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To: Cllr Ray Hughes (Chairman)

Councillors: Haydn Bateman, Glenys Diskin, Chris Dolphin, Ian Dunbar, David Evans, Veronica Gay, Alison Halford, Cindy Hinds, Colin Legg, Brian Lloyd, Richard Lloyd, Nancy Matthews, Ann Minshull and Paul Shotton

8 September 2016

Dear Councillor

You are invited to attend a meeting of the Environment Overview & Scrutiny Committee which will be held at 2.00 pm on Wednesday, 14th September, 2016 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 8)

Purpose: To confirm as a correct record the minutes of the meeting held on 19 July 2016.

4 HIGHWAYS AND CAR PARK INSPECTION POLICY (Pages 9 - 20)

Report of Chief Officer (Streetscene and Transportation) enclosed. Portfolio of the Deputy Leader of the Council and Cabinet Member for Environment.

Purpose: To review the Council's policy on highway safety inspections, intervention criteria and response times.

5 **THE FINAL STAGE OF THE REVIEW OF EXISTING SPEED LIMIT ORDERS ON THE COUNCIL'S HIGHWAY NETWORK AND PROPOSED PROCESS IMPROVEMENTS FOR ANY FUTURE CHANGES TO SPEED LIMIT ORDERS** (Pages 21 - 26)

Report of Chief Officer (Streetscene and Transportation) enclosed. Portfolio of the Deputy Leader of the Council and Cabinet Member for Environment.

Purpose: To provide Scrutiny with an update on the next stages of the Speed Limit Review on the Council's highway network.

6 **FORWARD WORK PROGRAMME** (Pages 27 - 34)

Report of Environment Overview & Scrutiny Facilitator enclosed.

Purpose: The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment Overview & Scrutiny Committee.

The following item is considered to be exempt by virtue of Paragraph(s) 15 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

It is not good employment practice or in the public interest for matters the subject of consultation with employees affected and other unions to be discussed in public at this stage of the process.

7 **RIGHTS OF WAY SERVICE REVIEW** (Pages 35 - 48)

Report of Chief Officer (Planning and Environment) enclosed. Portfolio of the Deputy Leader of the Council and Cabinet Member for Environment.

Purpose: To receive feedback on the service review.

Yours faithfully



Peter Evans
Democracy & Governance Manager

ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE **19 JULY 2016**

Minutes of the meeting of the Environment Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold, Flintshire on Tuesday, 19 July 2016

PRESENT: Councillor Ray Hughes (Chairman)

Councillors: Haydn Bateman, Chris Dolphin, Ian Dunbar, David Evans, Cindy Hinds, Colin Legg, Brian Lloyd and Nancy Matthews

SUBSTITUTES: Councillors: Dennis Hutchinson (for Richard Lloyd) and Mike Peers (for Veronica Gay)

APOLOGIES: Councillors: Alison Halford, Richard Lloyd and Paul Shotton, and the Chief Officer (Streetscene & Transportation)

ALSO PRESENT: Councillor Veronica Gay

CONTRIBUTORS: Councillor Bernie Attridge, Deputy Leader and Cabinet Member for Environment; Councillor Kevin Jones, Cabinet Member for Waste Strategy, Public Protection & Leisure; Chief Executive; Chief Officer (Planning & Environment); Corporate Finance Manager; Waste & Ancillary Services Manager; Highways Network Manager and Transportation & Logistics Manager

IN ATTENDANCE: Environment Overview & Scrutiny Facilitator and Committee Officer

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES

The minutes of the meeting held on 15 June 2016 were submitted.

Matters Arising on Minute Number 17 - 12 Month Review of the Council's Car Parking Strategy

The Facilitator agreed to send the information on parking fines, which had been circulated to the Committee on 13 July, to Councillor Peers who had been a substitute at the meeting.

Councillor David Evans sought an update on the removal of a loading bay in Charmleys Lane, Shotton. In recognition of the issues which had been raised, Councillor Bernie Attridge said that a decision had been made to re-instate the loading bay subject to consultation with the Town Council. In response to concerns about unauthorised use of the County Hall car park,

consideration would be given to how best to monitor this prior to the introduction of the parking scheme in September/October.

Councillor Evans referred to his request for information on Civil Parking Enforcement and sought a breakdown by wards of on/off street parking fines, identifying roads where there were persistent problems. This would remove the need for a further report in September. The Waste & Ancillary Services Manager agreed to look into whether a detailed breakdown could be circulated outside the meeting.

Councillor Attridge took the opportunity to thank Katie Wilby, the Transportation & Logistics Manager, and her team for their excellent work in arranging cover for bus services following the collapse of GHA Coaches. The Chairman added his personal thanks.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chairman.

