep AND Greater than 300mm Long AND Protruding into Carriageway more than 250mm
Medium	Greater than 100mm Deep AND Protruding into Carriageway more than 250mm
Low	Greater than 100mm Deep AND Protruding into Carriageway more than 150mm

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Loss of Material around Ironwork - CWI

Definition:

Loss of carriageway surface material adjoining ironwork, such as inspection chamber covers or gully gratings, leaving a pothole like defect.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Modular Paving Unit - Loose / Rocking - CWPR

Definition:

Where a modular paving unit, e.g. channel block, flag stone or paviour, is moving or rocking and creating a vertical difference in level with the adjoining carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Relay Paving unit

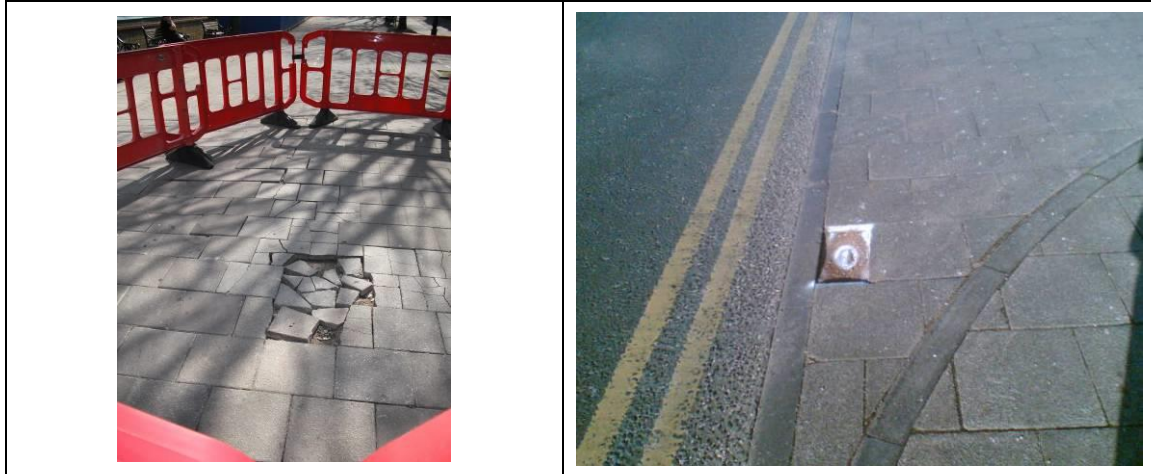


Carriageways – Surfacing: Modular Paving Unit - Missing - CPM

Definition:

A missing modular paving unit, e.g. channel block, flag stone or paviour, anywhere within the carriageway

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Paving Unit or infill with bitchemous material



Carriageways – Surfacing: Modular Paving Unit – Out of Vertical Alignment - CWPR

Definition:

Any modular paving unit, e.g. channel block, flag stone or paviour, creating a vertical difference in level with the adjoining carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Relay Paving Unit



Carriageways – Surfacing: Patch/Trench – Difference in Level with Carriageway - CWDL

Definition:

Where the surface height of a patch or reinstatement creates a vertical difference in level with the adjoining carriageway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Patch/Trench – Loss or Material – CL/CWL

Definition:

Loss of surfacing material from a patch or reinstatement creating a pothole like defect within the carriageway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Pothole – CP/CWP

Definition:

Loss of material from the carriageway surface creating a pothole, sharp edged depression or void.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Rapid Change in Carriageway Profile (e.g. Heave or subsidence) -CWRC

Definition:

A rapid change in the surface profile of the carriageway creating a hump or depression with a difference in vertical level greater than 100mm over a length of less than 150mm

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	A Difference in Vertical Level of Greater than 100mm over a Length of 150mm or Less

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Carriageway



Carriageways – Surfacing: Surface Course Fretting – CB/CWB

Definition:

The loss of stone and/or chippings from a bituminous carriageway surface course.

Sample Photographs:



Impact Rating & Dimensional Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater then 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways Bollard: Damaged - BLDG

Definition:

A non-illuminated bollard which is damaged and/or ~~unstable, and~~ unstable and poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Repair / Replace/ Remove if no longer needed Damaged Bollard



Footways –Bollard: Missing - BLMS

Definition:

A non-illuminated bollard which is missing and presents an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Repair / Replace / remove if no longer needed Missing Bollard



Footways – Cover / Grating: Broken, Damaged, Cracked or Corroded - MFD

Definition:

Any cover, grating, frame or box in the footway which is broken, damaged, cracked or has a corroded cover or grating. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Broken, Damaged, Cracked or Corroded.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damages or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	1	1	2a	2b
Low	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Cover/Gully Grating



Footways – Cover / Grating: Difference in Level - MFLV

Definition:

Inspection chamber covers, gully gratings and other ironwork causing a step-in level to the surrounding footway surface. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Difference in Level.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	2	3	4
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Adjust Level of Cover / Grating



Footways – Cover / Grating: Missing - MFSH

Definition:

A missing cover or gully grating anywhere within the footway. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Component

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Cover / Gully Grating



Footways – Cover / Grating: Parallel Gully Grating - GUPG

Definition:

Where a gully grating has been installed with the drainage slots running parallel to the direction of vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Parallel Gully Grating

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Footways – Cover / Grating: Significantly Worn / Smooth Cover- MFSM

Definition:

Worn or smooth covers which pose a potential skidding / slipping hazard to highway users. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Significantly Worn/Smooth Cover.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Footways–Utility Cover: Broken, Damaged, Cracked or Corroded – Sec 81

Definition:

Any cover, grating, frame or box in the footway which is broken, damaged, cracked or has a corroded cover or grating, and where it is clear that the cover is responsibility of a Statutory Undertaker.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damages or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	1	1	2a	2b
Low	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Footways – Utility Cover: Difference in Level – Sec 81

Definition:

Inspection chamber covers, gully gratings and other ironwork, which are clearly the responsibility of a Statutory Undertaker, causing a **step-in-step-in** level to the surrounding footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2a	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Footways – Utility Cover: Missing – Sec 81

Definition:

A missing cover or gully grating anywhere within the footway, which is clearly the responsibility of a Statutory Undertaker.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Component

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice

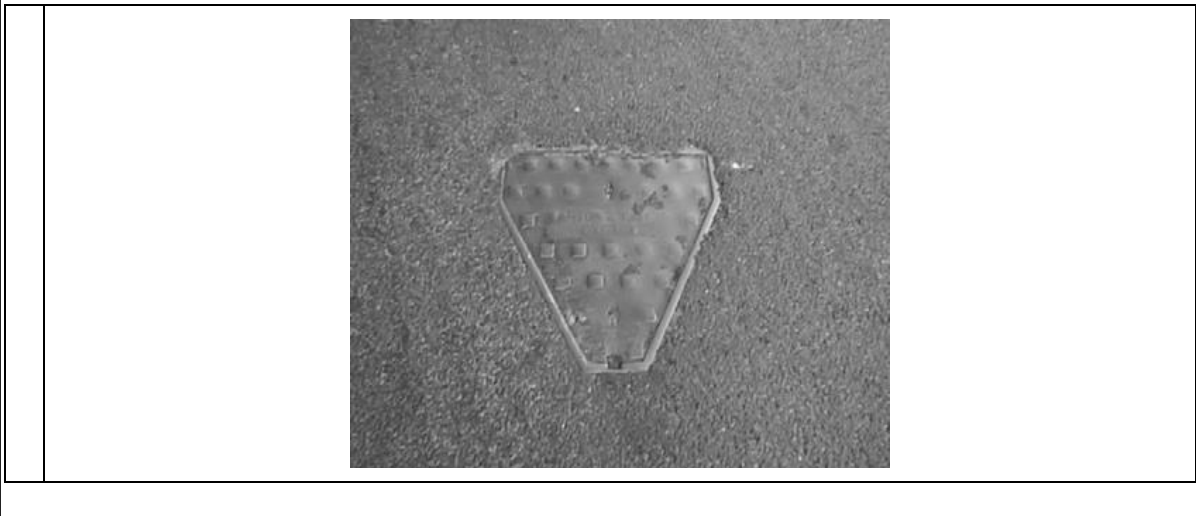


Footways – Utility Cover: Significantly Worn / Smooth Cover – Sec 81

Definition:

Worn or smooth covers which pose a potential skidding / slipping hazard to highway users. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: 'Footways & Cycle-Ways – Utility Cover: Badly Worn/Smooth Cover'.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Inform utility company/raise sec81 notice

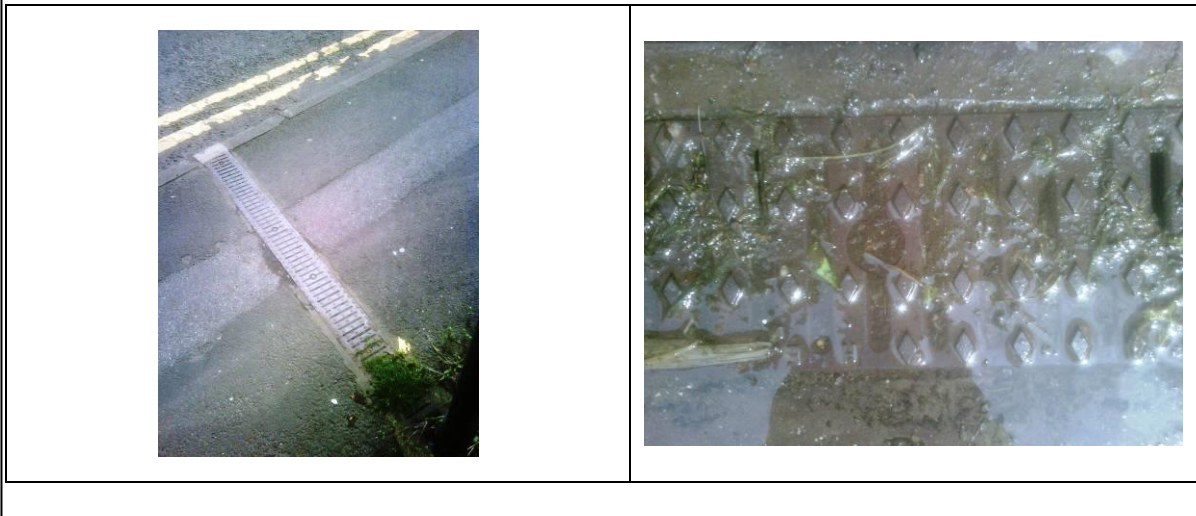


Footways – Gully: Blocked - CHIF

Definition:

A gully that is clearing water from the footway and stopping the footway from flooding that is partially full of detritus and/or other material to a point where the outlet is 75% blocked. The clearing of slot drains/channels across footways that take **predominantly** private water are the property owners responsibility.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Blocked

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Empty Gully



Footways – Hedge / Tree: Overgrown Vegetation – HF0

Definition:

Where any hedge, tree or other vegetation obscures the footway to such an extent that it poses a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Causing Pedestrians to Divert into Carriageway
Medium	Causing Pedestrians to Significantly Divert Their Path

Risk Matrix:

	Network Hierarchy											
	Carriageway						Footway					
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium	2b	2b	2b	...
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or cut back.
Permanent repair	Enforcement Issue – Investigation Required



Footways –Miscellaneous: Damaged Caused by Identifiable Third Party

Definition:

Where the footway has been damaged to an extent that poses a hazard to the highway user and the cause of the damage has been / can be established.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Enforcement Issue – Investigation Required



Footways – Miscellaneous: Dangerous Obstruction - FWOB

Definition:

An obstruction in the footway which poses an immediate hazard to the highway user, e.g. a fallen tree or collapsed embankment.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Enforcement Issue – Investigation Required

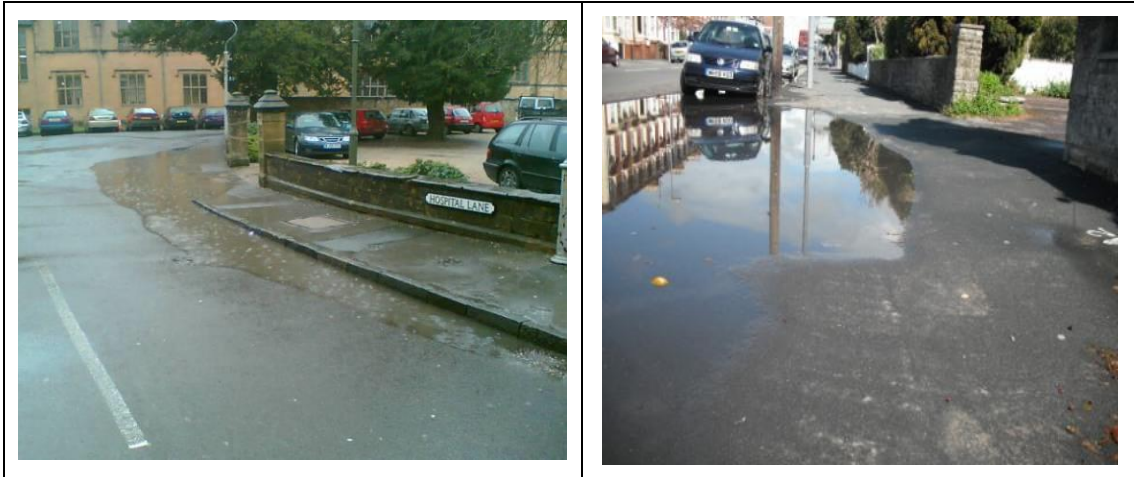


Footways – Miscellaneous: Flooding / Standing Water - FWF

Definition:

Flooding or standing water of such a considerable amount as to cause a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Causing Pedestrians to Divert into Carriageway
Medium	Causing Pedestrians to Significantly Divert their Path

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium	2b	2b	2b	...
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, Erect 'FLOOD' warning signs and relevant signs/guarding.
Permanent repair	Clear Flood if Possible



Footways – Miscellaneous: Offensive Graffiti - FWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon the footway/cycle-way surface or other highway asset.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Footways – Miscellaneous: Private Property in an Unsafe Condition - FWPP

Definition:

Where private property adjoining the highway is in an unsafe condition and poses an immediate hazard to the highway user, e.g. a destabilised private boundary wall in danger of collapsing into the footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that highway is safe using signs/guarding
Permanent repair	Enforcement Issue – Investigation Required



Footways – Miscellaneous: Unguarded Excavation - FWEX

Definition:

An unattended excavation in the footway which is not sufficiently guarded and signed. For detailed guidance on appropriate signing & guarding see the Department for Transport's 'Safety at Street and Road Works' (2002).

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2-hour Response, contact traffic team
Permanent repair	Enforcement Issue – Investigation Required



Footways – Surfacing: Cracking and Open Surface Joints - FWCK

Definition:

A crack or open joint in a bituminous footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Wide AND Greater than 20mm Deep

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways –Surfacing: Modular Paving Unit – Missing - FWMP

Definition:

A missing modular paving unit, e.g. channel block, flag stone or paviour, anywhere within the footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways –Surfacing: Modular Paving Unit – Loose /Rocking - FWMP

Definition:

Where a modular paving unit, e.g. channel block, flag stone or paviour, is moving or rocking and creating a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay paving unit



Footways –Surfacing: Modular Paving Unit – Out of Vertical Alignment- FWMP

Definition:

Any modular paving unit, e.g. channel block, flag stone or paviour, creating a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay paving unit



Footways – Surfacing: Patch/Trench – Difference in Level with Footway - FWP

Definition:

Where the surface height of a patch or reinstatement creates a vertical difference in level with the adjoining footway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Patch/Trench– Loss of Material - FWP

Definition:

Loss of surfacing material from a patch or reinstatement creating a pothole like defect within the footway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Pothole - FWPO

Definition:

Loss of material from the footway surface creating a pothole, sharp edged depression or void.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material

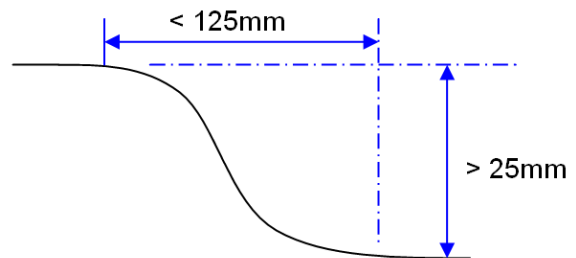


Footways – Surfacing: Rapid Change in Footway Profile - FWRC

Definition:

A rapid change in the surface profile of the footway creating a hump or depression with a difference in vertical level greater than 25mm over a length of less than 125mm.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 25mm Difference in Level AND Less Than 125mm in Length

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Footway



Footways – Surfacing: Surface Course Fretting- FWBT

Definition:

The loss of stone/chippings from a bituminous surface course to leave a sharp edge.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Unfilled Gaps between Paving Units - FWGA

Definition:

Unfilled gaps between flag stones and/or other modular paving units of sufficient width and depth as to pose a hazard to the footway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 75mm Wide AND Greater than 20mm Deep

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Suitable Material



Verges & Landscaped Areas – Inadequate Visibility - VGVS

Definition:

Where overgrown grass and vegetation obscures visibility to such an extent as to pose a possible hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Obscured by Overgrown Vegetation

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	DCC Vegetation – pass to green spaces team Private Vegetation – Enforcement Issue (depending on severity of issue may need to be cut by DCC)



Verges & Landscaped Areas – Injurious Weeds - VGVD

Definition:

Injurious weeds growing within the highway, e.g. Broad-Leafed Docks, Curled Docks, Creeping Thistle, Spear Thistle, Japanese Knotweed and Ragwort.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Low	Broad Leafed Docks, Curled Docks, Creeping Thistle, Spear Thistle, Japanese Knotweed, Ragwort

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High
Medium
Low	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Permanent repair	Pass to green spaces team



Verges & Landscaped Areas – Verge Over-run Adjacent to Carriageway - VGVO

Definition:

Where a verge adjoining a carriageway has been subject to over-running from vehicular traffic and is a condition which may pose a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 100mm Deep AND Greater than 300mm Wide AND Greater than 1.5m in Length

Risk Matrix:

		Network Hierarchy														
		Carriageway								Footway						
		2	3	4	5	6	7	8	9	1	2	3	4			
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Reinstate Verge – Pass to green spaces team



Structures – Damaged Structure - RWDG

Definition:

Where a highway structure such as a bridge, retaining wall or culvert, has been damaged and poses an immediate hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Pass to Structures team



Structures – Offensive Graffiti - RWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon a highway structure.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Kerbs & Channels – Channel Unit: Impeded Water Flow - CHIF

Definition:

Where the free flow of water along a channel is significantly impeded, presenting a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Channel 100% Blocked

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Clear Channel

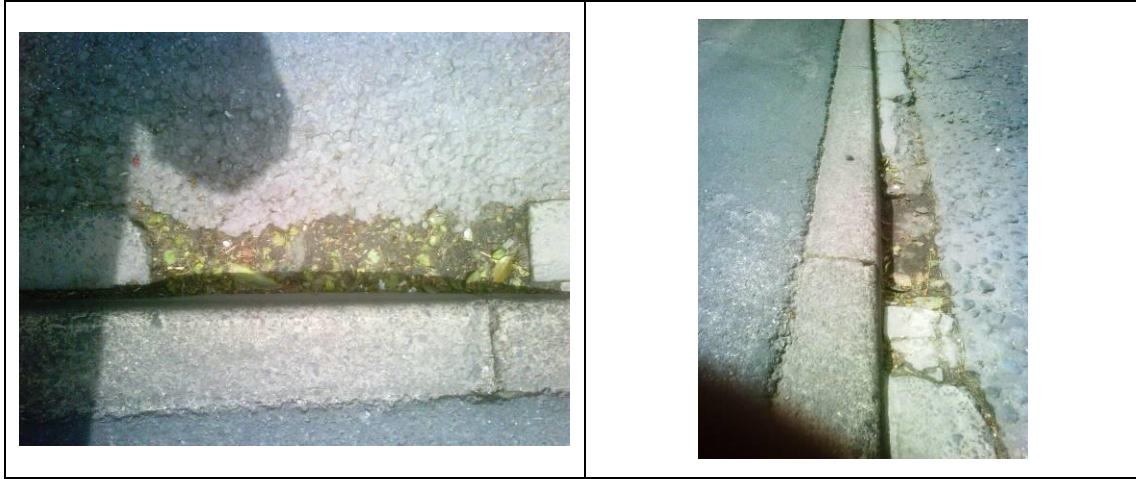


Kerbs & Channels – Channel Unit: Missing - CHMS

Definition:

A completely missing channel unit.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Unit

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Replace Paving Unit



Kerbs & Channels – Channel Unit: Out of Vertical Alignment- CHVP

Definition:

A channel unit which is creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay Paving Unit



Kerbs & Channels – Channel Unit: Rocking - CHLR

Definition:

A channel unit which is moving or rocking and creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay Paving Unit



Kerbs & Channels – Kerb Unit: Adjoining a Verge & Damaged / Missing - KBVG

Definition:

A significantly damaged or missing kerb unit adjoining a verge, grassed area or other unmetalled surface.

