



County Offices
Newland
Lincoln
LN1 1YL

16 October 2015

Highways and Transport Scrutiny Committee

A meeting of the Highways and Transport Scrutiny Committee will be held on **Monday, 26 October 2015 at 10.00 am in Committee Room One, County Offices, Newland, Lincoln LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Tony McArdle', written over a horizontal line.

Tony McArdle
Chief Executive

Membership of the Highways and Transport Scrutiny Committee
(11 Members of the Council)

Councillors M Brookes (Chairman), A G Hagues (Vice-Chairman), M G Allan, D Brailsford, K J Clarke, R L Foulkes, R J Hunter-Clarke, J R Marriott, N M Murray, Mrs A M Newton and A H Turner MBE JP

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE AGENDA
MONDAY, 26 OCTOBER 2015**

Item	Title	Pages
1	Apologies for Absence	
2	Declaration of Members' Interest	
3	Minutes of the Meeting held on 14 September 2015	5 - 14
4	Announcements by the Executive Councillor for Highways, Transport and IT and the Chief Operating Officer	Verbal Report
5	Major Schemes Update	Verbal Report
6	Lincolnshire County Council's Role in the Planning System <i>(To receive a presentation outlining recent changes to the planning system and how these changes affect the role of a county councillor in relation to planning issues)</i>	15 - 16
7	Lincolnshire Highways Alliance Update Report - October 2015 <i>(To receive a report which provides an update on progress with the Lincolnshire Highways Alliance, an Alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivers the majority of highway services through the Traffic Signals Term Contract, the Professional Services Contract and the Highway Works Term Contract)</i>	17 - 38
8	Total Transport Update Report <i>(To receive a report which provides a summary of the current status of the Total Transport Initiative (titled TotalConnect) project being undertaken by the Passenger Transport Unit (PTU))</i>	39 - 42
9	Highway Tree Survey - Update <i>(To receive a report which updates the Committee on the continued progress made with the Tree Risk Inspection Surveys)</i>	43 - 52
10	Looked After Children/Care Leavers Representative - Update <i>(To receive an update from Councillor R L Foulkes following the training for the Looked After Children/Care Leaver representatives)</i>	Verbal Report
11	Highways and Transport Scrutiny Committee Work Programme <i>(To receive a report which enables the Committee to consider its Work Programme for the coming year)</i>	53 - 56

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Please note: for more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting

- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details set out above.

All papers for council meetings are available on:
www.lincolnshire.gov.uk/committeerecords



**HIGHWAYS AND TRANSPORT
SCRUTINY COMMITTEE
14 SEPTEMBER 2015**

PRESENT: COUNCILLOR M BROOKES (CHAIRMAN)

Councillors A G Hagues (Vice-Chairman), M G Allan, K J Clarke, R L Foulkes, J R Marriott, N M Murray, Mrs A M Newton and A H Turner MBE JP

Councillors: R G Davies, S F Kinch and R A Renshaw attended the meeting as observers

Officers in attendance:-

Alan Aistrup (Special Projects Manager), Graeme Butler (Project and Technical Support Manager), David Davies (Principal Maintenance Engineer), Stan Hall (Principal Engineer), John Monk (Group Manager Design Services), Mick Phoenix (Parking Services Manager), Paul Rusted (Infrastructure Commissioner), Andy Wharff, Steve Willis (Chief Operating Officer), Louise Tyers (Scrutiny Officer) and Rachel Wilson (Democratic Services Officer)

26 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

Apologies for absence were received from Councillors D Brailsford and R J Hunter-Clarke.

27 DECLARATIONS OF COUNCILLORS INTERESTS

There were no declarations of interest at this point in the meeting.

28 MINUTES OF THE MEETING HELD ON 13 JULY 2015

Councillor M Brookes read out a statement in relation to the Highways Surface Treatment agenda item which had been considered at the last meeting, which read as follows:

During the course of the presentation by a member of the public, a statement was made that officers of the Council had instructed the acoustic consultant to deduct 3 decibels from the results.

The minutes (bullet points on page 7) record the concerns expressed by the Committee.

- The alleged deduction of 3 decibels from the results of one of the noise surveys would be followed up;

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- Concerns were raised regarding the allegations against the professionalism of County Council officers which had been made by Mr Dinsdale during his address to the Committee. Members were assured that these would be followed up;
- Members expressed their disappointment with some of the language used by Mr Dinsdale when referring to officers and the County Council and also that the town council appears to be accusing an officer of being dishonest.

The allegation has been investigated. The manager of the officer who was the subject of the accusation checked with both the officer concerned and the consultant.

The manager spoke with the officer who confirmed that at no time did he request that any reduction was applied to the noise readings that formed part of the survey. Additionally, there was no conversation with the member of the public with regard to any deduction.

The representative of the consultant from Arcus Consulting has also provided the following response:

The officer "did not tell me to deduct 3 dB nor did I tell the resident that he had asked me to do so. As noted in my previous email, I mentioned to the resident that when monitoring in front of a façade, it is expected that noise levels will be 3 dB higher than if monitoring in a free field environment (i.e. the reflection from a façade causes an increase of 3 dB). The results that we provided in our report were exactly as recorded on site. We would be happy to provide the raw data to confirm if required".

Members were provided with the opportunity to comment on the statement, and some of the points raised during discussion included the following:

- A member commented that it was a very good statement, and queried whether a copy had been sent to Mr Dinsdale and the Parish Council, and it was hoped that a reply and an apology would be received;
- It was noted that the statement had been provided by the Monitoring Officer;
- It was noted that no noise readings from the Parish Council had been supplied;
- It had been the correct course of action to refer this issue to the Monitoring Officer;

In relation to the minutes of the previous meeting, it was also queried whether any action had been taken in relation to the issuing of permits for the lifeboat crews (minute 18 refers). Members were advised that this issue had been taken up by the Traffic Regulation Orders and Searches Officer, and 12 permits had been issued to the lifeboat station in Mablethorpe.

RESOLVED

That the minutes of the previous meeting be signed by the Chairman as a correct record, subject to it being noted that Councillor R A Renshaw was also in attendance.

29 ANNOUNCEMENTS BY THE EXECUTIVE COUNCILLOR FOR
HIGHWAYS, TRANSPORT AND IT AND THE CHIEF OPERATING
OFFICER

There were no announcements from the Executive Councillor for Highways, Transport and IT or the Chief Operating Officer.

30 MAJOR SCHEMES UPDATE

The Committee received update in relation to the following major schemes:

Lincoln Eastern Bypass – the Public Inquiry had now taken place, and it was thought that everyone had been given the opportunity to air their views. The Inspectors report was expected in either November or December 2015.

Lincoln East West Link – this scheme was progressing well, but was slightly behind schedule due to the archaeological finds. Every opportunity to bring the programme forward was being taken. It was noted that works to future proof the road in terms of utilities (water and gas, etc.) work was also being undertaken.

Lincoln Footbridges – work had commenced on the High Street crossing footbridge and completion was expected in March 2016. Further re-design work was underway for the Brayford scheme, but it was looking more positive.

Grantham Southern Relief Road – the contract had been awarded for the first phase and construction was expected to start on site imminently.

A17/A151 – some consultation on the planning permission for phase one was taking place. The Side Road Orders should be published in April 2016, and it was planned that work would start on site in the autumn of 2016.

The Committee was provided with the opportunity to ask questions to the officers present in relation to the updates provided, and some of the points raised during discussion included the following;

- In relation to the footbridges, it was noted that complaints were being received by councillors about the crossing gates coming down five minutes before the train arrived or departed the station. Members were advised that the gates would come down when the platform staff signalled that the train was ready to leave, however, there could be occasions when the train was delayed in the station after this signal had been given. It was also noted that as goods trains travel slower than passenger trains, this would mean that the gates appeared to be down for longer than necessary. However, it was noted that there was now a new train operator, and officers would have discussions with them regarding timing of signals;
- It was also commented that the barriers on Skellingthorpe Road always seemed to be down for a long time, whereas those in Hykeham were not. Members were advised that the barriers in Hykeham were automatic and so closed when they detected a train approaching;

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- It was queried when it was expected that construction on the Lincoln Eastern Bypass if the Inspector found in the County Council's favour. Members were advised that it was expected that construction would commence in May 2016 and it would be an 18 month to two year project;
- A member commented that they were disappointed that Network rail were behind schedule with the High Street bridge, and also the Brayford Wharf East bridge, particularly that the bridge was undergoing another re-design as a previous design had already been approved by the City of Lincoln Council. This was a key project for the city, and there was a need for a footbridge that Lincoln could be proud of.

RESOLVED

That the updates be noted.

31 WINTER MAINTENANCE - PREPARATIONS FOR WINTER 2015/2016

Consideration was given to a report which detailed the background and preparations put in place for highway winter maintenance operations in Lincolnshire for the 2015/2016 winter season.

Members were advised that winter maintenance operations were carried out in accordance with the policies and procedures set out in this county's Winter Maintenance Plan, the latest version of which was dated July 2013 and was approved by members in September 2013. It was noted that once the restructuring of the Environment and Economy Directorate was completed there would be some rewriting of the Winter Maintenance Plan required to take account of the new structure.

Members were informed that the Winter Maintenance Plan was split into three parts. Section 1 - procedures, which includes policies and standards and required member approval. Section 2 – Winter Maintenance Contacts and Section 3 – Operational Information for internal staff use only.

It was reported that there were 250 outstanding requests for roads to be added to the gritting routes, however, the network was at capacity. However, officers were aware that road usage did change following new housing and industrial development. Therefore some minor changes to the network were possible by taking a gritted route off the network and replacing with a non-gritted route, but this had to be agreed with all affected parish/town councils. Members were informed that no changes were planned for this winter season.

Members were informed that the strategic salt store would now be located at Immingham docks for the forthcoming winter, and for the start of the winter season there were 35,000 tonnes of salt in depots around the county. However, officers advised that if there was an extreme winter, such as that of 1967, the resources which were in place would not be sufficient for the county to cope. It was reported that there was a severe shortage of heavy goods vehicle drivers, not only in Lincolnshire but also nationally, which impacted on the numbers available to drive the

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gritters. The authority was planning to discuss with the DfT the possibility of lifting HGV requirements for gritter drivers.

The Committee was provided with the opportunity to ask questions to the officers present regarding the information contained within the report and some of the points raised during discussion included the following:

- Members were pleased that salt stocks were to be kept at Immingham;
- In the case of an extremely bad winter there would be a further prioritisation of routes to keep the network moving;
- It would be very rare to have an extreme winter across the whole of the county;
- In relation to drivers, all local authorities were in the same position, but reciprocal arrangements were in place;
- It was queried whether the contractor was doing everything possible to solve the problem. Members were advised that it was a long term contract of 10 years, and the main issue was that they had been encouraged to become more efficient, and so was now down to 135 full time staff, and of those, 90 were HGV drivers. There were no contractual penalties other than the termination of the contract;
- It was queried whether there was still an agreement in place with the City of Lincoln council to use their drivers for gritting activities. However, members were advised that this was no longer in place;
- Members were assured that there were enough resources to continue to operate the winter maintenance activities in the way they had been done in previous years.

RESOLVED

That the report be noted and the Committee endorse the preparations for winter operations in 2015/16.

32 CIVIL PARKING ENFORCEMENT - ANNUAL PARKING REPORT
2014/2015

The Committee received a report in relation to Civil Parking Enforcement for 2014/15. The adoption of Civil Parking Enforcement (CPE) by Lincolnshire County Council required the Council to submit an annual report on CPE related activities and a financial statement showing the cost of the operation, including any deficit or surplus. This was in accordance with the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions. It was noted that the District and City Council's within Lincolnshire were responsible for producing their own annual reports for off street parking.

Members were advised that the annual parking report covered the period from 1 April 2014 to 31 March 2015. It was a transparent document which allowed the disclosure of various statistics related to enforcement and appeals, as well as financial information on the cost of the service. The report also included details of projects where parking enforcement had helped to contribute to changes to parking schemes or the review of current parking restrictions, the report would be sent to the

Department for Transport and PATROL (Parking and Traffic Regulation Outside London).

