Leicestershire County Council

HIGHWAY MAINTENANCE POLICY & STRATEGY

Adopted 1st November 2011

V6 November 2012

LEICESTERSHIRE COUNTY COUNCIL
HIGHWAY MAINTENANCE POLICY AND STRATEGY

CONTENTS

Section	Title	Page Number
1	Summary	2
2	Introduction	3
3	Purpose and Scope	4
4	Complementary Advice	7
5	Policy Framework	8
6	Context of Best Value	10
7	Legal Framework	12
8	Strategy and Hierarchy	14
9	Inspections, Assessment and Recording	18
10	Condition, Standards and Investigatory Levels	24
11	Performance Indicators, Comparison and Targets	31
12	Programming and Priorities	33
13	Winter Service	34
14	Weather and Other Emergencies	38
15	Materials, Treatments and Processes	39
16	Procurement and Service Strategy	41
17	Financial Management	43
18	Monitoring, Review and Reporting	45

SECTION 1 SUMMARY

1.1 Structure of the Document

1.1.1 This document should be read in conjunction with the July 2005 National Code of Practice for Highway Maintenance Management "Well Maintained Highways" (the Code) which also includes subsequent Complementary Guidance.

1.1.2 The Code has eighteen sections and this document has been written with the section titles mirroring those in the National Code to make it easy to cross-reference between both documents and to make amendments if alterations are made to the National Code

1.1.3 **Sections 1 – 4** cover the summary, introduction to the code, its scope and purpose, with links to complementary advice

Sections 5 –7 cover policy and legal framework for highway maintenance

Sections 8 – 14 cover the principles for developing strategy, network hierarchy, standards for inspections, condition surveys, investigatory levels, benchmarking, assigning priorities and planning guidance for winter service and emergencies.

Sections 15 – 18 give guidance on procurement, financial management, sustainability and monitoring.

1.2 Objectives of the Code

1.2.1 To develop, adopt and regularly review policies for highway maintenance, consistent with the wider principles of integrated transport, sustainability and asset management.

1.2.2 To focus on the needs of users and the community and their active involvement in the development and review of policies, priorities and programmes.

1.2.3 To harmonise highway maintenance practices and standards where these are consistent with users' expectations, whilst retaining reasonable diversity consistent with local choice.

1.2.4 To adopt efficient and consistent approaches for collecting, processing and recording highway inventory, highway condition and status information for the purpose of both local and national assessment, management and performance monitoring.

1.2.5 To encourage the adoption and regular review of a risk management regime in the determination of local technical and operational standards.

SECTION 2 – INTRODUCTION

2.1 The Environment and Transport Department has prepared this document following the framework of guidance, standards and performance management incorporated in the National Code of Practice for Maintenance Management "Well Maintained Highways" July 2005 (the National Code) and subsequent Complementary Guidance. The Complementary Guidance refers to the Code of Practice on Transport Infrastructure Assets 2010, which changes the emphasis to Asset Management from Best Value.

2.2 The purpose of the new Code is to support an asset management based approach for transport infrastructure assets. The intention is that each authority should develop a single set of financial management information about these assets that is robust and consistent between transport authorities and supports, amongst others: -

- good evidence-based asset management, including the development of more cost-effective maintenance and replacement programmes;
- delivery of efficiency savings and service improvements;
- long-term financial planning and budgeting;
- performance assessment and benchmarking.

2.3 The local highway network and other local transport infrastructure assets together represent by far the biggest capital asset that the UK public sector holds. Transport networks are vital to national economic prosperity and are important contributors to quality of life.

SECTION 3 – PURPOSE AND SCOPE

Highway Maintenance Strategy

3.1 The purpose of highway maintenance is to provide a highway network, which is safe and convenient for the movement of people and goods.

3.2 This purpose needs to be set within the wider contexts of asset management, integrated transport and the corporate vision of the Authority with the objectives of delivering:-

a) Network Safety

i) Complying with statutory obligations
ii) Meeting users' needs.

b) Network Serviceability

(i) Ensuring network availability
(ii) Achieving network integrity
(iii) Maintaining network reliability
(iv) Determining and maintaining appropriate quality

c) Network Sustainability

(i) Minimising cost over time
(ii) Maximising value to the community
(iii) Maximising environmental contribution.

3.3 Highway maintenance is a wide-ranging function which can be broken down into six activities as follows: -

a) Reactive – Responding to inspections, reports or emergencies.

- All elements – sign and make safe
- All elements – provide short-term repair
- All elements – provide permanent repair.

b) Routine – Regular consistent schedule for patching, cleansing, landscape maintenance and other activities.

- Carriageways, footways and cycletracks – minor works and patching
- Drainage systems – cleansing and repair
- Embankments and cuttings – stability
- Landscaped areas and trees – management
- Fences and barriers – repair and maintenance
- Traffic signs and bollards – cleansing and repair
- Road markings and studs – replacement
- Lighting installations – cleansing and minor works.

c) Programmed – Planned schemes primarily of resurfacing, reconditioning or reconstruction.

- Carriageways – minor works, resurfacing or reconstruction
- Footways – minor works, resurfacing or reconstruction
- Cycletracks – minor works, resurfacing or reconstruction.

d) Regulatory – Inspection and regulating the activities of others

- Highway register
- Management of utilities
- Licences for highway occupation
- Other regulatory functions – e.g. encroachment, illegal signs.

e) Winter Service

- Pre-treatment
- Post-Treatment
- Clearance of snow

f) Extreme Weather and other Emergencies

- Flooding
- High winds
- Drought
- High temperatures
- Other emergencies

SECTION 4 – COMPLEMENTARY ADVICE

4.1 This document does not provide a detailed technical reference for all aspects of highway maintenance or repeat guidance available elsewhere. Areas referred to but not covered in the National Code include:

- Network management
- Highway improvement and new construction
- Maintenance of bridges and structures
- Installation and maintenance of highway lighting.
- Management of Electronic Traffic Equipment.
- Management of utilities.
- Maintenance of public rights of way
- Management of street cleansing.

4.2 Further advice and guidance on areas not covered in detail can be gathered from the National Codes and Complementary Guidance.

SECTION 5 – POLICY FRAMEWORK

5.1 The Code states that the requirement for policy integration is a fundamental principle of Asset Management. It requires authorities to define, in consultation with their community, overall strategic objectives which may be unrelated to traditional service areas, thus creating a stimulus for policy integration.

5.2 The County Council's Medium Term Corporate Strategy has been drawn up using the following principles:-

- Planning spending within the resources available
- Maximising the contribution from efficiency savings
- .Being clear about priorities in terms of growth and service reductions that need to be built into the new County Council Delivery Plan 2010 – 14
- Targeting scarce resources at those with greatest need
- Achieving value for money for Council Tax payers.

5.3 All these principles are relevant to highway maintenance. The Department's Second Transport Asset Management Plan (TAMP 2) details our intentions.

5.4 The Department's Third Local Transport Plan (LTP 3).contains the following goals:-

- Supporting the economy and population growth
- Managing the condition and resilience of our transport system
- Encouraging active and sustainable travel
- Improving the connectivity and accessibility of our transport system
- Improving road safety
- Managing the impact of our transport system on quality of life

5.5 This Policy has therefore been developed to:-

- Provide a consistent standard of service on similar categories of road.
- Consider the implications for all road users, particularly vulnerable road users such as people with disabilities, cyclists and motorcyclists.