Sample Photograph:



Impact Rating &

Impact Rating	Criteria
Medium	Severely Damaged or Missing Components

Risk Matrix:

		Network Hierarchy															
		Carriageway								Footway							
		2	3	4	5	6	7	8	9	1	2	3	4				
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Repair / Replace Damaged Kerb Unit

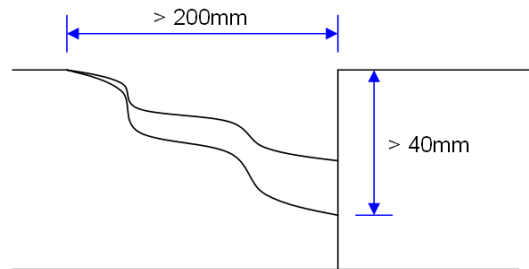


Kerbs & Channels – Kerb Unit: Damaged - KBVP

Definition:

A significantly damaged kerb unit adjoining a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Vertical Projection AND Greater than 200mm Long AND Full width of Kerb Unit

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding h or temporary repair
Permanent repair	Repair / Replace Damaged Kerb Unit



Kerbs & Channels – Kerb Unit: Excessive Joint Gap - KVJG

Definition:

An excessive gap between two adjoining kerb units next to a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 150mm

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Cement Based Material



Kerbs & Channels – Kerb Unit: Missing - KBMS

Definition:

A missing kerb unit adjoining a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Unit Greater than 150mm

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Replace Kerb Unit



Kerbs & Channels – Kerb Unit: Out of Vertical Alignment or Rocking - KBLR

Definition:

A kerb unit adjoining a metalled footway which is creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

Impact Rating		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Adjust Level of Kerb Unit



Kerbs & Channels – Kerb Unit: Vertical Projection at a Defined Crossing Point - KBXP

Definition:

A kerb unit at a defined crossing point causing a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Adjust Level of Kerb Unit



Street Furniture – Bus Shelter: Broken Glass - BSGL

Definition:

Where a bus shelter has been vandalised and there is widespread smashed glass in either the footway or carriageway.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing a Possible Hazard

Risk Matrix:

	Network Hierarchy											
	Carriageway						Footway					
	2	3	4	5	6	7	8	9	1	2	3	4
High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Medium
Low

Recommended Action:

Action	Treatment
Permanent repair	Clear Area of Broken Glass and inform travel team of damage.



Street Furniture – Bus Shelter: Damaged - BSDG

Definition:

Where a bus stop or shelter has been vandalised and poses an immediate hazard to highway users e.g. is unstable and may collapse into the carriageway.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Medium
Low

Recommended Action:

Action	Treatment
Permanent repair	Make safe by removing shelter or using signs/guarding and inform travel team of damage.



Street Furniture – Fence / Guardrail: Damaged - PGD

Definition:

Where a pedestrian guardrail is damaged to such an extent that it poses a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard
Medium	Posing a Possible Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	2a	2a	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Repair / Replace or remove if no longer needed



Street Furniture – Hazard Marker Post: Missing / Damaged - HZDM

Definition:

Where a hazard marker post is either missing or damaged to such an extent that the red reflector is no longer visible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Post is Delineating a Clear Hazard AND Red Reflector Damaged/Missing

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Replace/repair Hazard Marker Post



Street Furniture – Safety Barriers: Accident Damage - SFAC

Definition:

Where a safety barrier has been subject to vehicular impact and is damaged and/or misaligned.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Damaged/Misaligned

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform structures team and relevant agent (Dave Stone- 07771746330) - Initiate Specialist Inspection



Street Furniture – Safety Barriers: Missing Component-SFMS

Definition:

Where a safety barrier has been subject to vehicular impact / accident damage and has missing components such as vertical posts or tension bolts.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Damaged/Misaligned

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform structures team and relevant agent (Dave Stone- 07771746330) - Initiate Specialist Inspection



Street Lighting & Illuminated Traffic Signs – Condition of Post - LPCO

Definition:

Where a street lighting column is significantly damaged or corroded and in danger of collapse.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% Of Base Corroded

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection

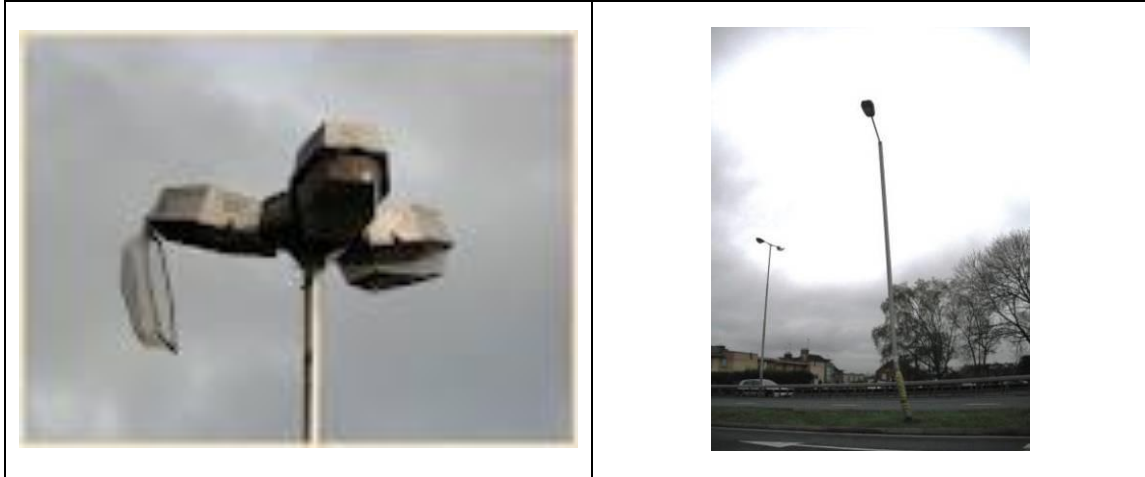


Street Lighting & Illuminated Traffic Signs – Damaged Street Light - LPDG

Definition:

A damaged street light posing a possible hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Posing a Possible Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection



Street Lighting & Illuminated Traffic Signs – Missing Covers/ Exposed Wiring - LPXW

Definition:

A street lighting column or illuminated traffic sign with a missing cover and/or exposed wiring.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Exposed Wiring/Risk of Electrocutation

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout - < 2 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection



Hedges & Trees – Dead / Dying Branch or Tree - TRDB

Definition:

A dead or dying tree branch or tree overhanging/adjoining the highway and posing an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if possible.
Permanent repair	Arrange for removal of tree/branch utilising Arb or Highways team depending on severity of issue.



Traffic Control & Signal Installations – Damaged or Defective Traffic Signal - TSDG

Definition:

A traffic signal which is damaged and/or defective to such an extent that it poses an immediate hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if required.
Permanent repair	Inform Systems team- Initiate Specialist Inspection



Traffic Control & Signal Installations – Missing Traffic Signal - TSMS

Definition:

A completely missing traffic signal.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if possible.
Permanent repair	Inform systems team – Initiate Specialist Inspection



Traffic Control & Signal Installations – Obscured or Misaligned Traffic Signal - TSAO

Definition:

Any traffic signal where the lamps are obscured and/or misaligned, posing an immediate hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	If obscured by vegetation – arrange for vegetation to be cut back. Misaligned or other issue please contact systems team.



Road Signs – Damaged Road Sign - SND

Definition:

A road sign which is damaged and poses a hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Sign on the footway
Medium	Sign adjacent to the carriageway no footway

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	2a	2a	2a	2a	2a	2a	2a	2a
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, remove immediate hazard
Permanent repair	Repair / Replace Damaged Traffic Sign if required as soon as reasonably practical



Road Signs – Missing Road Sign - SNM

Definition:

A completely missing road sign.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Regulatory Sign
Medium	Non – Regulatory Triangular ‘Warning’ Sign

Risk Matrix

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Replace Missing Traffic Sign



Road Signs – Offensive Graffiti - SNGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon a road sign.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Road Signs – Sign Face: Worn / Obscured / Dirty / Misaligned - SOB

Definition:

Where a road sign is either worn, obscured, dirty or misaligned to the extent that it is illegible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Regulatory Sign
Medium	Non – Regulatory Triangular ‘Warning’ Sign

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Clean / Clear / Re-Align Traffic Sign



Dorset County Council

Environment and the Economy

Dorset Highways Winter Service Policy and Operational Plan 2018/19



Working together for a strong and successful Dorset

1



Part 1 - Winter Service Policy

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1. Introduction

Winter Service – Statutory Duty

The legal position relating to the Highway Authority's responsibility in respect of the winter service is set out in an amendment to Section 41(1) Highways Act 1980 (c.66) (duty of highway authority to maintain the highway).

(1A) in particular details that a highway authority is under a duty to ensure, so far as is reasonably practicable, the safe passage along a highway is not endangered by ice or snow.

The County Council recognises that the winter service is essential in aiding the safe movement of highway users, maintaining communications, reducing delays and enabling everyday life to continue. It is very important to both road safety and the local economy. The winter service that the County Council provides is believed to be sufficient, so far as is reasonably practical, to discharge the duty imposed by the legislation. However, it is important to recognise that the County Council has to prioritise its response to deal with winter weather due to logistics and available resources.

The County Council provides the winter service through Dorset Highways.

1.1 Winter Service Standards

In order to respond as quickly and efficiently as possible to its responsibilities Dorset Highways has adopted policies and standards for each of the winter service activities and these are detailed within this document. The operational details for the winter service activities in Dorset are detailed in Part 2 of this document and complement this Policy Statement.

Dorset Highways provides a winter service which, as far as reasonably practicable will:

- Minimise the risk of loss of life and injury to highway users, including pedestrians and preventing damage to vehicles and other property.
- Keep the highway free from obstruction and thereby avoiding unnecessary delay to passage.
- The winter maintenance period runs from 1st October to 30th April.

1.2 County Maintained Highways

Dorset Highways delivers the winter service on Dorset County Council maintained highways.

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1.3 Trunk Roads

The Department for Transport (DfT) is the highway authority for trunk roads in Dorset and Highways England acts for the DfT in this respect. Responsibility for the operational maintenance of the trunk roads lies with Highway England. Dorset Highways has no responsibility for the winter service activities on these roads. Close liaison exists between Dorset Highways and Highways England during the winter service operational period.

2. Winter Service Objectives

Dorset County Councils winter service policy follows the recommendations issued by the UKRLG (UK Road Liaison Group) and takes into account the recommendations contained in “Well Managed Highways Infrastructure” and “Well Maintained Highways – Appendix H”. These documents are reviewed annually and any recommendations are included within our policy. Consistency with the policies of neighbouring authorities is considered and applied when reasonably practicable.

2.1 Salting

Objectives:

- To prevent the formation of ice on carriageways (precautionary salting).
- To facilitate the removal of ice and snow from carriageways (post salting).

Roads to be included within **Precautionary Salting Routes** [Link to online winter service pages](#) (Appendix 3):

- All of the following network classes
 - 2 Strategic
 - 3 Main distributors
 - 4 Secondary distributors
 - (All A, B and well-used C class roads)
- Links to hospitals, large industrial estates, transport interchanges, emergency service (including manned Coastguard and RNLI) stations and identified critical infrastructure.
- Routes to all urban schools with more than 500 pupils and rural schools with more than 350 pupils.



- Primary bus routes with a substantial frequency, School bus routes are not included.
- Main routes, that don't meet criteria 1 above, through towns and villages with populations of more than 750.

Our policy is not to treat any of the footway network unless in extreme conditions and then only when resources are available.

Consideration will be given to salting diversion routes where interruptions to the precautionary network have occurred.

The aim of this criteria is to treat the roads used by the majority of the travelling public this amounts to 1200km - about 25% of the overall road network.

Roads to be included within **Community Links Network**: [Link to online winter service pages](#) (see also Appendix 4)

These routes form a secondary network which serves the smaller villages and hamlets as defined by the Network Operations Service Manager. These routes will be treated during prolonged periods where temperature remain at or below freezing and pre-treated following a snow forecast and post snowfall will be ploughed and salted as resources allow.

Footways

It would be impractical and financially draining to carry out precautionary salting of footways, pedestrian precincts or cycleways and therefore no provision has been made. However, there will be a certain amount of salt overspill onto footways and cycleways when precautionary salting is being carried out on adjacent carriageways. Post salting of footways and cycleways will be carried out on a priority basis during severe weather as resources permit.



2.2 Snow Clearance

Objectives:

- To prevent injury or damage caused by snow.
- To remove obstructions caused by the accumulation of snow (section 150 Highways Act 1980).
- To reduce delays and inconvenience caused by snow.

Snow clearance on carriageways will be carried out on a priority basis.

Snow clearance of some minor routes will be carried out by local farmers and contractors under agreement with the County Council. Snow clearance on other minor routes will be carried out as resources permit and some routes and cul-de-sacs will be left to thaw naturally.

Snow clearance on footways and cycleways will only be carried out by Dorset Highways if resources are available. Some towns and parishes will carry out clearing of priority footways when and as their resources become available.

3. Winter Service General

Winter Service Operations

The winter service in Dorset is operated by Dorset Highways.

3.1 Winter Service Season

The winter weather across Dorset tends to be marginal. The winter service period runs from runs from 1st October to 30th April.

3.2 Salt and Alternatives to Salt

Currently 6mm dry rock salt is used across the County for precautionary and post event salting.

Where heavy snowfall has occurred grit sand will be added to the salt or laid on its own to aid traffic movement.

A number of alternative materials to salt are now available which can be used for the precautionary and post event treatment of ice and snow. The costs of these are very high and there are associated environmental issues associated with them. Therefore, 6mm dry rock salt will continue to be used across Dorset for the precautionary and post event treatment of ice and snow.



The moisture content of salt plays a major part in the spread rate decision making process. For optimum performance rock salt should have moisture content of between 2 – 3.5%. Moisture contents more than 1% outside of this range **have** to be reported to the duty engineer.

The moisture content of the salt at each of the storage points will be tested as follows –

- On delivery
- Before calibration of spreaders
- Covered depots – once per month through the winter season
- Ad-hoc testing may follow any specific issues relating to spread rates.

3.3 Calibration of spreaders

- Spreaders to be calibrated before the start of each season, mid-season (One vehicle from each depot to be checked and calibrated at 25 run intervals) and following incidents or conditions that may require recalibration.
- Should appropriate calibration setting not be met then Duty Engineer must be contacted so route specific spread rate(s) can be adjusted.
- Calibration procedures to be in accordance with recommendations in Well Maintained Highways – Appendix H amended September 2013

3.4 Preparations for Winter Period

Before 1 November each year the following operations must be completed:

- Ensure salt stocks have been replenished (**Part 1, Section 5**).
- Salt bins filled (**Part 1, Section 5**).
- Bulk supplies and dumpy bags delivered to boroughs, towns and parishes (**Part 3**).
- Service level agreements are in place with snow ploughing contractors.
- Contacts Directory is revised (**Part 4**).
- Training days are arranged pre winter season for all staff involved in delivering the winter service.
- All gritters are serviced and calibrated.
- All operatives are trained, competent and are working towards or have achieved accreditation. .
- Moisture content of salt tested and recorded
- Liaise with neighbouring authorities to identify best practise.



4. Weather Forecast Information

Weather Information Systems

An effective and efficient winter service is only possible with reliable and accurate information about weather conditions. Without this information it is not possible to make effective and appropriate decisions on the winter service operations. Dorset Highways utilises the best weather information available from its weather forecast provider, currently MeteoGroup, to ensure that decisions are based on the most accurate data available.

4.1 Weather Reports

During the winter service period Dorset Highways receives detailed weather forecasts and reports specifically dedicated to the roads and the 5 weather domains within Dorset. This data is based upon national weather forecasts and the data collected from 12 roadside weather stations positioned across the County.

4.2 Winter Duty Engineers

Experienced members of staff from Dorset Highways will act as Duty Engineers throughout the operational winter service period on a rota basis. The Duty Engineer is responsible for:

- Receiving forecast information from the forecast provider.
- Monitoring current weather conditions.
- Issuing salting instructions for the precautionary network based on the 5 domain forecasts.
- Posting the forecast decision on the Icelert Bureau.
- Assisting and advising during snow events and severe weather events.
- Convening the “Extreme Weather Event Board”
- Establishing liaison/contact with Dorset Police Control Room
- Participating in any teleconferences convened

5. Salting

Planning of Precautionary Salting Routes

The precautionary salting network is developed from those lengths of highway that qualify for treatment whenever ice, frost or snowfall is forecast. Each precautionary route will have a vehicle assigned which is capable of having a

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snow plough fitted when required. Following a forecast of snow the community link network will receive a precautionary treatment of salt.

5.1 Precautionary Salting -

Precautionary salting will take place on the scheduled network on a pre-planned basis to help prevent the formation of ice, frost and / or the accumulation of snow on carriageway surfaces.

5.2 Post Salting

Post salting will normally take place on the scheduled precautionary salting network to treat ice, frost and snow that has already formed on carriageways. Post salting may in exceptional circumstances also be carried out on roads or sections of roads beyond the scheduled precautionary salting routes.

5.3 Spot Salting

Spot salting may take place on parts or sections of the scheduled salting routes either to help prevent formation of ice, frost and / or accumulations of snow or as a treatment to ice, frost and the accumulation of snow that has already formed on the carriageway. Spot salting may in exceptional circumstances also be required on roads beyond the precautionary salting network.

5.4 Instructions for Salting the Precautionary Network

Instructions for precautionary salting of the network will be issued if road surface temperatures are expected to fall below 1°C unless:

- Road surfaces are expected to be dry and frost is not expected to form on the road surface.
- Residual salt on the road surface is expected to provide adequate protection against ice or frost forming.

Instructions for salting of the precautionary network will also be issued if snowfall is expected.

The Duty Engineer will issue the instructions for precautionary salting of the network for each of the 5 weather domains. These decisions will be posted on the Icelert Bureau.

The Duty Engineer may issue instructions for post and spot salting and post those decisions on the Icelert Bureau.



5.5 Instructions to Salt the Community Routes

The Duty Engineer will issue instructions to pre-salt the Community Routes if snow is forecast or if temperatures are expected to fall below freezing for a prolonged period. These decisions will also be posted on the Icelert Bureau.

5.6 Salt Stocks

Depot	Capacity	Min Stock
Blandford	1300	850
Ferndown	2950	900
Wareham	1800	920
Charminster	4000	2200
Gibbs Marsh	3350	930
	13400	5800

Salt stocks will be replenished before 1 November each year. Minimum stock levels are maintained for the core winter service period.

Dorset Highways will arrange for the Stock Control Spreadsheet, held within the winter service and emergency folder on the highways computer server. This is updated following each treatment of the network. Dependent on usage salt stock levels will be replenished as required to ensure minimum stocks are held. This will be subject to the control of the Governments 'Salt Cell'.

5.7 Route Treatment Times

The Precautionary Salted Network will be fully treated within 2.5 hours (20g per m² spread rate or less) of instructed commencement time.

5.8 Emergency Treatment Times

When an urgent instruction to treat the precautionary network is issued by the Duty Engineer then the treatment of the network will commence within 1.5 hours.

5.9 Level Crossings

Salting will not take place across level crossings as this can affect the track side communications.



6. Severe Weather Conditions

Persistent Ice on Minor Roads

During longer periods of cold weather the Duty Engineer may instruct salting to deal with persistent ice on minor roads which are not included within the precautionary or community networks and invoke arrangements with borough, district, town and parish councils to take action in their area.

6.1 Ice and Snow Emergencies

During the winter months as the likelihood of an extreme weather event increases, it is essential that a clear management process is in place to ensure that the necessary resources are effectively deployed and all internal and external stakeholders are involved and informed as necessary.

Dorset Highways have established the following processes and procedures to ensure this is achieved.

6.2 Notification of an Extreme Weather Event

The MeteoGroup will inform Dorset Highways well in advance of any severe event and on receipt of this information, a meeting of the "Extreme Weather Event Board" will be convened.

The Board will consist of:

Service Director Environment, Economy & Infrastructure (Chair)
Network Operations Service Manager
Community Liaison Manager
Contracts Manager
Emergency Planning Representative
Network Traffic Manager
Duty Engineer
Communications Officer
Duty Gold Officer
Duty Silver Officer
Adult Services Representative
Children Services Representative
Dorset Direct Representative

At this meeting all operational arrangements and procedures will be agreed and implemented, See Winter Service Operations section 3, and the necessary press releases issued.



7. Snow Clearance

Instructions for Snow Clearance

Snow clearance will initially take place on the precautionary salting network when snowfall is light.

During heavy and prolonged snowfall instructions may be issued to clear and treat the Priority Snow Ploughing Network as detailed below and in the Operational Plan. Once this network is clear resources will be directed to clear the rest of the precautionary salting network.