Members of the Committee were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report, and some of the points raised during discussion included the following:

- Clarification was sought regarding allegations which had been made in relation to Civil Parking Enforcement (CPE) Officers not carrying out enforcement on vehicles with foreign number plates. Members were assured that this was not correct, and there was a company which was used to track foreign registered vehicles within Europe, and a bill would be sent to wherever the vehicle owner was registered as living. It was noted that the recovery rate was about 20%, however, this was considered quite good in terms of foreign registered vehicles;
- The authority had built up a large database over the last three years of why contraventions had happened, and patterns of behaviour were looked for to determine whether the policy had been a success. It was noted that there had been a slow change in drivers' behaviour which was now started to be noticed. For example, Silver Street in Lincoln had been the number one location for parking enforcement for a couple of years, but it was now averaging a ranking of between number 6 – 8;
- Limited waiting bays were also recorded, as the aim was to generate a turnover of customers in an area. The registrations of all cars would be recorded on arrival by the CPE officer;
- Amendments to waiting restrictions had been made by the issuing of tickets;
- It was commented that the authority did not have resources to manage the efficiency of all the restrictions in the county, and it was up to council members to talk to people in the local area to see if restrictions were not working;
- It was reported that there had been improvements to traffic movements in Spalding since the introduction of the CPE scheme. However, there was a concern that there were still a lot of challenges to tickets. Members were advised that in a lot of cases the contravention did happen but the council decided to allow the appeal, as sometimes the signs were wrong, or the lines may not have been very clear. These situations help to build up the experience of the Parking Enforcement Officers;
- It was commented that the scheme had been very positive and had been very successful at addressing some of the issues in Lincoln, and has brought some order to parking in the city;
- Members were advised that the turnover levels for staff had fallen, and the more experienced staff were now able to pass on their experience to newer members of the team;
- It was commented that it was good to know that the process for challenging tickets actually worked;
- It was noted that a lot of yellow lines were there for traffic safety;
- Members were pleased that the underspend was being put back into the service, and commented that the team were doing a very good job;
- It was also confirmed that the system was working really well in Stamford, as there had been instances of dangerous parking on some streets. However,

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members were reminded that tickets could only be issued in locations where there were traffic restrictions in place, or if vehicles were double parked or parked on a drop kerb;

- It was confirmed that the County Council CPE did not operate in car parks. These were the responsibility of the district and city council's;
- It was reported that some of the smaller places had seemed to be getting a lot of visits, but these now seemed to have reduced. Members were advised that routes were regularly changed so that residents did not know when the CPE officers would be around, which meant that people would be less likely to take a chance. However, areas could be targeted if problems started to be reported.

RESOLVED

That the contents of the report be noted.

33 SPEED MANAGEMENT IN LINCOLNSHIRE - REVISED SPEED LIMIT POLICY AND TRAFFIC POLICY FOR SCHOOLS

Consideration was given to a report which invited the Committee to consider the outcomes of the consultation on the draft revised Speed Limit Policy and the new Traffic Policy for Schools. Subject to the agreement of the Committee, the two policies would be submitted to the Executive Councillor Highways, Transport and IT for consideration and approval. Members were advised that the report outlined the results of the consultation which was carried out. There were 13 responses to the Speed Limit policy, 4 in support of it and 9 observations and 8 responses in total to the traffic policy for school, again, 4 in support and 4 observations. It was not believed that there was any requirement for any amendments to the policies, as points were made which had already been considered as part of the task and finish group process.

Members of the Committee were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report, and some of the points raised during discussion included the following:

- It was commented that both policies were very good;
- It was suggested that many of the traffic issues at schools were caused by parents, and this was not something that would go away. There was a need for a lot more co-operation from the schools;
- It was suggested that there was a need for an increased use of yellow lines near schools, particularly on corners;
- The policy made it clear that there was a need for schools to update their travel plans;
- There were some different ideas which were in discussion regarding the tackling of parking issues around schools such as no pavement parking signs, mobile CCTV enforcement;
- There was a need for more compliance with school travel plans;
- Issues also arose when two schools were closed and then all pupils transferred to one school;

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- It was confirmed that the Executive Councillors for Highways and Children's Services would hold conversations with each other to discuss extensions to schools;
- A councillor commented that they received complaints every day regarding parking, and in one village, the village hall had agreed to let parents use its car park;
- This was issue which had been flagged up to the Schools' Forum;
- The expectation of co-operation had now been written into the policy, so it was hoped that this would start to help the situation;
- There was also an issue of parking allocation with new houses, as they were often not sufficient.

RESOLVED

1. That comments made during the consultation on the draft revised Speed Limit Policy and Traffic Policy for Schools be noted;
2. That the Highways and Transport Scrutiny Committee approve the draft revised Speed Limit Policy and Traffic Policy for Schools;
3. That the two policies be submitted to the Executive Councillor for Highways, Transport and IT for approval.

34 STREET LIGHTING POLICY

The Committee received a report which proposed a revised Street Lighting Policy for consideration, including an option regarding the adoption of street lights on development roads. The Committee was guided through the report and the changes highlighted.

Members were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report, and some of the points raised during discussion included the following:

- Approximately 500 new street lights were adopted through Section 38 schemes per year;
- It was commented that if there was a street lighting system that was of the Council's design, it would be a retrograde step to not adopt the lights. Particularly if the estate roads had already been adopted;
- Concerns were also raised regarding council tax paid by residents who lived in areas with adopted and unadopted lights;
- Members felt uneasy regarding the proposal to not adopt estate street lights as there were concerns that developers may stop installing them. It was also suggested that residents may not want to live on estates which did not have street lighting;
- There were a number of districts who maintained their own street lights, but in some cases the county did this on their behalf;
- There was agreement within the Committee that the County Council should continue to adopt street lights on development roads.

RESOLVED

1. That the comments made in relation to the proposed Street Lighting Policy be noted;
2. That the Committee recommends to the Executive Councillor that street lighting on new development roads should be adopted;
3. That the Committee recommends to the Executive Councillor that the proposed Street Lighting Policy should be adopted taking account of the amendment above.

35 COMMUNICATION ON WORK PROGRAMMES

The Committee received an update in relation to the programming of highways works, and officers were pleased to announce that the website was up and running. It was noted that the executive Councillor for Highways, Transport and IT was very keen on having an open policy regarding what work was taking place on the highway. The website would provide a forward look at what work would be being undertaken, and annual programmes would be published in advance. It was noted that the programme would change, but not greatly and would be updated on a regular basis. It was the intention to re-issue the programme every month.

Members were advised that the surface dressing programme was complete for this year. The Area Maintenance Teams would update their programme on a weekly basis as they worked on a four week plan. The expected start dates for this work were generally not finalised as they would need to be able to react to emergencies, such as pot holes.

Members were informed that they would be sent a link to the website, and the next couple of months would be used as a feedback period. It was hoped that the website would help members to answer some of the queries they receive from local residents. The link would eventually be sent to all parish and town councils as well, but officers wanted to get some feedback first.

It was commented that it was also important to let people know if work was not going to take place as planned, and the reasons why.

RESOLVED

That the update be noted.

36 COUNCIL BUSINESS PLAN 2015 - 2016 PERFORMANCE REPORT,
QUARTER ONE

Consideration was given to a report which informed the Committee that performance and projects data would be reported in a new style report against the Council Business Plan. It was noted that the Council Business Plan 2015-6 had been reorganised around the 17 commissioning strategies, however none of the measures in the Council Business Plan were within the remit of this scrutiny committee. Members were advised that five of the Council's major infrastructure schemes were

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reported through the Business Plan and were within the remit of this committee. Unfortunately, the infographics for these schemes were still being developed and so were unable to be reported for this quarter. However, members had been provided with an update on the schemes earlier in the meeting.

Members were able to consider the customer satisfaction information and it was clarified that the category in relation to age, related to people who was not able to access a service due to their age.

An issue was raised in which a councillor had not been able to speak directly with a highways officer, officers agreed to follow this up. However, members were reminded that there were less and less resources within highways team to deal with queries from members of the public, and so there was a need for them to be focused through the Customer Service Centre.

RESOLVED

That comments made in relation to the customer satisfaction information for quarter 1 be noted.

37 HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE WORK PROGRAMME

Consideration was given to a report which enabled the Committee to consider its own work programme for the coming year.

It was suggested that a report come back in 12 months' time to look at the feedback received following the implementation of the Traffic Policy for Schools and Speed Management Policy, as it would be interesting to see if any progress had been made.

It was confirmed that item relating to sponsorship of roundabouts would come to the Committee in December.

The Chairman announced that this was the last meeting for Scrutiny Officer Louise Tyers, as she was leaving for a new job at East Northamptonshire Council. The Committee thanked her for all her hard work over the last couple of years, particularly in relation to the Speed Management Task and Finish Group.

RESOLVED

That the work programme be noted.

The meeting closed at 12.25 pm

Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	26 October 2015
Subject:	Lincolnshire County Council's role in the Planning System

Summary:

A presentation will be made to the Committee outlining recent changes to the planning system and how these changes affect the role of a county councillor in relation to planning issues.

Actions Required:

The Committee is invited to consider and comment on the presentation and to reflect on the role of a county councillor in relation to the planning system.

1. Background

Since 2010 the planning system has been subject to constant reform, driven by the desire of Central Government to speed up decision-making through a streamlining of procedures, abolition of the regional tier of plan making and a move towards more local decision making.

This has implications for the role that Lincolnshire County Council (LCC) can play when influencing the development process. Officers think that it would be useful to update Members so that they can gain a better understanding of how changes affect them and thereby focus their concerns on relevant issues.

2. Conclusion

At this meeting Officers will provide a power point presentation covering the main areas of LCC involvement in planning which will include:

- Growth in Lincolnshire
- Plan Making
- Infrastructure and Funding
- Development Management
- Development Management (Flood Risk and Highways)
 - New structure
 - Statutory / consultee role

- Construction and adoption

3. Consultation

a) Policy Proofing Actions Required

N/A

4. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Phil Hughes, who can be contacted on 01522 554806 or phil.hughes@lincolnshire.gov.uk.

Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	26 October 2015
Subject:	Lincolnshire Highways Alliance Update Report - October 2015

Summary:

This report presents an update on progress with the Lincolnshire Highways Alliance, an Alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivers the majority of highway services through the Traffic Signals Term Contract, the Professional Services Contract and the Highway Works Term Contract.

The Lincolnshire Highways Alliance is now in the sixth year of a potential contractual duration of ten years.

Independent comparison of our services confirm that the Alliance continues to deliver class leading, cost effective, high quality highway services with improvement areas identified and work underway to deliver that further efficiency and improvement.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are invited to consider and comment on the report.

1. Background

Introduction

- 1.1 The Lincolnshire Highways Alliance is an Alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivers the majority of highway services through the Traffic Signals Term Contract, the Professional Services Contract and the Highways Works Term Contract which all started on 1 April 2010.
- 1.2 We have continued our work with Cranfield University to develop a Future Operating Model which will reflect the potential challenge from the forthcoming budget round but will also offer improvements in our efficiency

and effectiveness. The proposed model will also deliver a structure which will offer the most opportunity to deliver a successful outcome from the Department for Transport (DfT) Self-Assessment Process.

- 1.3 As part of our preparation for the DfT Self-Assessment Process the Lincolnshire Highways Alliance are progressing our registration with the British Standards Institution for BS11000 Collaborative Business Relationships. Inspections are planned for January and February/March and successful implementation is expected to offer further cashable efficiency gains.

Performance

- 1.4 The quarterly performance report is reported through the Alliance management structure, with performance issues becoming the subject of an improvement action plan. A copy of the Lincolnshire Highway Alliance Performance Report for Year 6, Quarter 1, can be found in Appendix A. This covers the period of April to June 2015. Unfortunately, some of the indicators could not be reported this month due to complications with Agresso, resulting in some of the missing indicators impacting on the results.
- 1.5 Overall performance for the Highways Works Term Contract and the Traffic Signals Term Contract remain in the upper quartile. The Professional Services Contract has only been able to report 3 of its 7 indicators and therefore is unable to report this month. The Client performance has increased, but this is partly due to an unreportable indicator. The overall Alliance score has increased to 70.6 which is an improvement on last quarter.