22. COUNCIL FUND REVENUE BUDGET 2017/18

The Chief Executive presented an update on the financial forecast for the 2017/18 financial year. This included budget pressures and proposed efficiencies for Planning & Environment and Streetscene & Transportation for 2017/18 as the third and final year of the current portfolio business planning cycle.

The Committee was asked for its support on the efficiencies set out and to recognise that any further cuts could cause unacceptable risks to services. The approach to budget consultation at this earlier stage had received positive support from other Overview & Scrutiny committees which helped to strengthen the case being made by the Council to the Welsh Government (WG).

A presentation was given by officers covering the following areas:

- Local Context - Planning & Environment and Streetscene
- Current Plans - Streetscene & Transportation
- Comparative Analysis
- Business Plan Efficiencies and Pressures
- Resilience Statements
- Ancillary & Waste Services
- Transportation & Logistics

In summarising the overall financial position, the Corporate Finance Manager highlighted the £14.4m projected gap in the revised financial forecast for 2017/18 based on a number of assumptions including a 1.5% cut in the Revenue Support Grant and 3% increase in Council Tax. Members were reminded of the Council's three part strategy to identify solutions to the financial challenges. Work on this would continue over the summer, however even if the

£6.321m of efficiencies and income growth were to be achieved, a projected gap of £8.1m would remain outstanding for 2017/18.

Whilst Councillor Chris Dolphin acknowledged the scale of the financial challenges, he pointed out that many members of the public did not understand the reasons behind the financial pressures and the need for efficiencies. He commented on the need for more regular gully cleaning and grass cutting services, particularly in rural areas where there could be safety issues. He felt that the delivery of acceptable levels of service should be accommodated within the 24/7 service now provided by Streetscene.

Councillor Bernie Attridge stressed that road safety was a priority of the service and asked that specific safety concerns such as those on grass cutting be raised directly with Streetscene supervisors who were the designated contacts. He gave reassurance that gully cleaning took place at all hours and suggested that those concerns be discussed with the Highways Network Manager following the meeting. Members were able to inspect the gully cleaning work schedule and raise any issues with the supervisors.

Councillor Nancy Matthews agreed that further cuts to the portfolio were a particular concern as these services impacted on all residents. On efficiency plans in Transportation & Logistics to encourage more rail travel by officers, she felt that all options for cheaper tickets should be explored.

When asked about plans to include other plastic recyclables, the Waste & Ancillary Services Manager stated that the future aim was to incorporate mixed plastic recycling as the market was improving. Councillor Kevin Jones spoke about discussions with WG on the potential for plastic recycling facilities in Wales and advised that mixed plastic recycling would be introduced prior to the enforcement on side waste.

In response to comments from Councillor Cindy Hinds on the need for more clarity amongst the public on recycling items, the Waste & Ancillary Services Manager advised that an education campaign would take place.

The Committee supported Councillor Matthews' proposal for an initial workshop to re-educate Members on recycling, as a starting point.

Councillor Ian Dunbar welcomed the controlled efficiencies made in the service. He suggested that information could be shared with Members on hotspot areas for side waste and that lengthy delays in the pest control service should be addressed. On the latter point, the Chief Officer was unaware of these delays and advised that a new addition to the team would help to deal with telephone calls to the service. Future plans for the pest control service were included in the presentation. In response to a query on planning fees, it was explained that the introduction of the new regime mid-year in 2015/16 meant that the Council only partially benefited from the increased income. This applied where planning applications were determined within timescale or subject to agreement by the applicant. On the potential to explore electric-powered vehicles at the Alltami depot, Councillor Jones spoke about the need

to first determine and agree on values of the electricity generated by the solar farms, and the possibility of also utilising that power at County Hall. Councillor Dunbar welcomed the involvement of Town/Community Councils on the review of subsidised bus services but relayed complaints about the withdrawal of a service in Shotton. Councillor Jones explained that the establishment of the scheme would require support from nominated representatives and would be piloted in Holywell, Mold, Buckley and along the Deeside strip.

Councillor Mike Peers referred to the amber risk levels in the portfolio and asked about the implications if these were to change to red. The Chief Executive spoke about the expectation to work towards the full target of efficiencies next year and questioned whether the resilience rating on Streetscene should be amber rather than green. He added that the amber risks supported the case to the WG for a national debate on funding. The Chief Officer referred to the implications of a red risk level for resilience as failure to meet key performance indicators and deliver Improvement Plan Priorities, along with negative customer feedback.

Councillor Peers also asked whether the £2.105m of efficiencies within the portfolio for 2017/18 represented the expected 30% target. The efficiencies for Planning and Environment were 27.6% of its budget, extending to 30% over the three years, with those for Streetscene & Transportation as a whole at 34%. Councillor Jones referred to the challenges in achieving these levels of efficiencies whilst maintaining services.