7.1 Priority Ploughing Network – [Link to online winter service pages](#) (see also Appendix 5)

A37 (*)	A31, Monkeys Jump to Somerset Boundary (*)
A30	Shaftesbury to Yeovil, Somerset Boundary
A35	Bere Regis to Holes Bay Roundabout
A35	Iford Bridge to Hampshire Boundary
A354	Portland, Easton Square to A35, Tesco Roundabout
A354	Junction A35 to Blandford
A354/A350	Blandford Bypass
A354 (**)	Blandford to Wiltshire Boundary (**)
A350	A35 Bakers Arms to A31 Roundabout
A350	A31 Roundabout to A354 Blandford
A350	Blandford to Shaftesbury to Wiltshire Boundary
A338	A31 Ashley Heath to Blackwater Junction
B3073	A35 to Blackwater Junction
B3073	Blackwater Junction to A31 Canford Bottom Roundabout
A348	A31 Tricketts Cross to Bear Cross Roundabout
A352/A351	Dorchester to Wareham to A35 Bakers Arms Roundabout
A353	A352 Warmwell r/bout to Weymouth
A3066	Bridport to Somerset Boundary, Misterton
A356	Junction A37 to Somerset Boundary, Misterton
A352	A37 Charminster to A30 Sherborne
A3030	A352 Sherborne – A357 Lydlinch
A351	Swanage to Wareham
A357	Blandford to Henstridge
B3081	Shaftesbury to Gillingham to A303
(*) & (**)	Extra resources may be required to clear these roads.



As and when resources become available instructions will be issued to plough and treat the Community Routes.

Snow ploughing will not take place on carriageways where there are physical restrictions due to traffic calming measures unless it has been deemed safe to do so following a formal risk assessment and a safe method of operation documented.

7.2 Snow Clearing of Footways

The clearance of footways will take place as and when resources become available, some of the towns, parishes and boroughs have arrangements in place to clear shopping areas and other well used public accesses.

7.3 Farmers and Contractors Snow Ploughs

Some parish and town councils have their own arrangements in place to plough and treat the network within their boundaries. The County Council has a database of farmers who will assist in clearing certain roads on the remainder of the network that compliment both the precautionary and community link networks.

Dorset County Council will engage farmers / contractors directly to clear specific routes such as the precautionary salting network, priority ploughing network, community routes and other roads designated by the Duty Engineer as conditions dictate.

8. Roadside Salt Bins

Provision of Roadside Salt Bins

The County Council does not provide salt bins and it is the Borough, Town or Parish Councils choice, should they require a salt bin(s) within their community, to purchase and place the bins following consultation with the County Council. Roadside grit bins can be sited at potentially hazardous locations for use by the public to treat ice and snow over small areas of carriageway.

The County Council has classified all salt bins on its network as either a 'strategic' or 'community' bin.



At the start of each winter, **all** salt bins will be filled with 50/50 salt/grit mix the cost of which will be borne by the County Council.

Following this initial fill, only those bins classified as 'strategic' will be refilled during the winter by the County Council, free of charge.

In the event of severe weather, further refills will be carried out as time and resources permit. Community bins are the responsibility of the Borough, Town or Parish councils to refill. If Councils require Dorset County Council to fill these bins, as agreed by Dorset County Council members, this will be subject to a charge. Borough, Town or Parish Councils can purchase 1 tonne dumpy bags, of a 50/50 salt/grit mix from the County Council and as with Community bins, a charge will be made for this service. Salt bins will not be located on any of the precautionary salting network.

Specific grit bin policy and assessment sheet for the categorising of salt bins is available from the County Council on request.

9. Budgets

Winter Service Budget

The budget allocated to the winter service is reviewed annually and is managed by Dorset Highways.

9.1 Severe Ice and Snow Events

There is no specific budget allocation within Dorset Highways to respond to severe ice and snow events. The cost of dealing with the events will be met by virement from other planned programmes of work on the highway or from special contingency funds for emergencies.

10. Public & Media Communications

Neighbouring Authorities and other Agencies

The Dorset Highways Weather Forecast containing the winter service action for Dorset will be transmitted daily to neighbouring highway authorities and other agencies so that activities can be co-ordinated regionally.



10.1 The Media

Communication with communities, businesses and emergency services during winter is essential to delivering an effective service. Local media organisations will be informed when instructions for salting the precautionary network are issued. The Dorset County Council website, Dorset4you.com/winter, will be updated regularly. Dorset Highways also uses social media to communicate decisions and actions taken.

10.2 Pre-season Publicity

It is important that the public are aware of and understand the Dorset Highways approach to the winter service. This will be done via a pre-season press release with information posted on the Dorset4you.com/winter.



Part 2 - Winter Service Operations

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1. Introduction

The operations of the County Council's winter service are managed by Dorset Highways operating a fleet of 28 gritters and ploughs across 5 depots within the County. Some 13,500 tonnes of de-icing salt is stored in these depots.

The winter period runs from 1 October to 30 April and Dorset Highways run a 24 hour 7 day on call rota from 1 November to 31 March each year.



A weather forecasting service is provided by MeteoGroup. During the months of October and April only Road Danger Warnings are issued. Between 1 November and 31 March a full weather forecasting service is provided which includes:

- Morning, lunchtime and evening updates.
- County and Domain forecasts (covering 5 weather domains).
- Site specific forecast graphs.
- 2-5 day forecasts.
- Satellite images and radar precipitation data.
- 24/7 consultation with forecasters.

In addition to the forecast data the County Council has 12 roadside weather stations across the County which enables the collection of local weather data to assist the forecast provider in compiling the domain forecasts. These are located:

- A30 Sherborne
- C12 Black Hill Cross
- B3143 Buckland Newton
- A354 Blandford By pass
- A30 Shaftesbury
- A356 Tollerdown
- B3165 Birdsmoorgate
- A354 Weymouth Relief Road
- B3153 Wyke Road Weymouth
- A354 Sixpenny Handley
- A35 Organford
- A338 Queen's Park, Bournemouth

Dorset has 5 weather domains and independent forecasts are provided for each of these domains and action decisions are based on these forecasts. The weather domains are:

- Weymouth (coastal)
- Tollerdown
- Sherborne
- Wimborne
- Wessex (covering the conurbation of Poole, Bournemouth and Christchurch)

The Duty Engineer is responsible for:



- Taking the action decision and for entering the details into the Icelert system.
- Entering the action onto the telephone announcement system.
- Informing Dorset Highway Duty Supervisors of the action to be taken.
- Responding to updated weather forecasts and arranging actions.
- Recording of daily decision making process in the MeteoGroup Roadmaster website.

2. Actions Following Forecast

Ice and Frost

Following receipt of the forecast the Duty Engineer will assess the risk across the network, referring to the decision matrix and instruct any action on a domain basis. Other factors to be taken into account are residual salt level and the local effects of known frost hollows, bridge decks etc. on the road surface.

Precautionary salting for ice and frost will be instructed on a domain basis and be carried out at a rate detailed in **Part 2 Section 4**.

The timing of precautionary salting is dependent upon the prevailing weather conditions and should be arranged to ensure the network is treated prior to the formation of ice and frost.

Snow – extreme weather event

Deploying the Necessary Management and Operational Resources

(i) County Emergency Centre

Should the Extreme Weather Event Board decide to open the County Emergency Centre this will be manned as follows -

ITS. Engineer
Highways Operations representative
Duty Engineer
Communication Officer (between 6am and 6pm)
Appropriate number of Support Staff

(ii) Dorset Direct Call Centre

During normal working hours an experienced highway officer will establish a link with Dorset Direct to offer the necessary specialist operational advice and guidance.

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(iii) Operational Depots

Operational management will be located within three “control depots “under the direction of a Duty Site Agent.

These depots will be Gibbs Marsh, Charminster and Ferndown and each will be staffed over 12 hour shifts by a Duty Site Agent and a highway support officer.

In addition, a team of “spotters” will be deployed from within the Highway Community Officer Teams to patrol the network and provide condition reports directly to the Duty Site Agent within the control depot.

(iv) Drivers and Associated Operatives

Prior to any extreme weather event, the Network Operations Service Manager will convene a meeting with his operational managers to compile the necessary staffing rotas to ensure a 24 hour resource plan is in place.

These rotas should be published 24 hours before any event to ensure those involved have sufficient notice and any personal arrangements can be successfully finalised.

2.1 Clearance of Snow – Precautionary Network:

Ploughing is the most effective method of dealing with snow and ploughing should aim to clear the snow from the road surface,---- ‘back to black’---.prior to snowfall a 40g/m² pre-treatment will take place across the entire precautionary and community link network. This approach to snow clearance will provide a de-bonding coat of salt which should assist future ploughing operations.

Ploughing should commence as soon as practical on the network where conditions allow. Each pass should be supplemented by salt or salt / grit mix with a spread rate as shown in **Part 2 Section 4**.

In urban areas, where ploughing is impractical, repeated applications of salt / grit mix can be used to remove heavy accumulations of snow. This practice should not be used where ploughing is possible.

During repeat actions the salt may be supplemented by grit – see **Part 2 Section 4**.

During prolonged snowfall it may be necessary to plough continuously to prevent build up and compaction of the snow by traffic. However, once the depth of snow exceeds 100 – 120mm, or on steep gradients, it may be necessary to plough without salting to aid traction.



2.2 Clearance of snow – Community Link Network:

Following a forecast of settling snow the community link network will be pre-salted at 20-40g/m² dry salt.

After snow, the network will be ploughed and salted as soon as resources become available, either by Dorset Highways or by nominated contractors. Repeated ploughing and salting will take place when resources are available.

2.3 Clearance of Snow Following Heavy and Prolonged Fall

Priority Ploughing Routes:

During very heavy, prolonged and county wide snowfall it is not normally possible to keep all of the precautionary salting routes free from accumulations of snow. It is therefore necessary to focus resources on key routes. The need to run two vehicles on these routes, one to plough the other salting/gritting, reduces our capacity to treat the entire network. The aim should be to keep these priority routes clear and once achieved to move onto clearing the rest of the precautionary network.

Extra resources, such as ploughing contractors, should be deployed at the earliest opportunity to assist in clearing these routes.

This operation accepts that, at times, some of the precautionary network will become impassable but by concentrating on principal routes some traffic movement can be maintained.

Other Routes

Other routes will be ploughed and treated as directed by the Duty Engineer.

3. Control and Information during Severe Conditions

When heavy snowfall is expected to affect the County the Extreme Weather Event Board will establish a Control Centre in the Traffic Control Centre at County Hall.

The Control Centre Team will liaise with the Operational Teams, Network Traffic Manager, Emergency Services, Dorset Direct, Communications Team and Chief Executive.



The Control Centre Team will be responsible for:

- Maintaining a diary record of the event.
- Entering road closures / reopening information on Travel Dorset.
- Issuing condition reports to media via Communications Team.
- Issue direction regarding snow clearance priorities.
- Liaise with adjacent Authorities to co-ordinate cross boundary clearance.
- Liaise with Dorset County Council Emergency Planning regarding stranded drivers, local emergencies, requests from emergency services.

In the case of widespread disruption the Dorset Highways 'Emergency Planning Liaison Officers' will act in a co-ordinating role with Dorset County Council Emergency Planning.

4. Winter Service Decision Procedure

The decision making process used by Dorset County Council follows the recommendations issued by the UKRLG (UK Road Liaison Group) and supersedes the recommendations contained in 'Well Maintained Highways – Appendix H, Section H7 amended September 2013.

4.1 Road Surface Wetness

For the purpose of allocating treatments a distinction is made between dry, damp and wet road surfaces. The following definitions should be used when making the treatment decision.

Table 1 - Road Surface Wetness

Dry Road	A road that shows no signs of water or dampness at the surface but maybe just detectably darker (however it may have moisture contained in pores below the surface that is not "pumped" to the surface by traffic).
Damp Road	A road that is clearly dark but traffic does not generate any spray. This would be typical of a well drained road when there has been no rainfall after 6 hours before the treatment time.
Wet Road	A road on which traffic produces spray but not small water droplets. This would be typical of a well drained road when there has been rainfall up to 3 hours before the treatment time.

4.2 Precautionary Treatment Decision Matrix



A decision matrix for precautionary treatments based on road surface conditions and predicted weather conditions is given in the tables below.

Table 3 - Precautionary Treatment Decision Matrix

Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet/ Damp	Wet Patches	Dry
May fall below 1 °C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
Expected to fall below 1 °C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog			
	<u>Expected</u> hoar frost. <u>Expected</u> fog		Salt before frost (see note b)	
	<u>Expected</u> rain BEFORE freezing		Salt after rain stops (see note c)	
	<u>Expected</u> rain DURING freezing		Salt before frost, as required during rain and after rain stops (see note d)	
	<u>Possible</u> rain <u>Possible</u> hoar frost <u>Possible</u> fog	Salt before frost		Monitor weather conditions
Expected snow (see section 4.5)		Salt before snow fall		
<p>The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture.</p> <p>All decisions should be evidence based, recorded and require continuous monitoring and review.</p>				

Notes:

- (a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rain, washing off salt previously deposited. Such locations should be closely monitored and may require treating at other occasions.



- (b) When a weather warning contains reference to expected hoar frost, considerable deposits of frost are likely to occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoar frost is forming. Such action is usually not practicable, and salt may have to be deposited on a dry road prior to and as close as possible to the expected formation of frost. Hoar frost may be forecast at other times in which case the timing of the salting operation should be adjusted accordingly.
- (c) If, under these conditions, rain has not ceased by early morning the action should be initiated as rain ceases.
- (d) Under these circumstances rain will freeze on contact with the running surfaces and full precautionary treatment should be provided, even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.
- (e) Weather warnings are often qualified by altitudes in which case differing action may be required for each domain or from each depot.
- (f) Where there is a hint of moisture being present a pessimistic view of the forecast should be taken when considering treatment to negatively textured surfaces.

4.3 Traffic Levels

For the purpose of allocating treatments two levels of traffic flow are defined – heavy and low/medium.

Table 2 – Traffic Level

Level	Vehicle/hour/carriageway
Heavy	250 or more
Low/Medium	Less than 250

Where actual traffic levels are not known use heavy for salting actions that commence before 18.30 or after 07.30 and low/medium at all other times.



4.4 Determining salt coverage

For the purposes of the decision making Dorset's gritting fleet is regarded as having 'Good' coverage. When using the tables below to decide on spread rates the exception to this is where salt is taken from uncovered stockpiles then 'Poor' coverage should be selected when deciding on spread rates for those routes affected

In conditions where wind speed is expected to exceed 20mph the following advice should be adhered to. The coverage should be reduced from 'Good' to 'Fair' or 'Fair' to 'Poor' when the wind speed is greater than 20mph and the spreader is not operated with wind compensation. In winds greater than 30mph, additional treatments may be necessary which may include continuous spreading. It is recommended that an assessment is made based on the spreader characteristics (e.g. susceptibility to poor distribution in winds or wind compensation providing ability to be set for effective asymmetrical spreading in windy conditions for the road layout and topography), road surface wetness (e.g. if the road is drying in the wind and further precipitation is not forecast, or the road is wet and the salt is less likely to be blown off the road) or the road surface is highly exposed to the wind. This assessment should firstly consider whether de-icer spreading is practical in the conditions and then consider whether an increased spread rate or continuous spreading is the appropriate decision when all circumstances are taken into account

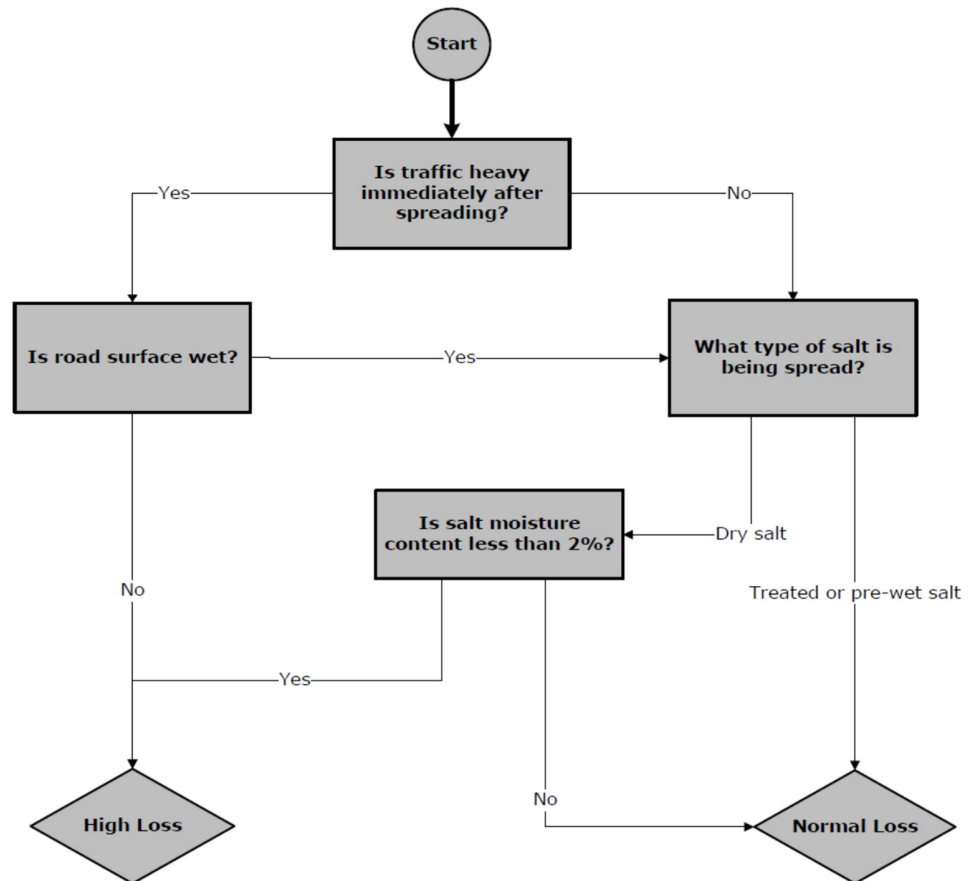
4.5 Salt loss

The salt loss immediately after spreading should be assessed as normal or high loss:

- Normal loss Road surface is wet, or traffic is not heavy immediately after spreading
- High loss Traffic heavy immediately after spreading and road surface dry or damp, or If the moisture content of dry salt is less than 2% when dry salting

The flow chart below provides guidance on the decision making process to determine whether the salt loss immediately after spreading will be normal or high.

Where Salt is taken from uncovered stockpiles then high loss should be selected.



4.6 Spread Rates for Precautionary Treatments

4.6.1 Spread Rates for Precautionary Treatments – Forecast Frost Conditions

Spread rates for precautionary treatments are given in Matrix A, below, the matrix provides recommended spread rates for dry salting for a range of weather and road surface conditions.

NOTE: The following points must be considered when using the spread rate matrix.



- a. The given are for sections of well drained roads without ponding or runoff from adjacent areas.
- b. The rates may be adjusted to take account of variations occurring along routes such as temperature, surface moisture, road alignment and traffic density.
- c. The rates may be adjusted to take account of residual salt levels. However, residual salt levels will tend to be lower if lower spread rates are introduced. Residual salt levels are most likely to be significant on marginal nights after treatments on two or three successive days without precipitation in the intervening period.
- d. All decisions should be evidence based, recorded and require appropriate monitoring and review.
- e. During periods of sustained freezing and provided that surfaces are well drained and there is neither seepage (from melt water) nor ice present, rates of spread for treatments carried out within six hours of previous treatments may be 50% of the rates stated in the matrix.

Use the table below to select the correct treatment matrix column

Treatment matrix & column for different non-forecast conditions			
Salt distribution	Traffic level	Losses	Treatment matrix column
Poor	High	Normal	A
Poor	High	High	B
Poor	Medium/Light	Normal	C
Poor	Medium/Light	High	D
Fair	High	Normal	E
Fair	High	High	F
Fair	Medium/Light	Normal	G
Fair	Medium/Light	High	H
Good	High	Normal	I
Good	High	High	J
Good	Medium/Light	Normal	K
Good	Medium/Light	High	L



Treatment matrix A - Spread Rates for Precautionary Treatments (Frost Conditions)

TREATMENT MATRIX A													
DRY SALTING (De-icer spread rates in g/m ²)													
Frost or forecast frost Road Surface Temperature (RST) and Road Surface Wetness	Column Cvrg Traffic Loss	A PC HT NL	B PC HT HL	C PC MT NL	D PC MT HL	E FC HT NL	F FC HT HL	G FC MT NL	H FC MT HL	I GC HT NL	J GC HT HL	K GC MT NL	L GC MT HL
RST at or above -2°C and dry or damp road conditions		8	8	8	8	8	8	8	8	8	8	8	8
RST at or above -2°C and wet road conditions		10	13	13	16	8	11	11	13	8	8	8	10
RST below -2°C and above -5°C and dry or damp road conditions		15	20	17	20	13	17	14	17	10	13	11	13
RST below -2°C and above -5°C and wet road conditions		25	2 x 17	2 x 17	2 x 20	21	28	28	2 x 17	16	21	21	25
RST at or below -5°C and above -10°C ^{**1} and dry or damp road conditions		29	2 x 19	2 x 16	2 x 19	24	32	27	2 x 16	18	24	20	24
RST at or below -5°C and above -10°C ^{**1} and wet road conditions*		2 x 24	2 x 32	2 x 32	2 x 39	2 x 20	2 x 27	2 x 27	2 x 32	30	2 x 20	2 x 20	2 x 24

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Important note: When using salt for uncovered stock piles the minimum spread rate must be 15g per m2



4.6.2 Treatments for Snow, Ice and freezing rain

- It is impractical to spread sufficient salt to melt anything other than very thin layers of ice or snow.
- Ploughing is the only economical, effective and environmentally acceptable way to deal with all but very light snow.
- Ploughing down to the road surface is preferred. However, snow ploughs should be set to avoid risk of damage to the plough, the road surface, street furniture and level crossings.
- Ploughing to the road surface minimises salt usage and makes salt treatments more effective.
- Drainage should not be obstructed when ploughing. Windrows or piles of snow should be removed or be positioned to allow melt water to reach the drains. If necessary piles of snow should be removed so that melted snow does not overload the drainage system or run back onto the road.
- Windrows should be removed or ploughed back when further periods of snow are anticipated. This will provide space to plough further snowfalls.