Traffic Signals Term Contract

- 1.6 Imtech Traffic and Infra has recently been taken over by Egeria and continue to work within the Alliance to deliver an innovative traffic signals service.
- 1.7 Egeria is a respected Dutch private equity firm which has £1.7 billion under management. Egeria aims to create long term value for all parties involved by growing and developing its companies in close co-operation, and based on mutual respect and trust, with the management.
- 1.8 As part of our ongoing communication upgrade we now have full web based controller and outstation interface available from the UTMC control at the 100 UTC/SCOOT installations. This allows remote interrogation of reported faults and changes to be made to local timings and detection.
- 1.9 The country's first dual stream junction and crossing Remote Light Control System (RLCS) installation has been successfully commissioned in Boston. The revised RLCS software and hardware will shortly be fitted to the trial site at the Dixon Street/Boultham Park Road installation in Lincoln. This

upgrade will enable wireless vehicle detection equipment to link directly to the controller bypassing the need for third party interface equipment.

Highway Works Term Contract

- 2.0 The main focus of work is to improve the carriageway condition. We have repaired over 30,100 potholes and carried out 26,000 m² of carriageway patching at 51 sites during the last quarter.
- 2.1 A substantial surface dressing programme has now been completed of 3.3 million square metres of carriageway which equates to just over 400 miles of roads treated.
- 2.2 Work continues to identify improvements to the service including work on a biomass trial to generate electricity from verge cuttings and the treatment of gulley arisings to separate out materials such as soil for re-use.

Professional Services Contract

- 2.3 The Technical Services Partnership continues to be engaged in the design of our major schemes, other internal and external design of schemes, traffic modelling and other consultancy work.
- 2.4 A feature of the last quarter has been a need to use the flexibility of this "mixed economy" public/private sector contractual arrangement to respond to some very significant peaks in workload for specialist resources. The public enquiry for Lincoln Eastern bypass drew heavily on Mouchel for technical specialists and expert witnesses who worked effectively with the County Council staff. The Grantham King31 scheme also required a very significant input of additional design resources in order to meet the tight timescale for reaching the construction phase.
- 2.5 Mouchel has also been able to add significant value to the County Council in a number of other areas. The DfT self-assessment process to be introduced next year puts up to £4.5m of our existing funding at risk. Our programme for meeting this challenge has been able to take full advantage of access to the national expert in this subject through the professional services partnership. This same assessment process places an emphasis on collaborative working and we are taking full advantage of expertise available through the professional services contract in BS11000, the benchmark standard for demonstrating collaborative working.

2. Conclusion

The Lincolnshire Highways Alliance continues to deliver effective and efficient highway services with an improving trend since the start of the Alliance. Independent comparison by Cranfield University and through the HMEP Peer Review confirms that the Alliance continues to deliver some of the most cost effective, high quality highway services in the sector.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Lincolnshire Highways Alliance Performance Report Year 6 - Quarter 1.

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Paul Rusted, Infrastructure Commissioner, who can be contacted on 01522 553071 or paul.rusted@lincolnshire.gov.uk.

**Lincolnshire Highways Alliance
Performance Report
Year 6 Qtr 1: April to June 2015**

September 2015

Introduction

This report is prepared for the Highways Network Alliance Group (HNAG) by the Performance Working Group. It offers a summary of the results from each of the agreed KPIs and PIs.

Highway Works Term Contract

HIGHWAY WORKS TERM CONTRACT				PERFORMANCE DASHBOARD				Quarter 1	TREND
PI	INDICATOR	TARGET	RESULTS	SCORE	0	5	10		
1	Street lighting Indicator	98.9% or above	90.39% working	9.10				▲	
2	Response times for emergency works	99.5% or above	99.5% compliance	10				=	
3	Tasks completed within timescale	97% or above	100% compliance	10				=	
5	Acceptable site safety assessments	95% or above	94.64% compliance	7				▲	
7	Defect corrections requiring TM	98% or above	99.71% compliance	10				=	
8	% waste reused/recycled	90% or above	97% compliance	10				=	
9	Compliance with tendered Quality Statements	100% compliance	79.17% compliance	8				=	
10	Quality assessment of workmanship	100% compliance	0% compliance	0	Not Reported this Quarter due to lack of reportable data				
11	Measure/reduce carbon over the whole fleet	100% compliance	100% compliance	10				=	
12	% task orders in compliance with TMA	95% or above	100% compliance	10				=	
					-15			0	
4	RIDDOR incidents	0 RIDDOR incidents	1 RIDDOR incident	0				▲	
6	Service strikes	0 Services Strikes	3 Service Strikes	-1.5				▼	
					0			90	
	82.6 out of 90 = 91.8		TOTAL	82.6				▲	

Highway Works Term Contract Performance commentary 2015/16 Q1

PI1 - Street Lighting service standard: The indicator scored 9.1 which equates to an overall score of 90.39% on the indicator. Most parts of the indicator are performing well, though the Salix energy work could be improved to raise this indicators score.

PI2 - Response times for Emergency works: Performance remains at an exceptionally high level at 99.5% this quarter. Out of the 1587 emergency jobs over the quarter, 1579 achieved the required response rate.

PI3 - Tasks completed in time scale – 84 jobs out of 84 jobs were completed on time giving this PI a 100% score and full marks.

PI5 - Acceptable site safety assessment – This indicator has been revised for Year 6. Instead of looking at the Quarter average the indicator now looks at a Yearly average. This is because not enough assessments were being undertaken over the Quarter to give meaningful data. The Indicator was scored as follows;

Quarter 2 Year 5 = 23 assessments/20 passes

Quarter 3 Year 5 = 32 assessments/30 passes

Quarter 4 Year 5 = 36 assessments/35 passes

Quarter 1 Year 6 = 21 assessments/21 passes

This gives a total of 112 assessments over the year with a total of 106 passes. This gives a score of 94.64% which means the indicator scores 7 points for this Quarter.

PI7 - Defect correction requiring traffic management: Performance is being maintained and this quarter's level remains good at 99.71% compliant – full marks awarded.

PI 8 - % waste reused/recycled: Performance remains at a good level achieving top marks.

PI10 - Quality assessment of workmanship: Due to insufficient data this Quarter this Indicator is not being scored. Only 18 tests were undertaken and no random testing was achieved. Therefore it was deemed by the Performance Group that there was insufficient results and therefore withdrew the indicator.

PI11 - Measure/reduce carbon over the whole fleet: This indicator continues to improve, showing that the Alliance fleet is continuing to reduce unnecessary mileage and journeys.

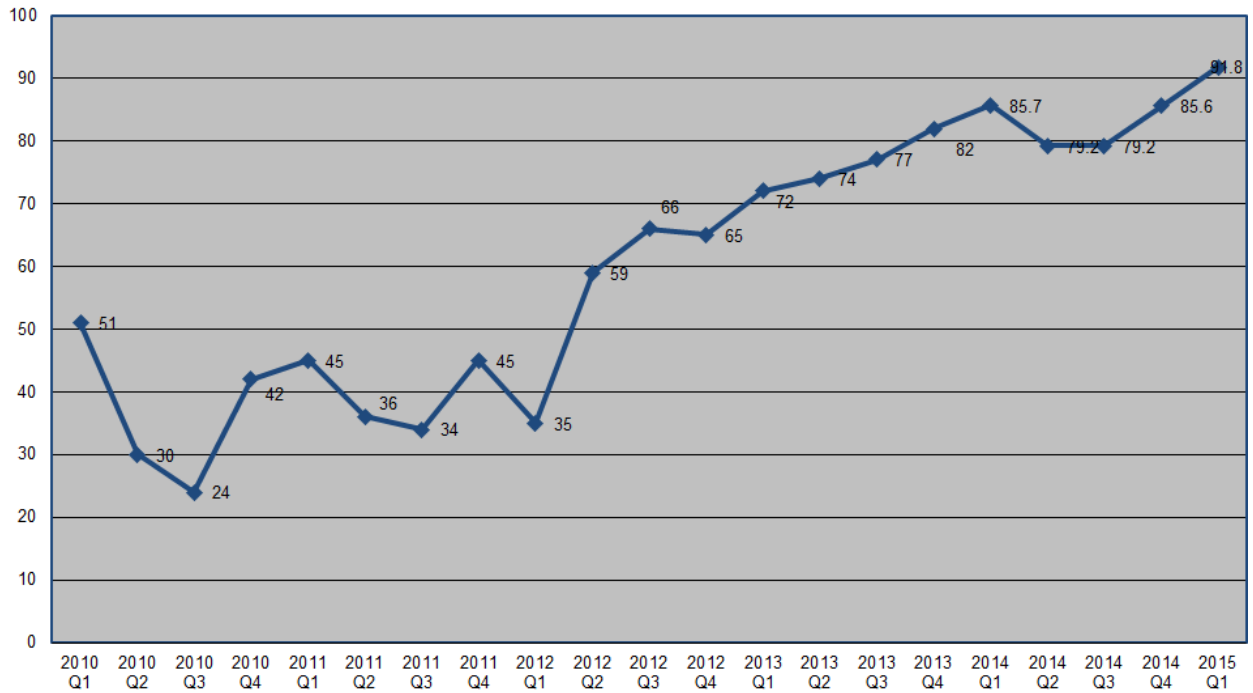
PI12 - % task orders in compliance with Traffic Management Act: The indicator has increased from 98.8% last quarter to 100% this quarter. This does not change the score and the indicator still scores full marks. Out of the 139 orders, all 139 had been assigned the correct notice.

PI4 - RIDDOR Incidents: There were no RIDDOR incidents reported this Quarter.

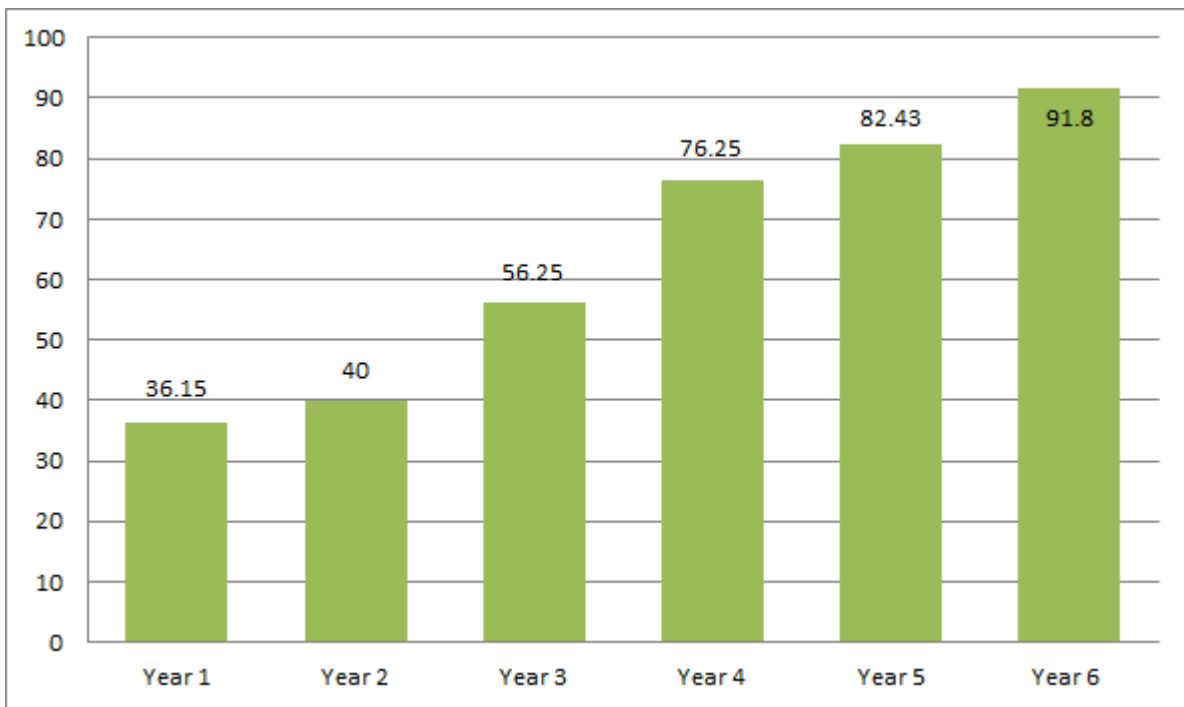
PI6 - Services Strikes: Three service strikes this quarter.