In response to questions from Councillor Haydn Bateman, Councillor Jones gave an explanation on the levels of gas to be produced from the former landfill sites. On the enforcement of side waste, the Waste & Ancillary Services Manager pointed out that the vast majority of residents complied. He summarised the approach to be taken to enforcement involving education targeted at specific areas, the ceasing of collections and use of stickers and barcoding, with fixed penalty notices as the last resort.

In summary, the Committee indicated no objections to the efficiencies and recognised that further cuts would cause unacceptable risk.

RESOLVED:

- (a) That Members of the Committee note the report;
- (b) That the Committee recognises that finding future efficiencies of any scale, beyond the adopted business plan, will be limited without seeing significant impacts on service frequency and quality; and
- (c) That a workshop is arranged in the Autumn for all Members on recycling.

23. REVIEW OF THE HOUSEHOLD RECYCLING CENTRE PROVISION

Councillor Kevin Jones presented a report to update the Committee on progress made in the future provision of Household Recycling Centre (HRC)

sites following discussion at the meeting in May 2016. He reminded Members of the background to the issue and advised that the Welsh Government (WG) had confirmed its intention to commit funding to develop the current facilities in Nercwys and Buckley. A further bid for the potential provision of a new facility in Flint/Connah's Quay would be presented later in the year to WG who had given tentative agreement subject to determination of a location and profile. Amongst the criteria set by WG was the target to achieve 90% recycling at all the facilities, which would require a programme of education to the public. Provisional drawings being prepared for the sites in Nercwys and Buckley would require support from the Town and Community Councils and local Members prior to the planning application stage.

In respect of the proposed single facility in Flint/Connah's Quay, early discussions had commenced on a particular site and once agreed, would be subject to consultation with the Town Councils and local Members. In the interim, operations would continue with the potential to extend the current arrangement with Flintshire Refurbs to undertake all bulk waste collections. Plans for each site would be shared with the respective Town/Community Councils as well as through the Committee and via the planning process. It was noted that each site would close separately to allow for the necessary work. In conclusion, Councillor Jones hoped that the Committee and the public would support these outcomes which demonstrated that the concerns and views expressed had been heard and acted upon.

The Chief Executive advised that there would be no further proposed reduction in the HRC core budget with the objective being to make savings from reduced landfill charges through improved recycling rates.

The Chairman and Members of the Committee spoke in support of the positive outcomes achieved through the significant efforts of Councillor Jones as Cabinet Member. Councillor Mike Peers commented on the contribution of the Committee and the need for all Members to do their best to encourage use of the HRC sites in order to achieve the targets. Councillor Jones thanked the officers involved for their input in reaching this position.

RESOLVED:

That the Committee notes the progress made to review the HRC provision and requests a full report on the preferred location and individual site layouts to be provided to the October Committee meeting.

24. PERFORMANCE REPORT 2015/16

The Committee received a report analysing the Council's progress towards the national indicators set by the Welsh Government (WG) during 2015/16. The information included trend analysis for indicators relevant to the Committee together with an overall view across the organisation.

RESOLVED:

That the Committee, having considered the 2015/16 Performance Report, has no concerns to feedback to the Corporate Resources Overview & Scrutiny Committee.

25. IMPROVEMENT PLAN 2015/16 YEAR-END PROGRESS

An update report was received to consider progress towards the delivery of the impacts set out in the 2015/16 Improvement Plan, focussing on the areas of under-performance relevant to the Committee during the fourth quarter/year end. No issues were raised.

RESOLVED:

That the Committee, having considered the Improvement Plan 2015/16 Year-end Progress report, has no concerns to feedback to the Corporate Resources Overview & Scrutiny Committee.

26. FORWARD WORK PROGRAMME

In presenting the current Forward Work Programme for consideration, the Facilitator advised that new items had been scheduled in consultation with the Chief Officers. The following changes were agreed:

- Following earlier discussion, the report on Civil Parking Enforcement would be removed.
- The item on Proposed Changes to Waste Vehicles and Recycling Opportunities to be brought to a special meeting of the Committee, if needed, subject to the timing of consideration by Cabinet.
- Item on speed limits on 'C' roads to be scheduled, as requested by Councillor Nancy Matthews.

RESOLVED:

- (a) That the Forward Work Programme be amended as necessary; and
- (b) That the Facilitator, in consultation with the Chair and Vice-Chair of the Committee, be authorised to vary the Forward Work Programme between meetings, as the need arises.

27. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the press or public in attendance.

