

Pothole Fund Application Form



Guidance is available at: <https://www.gov.uk/government/publications/pothole-fund-2014-to-2015-application>

Only one application form should be completed per local highway authority.

Applicant Information

Local authority name: *Bath & North East Somerset Council*

Bid Manager Name and position: *Craig Jackson – Highway Maintenance & Drainage Manager*

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When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

Please specify the weblink where this bid will be published:

<http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highways/highway-maintenance/department-transport-emergency> (Bid Document will be placed in Document Links on the right hand side of the web page.)

SECTION A – Your Highway

The Department would like to understand more about the highway assets that fall under your statutory duties.

We already collect data from your authority in regards to road lengths but we would like to understand more about the other assets you are responsible for. Please answer the following in your application:

A1: What is the number of bridges owned by your authority with span over 1.5 metres?
484 bridges

A2: What is the total number of street lighting columns under your authority's responsibility? *15846 Units*

A3: What is the total number of street lighting columns under your authority's responsibility over 40 years old? *3729 Units*

A4: What is the total length of footways under the responsibility of your authority (in miles)? *550 miles*

A5: What is the total length of off road cycleways under the responsibility of your authority (in miles)? *25.17 miles*

A6: Please provide a weblink to your authority's statement of how the flood recovery funding, awarded in March 2014, has/will be spent:

<http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highways/highway-maintenance/departement-transport-emergency>

SECTION B – Potholes

B1: Which of the recommendations arising from the Pothole Review Report has your authority adopted?

Bath & North East Somerset Highway Services fully endorses all of the recommendations of the Pothole Review Report. The approach of prevention is better than cure, right first time and clarity are all principles we have adopted in the Service for a number a year's particularly following the completion of a LEAN Review in 2009. Whilst we have not undertaken a comprehensive gap analysis of all the recommendations we are comfortable our current approach to highway asset management will achieve the intended outcomes of the Pothole Review Report. As an aside Bath & North East Somerset Council contributed two case studies for the Review, précised in the main document and published in Appendix B1, namely: Customer Engagement and Inspector Gangs.

The report can be viewed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3995/pothole-review.pdf

Please answer the following, including providing supporting information, where applicable:

Question	Yes/No	All 'yes' answers must be supported evidence. Please append supporting information, clearly marking the question number to which the information refers.
A. Has your authority aligned its maintenance programme to the Government's highways maintenance funding years (i.e. 2011-2015 and 2015-2021)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>For a number of years now through commitments in our Local Transport Plan we have aligned our maintenance programmes to the Government's highways maintenance annual funding regime.</i>
B. Has your authority adopted the principle that 'prevention is better than cure' in determining the balance between structural, preventative and reactive maintenance activities in order to improve the resilience of the highway network and to minimise the occurrence of potholes in the future?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>The Council have invested an additional £2.4 million over and above grant settlements in 2014/15 into highway infrastructure improvement to start addressing the required maintenance backlog to enable us to adopt the prevention is better than cure approach to highway asset management. Additional capital was also invested in 10/11 and 11/12 financial years.</i>
C. Has your authority ensured that appropriate competencies have been made available to make the right choices when designing and specifying techniques and materials for the maintenance and repair of highways? Note - these	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>We have developed a highly skilled and competent in-house delivery team for our resurfacing and surface treatment programmes. The team work with our supply chain partners to enhance and develop knowledge to make sure we are taking advantage of new technologies and techniques to allow us to get the</i>

<p>competencies can be secured through training, collaboration with neighbouring authorities or external advice.</p>		<p>best out of our highway network. Our team of area highway inspectors dealing predominantly with routine inspections and customer contacts are an extremely competent resource allowing us to react quickly to safety issues on the network quickly through their allotted inspector gangs as well as contributing information into the compilation of future planned programmes of work.</p>
<p>D. Does your authority co-ordinate with other parties working on the highway short and long term programmes of work activities for up to four years in advance?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>We have a very pro-active Street Works Team ensuring quarterly New Roads and Street Works Co-ordination meetings are well attended and all parties involved have a contribution. All resurfacing/surface treatment schemes and other highway improvement works are added to the co-ordination schedule as soon as possible. Strong governance is put in place with Utility Companies to ensure all their planned asset improvement works are carried out prior to our investment into improving the carriageway or footway assets.</p>
<p>E. Has your authority considered the guidance provided in the ADEPT report Potholes and Repair Techniques for Local Highways and adopted as appropriate to your local circumstances?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Our Highway Services is always very open to innovation in treatment techniques and methods of working. We pride ourselves on always pushing the boundaries of improvement to ensure the future integrity of our highway assets. As for many Highway Authorities we set our Service Standards around the guidance in Well-maintained Highways - Code of Practise for Highway Maintenance Management. Local standards are enhanced to consider local standards being adapted to specific environments for example within the historic environment of the World Heritage Site of Bath.</p>
<p>F. Has your authority developed a detailed highway inspection manual and have put appropriate training in place for your Highway Inspectors?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>All our highway inspectors have the required supervisory New Roads and Street Works Accreditations as well as Construction Skills Certification. Training reviews are undertaken to assess training levels against those recommended in Well-maintained Highways - Code of Practise for Highway Maintenance Management.</p>
<p>G. Does your authority use technology and systems for the effective identification and</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>At Bath & North East Somerset we have used the Pitney Bowes Confirm Infrastructure Management System</p>