Overall Commentary

Due to the withdraw of KPI 10 this means that this Quarter, the Highway Works Term Contract has been scored out of 90 points. The indicators scored 82.6 points. When this is pro rata up to 100 points it means that the HWTC performance score is 91.8 points this Quarter. This is the highest score achieved by this set of indicators and is an excellent start to Year 6.



Highway Works Term Contract Scores over the Contract Period.



Highway Works Term Contract yearly average totals

Professional Services Contract

Professional Services Contract			PERFORMANCE SCOREBOARD				Quarter 1				TREND
PI	CATEGORY	INDICATOR	RESULT	SCORE	0	5	10	15			
1	Client Satisfaction	Product	8.94 (out of 10)	15.0						▲	
2	Client Satisfaction	Service	8.93 (out of 10)	14.5						▲	
3	Alliance Wellbeing	Compliance with tendered Quality Statements	95%	9.5						=	
4	Predictability of Design Costs	Design Costs prior to Construction	Project time and cost data not available due to inability to enter all timesheet data into Agresso. Combined Q1 and Q2 data in next report.								
5	Predictability of Works Costs	Cost of Construction									
6	Predictability of Time for Design	Time for Design									
7	Predictability of Time for Construction	Time taken to undertake Works									
TOTAL					0			100			

PSP Performance commentary 2015/16 Q1

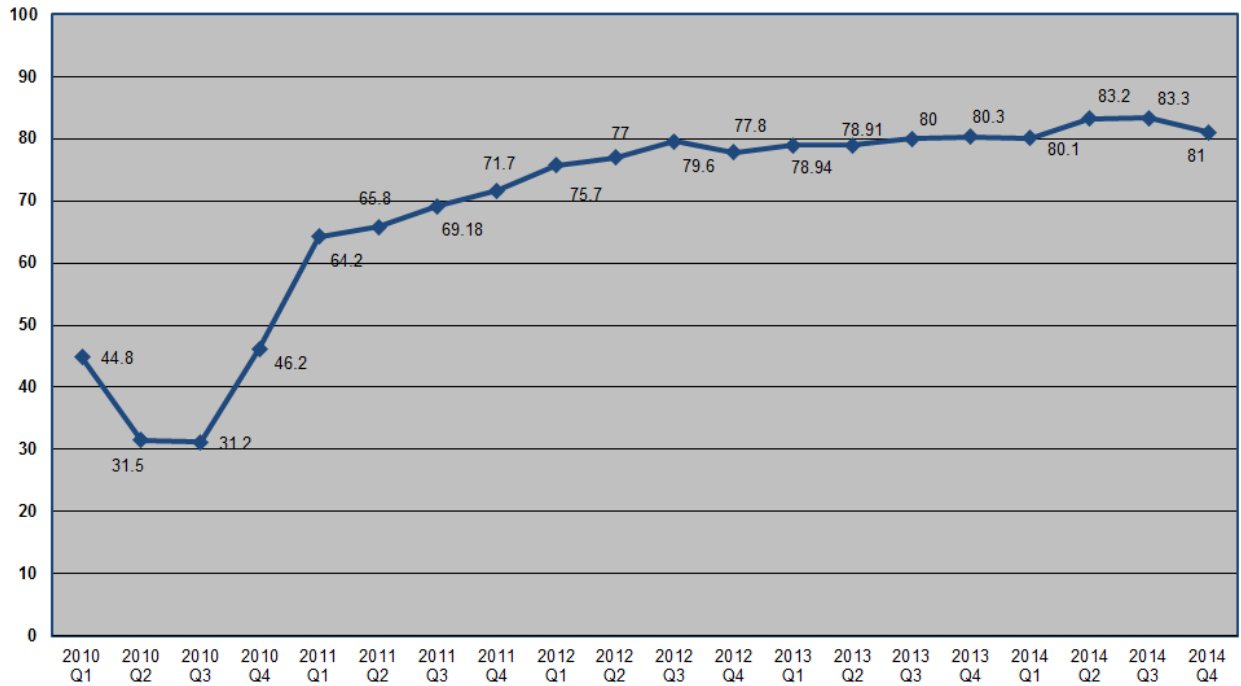
Overall commentary

Due to Agresso the performance results this quarter are of very limited value. There are currently 140 staff contributing to projects who are not set up on Agresso. The consequence is that timesheet data cannot be entered, so no cost data is available, and projects cannot be closed down as cost data remains incomplete. This has affected all indicators except for the 'quality promises' one.

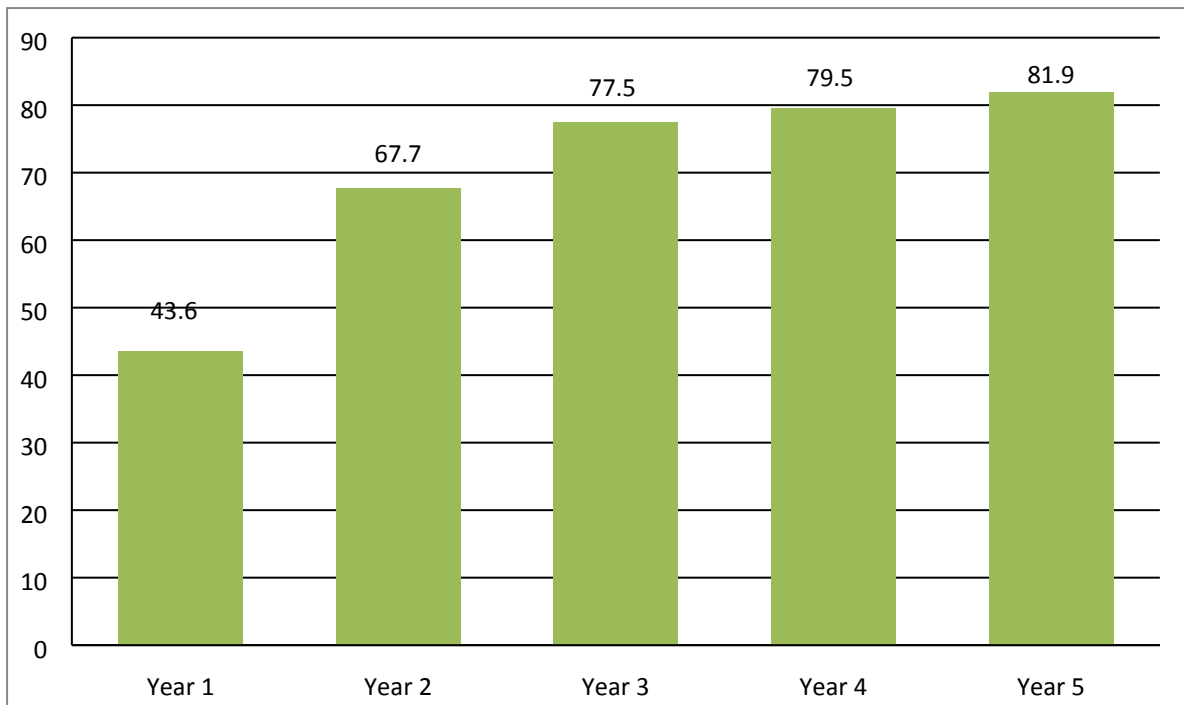
PI 1 & PI 2– Results look good, but are based on very limited data because very few projects are flagged as complete and customers have no financial information to judge value for money.

PI3 – New additional quality promises agreed, including achievement of DfT Band 3 status and BS11000. Quality promises very much on track.

PI 4,5,6 & 7 – The hope is that Agresso issue will be resolved before the next report. This will allow the backlog of timesheets to be entered and results calculated for these indicators to cover Q1 and Q2 combined.



Professional Services Contract Scores over the Contract Period



Professional Services Contract yearly averages total

Traffic Signals Term Contract

TRAFFIC SIGNALS TERM CONTRACT				PERFORMANCE SCOREBOARD				Quarter 1				TREND		
PI	CATEGORY	INDICATOR	SCORE	0	5	10	15							
1	Alliance Wellbeing	10 Critical Contractors Quality Promises	5	100%									=	
4	Service Standards	Weekly works planning and asset data supplied within agreed timescales	7	97%									▼	
5	Service Standards	Number of Faults Cleared within Contract Timescales	10	100%									=	
6	Service Standards	% Task Orders completed on Time that LCC have specified the completion date	0	0%										
7	Service Standards	% Task Orders completed free of remedial works	0	0%										
8	Service Standards	% Faults resolved at the first visit.	10	100%									▲	
9	Service Standards	% Task Orders carried out in compliance with TMA	0	0%										
10	Service Standards	% Annual Inspections completed PA	10	100%									=	
11	Environmental Impact	Carbon Emissions Target set to 123.77 Tonnes CO2	10	100%									=	
12	Environmental Impact	Waste / Recycling Target to be agreed with Contractor	3	43%									▼	
								-15					0	
2	Health & Safety	Reportable Accidents at Work	0	0%									=	
3	Health & Safety	Acceptable Site Safety Assessments PA	10	100%									=	
								0					70	
65 out of 70 = 92.9		TOTAL		65	92.9%								▼	

Traffic Signals Term Contract Performance commentary 2015/16 Q1

Comments for the TSTC

PI 1 – All 10 quality promises are being met scoring 5 points for 100%

PI 4 – New indicator, Weekly works planning and asset data supplied within agreed timescales. 3/3 Inventory's received, 124/125 - 130 & 160, Quotation Requests & Returns, 12/13 Whereabouts submitted. Total 97%

PI 5 - Timescales for clearance are at 100%. All 380 faults received during Q1 have been cleared within the contract timescales.

PI 6 – Unable to provide accurate detail, Agresso issue.

PI 7 – Unable to provide accurate detail, Agresso issue

PI 8 – 378/380 Standard faults & Emergency faults all faults resolved first time. 99.73%. Two sites had repeat faults during Q1.