5.6 Planning for highway maintenance should take into account the opportunities to incorporate added value to the safety, priority, integrity or quality of:-

- Footways and cycletracks including crossing facilities.
- Horse riding and crossing facilities.
- Facilities for and reliability of public transport.

- Facilities for freight movement.

and wherever possible take into account all elements of local transport strategy including: -

- Accident reduction and prevention programmes
- Safer routes to schools
- Routes to bus and rail stations, airports and other public transport facilities.
- Quality bus and freight partnerships
- Urban and rural regeneration programmes.

5.7 Planning and budgeting for highway maintenance must also recognise that integrated transport schemes, especially in urban areas, could result in a more complex and diverse street scene. Manual for Streets (MfS) and the complementary Manual for Streets 2 (MfS2) explains how the aims can be achieved.

SECTION 6: LEGAL FRAMEWORK

6.1 Leicestershire County Council is the Highway Authority for all highways in the County with the exception of motorways and trunk roads for which the Secretary of State for Transport is the Highway Authority.

6.2 Much of highway maintenance activity is based upon statutory powers and duties contained in legislation and precedents developed over time as a result of case law. The Code recommends that it is crucially important that all those involved in highway maintenance, including Members, have a clear understanding of their powers and duties, and the implications of these.

6.3 Even in the absence of specific powers and duties, highway authorities have a general duty of care to users and the community to maintain the highway in a condition fit for purpose, as far as is reasonably practicable.

6.4 In addition to the duty of care there are a number of pieces of legislation which provide the basis for powers and duties relating to highway maintenance that are worthy of specific reference:

- Highways Act 1980

- Section 41 – imposes a duty to maintain a highway which is maintainable at public expense.

- Section 41 (1A) – imposes a duty to ensure, so far is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.

- Section 56 – any person may apply to the Courts for an order requiring the Highway Authority to take remedial action within a reasonable period, specified by the Court.

- Section 58 – provides for a defence against action relating to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic.

- The Local Authorities (Transport Charges) Regulations 1998

- Provides a power to charge for a number of regulatory activities including skip, hoarding or scaffolding licences and the clearance of accident debris.

- The New Road and Street Works Act 1991

- Section 53 – highway authorities shall keep a street works register for each street for which they are responsible showing information about current or proposed works.

- Section 56 – highway authorities have the power to give directions as to the timing of undertakers' work that are likely to cause serious disruption to traffic.

- Section 59 – highway authorities have a duty to co-ordinate works to minimise inconvenience and disruption, protect the structure of the street and integrity of apparatus and ensure safety for all users.

- Section 66 – highway authorities can issue a notice to an undertaker who has failed to complete work within a reasonable period requiring him to take such reasonable steps as specified to mitigate or discontinue an obstruction that is causing unnecessary delay.

- Section 74 – as amended by the Transport Act 2000 requires an undertaker executing works in a maintainable highway to pay a charge where the work is unreasonably prolonged.

  Section 81 – states that an undertaker having apparatus in the street shall secure that the apparatus is maintained to the reasonable satisfaction of the street authority. He shall afford reasonable facilities to each such authority for ascertaining whether it is so maintained.

- <u>Road Traffic Act 1988</u>

- Imposes a duty on highway authorities to promote road safety, including accident studies, and to take such measures to reduce the possibilities of accidents when new roads come into use.

-

<u>The Traffic Management Act 2004</u>

-

- Imposes a duty of network management, principally securing the expeditious movement of traffic including avoiding, eliminating or reducing disruption.

-

- <u>The Transport Act 2000</u>

- Highway authorities may designate any road as a quiet lane or home zone.

- <u>Wildlife and Countryside Act 1981</u>

- Provides a framework of legislation relating to environmental and countryside issues with which highway maintenance operations must comply.

- <u>Environmental Protection Act 1990</u>

- Provides the statutory basis for other environmental issues affecting all County Council land and property with which highway maintenance operations must comply. It also deals with District Council responsibilities and duty to keep all highways clean and free from litter and refuse.

- Noxious Weeds Act 1959

- Places a responsibility on highway authorities to take action to inhibit the growth and spread of injurious weeds growing in the highway.

- Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1992 and Construction (Design and Management) Regulations 1994

- Provide for a requirement to carry out work in a safe manner and establish arrangements for the management of construction work.

SECTION 7 - STRATEGY AND HIERARCHY

7.1 The Network Hierarchy and inventory forms the base for a coherent and consistent maintenance strategy. It forms the link between maintenance policy and implementation and it assists with:-

- Determining appropriate inspection frequencies.
- The allocation of resources and maintenance priorities
- Decisions regarding safety issues, e.g. Winter Service.

Carriageway Hierarchy

7.2 The Carriageway Hierarchy shown in Table 1 has been developed, in line with the National Code, to reflect the actual use of each road and its associated maintenance standards within the network. These are not necessarily reflected by the road's formal classification (A road, B road etc).

Footway and Cycletrack Hierarchy

7.3 As with carriageways, the footway and cycletrack hierarchies, shown in Tables 2 and 3, are based on usage. Maintenance standards are not necessarily reflected by the road classification. The importance of particular footways/ cycletracks may well conflict with both the road classification and carriageway hierarchy.

Public Rights of Way

7.4 Leicestershire has more than 3000 kilometres of footpaths, bridleways and byways. This network provides local routes linking communities and giving access to shops, schools and other facilities. The rights of way improvement plan aims to develop and manage a rights of way network that meets the current and future needs of the local community. It will also provide a high-quality rights of way service, including working effectively with other agencies and authorities. The plan has been written in line with the principles set out in the code of practice.

The work on the improvement plan, carried out in conjunction with LTP3, identified an initial set of schemes that reflect work on the shared priorities and wider quality of life issues. We are taking this work forward through a rolling programme of inspections and works, focussing on urban and close-to-urban areas. Each inspection reveals the initial requirements for maintenance – particularly repairs to surfacing, gates/stiles and signing; the removal of barriers and clearance of vegetation. We also use the inspections to help identify where improvements should be made, particularly cases where hard surfacing is justified to make rights of way suitable for year-round use.

Maintenance of Hierarchies

7.5 Hierarchies of publicly maintainable highways will be reviewed and updated annually by the Technical Services Group. It is vital that the hierarchy is a living document and reviewed to reflect changes in the network's characteristics. The hierarchy must always aim to reflect the actual network usage rather than that

expected when the hierarchy was defined. It must take into account changes in the network, for example reclassifications, developments and changes in traffic/ driving patterns and standards of maintenance. Maps detailing the carriageway and footway hierarchies are managed by the Technical Services Group and made available on the LCC intranet. They will also be available on the County Council website in due course.

7.6 Feedback from staff and other stake-holders, is vital in maintaining an up to date hierarchy and inventory that accurately reflects the nature and use of the highway network. Requests, or suggestions, for changes are investigated by the Technical Services Group. Any change of hierarchy grouping from the initial road classification will have to be justified. A traffic count will be undertaken to determine the 24hr Annual Average Daily Traffic (AADT) flow to determine if it meets the traffic flow criteria and any other contributory factors will be documented.