<p>management of potholes?</p>		<p>since 1999, for customer enquiry management, highway asset and contract management and street works registration and inspection. We have recently moved our Highway Structures Asset Management from the WDM System into Confirm. The Confirm Mobile offering for inspections previously used has now been replaced with the Confirm Connect Application allowing our Inspectors to be totally mobile. For Street Lighting Asset Management we use the Mayrise System and Public Rights of Way is CAMS although the latter will be migrated into Confirm in the near future.</p>
<p>H. Does your authority have a public communications process in place that provides clarity and transparency in the policy and approach to repairing potholes? This should include a published policy and details of its implementation, including the prevention, identification, reporting, tracking and repair of potholes.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The Council operates a one stop shop approach to customer engagement through Council Connect. There are many channels of communication including on-line report it facility http://www.bathnes.gov.uk/reportit launched from the Council home-page. Highway defect information can be found in the document Highway Defect Interventions.pdf found in the Documents link to the right hand side of the following web page: http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highways/highway-maintenance/road-damage-or-obstruction</p>
<p>I. Does your authority monitor public satisfaction with road, footway and cycleway condition and report annually through the National Highways and Transport Public Satisfaction Survey or their own surveys?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>National Highways and Transport Public Satisfaction Survey in which we excelled across all Maintenance Indicators in 2011 and our Service Manager was invited to present case study at the annual Conference of the same year.</p>
<p>J. Does your authority adopt permanent repairs as the first choice when repairing potholes?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Permanent repairs are of course our first preference but during periods of peak demand particularly following severe weather events we will relax this requirement to allow our crews to address as many defects in the shortest possible time. Typical temporary repair defects will be those containing standing water or where the traffic management required for the time involved in a permanent repair requires significant planning. They will be clearly identified as temporary repairs and added to a</p>

		<i>schedule for more permanent repair once resources and local conditions allow.</i>
K. Has your authority adopted dimensional definitions for potholes based on best practice as part of its maintenance policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>This information can be seen presented in Highway Defect Interventions.pdf found in the Documents link to the right hand side of the following web page: http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highways</i>

B2: Does your authority adopt any innovative methods to help repair potholes? This could include, for example, specialist pothole maintenance crews.

Yes No

If yes, please provide details as an annex as part of your bid.
See:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3996/appendix-b1-case-studies.pdf Pages numbered 4-5

B3: Does your authority use reporting tools to identify potholes in your local area including:

CTC Fill that Hole Yes No
Council's Own Web Reporting Yes No
Other Yes No

Please specify:

B4: Does your authority regularly consult and seek feedback on its highways maintenance regime, including potholes, with key stakeholders?

Local Member(s) of Parliament Yes No
District, Borough and Parish Councils Yes No
Local Residents (Including neighbourhood Forums) Yes No
Business Community Yes No
Emergency Services Yes No

If yes, please provide details as an annex as part of your bid.

Annual consultation and notification of works programmes is undertaken with all Ward Members and Parish/Town Councils in respect to our annual highway asset capital improvement programme. All feedback is compiled into the democratic cabinet report to inform the decision made on the implementation of the programme.

B5: Does your authority have an up-to-date vision and action plan to improve the walking environment and encourage walking?

Yes No

If yes, please provide a weblink:
http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Streets-and-Highway-Maintenance/FootpathsandPublicrightsofway/rowip_2012-2016.pdf

B6: Please explain how you deliver your duty under NRSWA to 'co-ordinate the execution of works of all kinds', including for example permit schemes, noticing, co-ordination meetings?