PI9 – Unable to provide accurate detail, Agresso issue

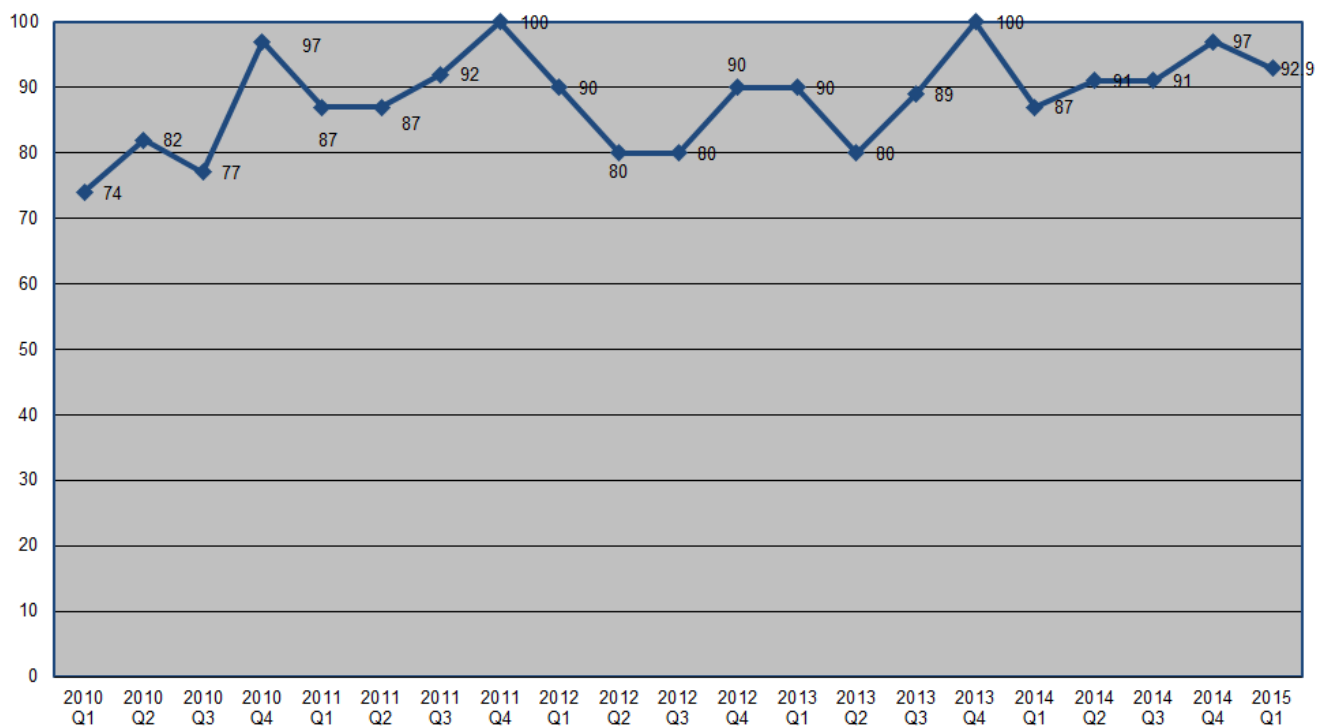
PI 10 – There are 317 Sites in Lincolnshire per annum that require the annual inspections to be carried out. Quarterly totals are Q1-71, Q2-82, Q3-82 & Q4-82. 71 out of 71 inspections have been carried out by the end of Quarter 1. 100%

PI11 - Benchmarking results have now been established and agreed at 123.77 Tonnes CO2. Target is to reduce by 5%, equalling 117.5815 by the end of Q4. Our emissions are at 99.66 Tonnes CO2.

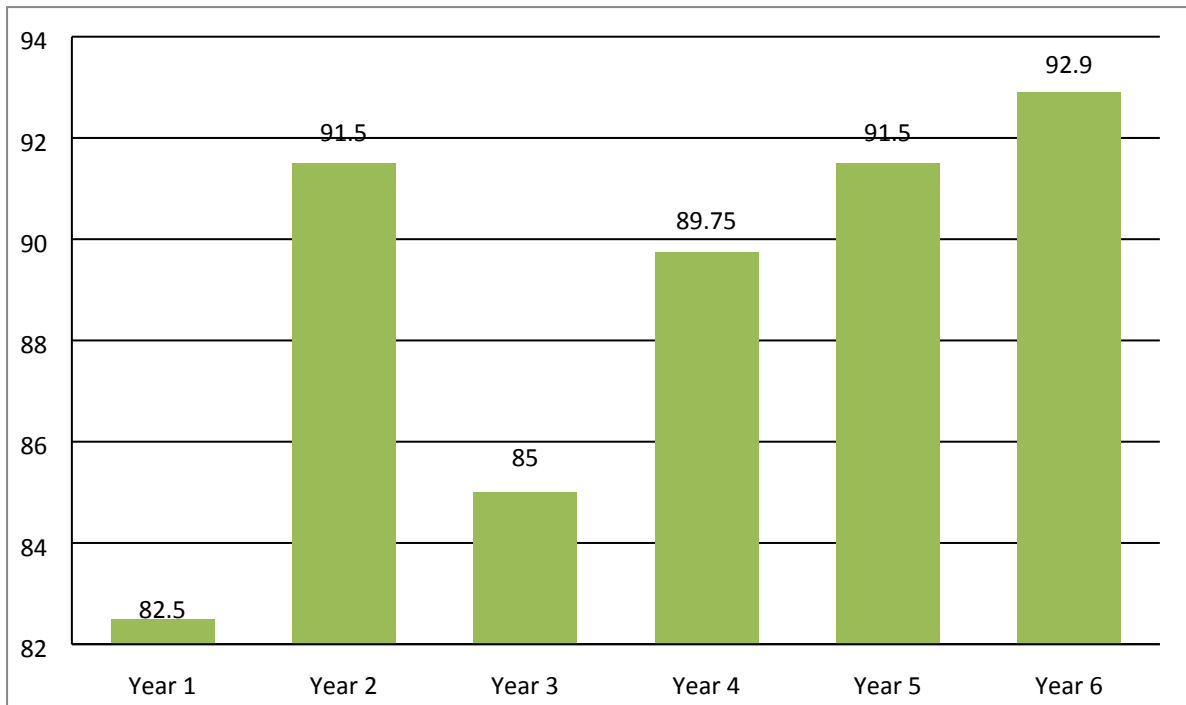
PI12 – 79.45% Recycled materials & 20.55% Recovered materials from Imtech Depot by the end of the 1st Quarter. Zero waste has gone to landfill.

PI2 – Zero reportable incidents during Q1.

PI3. One Inspection has been carried out during Q1.



Traffic Signals Term Contract Scores over the Contract Period.



Traffic Signals Term Contract yearly averages total

Client Performance

Client Performance			PERFORMANCE DASHBOARD																Quarter 1	TREND														
PI	INDICATOR	TARGET	RESULT	SCORE	0						5						10						15						20					
1	Pain/Gain result by area	0% or greater	1.00%	9																													=	
2	Date Forward programme issued	1 point award per Area issued on time	All 10 areas have issued	10																													=	
3	% variation from current programme spend profile	5 points per Division that issued its budgets profile on time	All 4 Divisions have issued	20																													=	
4	% of JV's giving all info 8 weeks prior to start	100%	94.30%	14																													▲	
5	Value of compensation events versus targets	2% Variation	0% Variation	0	Not reported this quarter due to lack of reportable data																													=
6	% of CE's committed within 2 weeks	98%	0.00%	0	Not reported this quarter due to lack of reportable data																													=
					0																											60		
	53 out of 60 = 88.3																														TOTAL	53		▲

Client Performance commentary 2015/16 Q1

PI1 - Pain/Gain result by area: After a recent run through of financial information it has been assessed that Year 6 is approximately 1% in pain.

PI2 - Date Forward programme issued: All programmes were received in the format agreed within the given timescale. Changes in the budget profile have subsequently led to significant changes in these programmes

PI3 - % variation from current programme spend profile: A new method to ensure budget data is reported has been developed, allowing resources and programmes to be better understood.

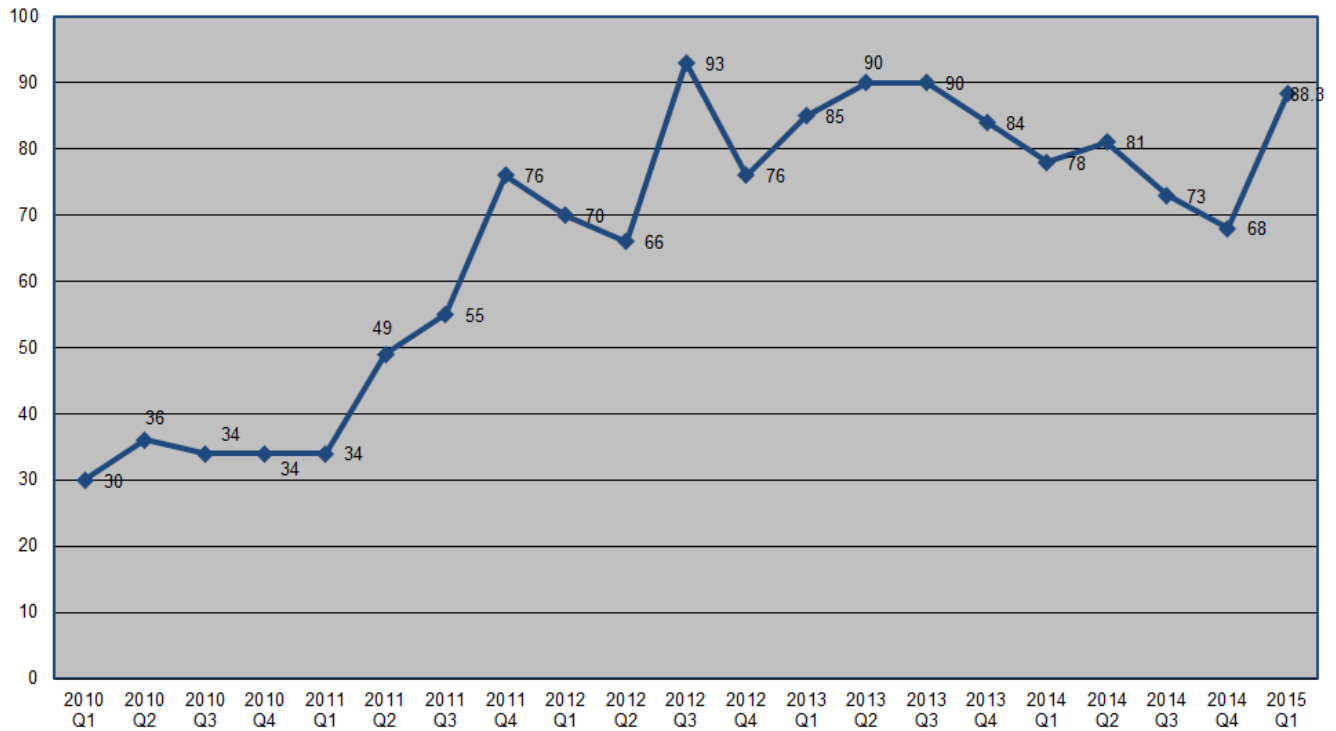
PI4 - % of Jobs with Value giving all info 8 weeks prior to start: Performance remains good and there has been a slight increase in 'right first time' client task orders this quarter, with the number rejected decreasing from 7% in Quarter 4 Year 5 to 5.7% this Quarter. In real terms this means that 237 jobs were rejected out of 4149 total jobs. This means that this indicator has increase 1 point (from 13 to 14 points).

PI5 - Value of compensation events versus targets: Due to issues with the Confirm system interfacing with the new Agresso system we have been unable to gain any data for this indicator. Therefore the Performance Group has elected to withdraw the indicator until data is available.

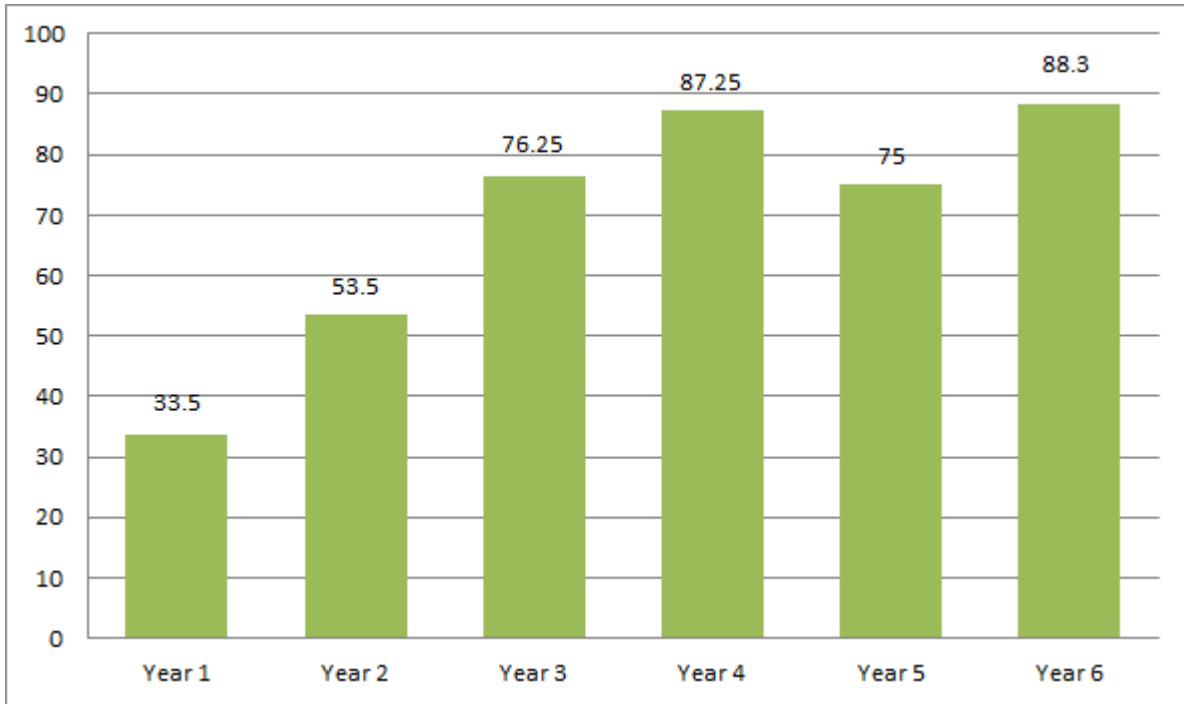
PI6 - % of Compensation Events committed within 2 weeks: Due to issues with the Confirm system interfacing with the new Agresso system we have been unable to gain any data for this indicator. Therefore the Performance Group has elected to withdraw the indicator until data is available.