7.7 Any changes to the footway and cycletrack hierarchy will follow the similar principles to those stated in 7.5.

Network Inventory

7.8 Current information about all aspects of the highway network, including condition and inventory are essential for effective management. The Council currently operates several inventory based systems which are routinely updated, this allows decisions for highway maintenance investments, programmes of works etc. to be made on a rational, structured and consistent basis.

Table 1 - Carriageway Hierarchy

Category	Hierarchy Description	Type of Road (General Description)	Detailed Description
1	**Motorways**	**Motorway.***	N/A
2	**Strategic Routes**	**Trunk Roads* and Primary A Roads.**	Routes between Primary Destinations, for fast moving long distance traffic in rural areas where speed limits are generally in excess of 40 mph, and in urban areas the most important traffic links with more than a local significance.
3a	**Main Distributor**	**Non primary A Roads and important/ Heavily Trafficked B Roads.**	Routes between Strategic Routes and linking urban centres to the Strategic Network, with relatively short origins and destinations. In urban areas the speed limits are usually 40 mph or less. **3a Heavily Trafficked B Road:-** Total / HGV Urban >30,000 / 1500 Rural >12,000 / 1000
3b	**Secondary Distributor**	**B Roads and Heavily Trafficked C Roads.**	In rural areas these roads are HGV routes and link the larger villages to the Strategic/ Main Distributor Network. In urban areas these roads usually have a 30 mph speed limit and high levels of pedestrian usage. **3b Heavily Trafficked C Road:-** Total / HGV Urban >20,000 / 300 Rural > 7,000 / 150
4a	**Locally Important Roads**	**Routes linking into the main/ secondary distributor network, which are normally C Class Roads and have greater local significance in rural areas, plus heavily trafficked unclassified roads.**	In rural areas these roads provide inter village links and connect smaller villages and industrial estates (HGV Generators) to the distributor network. In urban areas they are residential or industrial interconnecting roads, usually with 30 mph speed restriction. **4a Heavily Trafficked U/C Road:-** Total / HGV Urban >15,000 / 150 Rural >5000 / 100
4b	**All other metalled Roads**	**All other C roads and the majority of the unclassified network.**	In rural areas these roads serve smaller villages and provide access to a limited number of properties and land. Many are single lane only and unsuitable for HGV traffic. In urban areas they are predominately residential in nature with 30 mph speed restriction.

NOTES

1)* Maintenance of Motorways and Trunk Roads in Leicestershire is the responsibility of the Highways Agency's managing agents.

2) Traffic Figures are AADT = Annual Average Daily Traffic.

3) Urban defined as 40 mph or less speed limit.

4) The plans maintained by the Technical Services Group take precedence over the above text descriptions and are to be read as the definitive plans of the network.

5) Un-metalled Roads – These will be inspected on an ad hoc basis and in response to customer reports.

Table 2 - Footway Hierarchy

Category Number	Category Name	Description
1a	**Prestige Walking Zones**	Not applicable in Leicestershire
1.	**Primary Walking Route**	Main shopping areas which attract visitors from outside the vicinity.
2.	**Secondary Walking Route**	The shopping areas of larger villages, plus links between primary footways, car parks, rail & bus stations, business and industrial centres and larger schools (> 500 pupils) from main shopping area.
3.	**Link Footways**	These provide a link from local access footways to local amenities such as surgeries, village halls, shops, public houses, leisure centres and sports facilities, schools (100 – 500 pupils), visitor centres, hospitals, clinics and care homes etc. All flagged footways not included in Group 1 or 2.
4	**All Other Footways**	All footways not included in category 1a, 1, 2 and 3.

NOTES:

1)Metalled public rights of way in urban areas are included in the relevant hierarchy category, depending on their function and use.

2)The plans maintained by the Technical Services Group take precedence over the above text descriptions and are to be read as the definitive plans of the network.

3)Non metalled urban footways (urban grassed footways)

This footway type will be inspected annually to assess the overall condition and safety. Defects identified by the inspecting officer as being hazardous will be recorded and appropriate remedial action taken.

Defect definition

- Hazardous – Likely to result in serious injury to people.
- Obstruction – Blocks use of a path
- Inconvenience – Minor problem that does not stop a person using the path

Table 3 - Cycletrack Hierarchy

Category	Description
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb Cycle gaps at road closure point (exemptions for cycle access)
B	Cycle track (a metalled highway route for cyclists, not forming part of the carriageway). This includes shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
C	Metalled cycle trails, leisure routes through open spaces where, exceptionally, these are publicly maintainable highways.

SECTION 8 - INSPECTION ASSESSMENT AND RECORDING

8.1 An effective regime of inspection, assessment and recording is a crucial component of highway maintenance. Inspections and assessment surveys can be considered in the following categories: -

- **Safety Inspections**
- **Service Inspections**
- **Carriageway and footway Condition Surveys**

All information obtained from the inspections and assessments surveys, together with the nature of the response, including nil returns, should be recorded consistently to facilitate analysis. Safety and Service Inspections are the responsibility of the Highways Manager. Structural Condition Surveys are the responsibility of the Group Manager – Technical Services.

8.2 Safety Inspections

These inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. Such defects include those that will require urgent attention, as well as those where the locations and sizes are such that longer periods of response would be acceptable. A robust safety inspection regime will support a defence under Section 58 of the Highways Act as referred to in Section 6 of this document. The County Council's Highway Inspections Operational Manual is the procedural guide for all employees involved in the inspection of Leicestershire's highway network. It covers highway safety inspections and does not attempt to address more detailed inspections and condition surveys. This guide does not cover inspections of Public Rights of Way (generally rural footpaths and bridleways as shown on the Definitive Map record) other than metalled ways in urban areas.

Carriageway inspections will normally be undertaken in a slow moving vehicle, using a two-person operation. Footway inspections are generally undertaken on foot. Cycletracks that form part of the carriageway will be covered when the carriageway is inspected, cycletracks that are remote from the carriageway will be inspected on foot or bicycle. Additional inspections may be necessary in response to user or community concern, as a result of incidents or extreme weather conditions, or in the light of monitoring information.

The safety inspection regime covers:-

- Frequency of inspection
- Items for inspection
- Degree of deficiency
- Nature of response

The regime has been developed in accordance with the principles of risk assessment and provides a practical and reasonable approach to the risks and potential consequences identified. The inspection regime takes account of potential risks to all highway users and in particular the most vulnerable.

The category within the hierarchy is the main determinant of inspection frequency. However, other factors are taken into account in deciding whether consideration should be given to increasing or reducing the frequency. Such factors include:-

- Traffic use, characteristics and trends
- Incident and inspection history
- Characteristics of adjoining network elements
- Operational considerations.

Table 4 sets out the safety inspection frequencies for publicly maintained highways.

Table 4 - Safety Inspection Frequencies.