4.6.3 Preparation before Ice and Snow

To prepare for and facilitate ice and snow treatments the following should be considered:

- When snow is forecast, ploughs should be prepared and contractors placed on stand-by in order that snow clearance can start without delay as and when required.
- To facilitate the break up and dispersal of ice and snow by traffic, treatments must be made before snowfall and freezing rain so that sufficient de-icer is present on the surface to provide a debonding layer.
- Although it will increase salt usage before snowfall and where practicable consideration should be given to spreading salt on as much of the network as possible (i.e. beyond the precautionary and community networks). This will provide a debonding layer and facilitate the break up and dispersal of snow by traffic in areas where subsequent treatments may not take place for some considerable time or at all.

4.6.4 Depths of Snow (light snow, moderate to heavy snow)

This guidance defines two main snowfall categories – light snow and moderate / heavy snow. The reasons for this are:-



The highest practicable spread rates are considered to be 40 g/m² of dry salt. When combined with the action of traffic this is sufficient de-icer to melt snow depths which are equivalent to 1mm of water at temperatures down to -2°C. Generally there is approximately 1mm of water in 5mm depth of wet snow, 10mm depth of 'normal' snow and 15mm depth of dry, powdery snow.

In this guidance 'light' snow is taken to be snow equivalent to 1mm water (or less) while snowfalls equivalent to more than 1mm are considered to be moderate / heavy, as shown in the diagram in Table 5.

Table 5 - Snow Type

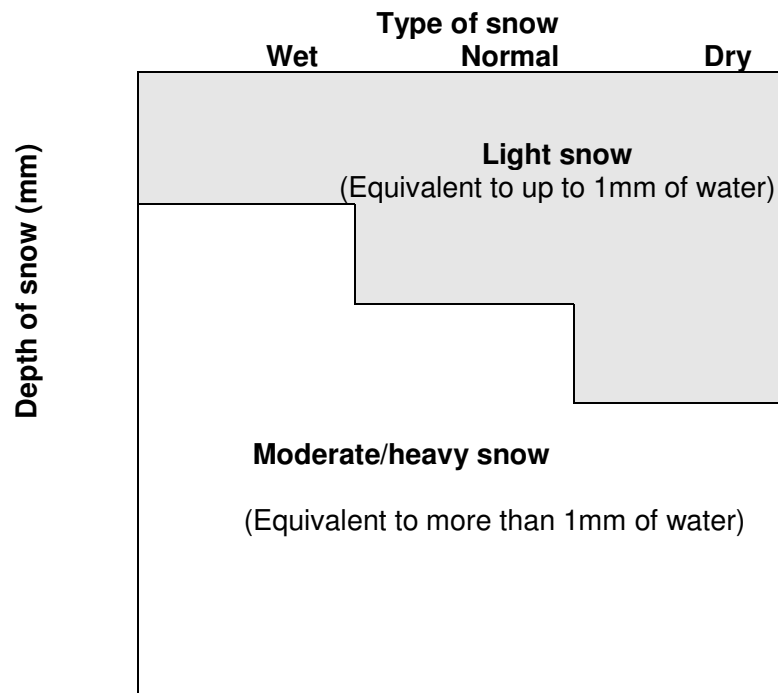




Table 6 - Precautionary Treatments before Snow or Freezing Rain

Weather Conditions	Light or medium Traffic (Category 3)	Heavy Traffic Categories 1 & 2)
Light snow forecast	Spread: • 40g/m ² of dry salt	Spread: • 20g/m ² of dry salt
Moderate / Heavy snow forecast	Spread: • 20-40g/m ² dry salt see note 1	Spread: • 40g/m ² of dry salt
Freezing Rain	Spread: • 40 or 2 x 20g/m ² of dry salt	

Note 1: The lower rates (e.g. 20g/m² for dry salt) can be used if the snow is likely to settle quickly, e.g. when the road surface temperature is below zero, the road surface is not wet, and/or there is little traffic after snowfall begins and settles.

4.6.5 Treatments during Snowfall

- Ploughing should start and, where practicable, be continuous to prevent a build-up of snow.
- On roads with heavy traffic, it is preferable to prevent a build-up of more than 10mm depth of snow, whereas the build-up should be no more than 50mm depth where there is a risk of compaction by traffic.

Table 7 - Treatment during Snowfall

Plough to remove as much material as possible (e.g. slush, snow and compacted snow). Ploughing should be as near as possible to the level of the road surface.		
No ice or compacted snow on surface	Ice or compacted snow on surface (see Note 2)	
To provide a debonding layer spread: 20g/m ² dry salt (see Note 1)	Is traffic likely to compact subsequent snowfall before further ploughing is possible?	
	Yes	No
	To provide a debonding layer, spread: • 20g/m ² dry salt (see Note 1)	No de-icer should be spread



Note 1: During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly.

Note 2: A de-icer should not be spread alone without abrasives to anything other than a thin layer of ice or compacted snow when snowfall has ceased or future snowfall will be less than 10mm. Applying salt alone to compacted snow and ice can produce dangerously slippery conditions if a weak brine film is formed on top of the ice/snow layer.

4.6.6 Treatment when slush is on the road (and may refreeze)

It is important to remove as much slush as possible by ploughing to reduce the amount of material available to form ice when temperatures drop, as well as to reduce the amount of salt required for subsequent treatments.

Table 8 - Treatment when slush present

Plough to remove as much slush as possible. Ploughing should be as near as possible to the level of the road surface.
After removing slush, spread: <ul style="list-style-type: none"> • 40 g/m² of dry salt (see Note 1)
Note 1: After snowfall, and when there will be no further ploughing but some slush remains on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

4.6.7 Treatment when thin layers of ice (up to 1mm) have formed

When a thin layer of ice has formed, including freezing rain the following treatment should be made:



Table 9 - Treatment for Thin Ice

Forecast weather and surface conditions	Medium / Light Traffic	Heavy Traffic
Lowering of air or road surface temperature (Higher than -5°C)	Spread: • 40g/m ² dry salt • 40g/m ² of salt / abrasive mix (see Notes 1 & 2)	Spread: • 20g/m ² dry salt
Lowering of air or road surface temperature (Less than -5°C)	Spread: • 40g/m ² of salt/abrasive mix (50:50) (see Notes 1 & 2)	Spread: • 40g/m ² of salt/abrasive mix (50:50) (see Notes 1 & 2)

Note 1: Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

Note 2: Care is needed when salt is mixed with abrasives with high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

4.6.8 Treatment for Thicker Layers of Ice or Compacted Snow

When thicker layers of ice have formed, including freezing rain, the treatment should be as follows:

Table 10 - Treatment for Thicker Layers of Ice and Compacted Snow

Plough to remove as much material (e.g. slush, snow and compacted snow) as possible from the top of the compacted layer.	
Medium Layer Thickness (1 to 5mm)	High Layer Thickness (greater than 5mm)
For initial treatment, spread: • 40g/m ² of salt/abrasive mix (50:50) (see Notes 1.3.4 & 5)	For initial treatment, spread: • 40g/m ² of abrasives only (see Notes 2,3,5 & 6) For successive treatments, spread:



<p>For successive treatments, spread:</p> <ul style="list-style-type: none"> • 20g/m² of salt/abrasive mix (50:50) (see Notes 1,3,4 & 5) 	<ul style="list-style-type: none"> • 20g/m² of abrasives only (see Notes 2,3,5 & 6) <p>After traffic has started breaking up the layer, spread:</p> <ul style="list-style-type: none"> • 20g/m² of salt/abrasive mix (50:50) so salt can penetrate the layer and reach the road surface (see Notes 1,3,4 and 5)
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Note 1: For medium thicknesses of compacted snow and ice, treatments without abrasives should only be used when earlier precautionary treatments have successfully established a debonding layer, and there is sufficient traffic to break up the layer of ice quickly.

Note 2: For high thickness of compacted snow and ice (greater than 5mm) treatments with a significant amount of salt should not be considered because they may leave the surface uneven. Any brine formed on the surface may collect in hollows and deepen them further, which can lead to a very uneven surface.

Note 3: Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

Note 4: Care is needed when salt is mixed with abrasives with a high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

Note 5: When there are layers of snow, compacted snow, or ice of medium or high thickness on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

Note 6: A small amount of salt should be added to the abrasive to prevent freezing of the water within it. If the moisture content of the



abrasive is 7%, 25g per tonne of abrasive is sufficient to prevent freezing if thoroughly mixed.

5. Performance Monitoring

Salt Stock Control

Throughout the winter period the salt stock control spreadsheet (located on the Winter Service and Emergency folder on the highways computer server) is to be updated daily following an action.

5.1 Forecast Monitoring

Throughout the winter period the minimum forecast surface temperatures for each domain and the actual minimum temperatures recorded by the 12 weather stations are to be recorded daily and entered onto the spreadsheet located on the Winter Service and Emergency folder on the highways computer server. Due notice is to be given to any revision in forecast and the revised minimum surface temperature will be recorded. This information is to be made freely available to the forecast provider to assist any future modelling of the weather domains and route optimisation.

Regular meetings are to be held with the forecast provider throughout the winter season to monitor the forecast performance.

5.2 Decision Monitoring

The Action Decision made by the Duty Engineers will be monitored independently against each of the domain forecasts (This work to be carried out by Forecast Provider).

5.3 Route Compliance Audit

The Contracts Manager will request driven audits one from each depot throughout the winter season. This will be logged on the Highways Computer Server or SharePoint.



6. Training

Operational Staff

All operational drivers will hold City and Guilds Unit 6159 Winter Maintenance Operations and will receive refresher training on a five year frequency. Those drivers in the process of training towards the City and Guilds qualification will be assessed for competency based on the criteria of Unit 6159 by a competent person. All those involved in the winter maintenance service will attend part or all of the Dorset Highway winter service dry run induction day.

New operational drivers will be shadowed by an experienced driver until such time as they are deemed competent and are confident to carry out treatment routes unaided.

6.1 Duty Engineers

Duty Engineers will receive training in basic winter road forecasting and advanced winter road forecasting by the current winter forecasting provider, prior to first carrying out winter service duties. One to one mentoring of new Duty Engineers will be carried out until they are sufficiently competent to carry out the decision making duties on their own. The Duty Engineers will receive refresher training in advanced winter road forecasting on a five year basis unless specific training need is identified. Duty Engineers will undertake the IHE winter decision maker accreditation within a reasonable period.



Appendix 2

Dorset Highways Adverse Weather Plan

1. Introduction

1.1 Following the release of the new Code of Practice “Well-managed Highways Infrastructure” our adverse weather plan now covers all weather impacts on the highway network and does not just concentrated on snow and ice. Sections include:

- Flooding
- High winds
- Heat
- Cold temperature and snow

This document describes Dorset County Council’s arrangements for dealing with adverse weather on the highway. It also provides contact information for key personnel.

1.2 The plan covers arrangements for roads and structure in Dorset that are the responsibility of Dorset County Council and subsequently Dorset Council. It excludes arrangements for roads that are the responsibility of the Highways England, i.e.

A35 Bere Regis to Lyme Regis

A31 Bere Regis to Ringwood

A303 at Bourton

1.3 General description of service

Dorset County Council (DCC) / Dorset Council is committed to providing a robust adverse weather service including responding to winter and other adverse weather conditions. The adverse weather service is provided internally by DCC through Dorset Highways. The extent of the service provided will vary depending upon the severity and nature of adverse weather conditions and resources availability.

1.4 Objectives

DCC aims to safeguard the travelling public from the hazardous effects of snow or ice or other adverse weather conditions so far as it is practicably able to with the resources available. Proactive winter maintenance and other emergency operations will normally be undertaken based upon available weather forecast information, knowledge of prevailing local weather conditions and resource availability.

1.5 Reaction to weather warnings

The following matrix identifies how Dorset Highways will strategically react to weather warnings or evidence of severe weather. For such events Dorset Highways and Dorset County Council / Dorset Council will partake in the Local Resilience Forum (LRF) Tactical Coordination Group (TCG) and Strategic

Working together for a strong and successful Dorset



Coordination Group (SCG) via teleconference. Acting as part of the will ensure a coordinated multiagency response is given to severe weather conditions.

Figure 1, Highways strategic response to severe weather conditions

Information Source	Highway Response				Lead for activation
	Normal Operation	TCG Telecon	Stand up highway control room and liaise with TCG	Highway Control Room & TCG & SCG Telecon	
Flood guidance statement					Environment Agency / MET Office
Flood warnings pluvial, fluvial, tidal					Environment Agency
Met Office Severe Weather Warning					MET Office NSWWS
Typical conditions	Trees blown over Highway Flooding Roads Fattening up	Widespread traffic disruption Property Flooding	Severe impact on infrastructure, significant property flooding		

Key: Green – No severe weather, Yellow – Low Impact, Amber – Widespread Disruption, Red – High Risk to Life

2. Flooding

2.1 Dorset has experienced a number of flood events over recent years and these fit under three headings, either fluvial, pluvial or tidal flooding. Working closely with the Environmental Agency and our internal Flood Risk Management team we have a good understanding of the impact of river levels on the county and the impact of intensive rain on surface water run off.

2.2 Response to minor carriageway flooding will be through our standard business as usual operations reacting to in hours and out of hours call outs. This provides a 24 hour response to highway flooding issues.

2.3 For more severe weather warnings we will consider standing up a control room to strategically manage the response and work with the LRF if the TCG or SCG meet.

3. High Winds

3.1 DCC / Dorset Council manages the impact of high winds on the highway and associated emergency responses. The extent of the service provided will vary depending upon the severity and nature of high wind conditions and resources



availability. During normal working hours the response will be made by the Arboricultural team. Outside of working hours the response will be made by Dorset Highways

3.2 DC/ Dorset Council will have in house resources available and access to their supply chain to react to emergency situations.

3.3 Dorset County Council / Dorset Council has a tree policy [Dorset County Council online tree information](#) which states the inspection period for the highway trees. These are the trees which DCC are responsible for.

4. Heat

4.1 Dorset Highways monitors the weather throughout the year especially in times of prolonged periods of high temperatures when our carriageway surfacing could be affected as well as the delivery of our capital structural maintenance schemes.

4.2 DCC/Dorset Council's Emergency Planning team has access to the Met Office to provide weather warnings in period of high temperatures as this has an impact on other services provided by the Council. These weather warnings are circulated to Dorset Highways.

4.3 An extended period of elevated temperatures can have a detrimental effect on the highway network.

Carriageway melting

Bitumen within the surfacing material can begin to melt, this can in extreme circumstances result in a reduction of skid resistance. The micro texture of the material becomes saturated.

Remedial measures – Sites identified as becoming “soft” should be monitored throughout the period of elevated temperature. If the surface starts to appear “fatty” or polished the site should be dusted with 3mm to dust aggregate. This will restore skid resistance by both binding with the bitumen and aiding removal through abrasion. This process needs to be repeated until skid resistance is satisfactory.

Cracking due to shrinkage

Prolonged heat can cause rapid drying of subsoil leading to contraction, if the contraction is significant it can result in surface cracking and failure.

Remedial measures - Make safe and repair with safety defect procedure.



Appendix 3 Precautionary Salting Network





Appendix 4 Community links networks





Appendix 5 Priority Ploughing Network



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Cabinet – 5 December 2018**Recommendation from the Regulatory Committee meeting held on 18 October 2018****Proposed speed limit reduction on part of Preston Road, Weymouth**

58 The Committee considered a report by the Service Director – Highways and Emergency Planning for a proposed change to the speed limit from 50mph to 40 mph along part of Preston Road, Weymouth. Following the advertisement of proposals, an objection had been received and, as a consequence, the Committee was now being asked to consider whether the proposed speed limit change should be implemented, as advertised.

With the aid of a visual presentation, officers described the proposal, what it entailed and why it was considered to be necessary. Photographs and plans showed the characteristics and configuration of the road at various points along its lengths; its setting within the Weymouth townscape; its relationship with the local road network; where junctions were situated - including that to the Weymouth Household Recycling Centre - and where pedestrian refuges and crossings were located. Members noted that the length under consideration was essentially straight and of generous width, which lent itself to good visibility. Speed survey data had assessed that it would be reasonable and appropriate for the speed limit to be reduced to 40mph limit. This proposal met the necessary speed limit policy criteria which the County Council had adopted.

This section of Preston Road carried significant amounts of traffic in an east/west direction into Weymouth town centre, particularly during the summer season. There had been a number of serious and fatal injury collisions on this section of road and it was considered that by reducing the speed limit could assist in reducing this and considerably benefit road safety.

Given that the amount of traffic using this road and the number and severity of recorded injury collisions experienced over that length, a reduction in the speed limit was considered to be necessary on road safety grounds and was designed to regulate or reduce the speed of traffic in a managed way to be able to readily meet the conditions of the road likely to be experienced.

In response to the advertisement of the proposals, support had been received from the County Councillor for Lodmoor, Tony Ferrari; Weymouth and Portland Borough Council and Dorset Police. Mrs Grace Dursley was supportive of the proposal, with one objection being received from Mr David Penny. This objection necessitated a decision being made by members on how to proceed.

The public were then given the opportunity to address the Committee. Grace Dursley provided her testimony at how she had been directly affected by the consequences of higher speeds along that stretch of road in the tragic loss of her husband in 2015 in a collision with a motorbike. She firmly felt that the lowering of the limit would go a long way to improving road safety so that the dangers would be lessened and reduce the chances of any other families being similarly affected.

Conversely, David Penny considered that the proposal was unnecessary and could not be justified given that analysis of the speed survey data appeared to show that there would be no benefit from such a reduction. He felt that the 40 mph limit appeared to be arbitrary and considered that there was no clear evidence or accident data to support what was being proposed. Those accidents which had occurred were as a result of significant speeding and any speed limit would not have had any

bearing on preventing them. Moreover, the way in which cars were now manufactured provided for enhanced safety features designed to improve their capability to react more readily to avoid any situations which arose. His view was that there was no basis for the reduction at this time and that the officer's opinion on the benefit of this should not be supported.

The Senior Solicitor confirmed that any recommendation made by Committee or decision taken by Cabinet had to be based on the relevant evidence contained in the report and supplemented by the officer's presentation. Whilst it was recognised that often circumstances around decisions to be made were highly emotive, should members come to a decision that was contrary to the officer's recommendation, there would have to be a need for these to be substantiated by clear and cogent reasons for coming to that decision.

The Committee were then provided with the opportunity to ask questions of the officer's presentation and officer's provided clarification in respect of the points raised. Members asked whether the fatal accident was related to excessive vehicle speeds and officers confirmed that they were. Members also asked what opportunities had been taken to assess the benefits of other traffic calming solutions as alternatives to imposing a traffic regulation order (TRO). Officers explained that whilst other means had been taken into account, these were not considered to be as effective, nor as viable, as what was being proposed. As it was, where practicable, road markings and signage were evident in indicating where hazards were most likely to be encountered. Members were assured that this stretch of road - as with other county roads - was patrolled by Dorset Police as often as practicable when it came to speed camera deployment, but it was considered that a speed limit would be the most effective. It was recognised that any limit would only be as effective as the enforcement from which it benefited and efforts would be made to ensure this was the case.

The Committee recognised that there appeared to be considerable opportunity for conflict between motorists and pedestrians over this length of road given the need to access amenities in the area and particularly during the summer season, where visitors unfamiliar with Weymouth and focused on accessing the beach as soon as they might could leave themselves particularly vulnerable. Any means of reducing such risk had to be pursued. Moreover with 30 mph limits at each end of Preston Road, any lessening of the limit gave more opportunity for controlled speeds to be maintained before these were encountered.

Although understanding the principles behind the proposals, the Chairman was of the view that the evidence presented left him with some reservations at how effective the lowering of the limit would be. In his view, it was the case that where motorists could not necessarily see the reasoning for a certain limit, this could well lead to unsafe driving practices, bringing risk with this. For that reason he felt that should a TRO be made in this instance, then it should, if at all practicable, be supplemented and complemented by other traffic calming measures such as controlled pedestrian crossings.