Overall Commentary

Due to issue with the Confirm system interfacing with the Agresso System, two Indicators have unfortunately not had any data to score. Therefore the Performance Group has decided that these Indicators should not be scored this Quarter. This means that the Client Indicator has been scored out of 60 points this Quarter only. The Indicators have scored a total of 53 points out of the proposed 60 points. This has been pro rata up to 100 points and therefore the Client indicator has scored 88.3 points this Quarter. This has pushed the Client Indicator back up.



Client Performance Scores over the Contract Period.



Client Performance yearly average totals

Alliance

Lincolnshire Highways Alliance				PERFORMANCE DASHBOARD												Quarter 1					TREND						
KPI	INDICATOR	TARGET	RESULT	SCORE	0				5				10				15			20				25			
1	Nett positive and neutral press coverage	95% or greater	92.80%	15																						▲	
2	Satisfaction with the condition of the highways	0% or greater	-0.20%	15																						=	
3	Tasks delivered against the agreed Client programme - monthly	95% or greater	0.00%	0	Not Reported this Quarter due to lack of reportable data																						
4	Relationships scoring	6.5 points or Greater	6.45	15																						▲	
6	Creation of an agreed programme	31st October	31st October	15																						=	
					0																			85			
			60 out of 85 = 70.6	TOTAL	60																				▲		

Alliance Performance commentary 2015/16 Q1

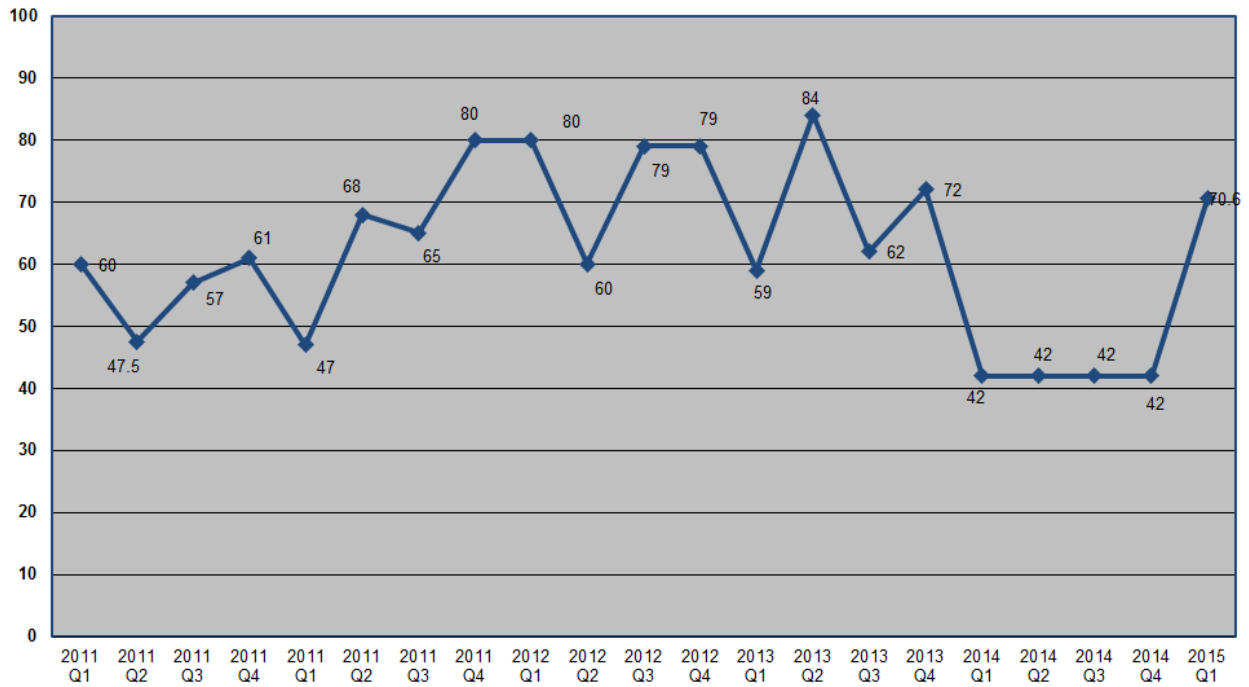
KPI1 - Net positive and neutral press coverage: The indicator has been updated this year and now is composed of all positive and neutral stories. This Quarter there was 258 positive and neutral stories out of 278. This gives a total of 92.8% for the Quarter. This is under the 95% threshold set for full points, which means that this Indicator scores 15 points this month. This is an improvement on previous Quarters.

KPI2 - Satisfaction with the condition of the highway: This is annual data, and as reported last quarter, the figure for 2014/15 was a drop of 0.20% in satisfaction.

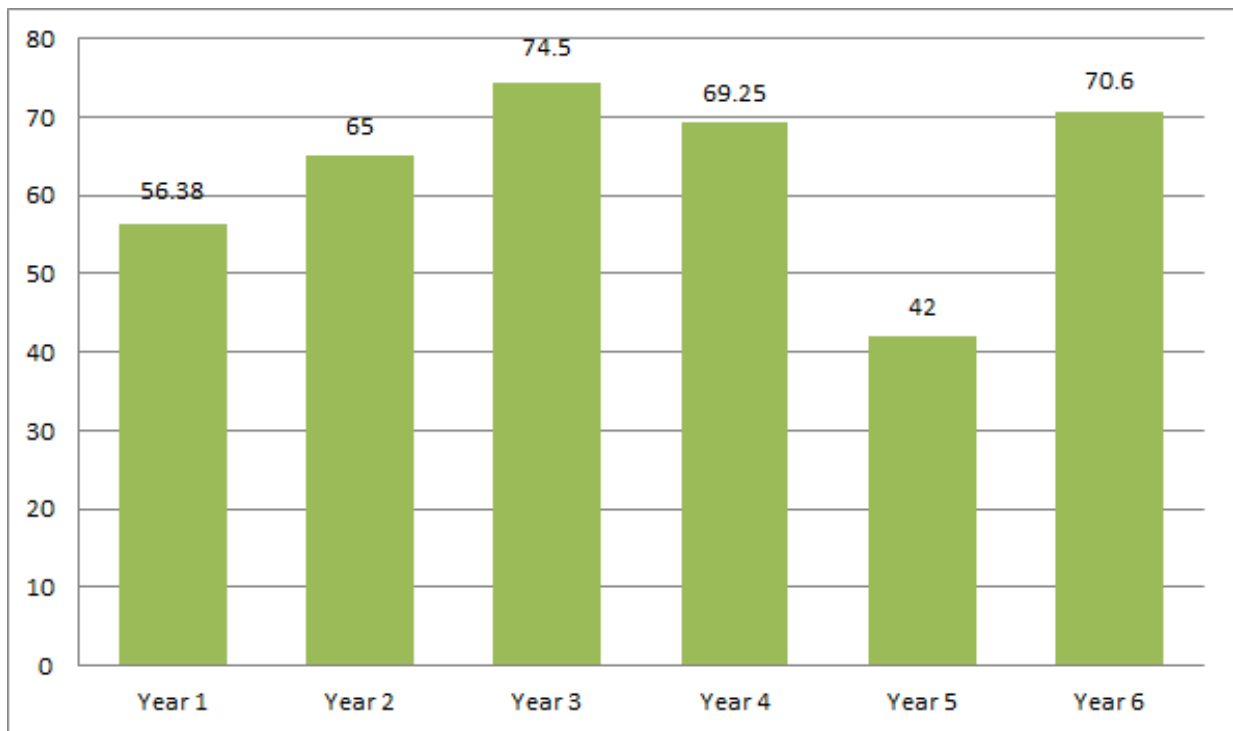
KPI3 - Tasks delivered against the agreed Client programme (monthly): Due to issues with Agresso we have been unable to score this indicator this quarter.

KPI4 - Relationship Scoring: The way this indicator is scored has changed. Firstly the scoring process has been changed from 12 points per indicator to 10 points. Therefore we have reduced the baseline down accordingly. Secondly we have a single target for the year rather than an increasing target each quarter – this was thought prudent as we have seen the relationship score plateau over the last couple of years after initial gains. The new target is 6.5 points. This Quarter the relationship score was 6.45 so the indicator has just missed out on full marks.

KPI6 - Creation of an agreed programme: The programme was issued on time, full marks awarded.



Highway Alliance scores over the Contract period.



Highway Alliance yearly average totals

Conclusion

Scoring has been affected by the implementation of Agresso and this has caused problems when collecting data on a number of performance indicators. This has been noted in the commentary above. This means that we have had to adjust the scores of a number of the dashboards.

The Highway Works Term Contract has had an excellent start to the year. We have insufficient data for one indicator and therefore we have had to adjust the scoring accordingly. The indicators have scored 91.8 points – this is the highest score achieved by these indicators over the course of the Contract. There has been excellent progress across all indicators.

Unfortunately we have been unable to score four of the seven Professional Services indicators due to the Agresso issue and two of the others are based on minimal data. This has seriously restricted the ability to accurately score these performance indicators and therefore we have decided that we will wait for data from next Quarter so that we can retrospectively score this dashboard.

Three of the Traffic Signals Contract indicators have been affected by Agresso issues and therefore have no scores. The indicators have been adjusted and total 92.9 points this Quarter.

The Client score has two indicators which have not been scored due to Agresso issues. Therefore the adjusted total for the Client indicators is 88.3 points. There has been good progress in the KPI 4 %JV jobs giving all info 8 weeks prior to start.

The Agresso issue has forced one indicator in Alliance dashboard to be left unscored this Quarter. There has been considerable improvement in these indicators over this Quarter – rising from a low of 42 points last Quarter to 70.6 points this Quarter. This is partly due to new ways of scoring two indicators. KPI1 Press coverage now monitors nett positive and neutral press coverage and has seen significant improvement this Quarter. Secondly KPI4 Relationship scoring has been scored against a baseline score rather than continuous improvement.