(The meeting started at 2pm and ended at 3.55pm)

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Chairman



ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Wednesday 14 September 2016
Report Subject	Highways and Car Park Inspection Policy
Portfolio Holder	Deputy Leader of the Council and Cabinet Member for Environment
Report By	Chief Officer, Streetscene and Transportation
Strategic / Operational	Operational

EXECUTIVE SUMMARY

Flintshire County Council as 'Highway Authority' has a statutory duty to maintain all adopted highways, including highway structures within the County (Trunk Roads not included).

In the event of a breach of that statutory duty, the Council may be liable for claims from highway users for personal injury or loss arising from incidents or accidents which have occurred on the adopted highway network.

In order to ensure the Council's highway network remains fit for purpose and in a safe condition and in order to provide a defence for the Council against claims made for compensation by users of the network, a robust Safety Inspection Policy is required.

The Safety Inspection Policy defines safety inspection frequencies on all of the classifications of carriageway, footway and cycleway maintained by the Council and the Policy also defines intervention criteria i.e. the point at which maintenance work is required, and defines timescales for completing any required remedial work.

The Council also owns and manages a large number of car parks across the County and the inspection policy has now been extended to include these facilities, in order to ensure the safety of the sites and to again provide a defence against any claims that may be received by users of the car parks, for personal loss or damage.

The original policy was initially approved on 19 February 2013 by Cabinet and is now due for review in order to meet national and good practice guidelines which recommends the policy should be reviewed after 2/3 years of implementation.

RECOMMENDATIONS

(a)	That Scrutiny recommends Cabinet approval of the reviewed Highway and Car park Inspection Policy (Appendix 1) which outlines the Council's approach to all safety inspections, intervention criteria and response times.
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REPORT DETAILS

1.00	<u>BACKGROUND TO THE COUNCIL'S POLICY ON HIGHWAY SAFETY INSPECTIONS</u>
1.01	Flintshire County Council as the 'Highway Authority' has a statutory duty to maintain all adopted highways (except Trunk Roads) within the County. By virtue of section 58 of the Highways Act 1980 (England and Wales), if a Highway Authority can prove it had in place adequate policies and procedures to maintain the highway, and that the policies and procedures were being adhered to, providing there was no prior knowledge of a particular defect before the incident date, a claim for damages against the Authority as a result of personnel loss or injury can be repudiated.
1.02	Following the Cabinet approval in 2013, the Council's current arrangements for highway inspections and interventions are contained within a single comprehensive policy document and the review of this document will strengthen the Council's defence against any third party claims made against the Authority in the future. The inspection regime for the Council's car parks and highway structures have now been added to this document.
1.03	Streetscene Area Coordinators based in Streetscene & Transportation's Alltami Depot carry out the highway and car park safety inspections and each Area Coordinator has received training to enable them to carry out the task. The training takes the form of 'shadowing' experienced Area Coordinators and instruction by experienced highway maintenance engineers or managers. Before Area Coordinators commence inspection duties a formal appraisal takes place to ensure they hold a good understanding of both the policy and of highway maintenance good practice.
1.04	The Non-Principal structures inspections are also undertaken by the Area Coordinators, who have attended a recognised training course, providing them with the necessary knowledge to carry out the inspections.
1.05	The six yearly Principal inspections of structures are scheduled into a multiple tender which are then offered to the market to ensure the service is carried out in the most cost effective way for the Council.
1.06	The Policy requires that safety inspections are carried out on each element of the highway infrastructure at predetermined intervals, dependant on classification. During the inspection, defects will be noted and the necessary repairs arranged within a period of time defined in the policy (response time). The Policy also defines the level when a defect becomes actionable (intervention level).

1.07	The revised Policy now relates to <ul style="list-style-type: none"> • Carriageways (roads) • Footways • Cycleways • Highway structures (retaining walls, bridges etc.) • Council owned car parks
1.08	The inspections of carriageways will take place from a moving vehicle (with the Area Coordinators as a passenger) and in all other cases by a walked inspection or in the case of structures by direct visits to the site.
1.07	All inspection frequencies, intervention criteria and response times stated in the Policy, meet with or better nationally recognised minimum standards for safety inspections.
1.08	The proposed Council Policy for Highway Safety Inspection, Intervention Criteria and Response Times is included as Appendix 1 of this report.

2.00	<u>RESOURCE IMPLICATIONS</u>
2.01	The new revised policy confirms the existing arrangements and there will be no detrimental impact on operations or costs as a result.

3.00	<u>CONSULTATIONS REQUIRED / CARRIED OUT</u>
3.01	With Cabinet Member.
3.02	No further consultation required.

4.00	<u>KEY RISKS AND MITIGATION</u>
4.01	The highways maintenance service has undertaken various risk assessments on the procedures and recommended frequencies of highway inspections which are outlined within the policy.