Feature	Category	Hierarchy Description	Frequency
Carriageway	1	Motorways	Not applicable
	2	Strategic Routes	1 month
	3(a)	Main Distributor	1 month
	3(b)	Secondary Distributor	1 month
	4(a)	Locally Important Roads	3 months
	4(b)	All Other Metalled Roads	12 months
Footways	1(a)	Prestige Walking Route	Not Applicable
	1	Primary Walking Route	1 month
	2	Secondary Walking Route	3 months
	3	Link Footway	6 months
	4	All Other Footways	12 months
Cycletracks	A	Part of the Carriageway	As for the carriageway
	B	Associated with a footway	As for the footway, but max 6 months
	B	Not associated with a footway	6 months
	C	Cycle trails and leisure routes	12 months

Although the defined inspection frequencies should be maintained wherever possible, some flexibility will enable the effects of weather and resource availability to be managed more effectively. The following flexibilities are acceptable for one inspection cycle:

Set Frequency	Flexibility
1 Month	3 Working Days
3 Months	5 Working Days
6 Months	7 Working Days
1 Year	10 Working days

Defect Categories

There are two categories of defects: -

- **Category 1** – Those that require prompt attention because they represent an immediate or imminent hazard or because there is a risk of short–term structural deterioration, including potholes greater than 40mm in depth.

- **Category 2** – Those that require attention but do not represent an immediate or imminent hazard, including potholes up to 40mm in depth.

Category 1 defects should be corrected or made safe at the time of the Inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning-off or fencing-off to protect the public from the defect. If it is not possible to correct or make the defect safe at the time of inspection, repairs of a temporary, or permanent nature should be carried out within a period of 2 working days, but not more than 72 hours. Repairs of a permanent nature will be carried out to a timescale according to the defect status following the completion of the temporary repair.

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained until a permanent repair can be made.

Category 2
Defects have been split into 3 sub-categories, Pothole, High Priority and Low Priority.

Category 2 (Potholes) potholes up to 40mm deep that are expected to become Cat 1 within 3 months if not attended to. Our target is to complete a permanent repair within 90 days.

Category 2 (High Priority) defects are those that are expected to become Cat 1 within 3 months if not attended to. Our target is to complete a permanent repair within 90 days.

Category 2 (Low Priority) defects are those that are likely to become Cat 1 within 12 months. Repair of these defects is to be undertaken as resources become available, or be included within a planned maintenance programme.

It will still be necessary however for those undertaking inspections, or responding to reported incidents, to judge whether any individual observed or reported defect should be recorded as Category 1 and the consequent urgent action put in hand.
Each and every such decision could be critical to the safety of users and may also potentially be subject to legal scrutiny in the event of an accident occurring at or near to the site. Complete and accurate records will be essential.

8.3 Service Inspections General Requirement

Service inspections are focussed on ensuring that the network meets the needs of users. They comprise more detailed specific inspections of particular highway elements and

inspections for regulatory purposes, including NRSWA. They also include less frequent inspections for network integrity.

Service inspections are primarily designed to identify deficiencies compromising the reliability, quality, comfort and ease of use of the network, from the users' point of view. Although not intended for identifying defects that could potentially compromise user safety, any such defects observed during service inspections should be recorded and dealt with in the same way as for a safety inspection.

Table 5 details the Service Inspection Frequencies for the follow items

- Drainage systems
- Road Markings and Studs
- Trees
- Illuminated and Non Illuminated Signs/ Bollards

Culverts under carriageways
Currently the inspection of culverts is carried out on a reactive basis and known problem locations.

Table 5 - Service Inspection Frequencies

<table>
<tr><th>Hierarchy Description</th><th>Drainage Systems</th><th>Road Markings & Studs</th><th>Trees and Embankments</th><th>Illuminated & Non-illuminated signs / bollards</th></tr>
<tr><td>Strategic Routes</td><td rowspan="5">Piped drainage Soakaways inspected at not more than 10 year intervals</td><td rowspan="5">Annual check in darkness for Category 2 & 3 roads only</td><td rowspan="4">Refer to LCC Tree Management Strategy and the national code.</td><td rowspan="2">General condition - inspected annually</td></tr>
<tr><td>Main Distributor</td></tr>
<tr><td>Secondary Distributor</td><td rowspan="3">General condition - inspected every 2 years</td></tr>
<tr><td>Locally Important Roads</td></tr>
<tr><td>All Other Metalled Roads</td><td></td></tr>
</table>

8.4 Carriageway and footway Condition Surveys

In order to ensure value for money it is essential to have information on the nature and severity of deterioration in order to determine the most appropriate maintenance treatment. This information is also used to allocate funds according to need.

There are a number of types of condition surveys used within the County Council. Each provides information from a different perspective and in combination provide a comprehensive picture of the network.

Conditions surveys currently used include: -

- United Kingdom Pavement Management System (UKPMS) – Coarse Visual Inspection (CVI) , (enhanced CVI for footways)
- SCANNER Surveys – Machine Based Surface Condition Survey
- Griptester – Skidding Resistance Survey.

The frequencies of the surveys are shown in Table 6 for carriageways and Table 7 for footways. Those necessary for the production of National Indicators (see Chapter 10) must follow national guidance. The amount of network that is to be surveyed as shown in the tables will be reviewed each year and may change year to year.

Table 6 – Frequency of Carriageway Condition Surveys

Road Type	Principal (A Roads)	Non Principal Classified (B & C Roads	Unclassified (All Other Roads)
UKPMS CVI Surveys	33% of network surveyed annually	25% of network surveyed annually	25% of network surveyed annually
SCANNER Surveys	100% of network surveyed annually in one direction	100% of 'B' roads and 50% of 'C' roads surveyed annually in one direction	Not Surveyed
Griptester Surveys	33% of network Surveyed annually in both directions	25% of 'B' road network and selected 'C' roads surveyed annually in both directions.	Not surveyed

Table 7 – Frequency of Footway Condition Surveys

Category	Hierarchy	UKPMS CVI Surveys
1a	Prestige Walking Route	Not applicable in Leicestershire
1	Primary Walking Route	Enhanced CVI surveys.
2	Secondary Walking Route	
3	Link Footway	
4	All other Footways	

8.4.1 Skid Resistance Strategy for Carriageways

The current strategy forms part of this document, but is published separately.

SECTION 9 – CONDITION, STANDARDS AND INVESTIGATORY LEVELS

9.1 The Code requires Authorities to define standards for the condition of each element of the highway network, which meet the requirement for safety, serviceability and sustainability. Where they are not met they should set targets for attaining and sustaining them in the long term.

Each element of the network could have different standards of condition. A minimum one to satisfy requirements for safety and higher ones designed to meet local requirements for serviceability or sustainability. These higher standards are now defined as "Investigatory Levels"(The standard of asset condition below which the need for treatment should be considered) as failure to achieve the defined standard could give rise to a range of responses needing further investigation prior to action being taken.

9.2 A previously used term "intervention level" has been retained only for use with the automatic selection criteria in Pavement Management Systems (PMS) as the system does actually "intervene" at the defined condition standard. However to avoid confusion it is now referred to as "System Intervention Levels" (SILs), (The standard of asset condition at which a Pavement Management System automatically applies a treatment)

9.3 The following sections set out the standard of condition for elements of the highway network in Leicestershire.

9.3.1 Condition of Carriageways

The County Council uses the nationally accredited MARCH UKPMS computerised pavement management system to analyse SCANNER and coarse visual inspections (CVI). The rules and parameters that configure the algorithmic processing in the system, including the SILs, are built in and fixed for producing central government data requirements and are user definable to meet local requirements for serviceability and sustainability.