Darrell Redford
September 2015

Appendix 1 – Highways Works PI Improvement Actions

Indicator No	Description	Action	Owner	Target Date	On Track
KPI 10	Quality assessment of workmanship	Regular Quarterly meeting between Divisional staff and Contractor to discuss and rectify issues. Laboratory to review testing regime with LCC Performance Manager.	Target Cost and Performance Manager, Kier Officer and Divisional Officers.	October 2015 Q2 – Year 6	

Appendix 2 – Client Performance Indicator Actions

Indicator No	Description	Action	Owner	Target Date	On Track
CPI 4	% JV orders giving "all Info" 8 weeks prior to start	Continued use of Dashboards to highlight areas of where there may be issues. Restructure of Divisions may cause a temporary blip in figures. Figures have improved – continue to monitor	Network and Development Managers, Divisional management and Client Services Team.	October 2015 Q2 Year 6	
CPI 5	Value of compensation events versus targets	Continue to monitor the effects of Agresso on data	Target Cost and Performance Manager	October 2015 Q2 Year 6	
CPI 6	CE's committed within Timescale	Assess all CE's committed by Officer to see if there is a pattern. Report information on Divisional Dashboard and to the monthly NDM's meeting. Include TSP in the process. Monitor results for future Quarters as Confirm/Agresso shut down will effect CE commitment. Continue to monitor the effects of Agresso on data	Network and Development Managers and TSP management.	October 2015 Q2 Year 6	

Appendix 3 – Alliance Performance Indicator Actions

Indicator No	Description	Action	Owner	Target Date	On Track
KPI 1	Net Positive Press Coverage Monthly	Continue to monitor data and scoring. First Quarters data has given a more realistic appraisal of the situation	Target Cost and Performance manager	October 2015 Q2 Year 6	
KPI 3	Tasks delivered against the agreed Client programme - monthly	Continue to monitor the effects of Agresso on data	Target Cost and Performance Manager	October 2015 Q2 Year 6	
KPI 4	Relationship Management	Continue to monitor data and scoring. First Quarters data has given a more realistic appraisal of the situation	Target Cost and Performance Manager	October 2015 Q2 Year 6	

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**Open Report on behalf of Richard Wills, Executive Director for
Environment and Economy**

Report to:	Highways and Transport Scrutiny Committee
Date:	26 October 2015
Subject:	Total Transport Update Report

Summary:

The purpose of this document is to provide a summary of the current status of the Total Transport Initiative (titled TotalConnect) project being undertaken by the Passenger Transport Unit (PTU).

Members will recall that the intention of the project is to explore integration of public sector commissioning and delivery of transport services. Specifically this could include demand-responsive local bus services, non-emergency patient transport (NEPT), community transport, home-to-school, adult care and children's social care transport.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are invited to consider and comment on the report.

1. Background

Lincolnshire County Council was awarded £400,000 in order to deliver its TotalConnect project, which seeks to

- undertake a comprehensive feasibility study of integration opportunities,
- test the findings of this through the implementation of pilot schemes
- use the evaluations to develop the business case for integration

1.1 Consultancy firm Integrated Transport Planning (ITP) has been appointed to support the project with modelling, option appraisals and developing the case for change.

1.2 Initial work with the NHS Clinical Commissioning Groups (CCG's), NHS Commissioners and the current NEPT service provider, NSL, has identified the following work streams:

- The need to identify any obstacles to joint working on organising and delivering transport services across their sector.
- The need to explore the potential costs and benefits of bringing the different types of transport together within a 'one-stop-shop' hub concept.
- The identification of geographic areas and health care facilities across which a pilot could be implemented for evaluation.

1.3 Copy of the service specification and contract conditions that currently apply to the Lincolnshire NEPT services have now been received. This will help the PTU understand the differences and constraints on joint working such as vehicle equipment, operator requirements, data standards etc. Suggestions for how to marry these requirements with our own will be shared and agreed with the nominated health leads.

1.4 PTU and NHS are investigating the payment structure and fee levels that apply to service provision under the NEPT contract. This will provide essential input to the cost-benefit analysis. There is obvious sensitivity around both patient and financial data and all requests have to go through the NHS Information Governance (IG) board. As a consequence progress on this element has been relatively limited to date.

1.5 Agreement has now been reached with the IG team for the CCG's to share some historic countywide trip data. This will be compared against other service operations including CallConnect and Community Transport journeys for the same period to assess synergy and potential benefits and costs based on the journeys hypothetically being shared. This will serve to validate anecdotal evidence of crossover and will build on the small sample comparison of historic data that was done by the Council and NSL last year before TotalConnect was formally adopted.

1.6 Community Transport operators are being engaged through the Community Transport Forum. There is a significant level of variation between C.T Operators and the schemes that they currently operate. Operators are being invited to work with us and a number have already indicated a willingness to participate in feasibility studies and pilots.

1.7 There has been significant success in developing cross boundary working. North Lincolnshire Council is keen to introduce demand responsive transport services within their area. Based on a shared service model, the PTU will help them to develop and deliver 4 new Demand Responsive Transport (DRT) services. This and other work streams will result in improved partnership working with North Lincolnshire Council which is in line with the DfT's Total Transport aspirations. The new North Lincolnshire services will also offer; some new journey options for Lincolnshire residents, savings on LCC vehicle deployment especially in the Caistor/Brigg area, income for using LCC's expertise in scheduling and despatching of the services, plus an extension of the CallConnect brand.

1.8 Peterborough Council is also fully engaged and attends every meeting. They are keen to provide support and to help facilitate trial projects. Given that there is significant movement from Lincolnshire to Peterborough Health Centres and Hospital the option of a cross boundary trial in this area will be explored.

1.9 Due diligence checks are currently being undertaken with regards to the availability and functionality of Software and Telematics Solutions which will support a Total Transport approach. Lincolnshire is currently taking the lead on this aspect, acting in behalf of a number of other LA's seeking similar ICT solutions. A member of the LCC IT Team has been co-opted on to the Total Transport Board to provide advice and technical support on this aspect.

1.10 The project is required to make regular updates to the DfT. Progress continues to be in line with the agreed project plan.

PHASE 1: Comprehensive feasibility study		
Development of detailed pilot implementation plan		
Development of detailed monitoring and evaluation plan	01/06/2015	31/12/2015
Feasibility study report drafted for Steering Group		
Feasibility study report finalised for funder		
PHASE 2: Establish and operate a TotalConnect Strategy, delivering individual projects across selected areas of the county	01/01/2016	31/06/2016
Operation of pilot projects		
Monitoring and evaluation of TotalConnect Strategy & pilot projects		
Dissemination events and communication		
PHASE 3: Establish Business Case (with evaluation report above)	01/07/2016	01/09/2016
Evaluate and establish most appropriate future business model and proposed costs and savings		
Agree targets to be achieved		
PHASE 4: Adoption and roll out of Business Case		
Implementation of new working arrangements		
Monitoring and evaluation of new working arrangements	01/10/2016	01/04/2017

2. Conclusion

The TotalConnect project is making good progress toward integration with significant input and motivation from all stakeholders and it remains on target in terms of spend and timescale.

3. Consultation

a) Policy Proofing Actions Required

This report does not require policy proofing.

4. Background Papers

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
Total Transport Initiative – Highways and Transport Scrutiny Committee (1 June 2015)	www.lincolnshire.gov.uk

This report was written by Anita Ruffle, who can be contacted on 01522 553147 or Anita.Ruffle@lincolnshire.gov.uk.

Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	26 October 2015
Subject:	Highway Tree Survey - Update

Summary:

To update the Committee on the continued progress made with the Tree Risk Insection Surveys.

Actions Required:

Members are asked to note the progress made in identifying the level of risk presented by trees on or adjacent to the public highway.

1. Background

The Highway Authority has a duty under section 41 of the Highways Act 1980 to maintain their highway. Generally speaking the authority must ensure the highway is safe for ordinary use (i.e. passage and re passage).

After a number of high profile incidents nationally, concern had been expressed by Senior Highway Managers and Audit and Risk Management about the lack of any data on the condition of trees on or adjacent to the highway and the liability these trees posed to the highway authority as no policy or recorded inspection regime existed to assess the risk these trees may pose.

Following a recommendation from this committee and approval of the Executive Councillor, the 'highway tree survey' commenced In June 2011. The guidance document found at Appendix A, set out a defensible tree inspection policy to address the authority's risk with its own trees and private trees which may fall onto the highway.

The guidance utilises a risk based inspection approach initially assessing the risk posed by trees on or adjacent to some 900km of the principal route network (PRN). This work was completed between June 2011 and March 2012.

To date the project has completed surveys on the following:

Hierarchy 1 & 2 footways (2012-13)

B-roads not part of PRN (2012-13)
Re inspection of PRN (2013-14)
All hierarchy 3 routes (1378km - 2013-14)
All hierarchy 4 routes (495km – 2014-15)
Re inspection of PRN (2014-15)

The overall time taken to resurvey the PRN has been significantly reduced as, by using the Quantified Tree Risk Assessment (QTRA) methodology, we are able to filter out the highest risk trees, and just inspect those high risk trees, rather than re-surveying the whole PRN.

The Health and Safety Executive (HSE) states that 1/10,000 is a 'tolerable' level of risk that can be imposed on the public for the wider good, where the risk is As Low As Reasonably Practicable (ALARP)

As an example of all the trees inspected in Holbeach (104), the QTRA scores range from 1:80,000,000 – 1:36,000, this informs the re-inspection frequency as further inspections of these trees will not need to be carried out as regularly. When we do come to re-inspect we can concentrate the re-inspection on the trees with the highest risk score, i.e. 1:36,000. Further examples of the QTRA are below

1. Ash tree at a Boston Borough Council park, 5000 vehicles passing tree per day, 450mm diameter branch likely to fall, 1:500 chance of failure. QTRA score 1:6,496, this tree has been felled.
 2. Ash tree in LCC highway ownership, 8,800 vehicles passing per day, 250mm diameter branch likely to fall, 1:1000 chance of failure. QTRA score 1:31,273 this tree has been retained.
- Of the trees surveyed we have recorded 9,878 trees, woods and groups, in total 5,568 of these are located within the highway.
 - Of the total of 9878, 280 or 2.8% are classed as high risk. (i.e. 97.2% are of an acceptable risk level)
 - 80 or 0.8% are located within the highway.
 - 200 or 2% located on private land adjacent to the highway.

The currently allocated budget is £160,000, (£200,000 in 11/12), approximately £140,000 is spent annually on the surveys themselves, the remainder is spent on actioning works to highway trees picked up through the survey and legal costs involved with serving notices. For 2015/16 £530,000 has been allocated from the Environmental Maintenance budget to Divisions for the maintenance of highway trees and other vegetation. This can be utilised to supplement the above works element if the risk level dictates more work is necessary.

The survey has identified a quantity of high risk privately owned trees; our contact with private landowners has increased landowner awareness generally of the risk

they are exposed to through their trees. Of those who have been contacted we have had a direct response from about one third confirming that action had been taken, and re-inspections would indicate that a significant proportion of the remainder have had some remedial works undertaken

Data collected from the survey has given a good level of assurance that the potential liability is being managed effectively. It has also been used to good effect in defence against insurance claims made against LCC.

2. Conclusion

The inspections undertaken to date have identified a small number of “high risk” trees within the highway and a slightly larger number of private trees that have potential to affect the highway. We now have a good level of assurance that these risks are being managed effectively and that the Authority is fully cognisant of the condition of overall level of risk that is present on the network.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Highway Tree Inspection Policy (Part of HAT 26)
Appendix B	Sample Outputs from TreeWise Software

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Richard Littlewood, who can be contacted on 01522 555209 or richard.littlewood@lincolnshire.gov.uk.

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Highway Tree Survey Inspection Procedure

Introduction

Lincolnshire County Council is currently undertaking a survey of its highway network to assess the risk posed by highways-owned and privately-owned trees. This procedure seeks to define the terms of reference for the survey. The survey is being delivered in partnership with Mouchel Enterprise with Arboricultural staff being supplied through the Highway Alliance.

Scope

The scope of this guidance applies to Highways and Transportation but primarily is intended for use by divisional staff.

The guidance defines the process for inspection and enforcement for trees on or adjacent to the highway.

Process for network

Trees on or adjacent to the highway are surveyed using tree management software, if appropriate the tree is assessed with a system called Quantified Tree Risk Assessment (QTRA). QTRA is a method of quantifying risk associated with tree failure and requires 3 variables in order to make the assessment.

1. Size of part likely to fail.
2. Likelihood of failure.
3. What will be hit (Target).

We will QTRA score any privately owned within falling distance of the highway that has an identified defect in the trees condition.

We will use the pre-existing traffic count information to inform the target calculation. An NVQ level 5+ inspector¹ will assess the likelihood of failure and the size of part likely to fail.

Data is collected using hand held PC's pre-loaded with TreeWise.