5.00	<u>APPENDICES</u>
5.01	Appendix 1 – Council Policy on Highway Safety Inspections, Intervention Levels and Response Times

6.00	SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972 List of Background Documents
6.01	Highways Act 1980. Contact Officer: Stephen O Jones, Chief Officer (Streetscene and Transportation) Telephone: 01352 704700 E-mail: stephen.o.jones@flintshire.gov.uk
7.00	GLOSSARY OF TERMS
7.01	None

Flintshire County Council - Streetscene & Transportation

Policy for Highway and Car Park Safety Inspections, Intervention Criteria and Response times – June 2016

- 1. Background**
- 2. Need for a Policy**
- 3. Carriageway inspections**
- 4. Footway inspections**
- 5. Cycleway inspections**
- 6. Car Park Inspections**
- 7. Structures Inspections**
- 8. Intervention criteria**
- 9. Response times**
- 10. Training of Inspectors**
- 11. Background documents**

1. Background

- 1.1 Flintshire County Council as Highway Authority has responsibility for the maintenance of all adopted highways (except trunk Roads) within the County. Flintshire County Council has a statutory duty to maintain the highways but may be responsible for any claims which result from injury or loss to members of the public who may use them.

2. Need for a policy

- 2.1 Flintshire County Council receive numerous claims from highway users following trips, falls or personnel loss/damage to property on the public highway. This reviewed policy will ensure the highway network is in a fit for purpose and safe condition also providing the Council with a defence against any claims it may receive.
- 2.2 By virtue of section 58 of the Highways Act 1980 (England and Wales), if an Authority can prove it had in place adequate policies and procedures to maintain the highway, and that the policies and procedures were being followed and providing there was no prior knowledge of 'the defect' before the incident date, a claim for damages against the Authority as a result of a trip, fall or personnel loss can be repudiated.
- 2.3 Safety inspections involve visiting each section of the highway infrastructure at an approved frequency. During the visit any defects that are present are noted and the required maintenance repair work arranged. Safety inspections are carried out on carriageway (roads), footway and cycleway. In addition safety inspections will take place on each publically accessible car park operated by the Council

2.4 Highway inspections are carried out by the Area Coordinators based in Streetscene & Transportation's Alltami Depot.

3. Carriageway inspections

3.1 In accordance with the national Code of practice for Highway Maintenance, each carriageway in the County has been classified into one of the following groups:

Category	Definition	Detail	Length
2	Class A - Strategic Route	Routes for fast moving, long distance traffic with few frontages or pedestrian traffic	152km
3a	Class B - Main distributor	Routes between strategic routes and linking urban centres.	76 km
3b	Class C - Secondary distributor	Routes carrying mainly local traffic with large numbers of frontages and junctions	262 km
4a	Unclassified - Link Roads	Routes linking main/secondary distributors and local access roads, many frontages and junctions	666km
4b	Unclassified - Local access road	Routes serving properties only with limited access traffic.	

3.2 The following table shows the frequency of inspections that will be undertaken in respect of each road classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document "Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)"

Description	National Guidelines Category	Recommended Code Frequency		FCC Freq.
Strategic Route – Class A	2	1 month		1 month
Main Distributor – Class B	3(a)	1 month		1 month
Secondary Distributor – Class C	3(b)	1 month		1 month
Link Road – U/C	4(a)	3 months		3 months
Local Access – U/C	4(b)	1 year	Urban	6 months
			Rural	6 months

3.3 The carriageway inspections will be carried out by the Streetscene Area Coordinators from a vehicle, driven as slowly as road conditions will allow. The Coordinator will be a passenger in the vehicle, which will be driven by a second member of the Streetscene & Transportation workforce.

4. Footway inspections

4.1 In accordance with the guidelines within the National Code of practice for Highway Maintenance every footway within the County has been classified into one of the following groups:

Category	Definition	Detail	Length
Cat 1a	Prestige	Very busy main town centre shopping areas	Unknown
Cat 1b	Primary	Busy urban shopping and business areas	Unknown
Cat 2	Secondary	Medium usage routes local shopping centres	Unknown
Cat 3	Link footways	Linking local access footways, busy rural footways	Unknown
Cat 4	Local access footways	Low usage estate road footways	Unknown

4.2 The following table shows the frequency of inspections that will be undertaken in respect of each footway classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document “Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)”

Description	National Guidelines Category	Code Frequency.	FCC Frequency.
Prestige Area	1(a)	1 month	Weekly
Primary Walking Route	1 (b)	1 month	1 month
Secondary Walking Route	2	3 months	3 months
Link Footway	3	6 months	6 months
Local Access Footway	4	1 year	6 months

4.3 The inspections will be carried out by Streetscene Area Coordinators by walking the footway.

5. Cycleway Inspections

5.1 In accordance with the guidelines within the National Code of Practice for Highway Maintenance every Cycleway within the County has been classified into one of the following groups:

Category	Definition	Detail	Length
Cat A	Integral	Cycle lane forming part of the carriageway	Unknown
Cat B	Dedicated	A highway route for cyclist not contiguous with the public footway or carriageway	Unknown

5.2 The following table shows the frequency of inspections that will be undertaken in respect of each cycleway classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document “Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)”

Description	National Guidelines Category	Code Frequency.	FCC Frequency
Integral	A	As adjacent carriageway	As adjacent carriageway
Dedicated	B	6 months	6 months

5.3 The integral cycleway inspections will be driven as part of the carriageway inspection and the dedicated cycleway will be walked.