System Intervention levels (SILs) are used to set the value of a Road Condition Index (RCI) at which treatment is applied. The value of each SIL is quoted by Base Hierarchy which, in principle, allows treatments to be invoked at different levels of condition according to the classification of the road. SIL's exist for all features and hierarchies.

The central government data requirements 130/01 and 130/02 are a direct application of the RCIs from the current UKPMS default rule set. The Road condition Indices that are utilised in the current rules and parameters set vary according to feature and pavement type.

For Non-Principal Roads ('Bs' and 'Cs') the emphasis is on a range of condition indices relevant to rural and urban roads, and with some weight given to factors other than structural deterioration. Assessment is based on the percentage of the network where at least one of the Structural, Edge and Wearing Course condition indices matches or exceeds the current thresholds.

The PMS system includes various treatment options, appropriate for each feature and pavement type, for selection according to pavement condition. Currently

these options are limited, as the output should be regarded primarily as a guide to the likely nature and scale of treatment required.

Locally determined treatment costs have been input into the system to calculate the budget need and assist in the annual allocation of the structural maintenance budgets to the maintenance areas.

9.3.2 Condition of Footways

The condition of the footways is monitored by undertaking CVI surveys on a sample of footways each year. As with carriageways the data is input into the MARCH UKPMS software and processed to produce treatment needs, options and costs.

9.3.3 Condition of Cycletracks

The condition of cycletracks shall be considered in light of their position in the highway. However, the surface of a cycletrack is crucial to its acceptability to cyclists.

Where carriageway cycle lanes are established the policy is to: -

- Ensure that all ironwork does not pose a hazard to cyclists.
- Install road gully gratings that are of the flat type and laid within 10mm of the road surface.
- Provide and maintain suitable road markings and coloured surfacing where appropriate.

Where designated cycletracks with combined footway and cycle lanes are provided the policy is to: -

- Prevent the ponding of water and accumulation of grit or silt particularly where a converted footway runs through a wide verge at a lower level than the carriageway
- Ensure that drop kerbs across a cycletrack are not greater than 3mm higher than the carriageway surface particularly where cyclists cross them obliquely.
- Ensure a minimum headroom of 2.7m beneath signs and branches.
- Pro-actively encourage landowners to trim hedges to prevent obstruction and to remove all cuttings from the paved surface.
- Provide District Councils with up to date schedules showing the cycleway network to assist them in their duty to keep the network clean.

The condition along with treatment options and costs of cycletracks is monitored by including them in the CVI surveys on carriageways or footways as appropriate.

9.3.4 Condition of Highway Drainage Systems

The frequency of cleaning highway drainage systems depends upon their location in relation to industrial sites and trees. Depending on these factors, there may be a need to vary the cleaning frequency, but the following table is given as a general approach.

Table 11 –Drainage Systems – Cleansing Frequencies

Item	Frequency	Notes
Gullies/ Kerb offlets	Gully emptying is undertaken to minimise highway drainage problems. Frequencies vary depending on location and flooding risk.	A visual survey was undertaken in early 2010. The data from this work is being verified on the ground as gullies are cleansed. Future cleansing rounds will inform cleansing frequencies.
Grips	Cleaned once per year.	
Manholes, Catch pits and Outlets	Cleaned out to minimise highway drainage problems. Frequencies vary depending on location and flooding risk	

9.3.5 Condition of Embankments and Cuttings

The inspection of embankments and cuttings is concerned with the safety of highway users and the risk of injury from loose material falling.

All embankments and cuttings will receive a cursory inspection by the highway Inspector at the same time as the carriageway is inspected. Any defect noted will be passed on to a suitably qualified person.

If there are trees on the embankments or cuttings and there is a problem with soil stability or slippage, then the trees will be managed as a coppice, being cut down to ground level, every 5 – 10 years.

9.3.6 Condition of Landscaped Areas, Trees and Verges

Grass cutting is predominately concerned with the safety of the highway user, preserving visibility and sight lines. All trees both on the public highway and adjoining it will receive a cursory inspection by the Highway Inspector at the same time as the carriageway is inspected. Any defect noted will be passed on to the County Council's Forestry Team, to enable a detailed inspection to be undertaken by a suitably qualified person. Further details regarding the management of trees can be found within the County Council's Tree Management Strategy

Grass cutting has three purposes. The first is to ensure safety by preserving visibility and sight lines. The second is to control weeds. The third is to preserve a good appearance. Table 12 shows the general frequencies required to meet these objectives, with more frequent cutting in urban areas for appearance reasons. However, there are instances where increased frequency of cutting is required:

- In areas where there are particular visibility issues requiring the grass to be kept shorter

- Where roads with speed limits above 40mph are in conspicuous semi-urban areas requiring increased frequency of cutting for appearance reasons
- Occasionally, where speed limits of 40mph or less apply in more rural areas where cutting to urban frequency for appearance reasons is not justified
- In areas where District Council funding supports extra cuts on an amenity area

The Highway Team Managers will produce and annually update plans showing exceptions to the frequencies set out in Table 12. These will be determined on the basis of safety, appearance and budget available. They will be approved by the Director and Lead Member.

Table 12 – Grass Cutting Frequencies

Item	Frequency
Grass Cutting – Urban Roads	up to 9 cuts per annum as growing conditions require
Grass Cutting – Rural Roads	2 cuts per annum of a single swathe (approx. 900 mm wide) plus forward visibility on bends and junction splays to side roads with additional cutting of forward visibility on bends and junction splays to side roads only as growing conditions require
Grass Cutting – forward visibility on bends and junction splays to side roads	As per Rural grass cutting plus additional cutting depending on the growth rate
Grass Cutting - Obstacles	Grass around obstacles, such as trees, lamp columns and posts to be cut to same height as surrounding area.

9.3.7 Highway Verges

Highway verges suffer damage from vehicles in many situations and the main causes include:

i) Inappropriate parking when suitable parking facilities are available
ii) Lack of parking facilities
iii) Over-running due to road layout
iv) Over-running due to road width

It is increasingly difficult within the limitations of the highway maintenance budget to give priority to highway verges that are damaged through either parking or over riding. Therefore, these will no longer be repaired except in the following circumstances:

- Where repair or improvements of a highway verge are required as part of a scheme to address road safety, meeting the usual criteria required in bringing forward road safety improvements.

- Where repair or improvements to a highway verge should reasonably be included within highway maintenance works proposed at the same location, (the highway maintenance works meeting the usual criteria to be undertaken).

- Where repair or improvements to a highway verge should reasonably be included within highway improvement works proposed at the same

location, (the highway improvement works meeting the usual criteria to be undertaken).

- Where another authority or third party wholly funds repairs or improvements to a highway verge.

9.3.8 Condition of Fences and Barriers

A visual inspection of these items will be undertaken at the same time as the carriageway safety inspection is undertaken. The following table shows the standards that have been adopted

Table 13 – Fences and Barriers – Safety Inspection Frequencies

Item	Frequency
Pedestrian Guard rails, Inspection/testing	Every 5 Years
Painting	When Required

9.3.9 Safety Fences

Currently Leicestershire do not operate a programme for safety fence inspection and renewal. Repairs to safety fencing are carried out on a reactive basis. As part of the Asset Management process we will embark on a process of data collection to identify safety fence location, type, and condition. In the first instance a risk management approach will be adopted with higher risk roads being assessed first.