- All highways owned trees with a diameter at breast height (DBH) over 30cms will be surveyed and plotted on the GIS mapping.
- Any highway tree will be surveyed and assessed according to QTRA.
- Any privately owned tree within falling distance of the highway (i.e. 25m) with a significant defect in the trees structure will be inspected and recorded on the database and subject to QTRA assessment.

The survey will produce a large amount of data which would be difficult to manage by conventional methods, however by using the QTRA methodology we can easily filter down to the real risks to the highway network and deal with those risks proportionately.

1 | Poll v Viscount Asquith of Morley (Bartholomew) - Judgment(11/05/2006)

The Health and Safety Executive (HSE) states that 1/10,000 is a 'tolerable' level of risk that can be imposed on the public for the wider good, where the risk is As Low As Reasonably Practicable (ALARP)

The HSE have therefore accepted the use of QTRA, and we have set the intervention level between **1:1 and 1:10,000**.

Hierarchy 3-6 routes

We will follow exactly the same process for the whole network, however, where the risk score from individual trees is above 1:10,000 the emphasis will be on the collection of highway trees as asset's. The potential for private trees to fail onto these routes is the same, however the risk ratings will be massively reduced due to infrequent use of these routes (i.e. much reduced traffic flows than H1 & 2 routes).

Public Rights of Way

Trees on or adjacent to Public Rights of Way (PROW) are very low risk due to the inherent low target occupancy of these routes, busier PROW's will be picked up in the H1 & H2 footway surveys. However, these trees will be inspected by PROW officers whilst on routine inspections according to the PROW priority inspection policy. Any trees with identified defects will be subject to further inspection by the Arboricultural Officer or Tree and Woodland Officer and necessary action taken.

Re-inspections

Once the trees have been inspected and recorded within TreeWise there will be a requirement for a re-inspection at a frequency to be informed by the inspector or the QTRA assessment. We will also need to re-inspect regularly to ensure that trees identified for safety works are made safe and that none slip through the net.

Highway Trees

The survey will generate a large amount of tree work for both the authority and private tree owners.

Highway trees identified for safety work through the survey will be dealt with through the term contract. Jobs will produced within TreeWise and the work priced using the supplied schedule of target costs from the term contract. Jobs will then be created in confirm and passed across to our alliance partner for actioning. On completion of the prescribed work, the TreeWise database will be updated accordingly. [See process for Highway Trees](#).

Private Trees

For all other LCC trees, a safety report will be sent to the owning department. The status of the work will be monitored regularly and should no work be undertaken then contact will be made through the management chain.

For district and parish council's a safety report will be produced and sent to the appropriate officer, this will be monitored by the Arboricultural Officer (AO) or Tree and Woodland Officer (TWO) and should no safety work be undertaken then the appropriate action to be considered.

For trees in unknown ownership the AO or TWO will visit site to ascertain the appropriate ownership and update Treewise accordingly.

For private trees, there is a need to notify the owner(s) of all high risk private trees identified for action through the survey.

Due to the complexities of dealing with private owners especially through 4 different divisions a trial was carried out in Highways (South). [See process for Private Trees](#). To summarise, a list of private trees and site plans will be sent to the nominated divisional coordinator, these in turn will be passed to appropriate Area Highway Officers (AHO) to ascertain ownership and write to private owner asking for the trees to be made safe. Regular monthly checks of outstanding private trees will be undertaken and divisional coordinators chased appropriately.

If the AHO cannot ascertain ownership, a [legal pack](#) is also included for Legal Services to carry out a land registry search, should the private owner fail to make the tree safe, there are, within the legal pack standard letters and a referral form to instruct legal to formally serve notice under Highways Act 1980 section 154.

Any potentially hazardous trees identified outside the tree survey will be dealt with through normal defined processes.

Additional Documents

- [Guidance for private tree owners](#)
- [5 year work programme](#)

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Appendix B Sample Outputs from TreeWise Software

The screenshot displays the TreeWise PC software interface. The window title is "TreeWise PC" and the version is "Version 2.1.2". The main window is titled "Tree Details" and contains a table of tree data and a map.

The table on the left lists 141 trees with the following columns: TagNo, Species, Year, and Street. The data is as follows:

TagNo	Species	Year	Street
00101	Sycamore	1955	A631
00102	Sycamore	1955	A631
00103	Sycamore	1955	A631
00104	Sycamore	1955	A631
00105	Sycamore	1955	A631
00106	Sycamore	1965	A631
00107	Sycamore	1965	A631
00109	Small Leaved Lime	1940	A631
00110	Small Leaved Lime	1940	A631
00111	Small Leaved Lime	1920	A631
00115	Smooth Leaved Elm	1970	A631
00117	Sycamore	1970	A631
00119	Horse Chestnut	1940	A52
00123	Wild Cherry, Gean	1950	A52
00124	Wild Cherry, Gean	1950	A52
00125	Wild Cherry, Gean	1950	A52
00126	Wild Cherry, Gean	1950	A52
00127	Common Lime	1965	A52
00128	Common Lime	1965	A52
00129	Common Lime	1970	A52
00130	Common Lime	1970	A52
00132	English Oak	1900	A15
00133	Ash, Common	1971	A15
00134	Ash, Common	1971	A15
00135	Ash, Common	1966	A15
00136	Ash, Common	1976	A15
00137	Horse Chestnut	1971	A15
00138	Ash, Common	1966	A15
00139	English Oak	1890	A15
00140	Ash, Common	1961	A15
00142	Scotts Pine	1951	A15
00143	Sweet Chestnut	1996	A15
00144	Crack Willow	1901	A15
00148	Beech	1890	A15
00149	Ash, Common	1971	A15
00150	Sycamore	1930	A52
00152	Sycamore	1948	A52
00153	Ash, Common	1900	A52
00154	Ash, Common	1961	A52
00156	Horse Chestnut	1966	A52
00157	Common Lime	1976	A52
00158	Common Lime	1976	A52
00159	Lombardy Poplar	1976	A52
00160	Lombardy Poplar	1976	A52
00162	Sycamore	1966	A158

The map on the right shows a geographical area with several divisions outlined in blue: "Greater Lincoln and Gainsborough Division", "East Lindsey Division", "Sleaford and South Kesteven Division", and "Boston and South Holland Division". Numerous colored dots (yellow, green, red) are scattered across the map, representing the locations of the trees listed in the table. The map includes a scale bar and a coordinate display showing 1 612.562.

The status bar at the bottom of the window indicates "Showing 141 of 141 Trees" and "Ready". The Windows taskbar at the very bottom shows the Start button and several open applications: "Infor - Microsoft Out...", "My Computer", "Microsoft PowerPoi...", and "TreeWise PC". The system clock shows "11:41".

The screenshot displays the 'Tree Wise PC Edition' software interface. The main window is titled 'Tree Details' and contains a 'Tree Wise Reports' sub-window. The 'Tree Wise Reports' window has a menu bar (File, Options, Help) and a 'Select report source' dropdown set to 'Trees'. Below this, there are two filter sections: 'Results match ALL of these' and 'match ANY of these'. The 'ALL' section contains a filter for 'Last QTRA Score' with a value of '10000'. The 'ANY' section contains a filter for 'Address Detail' with the operator 'contains'. To the right, there are sorting options: 'Sort by' (Address Detail), 'then by' (nothing), and 'Report Style' (Tree Condition Schedule). A 'Generate Report' button is located at the bottom right of the filter area.

The 'Results' section displays a table with the following data:

Tag Number	Common Name	Owner	Location	Height (m)	Last QTRA Score (1-)	Last QTRA Band
A112410001	Ash, Common	Private	A52	17	5189.62841796875	High Risk
A112412001	Ash, Common	Private	A52	16	5189.62841796875	High Risk
A121711002	Smooth-Leaved ...	Private	A52	27	5679.7734375	High Risk
A122011001	Ash, Common	District Council	A1137	17	6496	High Risk
A122113002	Smooth-Leaved ...	Private	A16	25	7960.19921875	High Risk
A022810003	Ash, Common	Private	Man Road	13.5	7573.96435546875	High Risk

At the bottom of the window, there is a list of trees with columns for Tag Number, Common Name, and Last QTRA Score. The current database is 'Q:\FMDE\treewiseData.mdb'. The status bar shows 'Showing 8 of 1451' trees. The Windows taskbar at the bottom indicates the system is 'Ready' and shows the Start button, taskbar icons for 'Inbox - Microsoft Out...', 'My Computer', 'Microsoft PowerPoint...', 'Tree Wise PC', and 'Tree Wise Reports'. The system clock shows '15:58'.

Policy and Scrutiny

Open Report on behalf of Richard Wills, Director responsible for Democratic Services

Report to:	Highways and Transport Scrutiny Committee
Date:	26 October 2015
Subject:	Highways and Transport Scrutiny Committee Work Programme

Summary:

This item enables the Committee to consider and comment on the content of its work programme for the coming year.

Actions Required:

To consider and comment on the work programme as set out in Appendix A to this report.

1. Background

The Committee's work programme for the coming year is attached at Appendix A to this report. The Committee is invited to consider and comment on the content of the work programme.

Work Programme Definitions

Set out below are the definitions used to describe the types of scrutiny, relating to the items on the Work Programme:

Budget Scrutiny - The Committee is scrutinising the previous year's budget, or the current year's budget or proposals for the future year's budget.

Pre-Decision Scrutiny - The Committee is scrutinising a proposal, prior to a decision on the proposal by the Executive, the Executive Councillor or a senior officer.

Performance Scrutiny - The Committee is scrutinising periodic performance, issue specific performance or external inspection reports.

Policy Development - The Committee is involved in the development of policy, usually at an early stage, where a range of options are being considered.

Consultation - The Committee is responding to (or making arrangements to) respond to a consultation, either formally or informally. This includes pre-consultation engagement.

Status Report - The Committee is considering a topic for the first time where a specific issue has been raised or members wish to gain a greater understanding.

Update Report - The Committee is scrutinising an item following earlier consideration.

Scrutiny Review Activity - This includes discussion on possible scrutiny review items; finalising the scoping for the review; monitoring or interim reports; approval of the final report; and the response to the report.

2. Conclusion

To consider and comment on the Work Programme.

3. Consultation

a) Policy Proofing Actions Required

This report does not require policy proofing.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Highways and Transport Scrutiny Committee Work Programme

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by David Hair, who can be contacted on 01522 552080 or davidr.hair@lincolnshire.gov.uk

HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE

Chairman: Councillor Michael Brookes
Vice Chairman: Councillor Andrew Hagues

14 December 2015		
Item	Contributor	Purpose
Major Schemes Update	Paul Rusted, Infrastructure Commissioner	Update Report
Winter Maintenance Update	David Davies, Principal Maintenance Engineer	Update Report
Quarter 2 Performance Report – 1 July to 30 September 2015	Jasmine Sodhi, Performance and Equalities Manager	Performance Scrutiny
Civil Parking Enforcement Mid-Year Report 2015/16	Mick Phoenix, Parking Manager	Update Report
Enhancing our Users' Experience	Satish Shah, Network Manager South	Update Report
Sponsorship of Roundabouts	Paul Little, Network Manager North	Update Report
Permit Schemes	Paul Rusted	Status Report

18 January 2016		
Item	Contributor	Purpose
Winter Maintenance Update	David Davies, Principal Maintenance Engineer	Update Report
Major Schemes Update	Paul Rusted, Infrastructure Commissioner	Update Report
Lincolnshire Highways Alliance	Paul Rusted, Infrastructure Commissioner	Performance Scrutiny
Budget Proposals 2016/17	Dave Simpson, Assistant Head of Finance	Budget Scrutiny

To be scheduled

- Pedestrian Crossings
- Traffic Regulation Order Policy
- Charging and Income Generation on the Highway
- Recruitment of School Crossing Patrol Staff
- Speed Limit Policy and Traffic Policy for Schools Update (September 2016)
- Future Service Delivery

For more information about the work of the Highways and Transport Scrutiny Committee please contact David Hair, Member Services Manager, on 01522 552080 or by e-mail at davidr.hair@lincolnshire.gov.uk

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