6. Car park inspections

6.1 The car parks within the County has been classified into one of the following groups:

Category	Definition	Detail
Cat A	Chargeable	Car parks with parking charges
Cat B	Non-chargeable	Car parks without parking charges

6.2 The following table shows the frequency of inspections that will be undertaken in respect of each car park classification. The frequency is based on a risk assessment of each classification

Category	Definition	Frequency
Cat A	Chargeable	6 monthly
Cat B	Non-chargeable	Annually

6.3 The car parks will inspected on foot by the Area Coordinators

7. Structures and Retaining walls

7.1 The Highway structures within the County has been classified into one of the following groups:

Category	Definition
Cat A	Highway Structures
Cat B	Highway retaining walls

7.2 All structures will receive a non-principle inspection every 2 years and a principle inspection every 6 years.

7.3 Any defects identified during the inspections will be passed to the Council’s Structures Manager for advice and direction

8. Intervention Criteria

6.1 During the inspection any defects will be identified by the Streetscene Area Coordinator. The defect will fall into one of the following categories.

Carriageway:

- 1. A situation with potential to cause serious injury or accident.
- 2. Defect above 40mm (above or below the mean level of the carriageway)
- 3. Defect below 40mm

Footway:

- 1. A situation with potential to cause serious injury or accident
- 2. Defect above 25mm (above or below the mean level of the footway)
- 3. Defect below 25mm

Cycleway:

- 1. A situation with potential to cause serious injury or accident.
- 2. Defect above 40mm (above or below the mean level of the cycleway)
- 3. Defect below 40mm

Car Parks

1. A situation with potential to cause serious injury or accident.
2. Defect above 40mm (above or below the mean level of the carriageway)
3. Defect below 40mm

7. Response Times

7.1 The time to make safe or guard the defect will be as follows:

Asset	Defect	Response Time
Carriageway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection
Footway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 25mm	Rectify within 3 working days
	Defect below 25mm	Review at next inspection
Cycleway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection
Car Parks	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection

8. Training of Streetscene Area Coordinators

8.1 Each Streetscene Area Coordinator will receive appropriate training to enable them to carry out the inspections. The training will take the form of 'shadowing' existing experienced Coordinators, and instruction by Streetscene Operational Managers. Before Streetscene Area Coordinators carry out their duties, a formal appraisal of their knowledge both of this policy and Highway Maintenance good practice shall be assessed by the Operational Managers..

9. Background Documents

Highways Act 1980

Code of Practice for good highway maintenance management July 2005

June 2016

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ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Wednesday 14 September 2016
Report Subject	The Final Stage of the Review of Existing Speed Limit Orders on the Councils Highway Network and Proposed Process Improvements for any Future Changes to Speed Limit Orders.
Portfolio Holder	Deputy Leader of the Council and Cabinet Member for Environment
Report By	Chief Officer (Streetscene and Transportation)
Strategic / Operational	Strategic

EXECUTIVE SUMMARY

In June 2015, Cabinet approved the revised timetable for the review of speed limits on the Council's classified Highway Network and work on this initial phase of the speed limit project is now broadly completed. This report details the intended approach for the next and final phase of the work, which will address the historic anomalies within the existing speed limit orders on all other routes on the Highway Network, which have greatly impacted on the time taken to deliver of the first phase of the speed limit review.

In addition, the current process for implementing speed limit orders is both complex and time consuming and there is a clear need to adopt a more efficient method of working and a number of potential improvements to the existing process are also identified within this report.

Final completion of this review will provide the Authority with confidence in both the accuracy and legality of all speed limit orders on all of Flintshire County Council's Highway Network. Adopting the revised process will also provide a consistent, transparent and more simplistic approach for any future revisions to speed limit orders.