Whilst the Committee recognised that any traffic management measures could not necessarily eliminate illegal and inconsiderate driving behaviour, it was beholden on the County Council to do all it could to improve road safety and lessen the dangers faced on the county's roads. Given that there was a need to minimise the risk for the vulnerable road users using the road and for those accessing the amenities along its length, the Committee considered that by reducing the limit to a manageable speed was the most appropriate means of meeting that obligation. In their opinion there was enough evidence to suggest that what was being proposed was largely in line with what was being experienced on the ground and there would be benefits to be gained from reducing the speed limit, in terms of improved road safety and in minimising what risks could arise. For some members the view remained however that the speed

limit alone would not sufficiently meet the objectives of lowering traffic speeds as anticipated and asked officers to see if there were any practical means of supplementing this, if applicable. They recognised that enforcement was critical in bringing the benefits from any lower limit and all efforts should be made to prioritise this.

On that basis, given the Committee's understanding of the issues at hand, the activity taking place on, the number of traffic incidents recorded, and how this was seen to be the most suitable means of improving road safety, members considered that from what had been explained to them, what they had seen in the report and what they had heard at the meeting, they were able to recommend to Cabinet that the speed limit along this length of the Preston Road should be reduced to 40 mph. A 40mph limit on that section of road would serve to both reinforce the typical speeds being experienced and reduce those speeds which were in excess of that. On being put to the vote, the Committee recommended that the Cabinet should be asked to support the proposals, as advertised.

The Chairman, on behalf of the Committee, thanked Mrs Dursley and Mr Penny for attending and sharing their views on the proposal.

Recommended

That having considered the objection received, Cabinet be asked to approve the proposed reduction of the 50 mph speed limit to 40 mph on part of Preston Road, Weymouth, as originally advertised.

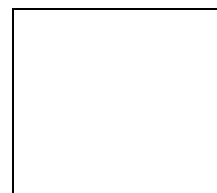
Reason for Recommendation

The recommendation was in line with County Council policy for speed limits, which itself was adopted from Department for Transport guidance. In addition, there had been a number of collisions on this section of road in recent years which had resulted in two serious injuries and one fatality. The proposal would create an environment which would contribute towards a lowering of speed-related collisions, improve road safety and contribute towards the Corporate Aim of improving health and wellbeing.

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Agenda Item:

Regulatory Committee



Dorset County Council



Date of Meeting	18 th October 2018
Officer	Andrew Martin – Service Director Highways and Emergency Planning
Subject of Report	Proposed speed limit reduction on part of Preston Road, Weymouth
Executive Summary	Following the advertisement of a proposed reduction of the speed limit from 50mph to 40mph on part of Preston Road, an objection has been received to the proposals. This report considers the objection, and whether the proposals in Preston Road should be implemented as advertised.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>No impacts.</p>
	<p>Use of Evidence:</p> <p>Site investigations, public consultation and support of Local Member, Town and District Councils and the Police.</p>
	<p>Budget:</p> <p>The cost of making the Order is estimated at £2500 inclusive of advertising charges.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p>

Proposed Speed Limit Reduction, Preston Road, Weymouth

Recommendation	That having considered the objection received, it is recommended that the Committee approves the proposed reduction of the speed limit on part of Preston Road as originally advertised.
Reason for Recommendation	The recommendation is in line with County policy for speed limits which itself was adopted from Department for Transport guidance. In addition there have been a number of collisions on this section of road in recent years which have resulted in two serious injuries and one fatality. The proposal will create an environment which will contribute towards a lowering of speed-related collisions.
Appendices	Appendix 1 – Drawing No. 2273/2/11-02
Background Papers	The file Consultation responses from the District and Town Councils, Dorset Police and the local County Councillor are held on file in the Environment and the Economy Directorate.
Report Originator and Contact	Name: Jessica Cutler Tel: 01305 225719 Email: Jessica.cutler@dorsetcc.gov.uk

1. Background

- 1.1 Proposals were advertised for public consultation on 15 March 2018 to lower the speed limit on part of Preston Road in Weymouth from 50mph to 40mph. We received one letter of support and one objection to the proposal and this report considers that outstanding objection.
- 1.2 Preston Road is located to north east side of Weymouth. The part of the road in question runs between Melcome Regis and Overcombe and fronts onto the beach. Due to the urban nature of the area the speed limits at each end of road are 30mph whilst the central section is subject to a 50mph speed limit. The 50mph limit was introduced in 1990. The road consists of a single carriageway in each direction and is urban in nature.
- 1.3 There is no set frequency to reviewing speed limits but concerns raised by members and residents prompted a review in this instance. The review included analysis of collisions on this stretch of road, analysis of data relating to existing speeds, taking the speed limits on adjacent sections of Preston Road into account and the County's policy on setting speed limits. This policy itself adopts national guidance published by the Department for Transport.

2. Information

- 2.1 The review concluded that it would be appropriate to lower the 50mph section of Preston Road to 40mph.
- 2.2 When the 50mph speed limit was introduced in 1990 it was considered to be appropriate for the local area. Since then, Department for Transport guidance – and therefore County policy – has changed.
- 2.3 Department for Transport Guidance now states that 50mph limits within urban areas are appropriate on dual carriageways, ring or radial routes or bypasses which have become partially built up, with little or no roadside development.
- 2.4 The same guidance also states that 40mph speed limits in urban areas are appropriate: on higher quality suburban roads or those on the outskirts of urban areas where there is little development and with few cyclists, pedestrians or equestrians; on roads with good width and layout, parking and waiting restrictions in operation and where buildings are set back from the road; on roads that - where possible – cater for the needs of non-motorised users through segregation of road space and which have adequate footways and crossing places.
- 2.5 In the most recent three-year period for which data is available, there were four road traffic collisions on this section of Preston Road. The collisions resulted in nine casualties. Two of those were fatal and a further five were serious.
- 2.6 When the Police record details of road traffic collisions, they identify those factors which the officers believe contributed to the collision. Exceeding the speed limit was recorded as a contributory factor twice in the collisions on Preston Road.
- 2.7 85th percentile speeds (the speed 85% of vehicles were not exceeding) on this section of Preston Road are recorded by the County Council annually. These have been between 46.7mph and 47.2mph since 2012. In 2018 the recorded 85th percentile speed was 47.2mph.

Proposed Speed Limit Reduction, Preston Road, Weymouth

2.8 Average speeds on this section of Preston Road are also recorded by the County Council annually. These have been between 40.1mph and 41.1mph since 2012. In 2018 the recorded average speed was 41.1mph.

2.9 The data indicates that average speeds on this section of road are already close to 40mph. This suggests that a combination of factors (including but not limited to the nature of the urban environment, visibility, the volume of traffic, the presence of vulnerable road users such as pedestrians and cyclists) already present motorists with sufficient reasons to choose – on average - to drive at speeds lower than the existing speed limit. The proposed lower speed limit would, therefore, seek to formalise the behaviour of the average motorist.

3. Law

3.1 Section 84 of the Road Traffic Regulation Act 1984 (as amended) allows the County Council to make an Order prohibiting vehicles from driving at a speed in excess of a limit imposed by that Order.

4. Consultation

4.1 Under Dorset County Council's procedure, primary consultation was carried out on the proposed scheme and is supported by the Local Member, Weymouth and Portland Borough Council and the Police.

4.2 There was one letter of support to the public consultation process for this Order. This has been summarised below:-

Name and Address	Summary of Response
Resident Preston Road Weymouth	Husband died from motorcyclist driving dangerously along Preston Road in 2015. Preston Road is very busy and reducing the speed limit should make the crossings safer.

4.3 There was one objection to the public consultation process for this Order and this remains outstanding. The outstanding objection is summarised below:-

Name and Address	Summary of Response
Resident Bridge Inn Lane Weymouth	The proposal looks arbitrary. Concerned that the evidence to support the change was not presented. Cars are safer than ever.

4.4 The resident who objected lives nearby and wrote to the County Council in March 2018 to object to the proposal.

4.5 The initial objection was because they felt that the County Council's reasons for making the proposal were not sufficiently specific. They went on to highlight that – in

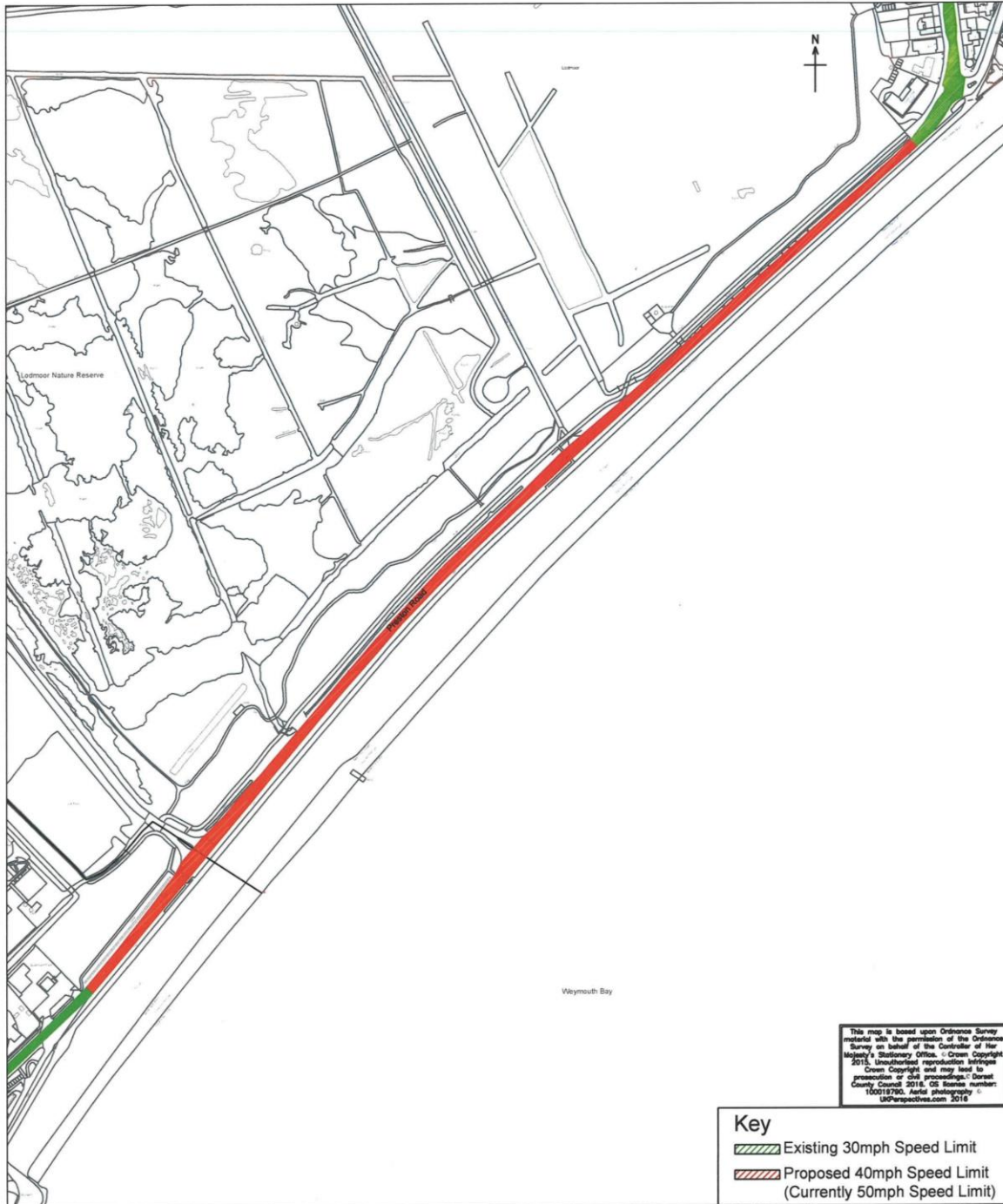
Proposed Speed Limit Reduction, Preston Road, Weymouth

their view and experience – drivers using this section of Preston Road were in full control of their vehicles.

- 4.6 A response to the objector's original objection – which explained the reasons for the proposed changes – was sent in April 2018. This set out the County Council's policy and highlighted the number of collisions and severity of associated injuries on this section of Preston Road.
- 4.7 The objector responded to confirm that they would not remove their objections due to ongoing concerns about evidence that the change would be justified.
- 4.8 Having carefully considered the objection received, it is recommended that the current proposals should be progressed and that the objector is informed of this decision.

Andrew Martin

Service Director Highways and Emergency Planning
August 2018



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Key	
	Existing 30mph Speed Limit
	Proposed 40mph Speed Limit (Currently 50mph Speed Limit)

<p>Dorset County Council ENVIRONMENT AND THE ECONOMY DIRECTORATE Mike Horrie Director for Environment and the Economy</p>	Project Title The County of Dorset Preston Road, Weymouth			Orig 21Sep18 Rev Date Issue / Remarks Checked - OGL
	Drawing Title Proposed Speed Limit Alterations			
<p>DORSET HIGHWAYS Andrew Martin Head of Dorset Highways</p>	Scale (A4 Size)	Drawn	Date	Drawing Status -
	1:5000	SYL	21 Sep 2018	
Drawing Number 2273/2/11				

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Cabinet – 5 December 2018

Recommendations from the Corporate Parenting Board meeting held on 1 November 2018

Draft Terms of Reference for the Corporate Parenting Board

67 The Corporate Parenting Board considered the Draft New Terms of Reference for the Corporate Parenting Board which the Cabinet would be asked to approve.

One member commented that he could not understand the outcomes for children in residential homes, and thought this was covered by Regulation 44 as it was essential adequate reports were received from these young people. The Safeguarding Officer, Corporate Parenting Officer confirmed this was covered within paragraph 5.2.

The Board agreed the Draft New Terms of Reference for the Corporate Parenting Board.

Resolved

That the Cabinet be asked to approve the Draft New Terms of Reference for the Corporate Parenting Board.

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Corporate Parenting Board

Dorset County Council



Date of Meeting	1 November 2018
Officer	Nick Jarman – Corporate Director for Children’s Services.
Subject of Report	Corporate Parenting Board (CPB) – Draft New Terms of Reference in preparation for the new CPB strategy.
Executive Summary	<ul style="list-style-type: none"> — The Statutory Introduction of The Corporate Parenting Principles requires the Local Authority to review the Corporate Parenting duty and function. — New Terms of Reference are recommended in conjunction with the Corporate Parenting Board Strategy revision. — The Corporate Parenting Board are required to consider the strategy and Terms of Reference prior to submission to Dorset County Council’s Cabinet.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>An Equalities Impact Assessment will be completed with the Children in Care Council (CiCC) as part of the new Corporate Parenting Strategy.</p>
	<p>Use of Evidence:</p> <ul style="list-style-type: none"> • Legislation - The Children and Social Work Act 2017. • Statutory Guidance DfE 2018 - – Applying Corporate Parenting Principles to Looked After Children and Care Leavers.
	<p>Budget:</p> <p>No implications identified.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council’s approved risk management methodology, the level of risk has been identified as: Current Risk: MEDIUM Residual Risk LOW</p>

	<p>Outcomes:</p> <p>Ensuring children in Dorset enjoy a safe, healthy, independent and prosperous future are key to the ambition of the council to improve the lives of people in Dorset. Local Authority Corporate Parents have a duty to make sure the Statutory Corporate Parenting Principles are upheld to ensure vulnerable children and young people have an equal opportunity to enjoy and achieve the ambition of the council.</p>
	Other Implications: None
Recommendation	That the Corporate Parenting Board recommend the new Corporate Parenting Board Terms of Reference to the Cabinet for approval.
Reason for Recommendation	New Terms of Reference are required in order to establish a new Corporate Parenting Board in preparation for a new Corporate Parenting Strategy and Dorset Council.
Appendices	DfE 2018 - Corporate Parenting Principles -as listed
Background Papers	<ul style="list-style-type: none"> — DfE (2018) Statutory guidance - Applying Corporate Parenting Principles to Looked After Children and Care Leavers. — Gov.uk (2018) - Framework for the inspections of local authority children’s services. (ILACS) — DfE (2013) Statutory guidance – Directors of children’s services: roles and responsibilities — The Children and Social Work Act 2017 — LGA (2017) – Corporate parenting resource pack — LGA (2012) – 10 questions to ask if you’re scrutinising services for looked-after children.
Officer Contact	<p>Name: Madeleine Hall – Corporate Parenting Officer</p> <p>Email: m.hall@dorsetcc.gov.uk.</p>

1. Aims and Principles

- 1.1 The Corporate Parenting Board (the Board) will assist Dorset County Council and its partners to understand and fully comply with legal duties and responsibilities across all services, as they discharge those duties to looked after children and care leavers. This will continue as a key responsibility of Dorset Council from 1st April 2019.
- 1.2 The Corporate Parenting Board will promote member and workforce engagement, commitment and understanding of the Corporate Parenting principles introduced by the Children and Social Work Act 2017. Ensuring the local authority is ‘an active, strong and committed corporate parent – in line with the corporate parenting principles’.¹

¹ DfE 2018 Statutory Guidance on Corporate Parenting Principles – ‘one of the criteria for assessing Corporate Parenting and obtaining a ‘Good’ judgement under the Ofsted framework for (ILACS)

- 1.3 The Corporate Parenting Board will hold to account the council and its partners for their role in the delivery of services and statutory responsibilities to looked after children and care leavers as recommended in statutory Corporate Parenting guidance.²
- 1.4 The Board will have access to good qualitative and quantitative management information from the council and its partners, in order to monitor performance effectively against outcomes and track delivery of promises and commitments as stated to the Children in Care Council.
- 1.5 The Board will ensure the voice of children and young people influence decision making and service development and delivery.

2. Board Management

- 2.1 The Corporate Parenting Board will meet a minimum of seven times a year. Corporate Parenting Board meetings will be attended by members of the Children in Care Council and their representatives, with support from the Children's Participation Service.
- 2.2 The Board will have regular membership from:-
 - i. Seven elected members of the Council on a politically proportionate basis.
 - ii. Children in Care Council (CiCC) representatives.
 - iii. Although not a full member of the board. The Lead Member for Children's services (s) is invited to attend all meetings³.
- 2.3 The Board will have regular representation from the Children's Services Directorate in the form of:
 - i. The Director of Children's Services (s)
 - ii. The Safeguarding and Standards Lead Officer
 - iii. The Lead Officer for Looked After Children
 - iv. The Corporate Parenting Officer
- 2.4 The Board will request regular representation from
 - i. Relevant Partners⁴ (s.10. CA 2004)
 - ii. The virtual School head (s)
 - iii. Children's Rights, Advocacy and Participation Services.
 - iv. Children's Health and Mental Health Service

² Applying Corporate Parenting Principles to Looked After Children and Care Leavers – Statutory Guidance to Local Authorities 2018

³ Statutory roles and responsibilities directors of children's services.gov.uk annotated as (s)

⁴ Section 10 of the Children Act 2004 defines relevant partners as including: the district council; the local policing body and the chief officer of police; probation board; any provider of probation services; youth offending team; the Secretary of State in relation to functions under sections 2 and 3 of the Offender Management Act 2007; NHS England; Clinical Commissioning Groups (CCGs); the governing body of a maintained school; an academy or City Technology College or City Technology College of the Arts; the governing body of an institution within the further education sector; the Secretary of State in relation to functions under section 2 of the Employment and Training Act 1973.

- v. The Police and Youth Offending Service
- vi. Foster Carers representative (or other parent forum)
- vii. Also in non-regular attendance - sufficiently senior representatives from Children's Services Directorate and other directorates and agencies to attend for specific issues in order to offer advice and assistance as requested by the Board.

3 Reporting and status

- 3.1 The Board will report to the Dorset County Council's Cabinet prior to 1st April 2019 and then to the executive of Dorset Council. The Board will also report to the Children in Care Council.
- 3.2 The Board is responsible for having an overview of all aspects of corporate parenting.
- 3.3 The Board will promote itself as having a scrutiny function for the service delivery to looked after children and care leavers
- 3.4 The aim of the Corporate Parenting Board is to oversee and ensure that the Council for Dorset upholds its Corporate Parenting responsibility as directed in statutory guidance and the Corporate Parenting strategy.
- 3.5 Every Councillor will be required to have an understanding of Corporate Parenting and as such the Council will circulate regular Corporate Parenting briefings. A Corporate Parenting handbook will also be made available to all elected Members.

4 Roles and Responsibilities

- 4.1 Members of the Corporate Parenting Board will be expected to uphold the following:
 - i Ensure the views, concerns and voice of children will be represented throughout the whole council.
 - ii To raise the profile of children in care and their carers, and to act as Champions for the needs and rights of children in care in their respective areas of responsibility.
 - iii To be creative, flexible and aspirational in meeting the needs of children in care.
 - iv To scrutinise resources for Corporate Parenting.
 - v To develop and regularly review a Corporate Parenting Strategy
 - vi To regularly review and update information available to Members on Corporate Parenting, such as the Corporate Parenting Handbook and Members induction information.
 - vii To review and oversee the Children's Services action plan to assist with scrutiny and continuous improvement to services to Looked After Children.