9.3.10 Condition of Traffic Signs and Bollards

The safe and efficient use of the highway network depends on the presence of traffic signs and bollards, illuminated and non- illuminated. All signs and bollards will receive a cursory inspection at the same time as the carriageway safety inspection is undertaken

Table 14 - Illuminated and Non-Illuminated Signs and Bollards – Cleansing and Safety Inspection Frequencies

Item	Standard
Cleansing	All low signs and all bollards on Strategic roads and Main and Secondary Distributor roads to be cleansed 6 times per year
	All high signs on Strategic roads and Main and Secondary Distributor roads to be cleansed twice a year.
	Signs and Bollards on all other roads to be cleaned once a year.
Replacement/ Repair of damaged signs	All signs and bollards should be checked for degradation and retro-reflectivity at night, once per year
Painting of signs/supports	When required
Electrical Inspection	As per Street Lighting Policy and Strategy
Internal Inspection and Cleaning	Once per year

9.3.11 Condition of Road Markings and Studs

Road markings and studs contribute to the safe and efficient use of the highway network. They must be visible both in the day and at night. Road markings will be inspected at the same time as the carriageway safety inspection. Inspection of road studs will be undertaken by highway Clerk of works.

Table 15 – Road Markings and Studs - Renewal and Replacement Standards

	Item	Standards for Renewal and Replacement
	Requirement as a consequence of Road works	
1.0	**Surfacing Schemes**	
1.1	All "Stop" and "Give Way" lines that exist before resurfacing, and programmed patching.	Permanent reinstatement of all "Stop" and "Give Way" lines" should be carried out before site is re-opened to uninterrupted traffic. "Stop Line Erased" or "Give Way Marking Erased" signs shall be maintained in place during the course of the works until the lines have been replaced
1.2	All other mandatory markings and associated road studs that exist before resurfacing, and programmed patching	To be replaced within 2 days "No Road Markings" signs shall be maintained in place during the course of the works until the lines have been restored or replaced.
1.3	All other road markings and road studs that exist before resurfacing and programmed patching	To be replaced within 7 days "No Road Markings" signs shall be maintained in place during the course of the works until the lines have been restored or replaced.
2.0	**Surface Dressing and Other Surface Treatment Schemes**	
2.1	All "Stop" and "Give Way" lines that exist before surface dressing or other surface treatment.	"Stop" and "Give Way" lines shall be masked during treatment or temporarily reinstated with white spray paint before site is re-opened to traffic and permanently reinstated no longer than 7days after the work is completed "Stop Line Erased" or "Give Way Marking Erased" signs shall be maintained in place during the course of the works until the lines have been restored or replaced
2.2	All other road markings including mandatory markings and associated road studs that exist before surface dressing or other surface treatment	To be replaced within 28 days. "No Road Markings" signs shall be maintained in place during the course of the works until the lines have been restored or replaced.

3.0	**Non-planned Patching carried out as a consequence of Cat 1 or Cat 2 defects**	
3.1	All road markings associated with Cat 1 or Cat 2 unplanned patching repairs	To be replaced within 7 days
4.0	**Requirement as a consequence of Service Inspections carried out at the same frequency as Non-Feasance inspections.**	-Refer to "Well-maintained Highways" and "Design Manual for Roads and Bridges (DMRB), Vol 8, Section 2 - TD 26/07" Periods set for the replacement of lines following Service Inspections may be extended where planned surfacing, surface dressing or other surface treatment is planned within 12 months, subject to the line not falling below a score of 1, using the Visual Assessment Scoring System (Annex C and Annex D) described in The DMRB
4.1	Road markings that have been laid less than two years	Where any line fails to achieve a score of 4 using the Visual Assessment Scoring System (Annex C and Annex D) described in The DMRB, it shall be replaced within 90 days.
4.2	Road markings that have been laid for more than two years	Where any line fails to achieve a score of 2 using the Visual Assessment Scoring System (Annex C and Annex D) described in The DMRB, it shall be replaced within 90 days.
4.3	Road markings that form part of parking restrictions	Any discontinuity of line shall be replaced within 30 days
4.4	Reflective Studs	All studs will be replaced when missing or defective, individually or in bulk depending on the individual highway circumstances. The aim is to achieve 90% reflectivity prior to the winter period.

9.3.12 Condition of Traffic Signals, Pedestrian and Cycle Crossings

The correct and efficient operation of traffic signals and crossings is important to road safety and the reduction of traffic congestion. This item also includes the maintenance of non-signal controlled crossings and school crossing lights

Table 16- Traffic Signals, Pedestrian and Cycle Crossings –Inspection and Cleansing Standards

Item	Standard
Illumination	As per Street Lighting Policy and Strategy
Maintenance of Lamps	As per Street Lighting Policy and Strategy
Painting	As required to maintain structural integrity of the unit
Road Markings	To be inspected at the same time as the carriageway. Markings to be replaced if 30% or more are ineffective or have deteriorated, unless surface treatment work is imminent.

9.3.13 Condition of Street Lighting

Suggested standards for condition of street lighting are given in the National Code of Practice for Street Lighting Maintenance, together with the Street Lighting Policy and Strategy document.

9.3.14 Standards for User and Community Response

The Department is undertaking the phased implementation of a Highway Management System (HMS). The Highway Management System currently provides a single database for:

- Recording and tracking of customer contacts
- Street Lighting management
- Management of routine highway safety inspections
- NRSWA management
- Asset inventory and management
- .Maintenance work orders

The system is linked in to the LCC website to allow reports of highway and street lighting defects from the public to be logged directly in to the Highway Management System.

The use of the customer care element of the system is being extended across the Department to provide a standardised system for logging and tracking customer letters and e-mails. It is planned to develop the system further in the areas of works ordering and inventory management to provide a comprehensive audit trail.

SECTION 10 – The Single Data List and Performance Indicators

10.1 Introduction

10.1.1 The single data list is a catalogue of all the datasets that local government must submit to central government in a given year.

10.1.2 Performance indicators are a tool for assessing effective performance management. The department works with 19 other Authorities in a Midlands Service Improvement Group to review the use of appropriate performance measures. Those currently in place are listed in the Local Transport Plan (LTP3).

10.2 The Single Data List

10.2.1 The following highway data topics are currently required by central government:-

130-01 (SCANNER)	Principal roads where maintenance should be considered.
130-02 (SCANNER)	Non-principal, classified roads where maintenance should be considered.
130-03	Skidding resistance surveys
130-04	Carriageway work done surveys
132-00	Road lengths survey
251-00	Winter salt stock holdings

SECTION 11 PROGRAMMING AND PRIORITIES

11.1 Financial Allocation

11.1.1 The County Council receives notification from central government in December of the financial allocation for the financial year commencing in the following April. The following February the Department sets the budgets for highway maintenance.

11.2 Programming

11.2.1 The Department will adopt the following sequence of events, which will provide a systematic approach to programming and allocation of finance to schemes.

- April through to September – Griptester, SCANNER, and CVI surveys undertaken
- September to October - Survey results provided by Highways asset management team to the highways client teams along with accident statistics.
- October – Highways client teams compile lists of schemes. They will provide estimates, initial priority of the scheme, recommendations and the proposed treatment.
- November – Highways client teams submit their proposed list of schemes and a programme including reserve schemes. The Technical services Group appraises draft programme against outcome requirements and discusses any changes with highways clients
- January – Technical Services Group seek programme approval from Lead Member
- February – Strategic Client agrees allocations with Technical services Group; who notify the highways client teams.
- April –Highways client teams prepare quarterly forecasts of expenditure.