Recommendations

- | | |
|-----|---|
| (1) | That Scrutiny recommends Cabinet approve of the revised process to deliver the final phase of the review of speed limit orders on all of the Council's Highway Network. |
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(2)	That Scrutiny recommends Cabinet approve the proposed changes to the process which will be adopted for any future revisions of highway speed limit orders.
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REPORT DETAILS

<u>1.00</u>	THE NEED FOR A REVIEW OF SPEED LIMITS ON THE HIGHWAY NETWORK
1.01	The Authority recently undertook a review of all existing A & B classification roads within the County, in order to evaluate the effectiveness and suitability of the existing speed limits. The review commenced in 2012 and was broadly completed earlier this year.
1.02	The work to complete the review has been both time consuming and excessively complex. This is mainly due to the complex requirement to revoke and amend existing Traffic Regulation Orders, both on the classified network itself and on adjoining side roads, where the existing speed limit orders abuts those in place on the classified network.
1.03	The complications arise from the fact that Traffic Regulation Orders do not simply state the start and end of a speed limit on a single stretch of carriageway and most include multiple sections of the network within a single Order. The Orders often intersect with numerous other side road Orders along their length and it is important therefore that the details within each Order correctly align. Given that the speed limits in a given area may have been subject to a number of revisions over the past 60 years, in some situations, this is not always the case.
1.04	During the course of the initial review it also became apparent that (in some cases) when the need had previously arisen to revoke or amend a section of an existing Order, the records held within the Authority's files did not always correspond to the Orders displayed on site. Sections of existing Orders had also previously been revoked in error, or (in some isolated instances) the Order had been incorrectly revoked in its entirety.
1.05	Other complications which have developed over time include the utilisation of historical data and out of date information within old Orders. This includes the use of conflicting road names, unofficial local variations to road names and reference points which are no longer in existence (e.g. demolished bridges). Given the occasional and isolated nature of previous speed limit changes, until the recent undertaking of a broader review, such inaccuracies had previously gone undetected.
1.06	Given the complexity of the individual Orders it is essential that an accurate and 'controlled system' of recording details of each speed limit is maintained by the Council. This process is both time consuming and requires a high level of resources - with failure to do so leaving the Authority vulnerable, with incomplete records offering little resilience to support potential legal and technical challenges.

1.07	In order to easily implement any future speed limit Orders on the Highway Network (to an enforceable standard), it is essential that this situation is addressed as a matter of urgency. To enable this to happen it is proposed that the Authority adopts a system whereby all speed limit Orders, both past and present, are contained within a single controlled environment and within a single consolidated Order, covering all speed limits across the whole of Flintshire County Council's Highway Network. The single Order will confirm and support the speed limits in place across the County at a given point in time and all other historical orders will then be revoked.
1.08	A similar situation existed at the time of the Civil Parking Enforcement review in 2013 whereby all parking Orders were revoked and consolidated within one Order to enable the multitude of anomalies and inaccuracies across a number of individual Orders to be corrected in a single operation and it is proposed that the same method be used to address the anomalies associated with the Authority's speed limits.
1.09	Prior to consolidation, a mapping exercise must firstly be conducted in order to accurately record the positioning of all existing speed limits and once this work has been completed the single consolidated Order can be introduced. This approach will also allow the Authority's speed limits to be both viewed and advertised within a simple and easy to understand map-based format, which will promote a transparent approach to both existing records and for all future changes. The information on all speed limits will also be easily accessible to members of the public via the Flintshire County Council website.
1.10	Following the consolidation, it is proposed that all speed limits within the County (i.e. those not previously encompassed within the recent speed limit review) will then be reviewed following a risk based route approach, to ensure compliance with national guidelines on every road in the County. It is anticipated that such a review would require a 5 year programme with the implementation of any changes being made as an ongoing process of amendment to the main consolidation Order.
1.11	Although the above arrangements will greatly improve the validity of existing speed limits within the County, it is also important to review the existing process by which speed limit Orders are made. This will improve the efficiency and speed of the amendment process and reduce the resources needed to introduce any required changes to speed limit Orders in future.
1.12	Streetscene officers currently write the legal Order for any given proposal, following which every Order is then passed to Legal services for checking. Although this is an improvement on the previous process whereby the Traffic Services team required Legal services to write all Orders, there is still substantial scope for improvement, particularly to improve the overall time taken to implement revised orders.

1.13	In order to eliminate the reliance on Legal services, Streetscene officers are currently drafting a system of templates, which once approved by Legal services, will standardise the Order writing process for any given future eventuality. Not only will this approach provide consistency to all future Orders, Legal services approval will only be required for amendments of templates, and no longer be required on an individual case basis.
1.14	Adoption of this revised process will streamline the current (often over complicated) process and will also reduce demand on legal officers time.
1.15	<p>Whilst reviewing the existing Order making process, a number of other improvements have been identified, which will reduce the cost to the service and to provide time savings to the existing process;</p> <p>a) To update the Statutory Consultee list with valid email addresses and provide all future information relating to proposals electronically, as opposed to issuing hard copy correspondence and associated drawings.</p> <p>b) For purposes of future consultation with the Public, the notice of proposals will be provided electronically to the nearest Flintshire County Council Connects Office and relevant Community Council to enable wider consultation with the general public (in accordance with recent change in consultation procedure). This will alleviate the current requirement for Officers to create multiple information packs to be deposited at local libraries, Post Office's and Leisure Centres. All proposals will continue to be advertised in the local press and in County Hall.</p>