- viii Read agenda papers prior to meetings so that you are ready to contribute and discuss Corporate Parenting business
- ix Uphold and support Corporate Parenting decisions.
- x Listen respectfully to the views of fellow board members.
- xi Be willing to take on special tasks or attend additional meetings or functions.
- xii Declare any conflicts of interest should they arise.

5 Agenda and Purview

- 5.1 The focus of the Board will be to ensure the needs of children in care and care leavers are addressed and their life chances are maximised by improving the opportunities available to them through new initiatives and service development.
- 5.2 The Board will follow an annual rolling programme of recommended thematic and statutory agenda items in any particular order:-
 - i Regulation 44 Visits **s**, New Legislation, Serious Case Review and Regulatory Inspection updates.
 - ii Adoption and Permanence, Adoption Panel terms of reference and feedback from Panel **s**
 - iii Assessment Care Planning & Review **s**, Complaints and Representations **s**, Performance Data and Comparisons with other LAs, Children in Care from other LAs **s**
 - iv Health of Looked After Children **s**, Emotional wellbeing of looked after children
 - v Children missing from care and sexual exploitation **s**, Safeguarding
 - vi Fostering – recruitment, training and retention, Fostering Panel terms of reference and feedback from Panel **s**, Private Fostering and Family and Friends Care, Independent Fostering Agency providers.
 - vii Sufficiency Duty **s**, The financial cost of supporting children in care,
 - viii Education of looked after children **s**, Celebrating success
 - ix Consultation with young people, Advocacy and Independent Visitors, the Children in Care Council (CiCC)
 - x Leaving Care, Care Leavers Strategy.
 - xi Children on the Edge of Care, Children who are at risk of Offending and in Custody
 - xii The Children in Care Council Action Plan
 - xiii Children in Care and Care Leavers Strategy and Plan. The Promise to Children.
 - xiv Children who are disabled and Children with Special Educational needs.
 - xv Ensure sufficiency and quality of accommodation for care leavers.

(**s** denotes reports that are required in legislative guidance to be discussed and agreed by the Board a minimum of once a year)

Nick Jarman
Corporate Director for Children's Services
September 2018

Appendix 1

Corporate parenting principles **The principles**

In order to thrive, children and young people have certain key needs that good parents generally meet. The corporate parenting principles set out seven principles that local authorities must have regard to when exercising their functions in relation to looked after children and young people, as follows:

1. to act in the best interests, and promote the physical and mental health and well-being, of those children and young people
2. to encourage those children and young people to express their views, wishes and feelings
3. to take into account the views, wishes and feelings of those children and young people
4. to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners
5. to promote high aspirations, and seek to secure the best outcomes, for those children and young people
6. for those children and young people to be safe, and for stability in their home lives, relationships and education or work; and
7. to prepare those children and young people for adulthood and independent living.

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Dorset Waste Partnership Joint Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, DT1 1XJ on Monday, 5 November 2018.

Present:

Anthony Alford (West Dorset District Council) (Chairman)
Michael Roake (North Dorset District Council) (Vice-Chairman)

Members Attending

David Walsh (North Dorset District Council), Daryl Turner (Dorset County Council), Tony Ferrari (Dorset County Council), Ray Bryan (East Dorset District Council), Barbara Manuel (East Dorset District Council), Margaret Phipps (Christchurch Borough Council), Patricia Jamieson (Christchurch Borough Council), Barry Quinn (Purbeck District Council), Peter Webb (Purbeck District Council), Ray Nowak (Weymouth & Portland Borough Council), Kevin Brookes (Weymouth & Portland Borough Council) and Timothy Yarker (West Dorset District Council).

Other Members in attendance

Councillor Andrew Parry had been invited to attend the meeting as a member of the DWP Joint Scrutiny Group.

Dorset Waste Partnership Officers Attending:

Karyn Punchard (Director), Paul Ackrill (Commercial and Finance Manager), Gemma Clinton (Head of Service - Strategy), James Potten (Communications and Marketing Officer), Michael Moon (Head of Service (Operations)), Jim McManus (Treasurer) and Denise Hunt (Senior Democratic Services Officer).

- (Notes:(1) Publication in accordance with paragraph 8.4 of Schedule 1 of the Joint Committee's Constitution the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date. Publication Date:- **Monday, 12 November 2018**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Joint Committee to be held on **Thursday, 17 January 2019.**)

Apologies for Absence

48 Apologies for absence were received from Councillor David Budd (Purbeck District Council), Councillor Alan Thacker (West Dorset District Council) and Grace Evans (Legal Advisor to the DWP).

Substitute members who attended the meeting included Councillors Patricia Jamieson (Christchurch Borough Council), Barry Quinn (Purbeck District Council) and Timothy Yarker (West Dorset District Council).

Code of Conduct

49 There were no declarations by members of any disclosable pecuniary interests under the Code of Conduct.

Minutes

50 The minutes of the meeting held on 11 September 2018 were confirmed and signed.

Public Participation

Public Speaking

51 There were no public questions received at the meeting in accordance with Standing Order 21(1).

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received in accordance with the County Council's petition scheme at this meeting.

Forward Plan 2018

52 The Joint Committee considered its work programme and were advised of forthcoming items in January 2019.

Noted

Finance and Performance Report November 2018

53 The Joint Committee considered a report by the Director of the Dorset Waste Partnership (DWP) that predicted a projected adverse variance of £180k in 2018/19 based on the first half of the financial year.

The Finance and Commercial Manager outlined the summary table for the predicted variances included in the report and advised that any overspend would come from the Budget Equalisation Reserve (BER) which was currently £1.2m, before any further funding by partner councils was required should the overspend accumulate beyond this amount.

Significant items that were highlighted included:-

- high spending areas during the first quarter had reduced considerably within operations and street cleansing;
- worsening transport costs due to vehicle fuel prices, accounting for £166k overspend and the vehicle maintenance budget that had experienced several expensive months;
- the price of dry mixed recycle had remained steady during the past 3 months with a forecast variance of £731k;
- a small favourable variance of £40k with regard to consultancy.

Members requested an update on progress with the procurement of in cab technology "Bartec" and were advised that the system would shortly go live in the garden waste and trade waste vehicles with expected savings to be made within the first 6 months. The system was comprised of a screen in each cab and back office system to allow live information to be sent directly to the office. In terms of garden waste, all bin locations were stored within the system along the garden waste route and for trade waste, operatives would indicate once a bin had been collected at each site.

The Chairman asked about the cost profile of beach cleaning activity which was primarily a summer activity and it was clarified that this cost included street cleansing and that resources were diverted to street cleaning during the busy summer period.

The Chairman asked about the variance in relation to the reduction in capital financing costs and whether this was as a result of acquisitions being deferred during the year or late purchase of a vehicle.

It was confirmed that the main change related to the assumptions made and that no construction on the ground would take place at the new waste facility at Blandford prior to 31 March 2019.

Members asked about work to review assisted collections to assess whether these were still necessary. They were informed that annual reviews of assisted collections had resulted in a 50% reduction in some areas. The reviews were conducted in

accordance with DWP policy and involved writing to residents and asking them to re-register. The use of in cab technology would also help to address this.

Noted

Draft Revenue Estimates 2019-20

54 The Joint Committee considered a joint report by the Director and the Treasurer of the DWP containing the draft revenue estimates for 2019-20 and the assumptions of capital spend for 2019-20 and the longer term. Responsibility for approval of the draft revenue estimates would now sit with the Dorset Council Shadow Executive Committee.

The report was introduced by the Director who outlined the summary of the Dorset Council waste budget requirement for 2019-20 in appendix 1 of the report. She explained that the DWP budget had been constructed differently, through annual contributions from partner councils. One off adjustments to the budget that would leave Dorset Council no better or worse off included the elimination of inter-council payments, support costs such as HR, IT and Legal Services and changes in pension accounting. These budget items would be shown elsewhere in the Dorset Council finances in future. The adjusted 2018-19 budget, after removing the one-off adjustments was £31.518m.

Other assumptions included the following:-

- that the DWP would continue to deliver services in Christchurch in 2019-20, resulting in an income from the Bournemouth, Christchurch and Poole Council (BCP). If that service was not delivered by the DWP it would have a nil impact on the budget as the DWP would not incur those costs.
- that the vehicle procurement programme would be approved and that worn out vehicles in Shaftesbury and Ferndown were replaced. This would be considered by the Shadow Executive alongside other capital bids.

The cost pressures were outlined in the table, including the costs associated with a change in service model from tri-stream to 2 separate vehicles in the East and North of the County, resulting in additional drivers and loaders. This would result in savings in haulage as waste could be directly delivered rather than via a transfer station from these areas.

A range of deliverable savings options had been applied to the budget in 2019-20 that would not have a visible impact on services. These included items such as savings from vacancy management, piloting in cab technology in the commercial fleet, changes in haulage arrangements (assuming a change in the service model), and £200k income from garden and commercial waste. The behaviour change campaigns had been partly responsible for a reduction in tonnages this year and a "hanger" leaflet was currently being piloted in North/East Dorset. People were also thinking about what they purchased and how they recycled plastics due to national awareness and it was predicted that this would continue in future.

An assumption of £200k income had been made with regard to the new Weymouth Town Council as it was set to assume legal responsibility for beach and seafront cleansing in Weymouth with delivery of the service by the DWP on its behalf.

The additional income required for a standstill budget was £1.198m, a proportion of which would be met by BCP Council. The net funding requirement to be met by the Dorset Council was £28.638m.

Based on the predicted outturn £1m would remain in the BER and the Joint Committee was asked to support a recommendation to the Dorset Council to continue to maintain a waste specific reserve as part of its waste strategy to account for the

volatility in the recycle market.

A question was asked in relation to the recent proposal by Hampshire County Council to charge East Dorset residents to use the Somerley Household Recycling Centre (HRC), and whether any compensatory sum could be met through the funds contained in the BER.

The Chairman advised that the matter was at a very early stage and a meeting was being arranged with Hampshire County Council to discuss the issues. It would therefore not be appropriate for the Joint Committee to make any recommendation to the Shadow Executive at this stage.

Members asked about the behaviour change campaigns and whether this could be widened to deter litter thrown at the roadside from cars.

The Head of Service (Strategy) advised that littering was included in the DWP's education package to schools and community groups. The DWP also funded Litter Free Dorset which conducted a number of campaigns, another of which would be launched soon. Following a change in the legislation regarding litter thrown from vehicles, DWP officers were working with enforcement and education teams to get the processes in place to issue Fixed Penalty Notices (FPNs) that would have a wider impact in terms of social responsibility around littering.

The Litter Free Dorset webpage details would be circulated to all members and a link included in the next member newsletter.

Members asked about prosecution rate in respect of fly tipping and were advised that 4 enforcement officers had been employed since November 2017, who had been proactive in investigating fly tipping and encouraging the public to report incidences. All cases were assessed by the Legal Services team on the basis of whether they were in the public interest to pursue. When considering the costs involved the DWP also took into account the positive impact in the media and some had been successfully prosecuted. There were currently 6-8 "live" cases as well as income received from FPNs, a sum of £400 payable for each offence. The Chairman reminded members that it was the owner of the waste who remained liable for its removal.

Councillor Ferrari asked whether there would be an impact on the fee per tonnage payable if the amount of material was reduced as a result of the removal of waste from Christchurch.

The DWP Director advised that it was not currently known what the service model would be, however, it was likely that Christchurch would maintain a separate food waste collection and the residual waste would be unlikely to change significantly. There would be an impact if Christchurch came out of the W&S Waste Management contract in future.

The Chairman asked for a written note to be provided to the member on this matter in terms of a price penalty for this eventuality, in particular beyond 2021.

Councillor Ferrari expressed the view that the way in which the DWP budget had been constructed in relation to its support costs was the correct way and that this capability should continue in the new Dorset Council. In addition, he considered that holding a specific reserve (BER) due to the volatility of recycle could not be upheld once the service was operated by a single council as there were other parts of the Council that were subject to equally volatile elements such as Adult Social Care and Children's Services and therefore this could be viewed as double reserving.

The Chairman responded that the building in of support costs could be viewed as an example of good practice in the same way as the BER and reminded members of the recent adverse variance of £700k as a result of recycle volatility over which the DWP had little control.

The Director of the DWP advised that use of a BER was common practice and recommended for waste services. The recommendation requested that recycle price volatility was taken account of as part of Dorset Council's reserves strategy due to the risk to the DWP budget, rather than a separate pot of money.

Following the discussion, the recommendation in relation to the reserve was voted upon separately.

Resolved

1. That feeding the budget estimates into the Medium Term Financial Plan of Dorset Council be supported;
2. That maintaining a reserve to deal with recycle price volatility under Dorset Council, as set out in paragraph 6.3 of the report, be supported.

Reason for Recommendation

Historically, Joint Committee annually considered the proposed DWP budget each year. Responsibility for financial decisions for 2019-20 and beyond rests with Dorset Council, rather than the DWP Joint Committee.

Dorset Waste Partnership Business Plan 2019-20

- 55 The Joint Committee considered a report outlining the Business Plan for the waste function of the new Dorset Council for 2019-20.

The Finance and Commercial Manager explained that there were no major changes in the policy and strategy being proposed. In response to a question he confirmed that the £75k for technical advice in support of the complex contractual arrangements was used for the procurement of disposal contracts.

Noted

Questions from Councillors

- 56 No questions were asked by members under Standing Order 20 (2).

Meeting Duration: 10.00 am - 10.50 am

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Dorset Health and Wellbeing Board

Minutes of the meeting held at Purbeck District Council Offices, Worgret Road, Wareham on Wednesday, 7 November 2018.

Present:

Jill Haynes (Chairman)

Members Attending

Helen Coombes (Transformation Programme Lead for Adult and Community Forward Together Programme, Dorset County Council), Tim Goodson (Clinical Commissioning Group), Margaret Guy (Healthwatch), David Haines (Locality Executive Teams), Mike Harries (Corporate Director for Environment and the Economy, Dorset County Council), Helen Horsley (Voluntary Sector), Rebecca Kirk (General Manager Public Health and Housing, Purbeck District Council), Sarah Moore (Safe and Wellbeing Team Leader, Dorset and Wiltshire Fire and Rescue Service), Rachel Partridge (Assistant Director of Public Health) and Claire Shiels (Assistant Director for Commissioning and Partnerships).

Officers Attending:

Mark Harris (Head of Mental Health, Dorset Clinical Commissioning Group), Kirsty Hillier (Public Health Communications Manager), Jane Horne (Consultant in Public Health, Public Health Dorset) and Helen Whitby (Senior Democratic Services Officer).

(Notes: (1) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Dorset Health and Wellbeing Board to be held on **Wednesday, 13 March 2019**.

(2) Board agendas and reports are available via <https://www.dorsetforyou.com/countycommittees>)

Apologies for Absence

77 Apologies for absence were received from Cllr Rebecca Knox, Ben Ansell, Sam Crowe, Nick Jarman, James Vaughan and Forbes Watson. Sarah Moore, Rachel Partridge and Claire Shiels attended as reserve members.

Code of Conduct

78 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Minutes

79 The minutes of the meeting held on 26 September 2018 were confirmed and signed.

Matter Arising

Minute 75 - Report following Locality Work Thematic Session held on 27 June 2018

With reference to changes to the terms of reference of Locality Groups being left until after the forthcoming election, the Chairman considered it important for all Locality Groups to have consistent generic terms of reference. Members were reminded that they had agreed broad principles for changes to terms of reference at their meeting on 13 September 2017 and again on 26 June 2018 although these changes had not been implemented on the ground. The Chairman would arrange for contact to be made with Locality Chairmen to progress this prior to the election.

Public Participation

80 Public Speaking

There were no public questions or statements received at the meeting in accordance with Standing Orders.

Petitions

There were no petitions received at the meeting in accordance with the County Council's Petition Scheme.

Strategic planning for the future, including implications of the Integrated Care System and Local Government Reorganisation

81 This item had been deferred whilst Local Government Re-organisation be further developed. The report would be considered at the Board's meeting on 13 March 2019.

Mental Health Programme Update

82 The Board considered a report by the Head of Mental Health, Dorset Clinical Commissioning Group, which provided an update on progress of the Mental Health Delivery Programme for Dorset.

Members were provided with a summary of progress being made, and current and future targets as set out in the report.

Whilst members welcomed the establishment of "The Retreat" in Bournemouth, they asked about its effect on mental health assessments, intervention, inequalities and winter planning. They highlighted that the lack of available care packages and community support led to delayed discharges which the Board had a responsibility for under the Better Care Fund. Officers explained that a reduction in attendance at acute hospitals had been seen following the opening of The Retreat and that a full evaluation would be undertaken in due course.

Members noted that The Retreat provided a different and better experience for those in mental health crisis who did not meet the current threshold to receive support. Acute services were under intense pressure so any measure which would help prevent people becoming more unwell would have an impact in the longer term. So it would be some time before any correlation could be shown between pressures on acute services and the establishment of The Retreat.

In response to the comment that the report gave percentage figures but did not refer to outcomes, officers explained that an outcomes framework was currently being worked upon. It was suggested that an update report be provided in Spring 2019.

There was a detailed discussion about the target of ensuring access to Child and Adolescent Mental Health Services (CAMHS) for 32% of the population. Members were concerned that this meant that many children were not able to access mental health services when they needed them as they thought early support might prevent more expensive support being needed in the longer term. There was also a suggestion that consideration should be given to why children were under pressure and resulting in them seeking mental health support.

Members noted that a needs analysis of existing resources and investment had been undertaken. A review was planned for the end of the current year or beginning of the next financial year which would lead to the reconfiguration of services to deliver more for the same funding. It was also noted that the County Council was working with the Dorset Clinical Commissioning Group (DCCG) on alternative support mechanisms, that the County Council was piloting peer specialists and youth health champions, and that Dorset Young Researchers and Dorset Youth Council were undertaking work on young people's mental health and wellbeing.

Particular attention was drawn to the new online support service (Kooth) which was available to all young people and which could provide them with links to other services and options. This had proven popular with young people who did not want support from adult counsellors and wanted a service which was available at weekends and during holidays.

Members questioned whether the Kooth service had been publicised widely enough. The Public Health Communications Manager was asked to obtain details of Kooth usage from the DCCG and share this information with Board Members, County Councillors and members of the Shadow Dorset Council asking them to pass this information on to any interested parties. The DCCG was asked to create a press release on the Kooth service which could be circulated to Board members.

The Assistant Director for Commissioning and Partnerships was asked to provide a report on the work of the Dorset Young Researchers and Dorset Youth Council on young people's mental health and wellbeing.

Resolved

1. That the strategic narrative in the paper that linked to the two reform programmes with the Health and Wellbeing Board's statutory duties to improve population health and wellbeing and reduce inequalities be supported.
2. That the Public Health Communications Manager was asked to obtain details of Kooth usage from the DCCG and distribute this information to Board members, County Councillors and members of the Shadow Dorset Council asking them to pass this information on to any interested parties.
3. That the Dorset Clinical Commissioning Group provide a press release on the Kooth service which could be circulated to all Board members.
4. That the Assistant Director for Commissioning and Partnerships was asked to provide a report on the work of the Dorset Young Researchers and Dorset Youth Council on young people's mental health and wellbeing.

Update on Sustainability and Transformation Plan (STP), with a focus on Prevention at Scale (PAS)

83 The Board considered a report by the Portfolio Director for Prevention at Scale, which provided updates on key highlights from across the Sustainability and Transformation Plan (STP) and progress on Prevention at Scale (PAS) since the last Board meeting on 26 September 2018.

Members were provided with an updated version of the Appendix to the report. The report focused on locality work in Purbeck, although work was progressing in all other areas too. The next report would have a greater focus on work within all localities. Members were then shown a short video on prevention at scale work.

It was reported that 31 schools out of a total of 176 in Dorset had registered to take part in the "Daily Mile" and that since the schools' sports conference more schools were taking part. Members also noted that applications for the Whole School Approach funding had increased to 63 by the closing date.

There was some discussion about Board members' organisations and how they supported the health and wellbeing of their staff. Although it was clear that work was going on within organisations, this had not been discussed in detail at the Health and Wellbeing Board, including any details of impact and outcomes. This could be reflected in the Living Well session to be held at the meeting on 13 March 2019.

Members noted that the refresh of the Sustainability and Transformation Plan would soon be available for discussion.

Resolved

1. That the update on the STP highlights and highlighted progress on prevention at scale be noted;
2. That the ongoing work be supported within the Board and back in Members' respective organisations and communities.

Forward Work Plan

84 The Board considered a report by the Acting Director of Public Health which updated members on the current Forward Plan for Board meetings and events.

The Sustainability and Transformation Plan report for the meeting on 13 March 2019 would focus on prevention at scale in localities and include statistics and figures as to what board members' organisations were doing to support the health and wellbeing of their own staff.