11.2.2 Highways client teams will provide quarterly expenditure returns together with details on the progress of schemes to the Technical Services manager.

11.2.3 All work will be carried out in accordance with the Department's Roadworks Protocol document.

SECTION 12 -WINTER SERVICE

12.1 Introduction

12.1.1 The Council, as the Highway Authority, has a statutory duty to provide a winter service on all highways maintainable at public expense within the County except for motorways and trunk roads. The service covers the precautionary salting/ gritting and snow clearance of the network.

12.1.2 The need to carry out winter service operations is determined by predicted or actual adverse weather conditions. The local topography, temperature, humidity, precipitation, wind speed and salinity influence actual conditions and likely duration.

12.1.3 The service is essential for public safety and to the national and local economy in maintaining the safe movement of vehicular traffic (including cycles) and pedestrians. To deliver the service within the available resources, the precautionary salting routes reflect the importance of the various traffic routes and are adaptable to the prevailing weather conditions.

12.1.4 It should be noted that the service does not guarantee that at any given time the highway will be free of ice or snow, even following treatment.

12.1.5 The Winter Service Operational Plan should be read in conjunction with this section

12.2 Objectives

12.2.1 The objectives of the winter service are to: -

- Meet the statutory requirements of the County Council.
- Ensure as far as reasonably practicable the safe movement of vehicles and pedestrians on the highway network.
- Minimise delays, accidents and damage to the highway resulting from ice and snow
- Undertake the winter service effectively and efficiently.

12.3 Treatment of the Carriageway

12.3.1 Normal precautionary salting is carried out on approximately 45% of the road network. Each route is a combination of Priority 1 and 2 roads.

- Priority 1 Roads (P1) comprise Main Distributor Roads, all "B" roads, and those other routes required to be travelled on the salting route in order to treat Main Distributor Roads and "B" roads.
- Priority 2 Roads (P2) comprise heavily trafficked "C" roads (i.e. - those Secondary Distributor Roads not treated as part of the P1 network), locally important roads in the carriageway hierarchy, major bus routes not treated as part of the P1 network (in urban areas roads with 8 or more service buses per

hour and in rural areas 2 or more service buses per hour) and at least 1 route into all villages as far as is reasonably practicable.

- Priority 3 Roads (P3) Less important local, village and estate roads
- Priority 4 Roads (P4) All other adopted metalled roads not covered by Priority 1-3 above. These are very minor, lightly trafficked, local, village and estate roads including cul-de-sacs.

12.6 Treatment of Footways

12.6.1 No precautionary salting will be carried out on footways.

12.6.2 As far as is reasonably practical, footways will normally only receive treatment when ice or snow is lying on the footway and when resources are available. They will be cleared and/or treated with either grit or a grit/salt mixture. This work will only be undertaken on the following footways if resources are available: -

- In main shopping areas.
- Adjacent to heavily trafficked roads where the footway has high pedestrian usage.
- Outside hospitals, schools and similar locations where there is a heavy concentration of pedestrians.
- Outside health clinics, elderly persons dwellings, homes for the blind or similar locations where there is above average use by the elderly, infirm or disabled.

12.7 Treatment of Cycletracks

12.7.1 The precautionary salting of cycletracks is limited to those that form part of a carriageway which is on the precautionary salting route. No precautionary salting or treatment of cycletracks that are remote from the carriageway or are shared use with a footway will be carried out.

12.8 Snow Clearance

12.8.1 Snow clearance will be carried out to either prevent the accumulation of or to clear snow. Priority will be given to clearing and maintaining P1 and P2 routes. Once P1 and P2 routes are completed, P3 will be commenced. Snow clearance of P4 and footways will be carried out when resources are available.

12.9 Salt Bins

12.9.1 Salt bins will only be provided in villages and urban areas if the route is not on a precautionary salting route and the local parish or district council has met the cost of such provision. The salt bin locations shall be agreed with the County Council. Whilst the County Council will refill such salt bins, the parish or district council shall meet any replacement costs in the event of vandalism, damage or general misuse

12.10 Parish Council Snow Wardens

12.10.1 The County Council will continue to develop a network of Snow Wardens. The larger parish councils shall be invited to appoint a Snow Warden and their functions during severe weather conditions will be: -

- To provide information to the County Council on the local situation during the period of severe weather conditions.

- To consult with the County Council on the local needs and determine jointly what local action to take, if necessary, to supplement the operation of the Department.

- To organise that action utilising the local resources agreed with the County Council.

12.10.2 The County Council will reimburse parish councils for any activities undertaken on the authority of the Snow Warden, provided that prior agreement of the rates/prices has been confirmed.

SECTION 13 -WEATHER AND OTHER EMERGENCIES

13.1 The County Council has a resilience team, who under the Head of Procurement are responsible for the production of the Major Incident plan, in consultation with all other relevant agencies.

13.2 The Department provides a single Customer Service Centre number (0116 3050001) to enable callers to report highway problems and defects and to seek advice on highway related issues.

13.3 All offices are open Monday – Friday between 8:30am – 5pm (4:30pm on a Friday). Outside these hours an answerphone message provides the caller with emergency contact details for a Duty Officer.

13.4 Out of hours, there is a rotational system to provide a Duty Officer in each of the Areas. These officers are available to deal with highway emergencies and assist, if required, with other emergencies.
The Duty Officer has operatives available to deal with highway emergencies.

SECTION 14 – MATERIALS, TREATMENTS AND PROCESSES

14.1 Quality Management and Sector Schemes

14.1.1 The County Council supports the National Highway Sector Schemes, but will continue to carry out audit sampling and testing of all materials and products used on the highway, by either in-house or external sample testing. All materials supplied to the County Council will comply with all the relevant British Standards applicable at the time.

14.2 Processes

14.2.1 The Highways Branch, which is part of the Department has an accredited Quality System to ISO 9001:2008.
The QA system covers: -

- Construction
- Drain Maintenance
- Forestry
- Highway Design
- Lighting and Signs
- Mobile Lane Closures
- Patching and Reinstatement
- Small Works and Maintenance Services
- Specialist Sign Services
- Surface Dressing
- Traffic Management
- Traffic Signals
- Vehicle Safety Barrier
- Winter Services

14.3 Material Utilisation and Recycling

14.3.1 The County Council will, as far as is reasonably practicable, recycle materials removed from the highway. All clean, non contaminated material, such as kerbs and concrete, will be washed, crushed and re-used. Surplus surface dressing chippings that are swept up when the road has been dressed will be screened washed and re-used. Bituminous materials will be re-used.

14.3.5 A road water recycling facility at the Billesdon depot provides an environmentally friendly process for dealing with the wastewater collected from all of the County's road gullies. The wastewater is taken to the depot and the soil and silt is drained off and rubbish removed. The solid waste is turned into a soil substitute. The water goes through a series of reed filter beds to remove any oil and metals in the water, before it is returned to the river.
The main advantages of this system are: -

- Less waste going to landfill
- Long term stability and predictability of costs
- Producing a useable material from waste

14.4 Biodiversity

14.4.1 The County Council, in partnership with other organisations, has produced and adopted a Biodiversity Action Plan, covering a variety of life in all forms and the habitats where it occurs.