2.00	<u>RESOURCE IMPLICATIONS</u>
2.01	Approval of the proposed process will greatly reduce current demand on Legal services.
2.02	The utilising of approved templates will reduce demand on Streetscene resources.
2.03	A mapping exercise is required to accurately record the positioning of existing speed limits within the County. This will require additional Technical Officer services, which will funded through existing service budgets.

3.00	<u>CONSULTATIONS REQUIRED / CARRIED OUT</u>
3.01	With Cabinet Member

4.00	<u>RISK MANAGEMENT</u>
4.01	Should the review of existing speed limit orders not be undertaken, the Authority is at risk of challenge against the legality of both existing and future speed limits.

4.02	Flintshire County Council may also be at risk of not adhering to the statutory duty of care in relation to road safety in the event that speed limits are not enforceable.
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5.00	<u>APPENDICES</u>
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Contact Officer: Stephen O Jones Telephone: 01352 704700 E-mail: stephen.o.jones@flintshire.gov.uk

7.00	<u>GLOSSARY OF TERMS</u>
7.01	None

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ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Wednesday 14 September, 2016
Report Subject	Forward Work Programme
Cabinet Member	Not applicable
Report Author	Environment Overview & Scrutiny Facilitator
Type of Report	Operational

EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment Overview & Scrutiny Committee.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Facilitator, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.
1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none">1. Will the review contribute to the Council's priorities and/or objectives?2. Is it an area of major change or risk?3. Are there issues of concern in performance?4. Is there new Government guidance of legislation?5. Is it prompted by the work carried out by Regulators/Internal Audit?
2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.
3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Publication of this report constitutes consultation.
4.00	RISK MANAGEMENT
4.01	None as a result of this report.
5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme
6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Margaret Parry-Jones Overview & Scrutiny Facilitator</p> <p>Telephone: 01352 702427</p> <p>E-mail: margaret.parry-jones@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Improvement Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.

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ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Draft Forward Work Programme

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
11 Oct 2016 2pm	Proposed changes to waste collection vehicles and new recycling operations.	To consider the proposed changes prior to consideration by Cabinet	Options Consultation	Chief Officer Streetscene and Transportation	
2 November 2016 10.00 am	Renewable energy	To receive an update report on progress to date.	Progress monitoring	Energy Manager	
	Dog DNA Task & Finish Group feedback	To receive an update report from the Task & Finish Group	Update	Facilitator	
	Q1 Improvement Plan Monitoring	To enable Members to fulfil their scrutiny role in relation to performance monitoring	Assurance	Facilitator	
7 December 2016 10.00 am	North Wales Residual Waste Project update	To receive and consider further details on the progress of the project.	Assurance	Chief Executive	
	Q2 Improvement Plan Monitoring report	To enable Members to fulfil their scrutiny role in relation to performance monitoring	Assurance	Facilitator	
	Speed limits on C roads	To receive an update on speed limits on C roads	Progress monitoring	Chief Officer Streetscene and Transportation	

ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
9 December 2016 10.00 am (Budget meeting)			Budget options consultation	Chief Officer Planning & Environment/Chief Officer Streetscene and Transportation	
11 January 2017 10.00 am	Planning Enforcement Policy	To consider the proposed changes.	Options consultation		
13 January 2017 10.00 am (Budget meeting)			Budget options consultation	Chief Officer Planning & Environment/Chief Officer Streetscene and Transportation	
8 February 2017 10.00 am	Trading Standards Collaborative Projects	To receive an update on the collaborative projects	Awareness Raising	Chief Officer Planning and Environment	
8 March 2017 2pm	Q3 Improvement Plan Monitoring report	To enable Members to fulfil their scrutiny role in relation to performance monitoring	Assurance	Facilitator	
13 June 2017 10.00 am	Q4 and Year End Improvement Plan monitoring	To enable Members to fulfil their scrutiny role in relation to performance monitoring	Assurance	Facilitator	
11 July 2017 10.00 am					

ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

ITEMS TO BE SCHEDULED as agreed by Committee

Item	Purpose of Report/Session	Responsible / Contact Officer

REGULAR ITEMS

Month	Item	Purpose of Report	Responsible / Contact Officer
Quarterly/ Half-Yearly	Improvement Plan Monitoring and Performance Reports	To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Chief Officers
Half-Yearly	North Wales Residual Waste Treatment Project		To be confirmed

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