Members discussed the current format of meetings and possible topics for future consideration. Whilst members saw the benefit of the thematic sessions, they would welcome more direct information and experience from those delivering services. These did not provide them with direct information on the wider determinants of health such as housing, parks and schools. Discussions should centre on place and people (the priorities for the new Dorset Council) and prevention of scale work should focus on outcomes. The Board should provide focus on the wider determinants of health and inequalities.

It was suggested that future meetings be held in more informal settings and provide members with the opportunity to see what was happening in communities.

Members were reminded that they had been invited to the Good for Wessex event being held at Testlands Hub, Southampton on 20 November 2018.

Noted

Meeting Duration: 2.00pm to 3.40pm

Informal session on Ageing Well

The formal Board meeting was followed by a thematic session on the Prevention at Scale workstream ageing well. Rachel Partridge, Assistant Director for Public Health Dorset, opened the session and introduced the three stations that highlighted examples of approaches already being deployed locally.

The Board then broke into three sessions which looked at the following:

Collaborative Practice	Sue Bickler, Altogether Better Carol Tilley, Practice Manager, Whitecliff Group Practice	https://www.youtube.com/watch?v=eEWkCq4OLJc
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Healthy Homes	Jon Bird, Dorset County Council Richard Conway, Purbeck District Council	https://www.youtube.com/watch?v=JJmOXnBLTig
Men's Shed Wareham	Caoimhe O'Sullivan, Public Health Dorset Harold Forbes, Men's Shed Wareham	https://www.youtube.com/watch?v=Bq36ay3Aj7g

Please contact Bianca Porter, Prevention at Scale Project Officer, (bianca.porter@dorsetcc.gov.uk) if you would like further information on the session or the topics discussed.

The Chairman highlighted that although there was a lot of activity being undertaken, the public were not necessarily aware of activities in their own areas. She suggested that Locality Groups be used to map prevention at scale activities and feed this into a central database which could be used to signpost people to activities within their area. Locality Groups could provide updates for activities which had either been added or finished.

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Dorset Police and Crime Panel

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, DT1 1XJ on Tuesday, 13 November 2018

Present:

Mike Short (Chairman) (Independent Member)
John Adams (Vice-Chairman) (Bournemouth Borough Council)
David Brown (Borough of Poole), Les Burden (Borough of Poole), Bernie Davis (Christchurch Borough Council), Norman Decent (Bournemouth Borough Council), Bobbie Dove (Bournemouth Borough Council), Janet Dover (Dorset County Council), Mohan Iyengar (Borough of Poole), Andrew Kerby (North Dorset District Council), Barbara Manuel (East Dorset District Council), Iain McVie (Independent Member), Bill Pipe (Purbeck District Council), Byron Quayle (Dorset County Council), John Russell (West Dorset District Council) and David Smith (Bournemouth Borough Council)

Officers Attending:

Martyn Underhill (Police and Crime Commissioner), Simon Bullock (Chief Executive, OPCC), Alexis Garlick (Chief Finance Officer, OPCC), Adam Harrold (Director of Operations, OPCC), Mark Taylor (Group Manager - Governance and Assurance) and Fiona King (Senior Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Dorset Police and Crime Panel to be held on **Friday, 1 February 2019.**)

Apologies for Absence

38 An apology for absence was received from Mike Byatt, Weymouth and Portland Borough Council.

Code of Conduct

39 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Minutes

40 The minutes of the meeting held on 27 September 2018 were confirmed and signed.

In respect of the Annual Report, the Chief Executive, OPCC advised that it was due to be finalised shortly and would be circulated to Panel members.

Public Participation

41 Public Speaking

There were no public questions received at the meeting in accordance with Standing Order 21(1).

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received at the meeting in accordance with the County Council's Petition Scheme.

Police and Crime Commissioner updates

42 The PCC updated members on the following areas of development, (the PCC's speech is attached as an Annexure to these minutes):-

Fallout of merger decision

The economic case had showed the merger to be the most effective way to deliver budgets. The 100 police officers for Dorset that the merger would have provided would now not happen. However, Dorset was not dependent on merger for future stability. The OPCC had budgeted as if it wouldn't happen and was now exploring many other collaborations i.e. the merger savings had not been included in the Medium Term Financial Plan. Dorset Police was now hosting the Regional Forensic Collection across the 5 forces in the south west and the Qlik Sense analytical tool was in the process of being adopted. Talks were ongoing with Hampshire about further collaborations. There had also been various discussions with Dorset and Wiltshire Fire and Rescue on a number of areas of potential collaboration with the aim to continue to try to save public money and achieve efficiencies.

Alliance

The PCC reassured the Panel that, despite the failure of the Merger, the Alliance was strong and that it would be actively continued. As a result of the collapse of the merger though some adjustments have had to be made. The merge team had now been disbanded and a decision had been made to not further align any more business areas for the time being. The Force would still have joint Chief Officer meetings fortnightly and other changes to local governance were also highlighted. There was now a clear need to recruit a permanent Chief Constable as the current Chief Constable had been appointed on a temporary basis pending the outcome of the merger. The post would be advertised shortly, interviews would be held in January 2019 and the Chairman of the Police and Crime Panel had been invited, and had accepted, to take part in the process in an observer capacity.

The PCC highlighted that the Force was now operating with 500 less officers which was the lowest number of officers since 1981. He advised that Policing could no longer do everything, and he was considering which services to stop to keep the Police going. However, he assured members that people would be kept safe.

He was awaiting the government's budget decision in December, but he had lobbied them for more funding. However, there was an expectation that PCCs should raise the precept to accommodate the huge increase in demand especially in relation to knife crime.

Following a question from the Chairman about the Police pensions issue in the national media, the Chief Finance Officer, OPCC advised that the burden which had previously been held centrally by the Treasury was gradually, over several years, being moved to the local employer. The costs were sensitive to the Office for Budget Responsibility (OBR) growth forecast, which had reduced at the last valuation having the impact of increasing the required employer contributions. It was believed that the Treasury would partially offset next year's increase, and it was highlighted by the OPCC that this was a National issue which affected everyone. The Panel noted that the National Police Chiefs Council (NPCC) were in the process of challenging the Government through the courts on this change to Police pension policy.

With regards to the cost of the merger process, the PCC advised that the merger process was not yet completely closed and a full release of information and figures would be made available shortly. He also noted that he was due to release all the paperwork under Freedom of Information (FOI) for the merger and this would be available on the Future Policing website. This information would be shared with the Panel at the point of publication.

Following a discussion about the Fire and Rescue Service attending non-injury accidents instead of the Police, the PCC advised that discussions were still ongoing between Chief Officers of both organisations. This was deemed a heavy demand on Police resources that could be better utilised. There were hundreds of non-injury accidents that Police attended as a matter of course but the Fire and Rescue Service could equally deal with them.

In respect of other work that the Police might not do in the future, the PCC advised that work was reasonably well advanced and the intention was for Dorset Police to report back to him in January 2019. The police were moving to a demand led model but there needed to be a clear understanding of the model in the first instance. Following a question about the Fire and Rescue Service being paid to attend such incidents, the PCC advised that this was part of the ongoing negotiations.

In response to a question from a member about the number of drink/drug related arrests at Road Traffic Incidents (RTI), and the number of police officers required to operate safely, the PCC undertook to provide this information outside of the meeting.

Staffing

The Chief Executive, OPCC advised members that the PCC had set a challenge for him to consider staffing at the OPCC. They had been carrying a number of vacancies for a couple of months, but these were now being addressed. He had looked at staffing in depth and a number of other factors and was now comfortable that the OPCC was staffed at the appropriate level, given the delivery objectives set out in the Police and Crime Plan and the PCC's list of commitments, which the PCC had accepted. He added that he would continue to keep staffing under a watchful review.

One member referred to the reductions in officers and possible further cuts in the future and yet the level of staffing in the OPCC remained the same. The Chief Executive responded that in this instance he was referring to existing budgets and not new budgets. At this precise moment in time with current budgets in a reasonable place it was appropriate. In the future it could be very different. He highlighted that Police budgets and the OPCC budgets were completely separated. He also confirmed that the second review of staffing for this year had been completed and would be reviewed on an ongoing basis.

Noted

Police and Crime Plan Monitoring Report - Quarter 2

43 The Panel considered a report informing them of the progress against the Police and Crime Plan and Priorities 2017-21. The report provided information on the financial outturn position for Quarter 2 2018/19.

The PCC highlighted areas of work related to each of the pillar themes. Members of the Panel, who were leading on each of the themes in the Plan, were also invited to provide updates.

Pillar 1 – Protecting People at Risk and Harm – Cllr Andrew Kerby/Cllr Byron Quayle

Cllr Kerby made reference to his scrutiny review of the Disclosure and Barring Service (DBS) which he had launched prior to the last meeting of the Panel in September.

A few volunteers had come forward and preliminary reports were good. He was looking to contact external agencies to see what their experiences were. The PCC welcomed the 'mystery shopper' type approach and invited him to contact the Police for further help with examples of those DBS checks that might have slipped through the net. One member referred to the issue of different organisations wanting separate

DBS checks and the PCC highlighted the need for one system to be in place. However, this had been stopped by the Government as the costs were too high.

Reference was made to the number of recorded hate crime and recorded hate incidents given the report showed that hate crimes had increased by 10% but hate incidents had decreased by 26%. The PCC advised that there had been a focus on hate crimes and that the recording of incidents had improved. He added that this was one of the areas that the Government wanted to see an increase in reporting and it was encouraging that people were talking about it more and therefore reporting it more. One member felt it was positive to see an increase in the reporting of hate crime. The PCC expressed concern that disability hate crime was still under-reported and felt that this area needed to be investigated further.

Following some confusion over the rag ratings in the report, the Chief Executive, OPCC highlighted the importance of scrutiny and that this report focussed on the PCC's objectives as set out in his Plan, rather than the Chief Constable's performance in this particular area. The report aimed to give the Panel a flavour of where things were and in Dorset they were thankfully talking about relatively low numbers as Dorset remained a safe place to live and work. It was suggested that a deeper dive into hate crime could be undertaken to provide a better understanding.

Following a comment about knife crime, the PCC confirmed that at present Dorset did not have a charity focusing on knife crime.

Members discussed the stop and search practice and asked the PCC for his view. He made reference to the 3 different messages to the Police that had been received from 3 different Home Secretaries on stop and search and supported the current view as this did need to be done to keep people safe. He referred to the high number of black people that had been subject to stop and search in Dorset and advised that a report on this was due to be completed in January 2019.

One member asked for an indication if any of the searches had been unlawful in the recent review that had taken place. The PCC advised that there was a large report which had been drafted but he needed to get the Police to respond before circulating it further. He made reference to the Stop and Search scrutiny panel which had been reshaped considerably this year and was content for Panel leads to attend and observe.

Following a comment about the partnership working in the Multi Area Safeguarding Hub (MASH) being criticised, the PCC advised that all agencies had been criticised, apart from the Police. He had recently been talking to colleagues in local authorities and that in respect of Local Government Reorganisation (LGR) the focus was on being safe and legal by April 2019 but to look to improve safety and vulnerability in August 2019.

With regard to the effectiveness of the PCC's blog on county lines, the PCC advised that thousands had read it and he had received a good number of responses. The purpose of the blog was to raise awareness with partners.

Pillar 2 – Working with our Communities – Cllr Bernie Davis/Cllr Mohan Iyengar

Cllr Iyengar was concerned that the articulation shown in the rag ratings might not give the whole picture. The Group Manager, Governance and Assurance noted that the Panel had been working closely with the OPCC on the format of the quarterly reports and it was about getting the balance right to support effective scrutiny. As there was an ongoing and active role for the Panel in getting this right, more detail, understanding and reflections on this could be included at the Training day on 7 December 2018.

Cllr Iyengar made reference to the summer Drink Drive campaign and felt that the name and shame effect had been a positive deterrent. The PCC advised that this was a Police operational campaign and that he had challenged them about this. The challenge was initiated by reports to the OPCC that public exposure of Drink Drive offenders could lead to difficulties for those involved, particularly if those individuals were already managing poor mental health. There had to be a robust risk assessment around this as there was a very delicate balance to be sought. One member was pleased to hear that people were risk assessed before their name was made public and the PCC undertook to take this back to the Police and his Head of Media. As some members were in favour of the name and shame process and others expressed caution, Cllr Iyengar welcomed a Panel discussion on this in order to come to a collective view.

The PCC confirmed that the national guidance stated that if someone had been charged they could be named.

In respect of Neighbourhood Policing engagement contract timings, the Director of Operations, OPCC advised that a self-assessment was being produced and was due to be signed off by the end of the year, the OPCC would have sight of this in January 2019.

Cllr Iyengar felt that with regards to his Pillar 'working with our communities', in order to keep the idea of the pillars going there was a need to look to sharpen them up to ensure clear segmentation of the issues. It was agreed to look at this as part of the training session in December.

Following a question about the Business Crime Strategy, the Chief Executive, OPCC advised that work had been ongoing to try to align this with Devon and Cornwall, but it had now been decided that this objective would no longer be pursued.

Pillar 3- Supporting Victims, Witnesses and Reducing Reoffending – Cllr Barbara Manuel/Cllr Bill Pipe

Cllr Pipe made reference to the staff recruited for the Complainant Advocate Project and highlighted the problem of the double/triple booking of court rooms, especially in Weymouth. The PCC advised that there had been a significant improvement in this area and undertook to report back to members about performance in Bournemouth as Weymouth had now improved.

Following a comment about victim satisfaction and whether there were any particular issues in this area, the PCC advised that the data came from surveys carried out with a number of victims. This was an ongoing challenge but with a constant focus there had been some improvement.

In response to a question about tagging of criminals, the PCC advised that there were 2 types of tagging and that Government tagging been contentious for several years. This commitment was red in the report as he wanted to expand the tagging of offenders in Dorset and as yet the new tags had not yet been procured.

In respect of the Restorative Dorset event scheduled for 22 November 2018, the Director of Operations, OPCC confirmed this event was to celebrate the hub and there would be speakers from the Police and several other agencies. Further details would be circulated to Cllr Pipe outside of the meeting.

Pillar 4 – Transforming for the Future – Iain McVie

Iain McVie advised members he was due to attend a meeting in January which would be looking at spotlight scrutiny on court schemes and he also highlighted the PCC's

funding of £263k for the Weymouth CCTV regeneration programme. Mr McVie felt the contact he had with Jason Mumford at the OPCC alerted him to any significant changes to the ratings within his pillar.

Cllr Russell made reference to a 101 meeting (Customer Service Improvement Panel) he had attended in October where a good presentation had been received along with a useful update on neighbourhood engagement.

Members asked the following questions and received the attached responses:-

1. Can the Chief Finance Officer for the OPCC set out the detail of the disposals (capital receipts) that have taken longer than assumed and the reasons for the delay? and also outline the impact of these delays on the capital programme?

The delay related to 2 disposals: The former Christchurch Police station and Wimborne Police station. Both are complex in terms of working with multiple parties and subject to the planning process which has added to the time taken to achieve completion of sales. Christchurch has required a supplemental agreement (to be signed by 5 parties) to allow a replacement planning application. In the case of Wimborne the sale is being progressed jointly with Dorset County Council who are the freeholder (Dorset Police are the leaseholder) and the sale is subject to planning with the potential purchasers seeking pre-application discussions with the Council prior to entering into the contract for sale.

The impact of the delays has had the effect of reducing the forecast year-end balance on the Capital Receipts reserve (although it should be remembered that the assets are still held on the Balance Sheet i.e. there is no loss value as a consequence of delay – liquidity is affected which in turn impacts on the ability to spend the receipt for other capital spend). Offsetting the impact of delayed receipts is a forecast that capital expenditure in 2018/19 will be lower than budgeted.

In summary the slippage in the timing of receipts is partially offset by slippage in expenditure.

2. From the analysis of the revenue budget it can be established that the Chief Constable is forecasting to spend £1.1m more than budgeted on overheads in 2018/19.
 - Is it possible to obtain a more complete understanding as to the nature of these costs and why they are predicted to be 17.6% (£5M) higher than the original budget?

Taking the question on the change from the Original Budget first – there has been an adjustment of £4m increase to the Overhead expenditure budget which is equally matched by an increase to the income budget. This relates to an alignment of the Private Finance Initiative (PFI) budget to the financial accounting format which requires the grant to be shown as income as opposed to being netted off expenditure. This has arisen because both the annual accounts and the budget is now prepared by the Alliance Finance Team.

In relation to the £1.1m variance this is spread across a number of areas and in part is a reflection of some of the underspending in staffing costs. For example there is an increased use of the IT managed service contract as a result of difficulty to fill vacancies in the IT department, and there are high regional collaboration costs as we continue to develop working in partnership. The Resource Control Board is monitoring the detailed variations in overheads.

3. Recognising that the Chief Constable has briefed the Panel on police overtime before, can the Police and Crime Commissioner provide an update on the changes that have been implemented in-year to reduce Police Officer overtime?

The changes are, of course, all operational and therefore not necessarily a matter for me. From a governance perspective there are two boards where police use of overtime is scrutinised – firstly the People Board, attended by my Chief Executive, receives quarterly performance data on the workforce that highlights any exceptions. More importantly though the Resource Control Board, chaired by the Chief and attended by my Treasurer and I, receive a more detailed overview of overtime, with respect to the use of allocated budgets.

Following on from my recent PCC challenge into overtime, and the ongoing pressures on budgets, both the Chief and I continue to keep a close watch to ensure the changes implemented throughout the force have embedded and are having the desired effect. The Chair also requested that Occupational Health be taken into consideration across the Force by the PCC due to the overtime burden.

Resolved

1. That the rag ratings in the report be explored further at the Panel's training day scheduled for 7 December 2018.
2. That the PCC would look again at the hate crime/incidents figures.
3. That the Panel would have a discussion on naming and shaming, in respect of drink driving offences, in order to come to a collective view.
4. That the PCC would report to members about the booking of court rooms in Bournemouth as Weymouth had significantly improved.
5. That further details of the Restorative Dorset event on 22 November 2018 be sent to Cllr Pipe.

Precept 2018/19 - Update on the use of monies identified for targeted activity

44 The Panel considered a report by the Chief Finance Officer, OPCC which provided an update in relation to the Panel's endorsement of the 2018/19 council tax increase of £12 per annum for a Band D property in order for members to assess the impact and effect achieved through the application of these funds.

Members asked the following questions:-

1. (Para 2.2) - Whilst acknowledging that these events maybe being co-ordinated at the national level:
 - o What action is being taken at the local level in order to assure the Dorset tax payer that the raise in precept 18/19, and the proposed 19/20 rise, meets the 2018 Central Govt directive on:
 - i. Improved efficiency and increased productivity, making better use of the money held?
 - ii. Smarter Procurement?
 - iii. Improving productivity?

The PCC advised that he had tried to address all 3 areas and was working hard to secure smarter procurement. There was a move to a demand model locally in policing.

2. (Para 2.3) - What changes are being proposed for the Reserves Strategy?

The draft Reserves Strategy has been updated with only minor presentational changes plus the inclusion of an additional table to show the analysis of reserves as required by the Home Office guidance. No significant changes are being proposed and the Policy Statement is unchanged from 2018. The

final Reserves Strategy and an updated budget risk assessment will be part of the budget papers presented in February 2019.

3. In terms of the other bullet points contained in the '2018/19 precept letter' from the Panel to the PCC:

- What specific action has been taken on:
 - a. Continuing a specific focus on securing the Strategic Alliance savings in order to deliver the Medium Term Financial Plan (MTFP); with contingency plans in place should these not materialise?
 - b. Developing the support work to demonstrate value for money through investment on key areas in the Police and Crime Plan (e.g. visibility of metrics, benchmarking, return on investment etc.)?
 - c. Developing the cost of the "police demand model" in order to inform the future budget debate?

- a. *Alliance savings continue to be under considerable scrutiny. However, it is fair to acknowledge that we are in limbo between decisions having been made on the basis of progressing with a merger, and waiting for the next Alliance Exec Board where those decisions can be reviewed in light of the current position. For example, members received a presentation at the June meeting that highlighted the interaction between the alliance and merger programmes – and noted that the four corporations sole had determined which elements of the Alliance programme should continue as planned, which should be paused, and which should be moved into the merger programme (pending future decisions). Post merger decision, those have yet to be formally reviewed.*

At the same time, Dorset has taken the decision to remove some alliance savings from the current MTFS – namely criminal justice, victims/witnesses, estates and contact management and communications, given the likelihood of those savings being realised within the current MTFS are minimal. This is prudent, and will allow the business better visibility of the challenge ahead.

The contingency plans are straightforward, albeit sub-optimal, in that they largely involve the removal of some discretionary growth areas from the current MTFS, a further pressure on establishment numbers (particularly continuing to hold over a number of police staff vacancies) or relying on a precept increase.