14.4.2 Particular attention should be given to the section titled “Roadside Verge Habitat Action Plan”

14.5 Noxious Weeds

14.5.1 The control of injurious and noxious weeds is a statutory responsibility under the Weeds Act 1959 and Wildlife and Countryside Act 1981.

14.5.2 The weeds listed in the Weeds Act 1959 are:-

- Ragwort
- Broad Leafed Dock
- Curled Dock
- Creeping Thistle
- Spear Thistle

14.5.3 Glyphosate is the only approved herbicide for use on highway hard surfaces for the control of emerged weeds. The application rate will depend upon the site, growth encountered, environmental conditions and the type of equipment used. Reference should be made to the manufacturer’s recommendations.

14.5.4 All chemical products must have the approval of the Advisory Committee on Pesticides of the Ministry of Agriculture, Fisheries and Food. Corrosive, toxic, flammable or paraquat products will not be used, together with weedkiller 2,4,5-T

SECTION 16 -PROCUREMENT AND SERVICE DELIVERY

16.1 General

16.1.1 The Council operates a "mixed economy" in relation to procurement with works and services provided directly, in partnership with other service providers and contractually through external providers.

16.1.2 The fundamental determinants of our procurement policy are the needs of the service user and the community of Leicestershire.

16.1.3 The Department complies with the Authority's procurement strategy.

16.2 Procurement

16.2.1 The Council believes that all services, supplies and works, procured should be fit for purpose.
The Council will support in-house providers where they offer value for money and operate in the best interest of service users.

16.2.3 The Council will adhere to and promote the following principles of Value for Money Procurement: -

- Be driven by planned outputs and outcomes
- Ensure the most advantageous balance of quality and cost.
- Be timely
- Allow flexibility in developing alternative procurement arrangements.
- Encourage competition where appropriate.
- Support the Council's corporate policy objectives
- Comply with the Council's regulatory framework and all applicable legislation and good practice guidance.
- Be transparent and accountable

16.2.4 The Council requires all services to demonstrate

- Commitment to users of the service
- Commitment to the vision and strategic priorities of the Authority
- Value for money
- Commitment to continuous improvement
- Commitment to quality and equality
- Operational efficiency
- Effective management, systems and procedures
- Flexible working arrangements to meet user requirements

16.3 Partnerships

16.3.1 The Council acknowledges the importance of partnerships in delivering value for money, both with the private and public sector. The Department is currently engaged in a partnering arrangement with the private sector for the delivery of mainstream highway functions.

16.4 Competition

The objective of the Authority's procurement policy is to provide a means to drive performance by harnessing competition. This policy aims to use competitive forces to achieve value for money: -

- Through **indirect competition** (i.e. benchmarking) the council will assess the competitiveness of different functions by reference to other bodies in the public and private sector. Services provided in-house will be supported and encouraged to achieve equivalent levels of performance or better.

- Through **direct competition** (i.e. alternative means of procurement). The Council will consider, having regard to current performance and suitability whether an alternative means of procurement is appropriate. Contracts will be awarded to the provider offering the most economically advantageous balance of quality and cost.

16.4.1 Where direct competition is deemed appropriate and the in-house provider is competing, the in-house provider will be given the opportunity to compete on equal terms with external providers.

16.4.2 The following will be considered essential elements of competition irrespective of whether indirect or direct: -

- Performance standards and monitoring strategies will be developed.
- Cost information will be properly identified and collated.
- Innovation will be encouraged.
- Probity, accountability and competitive neutrality will be ensured.
- The responsibilities and accountabilities of all parties must be explicit.
- Good practice guidance in tendering, contract formulation and compliance with financial regulations will be maintained.

SECTION 17 FINANCIAL MANAGEMENT

17.1 Introduction

17.1.1 This section relates to Section 17 of the Code of Practice and its application to the financial management of Highways Maintenance within the Department.

17.1.2 Key documents that should be read in conjunction with this section are:

- The Leicestershire County Council annual revenue budget and capital programme
- The Leicestershire County Council Medium Term Financial Strategy
- The Local Transport and Implementation Plans
- Leicestershire County Council Constitution, Financial Regulations and Standing Orders

In addition, the financial management of Highway Maintenance should comply with the reporting requirements set out in the CIPFA Code of Practice.

17.1.3 The current versions of all of the above can be obtained from Financial Services.

17.2 Leicestershire Highways

17.2.1 Leicestershire Highways is responsible for planning, undertaking and monitoring Highway Maintenance work on behalf of the Highway Authority.

17.2.2 The delivery of the works programmes (capital and revenue) by the current partnership will be subject to the following parameters:

-

17.3 Planning

17.3.1 The production of the revenue and capital works programmes should reflect the maintenance strategy of the Department. This in turn will be informed by the requirements of the LTP, MTFS and the Environment and Transport Business Plan (amongst others).

17.3.2 The national Code of Practice recommends that budgets (capital and revenue), are drawn up over a rolling five year period.

17.4 Budgetary Control

17.4.1 Medium Term Financial Planning

17.4.2 Managers are required to identify service pressures during July and August for the next three years. Service pressures can include changes in levels of demand, significant price changes, introduction of new legislation and changes in service delivery.

17.4.3 Budget Process

17.4.4 Proposed budgets are submitted by Programme Deliverers to the Strategic Client by mid October. These proposed budgets will be developed according to the sequence of events outlined in section 11.2.1 and take account of the current years approved budget and the full year effect of any price changes, growth and savings within the current budget. The proposed budget will form the basis of comparison with the Department's Target Budget allocated by the Resources Department. If there is a growth requirement beyond the Target Budget then this needs to form part of a 'growth bid'.

17.4.5 The Target Budget plus any growth and savings are taken to Cabinet. The Cabinet put together their proposals for the County Council's Budget and after due consultation, report to full Council for approval in February.

174.6 Budgetary Control

17.4.7 Following completion of the budget process, the Strategic Client circulates the approved budgets to Programme Deliverers (PD). PD are responsible for controlling their expenditure and income against these budgets. Financial Management Information is circulated monthly by the Finance Business Partner and together with local records, should be used to manage income and expenditure. It should be used to establish the budgetary position before placing orders.

17.4.8 Throughout the financial year budget performance (both revenue and capital) is reported to Departmental Management Team, Branch Management Teams and the Director of Resources on a monthly basis. Information is provided on actual and forecast expenditure for the financial year based on information provided by budget holders.

17.4.9 Regular meetings are held with budget holders to discuss any issues regarding their budget.

SECTION 18 MONITORING REVIEW AND REPORTING

18.1 Monitoring

18.1.1 As stated earlier there are a number of performance indicators applicable to the provision of highway maintenance these being the responsibility of individual Group Managers. Progress on all the performance indicators is reported to Strategic Performance Improvement Group, which meets bi-monthly to ensure that progress towards the agreed targets is maintained.

18.1.2 Progress on the County Council Annual Plan indicators is reported to the Corporate Management Team and the Council's Cabinet

18.1.3 Annual benchmarking is done through the National Highways and Transport (NHT) Network