- b. *Notwithstanding the discussion here today, the visibility of delivery against the police and crime plan has improved significantly over the past 12 months, and of course we will continue to work with the Panel to further improve the product.*

With the FMS also being piloted this year, opportunities have been taken to ensure better alignment of the forces and OPCC's reporting procedures – in this case through the auspices of the SPB. This dual focus on both force and OPCC delivery will enable a shared approach to PCC and Chief Constable aims and objectives right across both organisations, and ensure as efficient and effective a process as possible.

Similarly, with respect to the OPCC commissioning budget, steps are now being taken to ensure the stronger alignment of commissioning objectives the THR matrix that policing uses to assess priorities. This will enable OPCC to prioritise against demand areas, hopefully providing support to policing in those most critical delivery areas – such as missing people, and wider vulnerabilities such as mental health, drugs and alcohol. This will also include a focus on areas such as county lines and violent crime, particularly through a prevention and early intervention focus – again delivering a better return on investment than would be

achievable by spending against crisis care.

- c. *Members have heard from Supt Lyne about the demand work the force is undertaking, this will cost demand – albeit in terms of police officer time spent, rather than financially.*

Nationally, work has been undertaken as part of the spending review and the HO-led frontline review to set out the current levels of police demand, with a view to putting the case for further funding to HMT. Given the outcome of the recent budget, members will appreciate that work was unsuccessful in its endeavours.

Therefore, the Policing Minister and the Home Sec are now taking a different stance, and want to make a ‘more for more’ argument – i.e. if there is more investment in policing, then we can invest more in preventative and early intervention capability and try and turn off the demand.

Therefore, there is both work underway at the local and the national level to consider and cost demand, both of which will be reporting shortly. It is also worthwhile mentioning a couple of factors:

- *HMICFRS has set out broad areas for forces to consider as part of the FMS process – this is less about quantifying demand, and more about assess the force’s ability to meet the demand – so called security of supply*
- *HO has majored on productivity and efficiency as its key factors. Whilst we are yet to receive clear advice about how we should assess our productivity or efficiency - we continue to tackle this issue locally, but this does mean that we still do not have an easy way to compare or contrast our demand with that of other forces.*

Following the Chief Executive’s response members offered the following comments:-

- With regards to Prevention, it was highlighted there should be more regard from partners who withdrew services; i.e. Local Authorities, that resulted in the Police having to step in;
 - With reference to any Home Office bid to the Treasury, could the Panel lend any support to confirm that prevention was better than any cure;
 - The cost of the demand model in order to measure the demand cost in relation to the funding meeting the requirements;
 - In respect of the national pictures of what good looks like could this be replicated, the PCC noted that they could have initiatives that could apply to anyone which could be a nationally led process;
 - Following a raft of press releases, a member asked if they could be alerted in advance in order to advise their residents. The PCC noted that he had advised the Panel earlier in the meeting prior to the releases going out to the public.
4. Is it possible for the PCC to include the key headlines, learning and actions included in the latest HMICFRS Value for Money profiles to the Dorset Police and Crime Panel for their informal Finance Briefing on 10th January 2019?

The PCC undertook to provide members with this information at their training day on 7 December 2018.

Noted

Complaints Management - OPCC update

45 The Panel considered a report by the Chief Executive, OPCC which provided an

update on complaints management following the Home Office's recent confirmation that anticipated reforms to the complaints system would be delayed.

One member highlighted that in respect of Model A – Mandatory, the Panel needed to be aware that this was highly likely to result in more complaints against the PCC.

To date the draft regulations had been sent to the Chief Constable's but as yet no guidance had been given.

Following a question about super complaints, the Director of Operations, OPCC noted that the Chief Constable and PCC would be informed if one was received. Although the PCP would not be part of this process members would be updated on the process. The PCC suggested the Panel could appoint a Pillar Lead for complaints.

Resolved

1. That the OPCC would provide a further update for members when a final decision was made about the local implementation of the Alliance Customer Service Team.
2. That the Panel would consider a formal Panel Lead for complaints.

Work Programme

- 46 The Panel considered its Work Programme and noted the items to be considered for their next meeting on Friday 1 February 2019.

The Group Manager, Governance and Assurance advised members that work was ongoing to try to realign some of the dates for meetings next year to be more in line with quarterly reporting.

Members were reminded of the Training Day scheduled for 7 December 2018 and noted that a draft agenda would be available shortly.

Resolved

That the work programme be updated accordingly.

Complaints Update

- 47 The Group Manager – Governance and Assurance advised members that no new complaints about the PCC had been received. However, one further complaint relating to a previous topic, the 'Lush: paid to lie campaign' had been received, which was being dealt with by the Monitoring Officer, OPCC.

Noted

Questions from Panel Members

- 48 There were no questions by members of the Panel.

Meeting Duration: 10.00 am - 1.10 pm

PCC UPDATE

Merger:

- Dorset is a high performing and well-regarded force, by HMICFRS, and will continue to be. Dorset remains a safe place to live, work and visit.
- Whilst everyone agreed – including AH – a single force provided the most efficient and effective way of delivering policing across the three counties, we did not place all our eggs in one basket
- The Panel will recall that the economic case showed the merger was the most effective way to safeguard future police budgets, and would deliver £70m savings over 10yrs, compared to £34m of the existing SA, or £38m if the SA was extended
- But, following the decision we don't stand still - and whilst the SA is our largest collaboration we are not dependent or reliant upon it for our future sustainability
- To be clear, merger savings were not in the MTFP
- From a Dorset perspective, we continue to explore many other collaboration opportunities:
 - Dorset hosting the Regional Forensic Collaboration
 - Dorset hosting the National Transformation Programme and both PCC and Chief Constable leading the Forensic Portfolio
 - Adoption of “Qlik sense” analysis and reporting tool with Avon and Somerset
 - Consideration of sharing a firearms range with Hampshire
 - Potentially partnering with the Bobby Van Trust in Wiltshire Police
 - A range of operational and estates collaborations with DWFRS – behind closed doors, mispers, non-injury RTCs and bi-service officers (fire PCSOs)

Alliance:

- But, we firmly believe that continuing with the SA is the right thing to do – albeit we do recognise that there might be some adjustments
- However, we are also clear that we do not want to align further business areas in the immediate future. Therefore, as the alliance will be paused for the moment, the view is that the current governance is not necessary, and therefore both Deputies will revert from their current roles of leading change (Paul Netherton) and leading operations (Dave Lewis) across both forces, and although there will be some shared portfolios, will focus more on their individual forces. This new arrangement will be implemented on 1st December.
- Whilst this might on the face of it be seen as a retrograde step, the reality is that 80% of what the two deputies do will be unchanged
- Important to note we continue to work very closely together – the forces will have joint chief officer meetings every fortnight, and business boards will alternate between being local and being in alliance. The AEB governance is still under review.

Local governance:

- Building on the local focus, members will recall that James was temporarily promoted to Chief, following Debbie's retirement. The decision to do this, and to temporarily promote Dave, was based on the path to the proposed merger
- It is now appropriate to recruit a permanent Chief Constable, following the collapse of the merger discussions

- The process will be launched next month, with a closing date early in the new year
- Whilst I will remain steadfastly neutral on that process, I will – independently and separately – say that I am very happy with James’ performance to date, and am of the firm belief that in this time of change the force would benefit from some stability in its senior leadership
- Of course I would want to Panel to observe the recruitment process, and I am therefore pleased that the Panel chair has very kindly shifted his diary to accommodate both the shortlisting and interview dates in January

PCC statement on funding:

“When I started my first term in Office, Dorset Police had already endured two years of central government grant freezes. Since that time the financial pressures placed on all forces continue to worsen, and the demands continue to increase.

“The government grant for local policing has not increased by a single penny in the last eight years, and as a result the budget for Dorset Police has reduced, in real-terms, by £25 million. At the same time inflation, as measured by the Consumer Price Index, has increased by almost one-fifth.

“The small increase in force budget in recent years, 4% over six years, has been met by local taxpayers. Whilst I remain incredibly grateful for their continued support, it is time for the Government to live up to their claim that “public safety is the number one priority of the government”, a statement made by the Home Secretary to PCCs and Chief Constables less than a fortnight ago.

“We now have a Force with 500 fewer officers and staff, the lowest it’s been since the early 1980s. The demands on the police continue to grow, with no signs of abating. The increases we have seen in recorded crime, more complex crimes being committed and the need to safeguard the vulnerable in society, have all meant the police are being called upon to respond more than ever before.

“The recent budget presented by the Chancellor claimed an end to austerity; sadly this was not the case for the police. As usual we must wait until December, with our caps in hand, hoping that Government will offer a relief for policing. However, the signs look bleak, as there is already every indication is that the grant freeze will continue and costs will increase.

“Going forward you can be assured that I will continue to lobby for a fair share for Dorset and ensure value from every penny. However there will be stark choices ahead, and the reality is that we now have a perfect storm of:

- The lowest number of officers since 1981;
- Changing, more dangerous crime types;
- Huge increases in crime, especially violence and knife crime (40% increase in knife crime from last year);
- Huge increases in demand, especially as other services can no longer offer support and policing must fill the gap (10% increases this year alone);
- A Government that has given unfunded pay increases; and
- A Government that will not remove the burden of pension increases, which will potentially cost us over £4m a year.

“At the same time, the business case for the proposed merger with Devon & Cornwall Police demonstrated that after a decade of seeking efficiencies, there is very little left in that cupboard. The Government has made it clear that they expect me to raise precept to resolve these issues, but the £12 limit I currently have will not even cover the pay increase and pension issue, let alone improve policing in Dorset.

“It cannot be right that, for the first time ever, the Chief Constable and I will need to seriously consider which service must we stop in order to concentrate scarce resources on keeping people safe. However, that is precisely the situation in which we find ourselves.”

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Joint Public Health Board

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,
Dorset, DT1 1XJ on Monday, 19 November 2018

Present:

Councillor Jill Haynes (Dorset County Council)(Chairman)
Councillor Jane Kelly (Bournemouth Borough Council) (Vice-Chairman)
Councillor Steve Butler (Dorset County Council)
Councillor John Challinor (Borough of Poole).

Officers Attending: Sam Crowe (Acting Director of Public Health), Nicky Cleave (Assistant Director of Public Health), Rachel Partridge (Assistant Director of Public Health), Sian Critchell (Finance Manager), Clare White (Finance Manager) and David Northover (Senior Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and considered and confirmed at the next meeting of the Board to be held on **4 February 2019**).

Chairman

44 **Resolved**

That Councillor Jill Haynes be elected as Chairman for the meeting.

Vice-Chairman

45 **Resolved**

That Councillor Jane Kelly be appointed as Vice-Chairman for the meeting.

Apologies

46 Apologies for absence were received from Councillor Karen Rampton (Borough of Poole) and Councillor Nicola Greene (Bournemouth Borough Council).

Code of Conduct

47 There were no declarations by members of any disclosable pecuniary interests under the Code of Conduct.

Minutes

48 The minutes of the meeting held on 24 September 2018 were confirmed and signed.

Public Participation

49 There were no public questions or public statements received at the meeting under Standing Orders 21(1) and (2) respectively.

Forward Plan of Key Decisions

50 The Joint Committee considered its draft Forward Plan which identified key decisions to be taken by the Joint Board, and items planned to be considered during the rest of 2018 and 2019. This had been published on 22 October 2018.

Noted

Public Health Dorset Business Plan 2018/19 - Monitoring Delivery

51

Having received the Public Health Dorset Monitoring Report, based on the Business Plan for 2018/19, at its September meeting and endorsing the approach being taken, the Board asked that trend data be included with future reports so as to have a more meaningful understanding of what improvements or otherwise were being made. The report had subsequently been updated on performance for Quarter 2 on that basis.

The report also highlighted national work underway in providing more publicly available information resources that could be used to compare local authority public health delivery.

The Board were pleased to see that direction of travel was now indicated for each activity so that improvements being made, or otherwise, could be readily identified. In observing how services were being delivered, particular mention was made of the way in which progress was being seen to be made in the delivery of health checks and the means by which this was being done, in the collaborative approach between General Practices and pharmacies, with each having an essential part to play.

In line with sentiments recently expressed by the newly appointed Health Secretary, the Rt Hon Matt Hancock MP, that “prevention was better than cure”, Public Health Dorset was looking to see that this might be reflected in the receipt of the necessary funding going forward to ensure the work being done remained sustainable, particularly in terms of supporting the cessation of smoking and efforts being done in this regard. It was commonly acknowledged that the advent of vaping devices had contributed significantly to those trends being achieved.

Mention was made of the work being done to monitor pollution levels throughout Dorset and the assessments being made of the data collected, in having a better understanding and interpretation of this and of what this entailed.

The Board were pleased to learn of those General Practices engaging with their patient list in identifying what volunteer help was available so that this resource might be accessed in contributing to what services the Practices were able to deliver. It was also pleasing for them to learn of the positive attitude many practices now had adopted in their understanding of the benefits which could be gained from what volunteers could offer in addressing their patient’s needs, where applicable.

Resolved

That the performance update of the 2018/19 Business Plan be noted and the means by which the Public Health agenda was being delivered acknowledged.

Reason for Decision

Close monitoring of the commissioned programmes was an essential requirement to ensure that services and resources were compliant and used efficiently and effectively.

Task and Finish Group on Future of Public Health Dorset : Findings and Recommendations from Stakeholders

52

The Board considered a report by the Acting Director of Public Health summarising the findings by the Joint Public Health Board Task and Finish Group on the future of the Public Health Dorset Partnership. There was wholesale agreement amongst that Group about the successes and achievements of the Partnership to date and future areas for improvement. The report identified some key development areas arising from the Task and Finish Group’s findings, and presented recommendations from the moderation meeting as to how the Partnership should evolve under Local Government Reorganisation (LGR).

The Task and Fishing Group’s findings were that:-

- the delivery of Public Health as a shared service was being well managed and performing well,
- how services had been commissioned had improved significantly by those arrangements,

- key strengths included leadership and particularly the work to embed prevention within the Sustainability and Transformation Plans. The benefits of operating the shared service at scale, pan-Dorset, were emphasised too, and
- future development should include understanding the importance of public health to the future success of the wider business of Councils and the NHS.

Members understood that collaboration with the Task and Finish Group on devising a clear set of proposals on how the Board should operate post LGR was necessary in order to better differentiate it from the work of the two Health and Wellbeing Boards. The Board understood what this entailed and the means by which it would be delivered, agreeing that any work should ensure regular representation from the Dorset Clinical Commissioning Group (CCG) and in exploring the potential for the future joint appointment of the substantive Director of Public Health between the CCG and the Dorset councils. Whilst both Boards had on the face of it similar aims and objectives, there was a clear distinction between what each offered: the Health and Wellbeing Board being fundamental in what, where, when and by whom services were delivered as a direct response to need, with the Joint Public Health Board being more strategic in how and why these services were seen to be necessary.

The Board recognised that it was critical that members of the two new councils had a fundamental understanding of what Public Health Dorset did and what its work entailed. As mentioned at the previous meeting, the opportunity should be given for an improvement and enhancement of public health activities, in that there was a need to expand accessibility to other councillors about what the Partnership did and how it operated. This could be better achieved by ensuring that any future report included reference to a public health impact assessment, which would draw attention to the integral part public health played in each and every service. Members of the Board considered they had a part to play in conveying this message as best they could. Moreover, it was still to be determined what model of governance should be adopted for the Board and the new councils would have a part to play in determining this.

The opportunity was taken to assess what form members considered would most suit and benefit how the Board should carry out its business post LGR. Having given measured consideration to what configuration would best meet the Board's needs, it was agreed that 4 members from each Unitary Council to serve on the Board would seem to be satisfactory, and that its composition might well still include the Portfolio Holders for Health and/or Social Care but that this should not necessarily be an exclusive requirement - as was currently the case - if it was deemed other Executive members had the requisite requirements. If at all practicable the Board considered that it would be beneficial to have a Director of Place able to serve on the Board in addition to an appropriate CCG representative. Confirmation of this configuration could be achieved by correspondence between Board members outside the meeting, with officers providing advice and making the necessary arrangements.

Resolved

1. That the Task and Finish Group report's findings be noted and what these entailed, acknowledged.
2. That the need to work with Task and Finish Group members on a set of clear proposals by March 2019 for how the Joint Public Health Board would operate post-LGR be supported and endorsed, in order to better differentiate it from the work of the two Health and Wellbeing Boards. This work should include ensuring regular representation from Dorset CCG, and to explore the potential for the future joint appointment of the substantive Director of Public Health between the CCG and Health and Wellbeing Boards. This work should include ensuring regular representation from Dorset Councils.
3. That the action plan attached as Appendix 2 in the Acting Director's report, summarising the areas for development of the Public Health Dorset Partnership, particularly those relating to working more closely with Members, be approved.

Reason for Decisions

To continue to ensure that the Partnership functioned effectively and efficiently to help deliver the legal public health duties of the new Unitary Councils in Dorset.

Community Health Improvement Services (CHIS) Procurement

53

The Board understood that contracts for a range of Community Health Improvement Services (CHIS) were due to expire at the end of March 2019. Given this, a series of options had been considered to determine which procurement model would best suit the needs of the CHIS in order to maximise efficiency and effectiveness of the services, with agreement of the Board being sought to progress arrangements on that basis.

The Board were informed of the background and rationale for what was being done; what options there were; the Framework Model and how this had been devised; risk and mitigation plans; budgets and timelines and what the preferred procurement option was. The Board were also being asked to agree to procure and award following successful completion of tender.

The Board acknowledged that the preferred option - Option 4: Any Qualified Provider (AQP) under an agreed framework - meant that any provider could deliver the service - provided they met specific criteria - and would be paid according to activity. This model would offer a high level of efficiency, as it was a simple process, developed as a single framework with all six lots being included, being open to any qualified provider, and placed the power in the hands of the end user to access services where they chose.

The Board recognised the need for flexibility in the delivery of these services and the choice this would give service users provided for equity, efficiency and effectiveness in meeting those needs. It would provide for a pool of assets being made available to ensure that there was the greatest opportunity for take up as necessary.

The benefits of Option 4 were readily understandable to members and, given this, they were minded to support this means of procurement, as being both sustainable and reasonable. However the new arrangements would not necessarily provide such scope for accountability as those currently did. Nevertheless, there was an expectation that there would be a good prospect of collective responsibility by potential service providers in seeing that what was being done would be for the good of their communities.

The Board were keen to see that, if at all practicable, an assessment could be made of how successful interventions and activities were in meeting the needs of individuals and in delivering what was hoped for from the Public Health agenda. Officers were satisfied that there were means by which this could be successfully demonstrated and work was progressing to ensure this could be the case.

Whilst there was no national register for the purposes of recording who had been offered interventions, what the take up rates were nor what the outcomes from this were, there appeared to be some scope

for outcomes from interventions to be recorded on the Dorset Care record given that GP surgeries had that information available to them but there was a need for this to be securely and rationally managed.

The board considered that the procurement exercise had taken its consideration all that it could and that, overall, Option 4 would provide all that was necessary in ensuring community health improvements continued to be made and that successful outcomes could be demonstrated by this means.

Resolved

1. That the preferred option - Option 4 - for procurement and award of the Framework Agreement for the provision of Community Health Improvement Services be agreed;
2. That delegated authority to the Acting Director of Public Health Dorset in consultation with the Joint Public Health Chairmen and Portfolio holders to award to appropriate providers be approved.
3. That the Framework included NHS Health Checks as per the recommendation of the September 2018 Board meeting be noted.
4. That the procurement and award through Open Tender for provision of weight management support within the community be approved.
5. That the risk and mitigating plans from cost and volume contracts be noted.
6. That the two Unitary Council's Shadow Executive Committee's be asked to affirm the above 5 decisions.

Reason for Decisions

To enable service continuation and transformation through procurement.

Financial Report

54

The Joint Board considered a joint report by the Chief Financial Officer and the Acting Director of Public Health on the revised revenue budget for Public Health Dorset in 2018/19, this being £28.292M, based on an indicative Grant Allocation of £33.407M.

The report included an updated forecast for 2018/19. Budgets for 2019/20 remained provisional, based on indicative figures published in 2017/18 and taking account of future local authority changes. The Board were informed that as public health, together with its budget, served the whole of Dorset i.e. the 2 new Unitary Councils, the issue of disaggregation of budgets that was necessary with other services didn't apply in this case.

The Board recognised that the Prevention at Scale agenda took precedent when it came to any use of underspend but that the Board and the two Health and Wellbeing Boards would also have some part to play in determining where monies were best spent so that the greatest benefits could be achieved.

Noted

55

The Board were provided a high-level summary of performance for LiveWell Dorset, smoking cessation, weight management services, health checks and children and young people performance, with supporting data in the report's appendices.

The Board were pleased to see the decrease in the levels of smoking seemingly evident and acknowledged that the advent of vaping devices might well be playing some part in that decrease being seen.

The Board were satisfied with what was being achieved and the means by which it was being done.

Noted.

Questions from Councillors

56 No questions were asked by Members under Standing Order 20(2).

Meeting Duration: 10.00 am - 12.00 pm