At Bath & North East Somerset we have taken our responsibilities under the New Roads and Street Works Act and The Traffic Management Act as a high priority for a number of years. We take pride in our Street Works Team and their approach to the management and co-ordination of street works across our network. The promotion and governance of quarterly co-ordination meetings and on-going engagement and development of relationships with the respective Public Utility Companies operating in the area ensure a proactive approach to the management of street works. A meticulous inspection regime of both our own road works and Public Utility street works ensures that the quality of works and reinstatements are to a suitable standard across our whole network.

B7: What actions does your authority take to ensure road repairs undertaken by other parties (such as utilities companies) meet the standards in the specification?

- Inspections regime
- Scoring programme
- Performance bench-marking
- Meetings
- Other (please specify)

SECTION C – Asset Management

C1: Has your authority adopted the recommendations arising from the Asset Management Strategy Guidance published in May 2013 –

<http://www.ukroadsliasongroup.org/en/utilities/document-summary.cfm?docid=5C49F48E-1CE0-477F-933ACBFA169AF8CB> ?

Yes No

Please answer the following, including providing supporting information, where applicable.

Question	Yes/No	All 'yes' answers must be supported evidence. Please append supporting information, clearly marking the question number to which the information refers.
<p>Has your authority got an up to date asset management policy and strategy?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>http://www.westofenqland.org/transport/joint-local-transport-plan/joint-asset-management-plan</p> <p><i>We are currently undertaking a review following all the useful guidance being produced through the Highway Maintenance Efficiency Programme which will allow us to develop technical tools to be better placed to produce short and medium term programmes which maximise efficiency and to further develop targets for road condition indicators.</i></p>
<p>Does your authority communicate relevant information associated with asset management through engagement with your relevant stakeholders when you set requirements, make decisions and report performance?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Annual consultation and notification of works programmes is undertaken with all Ward Members and Parish/Town Councils in respect to our annual</i></p>

		<i>highway asset capital improvement programme. All feedback is compiled into the democratic cabinet report to inform the decision made on the implementation of the programme.</i>
Does your authority have an asset management register?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Held in a combination of Confirm & Mayrise Infrastructure Management Systems and Geographical Information System mapping layers.</i>
Does your authority follow lifecycle planning principles which are used to review the level of funding and which will help support investment decisions including long term investment in your assets?.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Like many highway authorities we are battling to address a required maintenance backlog. In developing our annual programme of works we prioritise based on a number of factors to try and ensure we are targeting our limited resources effectively to achieve better life cycle planning for certain assets.</i>

C2: As part of your last L-Pack return for Whole Government Accounting requirements for the accounting period 2012/13, can you confirm you submitted the following return:

- Carriageway and Footways** Yes No
- Lighting** Yes No
- Structures** Yes No
- Street Furniture** Yes No

SECTION D – Efficiencies

D1: Is your authority actively engaged with securing efficiencies for highways maintenance?

Yes No

If yes, please provide additional information on what your authority has done since 2011 including what % efficiency savings (where efficiency savings are defined as delivering a similar or a better outcome at a lower cost) your authority has achieved year on year and what savings you hope to achieve by end of 2014/15.

Working with our current Term Maintenance Contractor – Skanska Infrastructure Services we have extended the contract scope to incorporate Surface Treatments (Surface Dressing and Micro-Asphalt) into the contract works programme efficiently due to them already undertaking these works through their supply chain in neighbouring Somerset County Council. The estimated annual saving in procurement costs and efficiencies of scale tapping into the Somerset County programme is in the region of £50k which enables us to re-invest this saving into additional infrastructure improvements by extending both treatment programme lists. This saving represents a 5% typical year efficiency for this area of work.

D2: Is your authority exploring or has it already joined with neighbouring local highway authorities or a Highways Maintenance Alliance to achieve economies of scale?

Yes No

If yes, please provide additional information. For example the names of other authorities or the Alliance.

The South West Highway Alliance (SWHA) is a partnership of 15 highway authorities in the south west of England that have formally agreed to work collaboratively to deliver more efficient highway services. The 15 authorities are:

- 1. Bath and North East Somerset Council (District Unitary)*
- 2. Bournemouth Borough Council (District Unitary)*
- 3. Bristol City Council (District Unitary)*
- 4. Cornwall Council (County Unitary)*
- 5. Devon County Council*
- 6. Dorset County Council*
- 7. Gloucestershire County Council*
- 8. North Somerset Council (District Unitary)*
- 9. Plymouth City Council (District Unitary)*
- 10. Borough of Poole (District Unitary)*
- 11. Somerset County Council*
- 12. South Gloucestershire Council (District Unitary)*
- 13. Swindon Borough Council (District Unitary)*
- 14. Torbay Council (District Unitary)*
- 15. Wiltshire County Council (County Unitary)*

D3: Is your authority sharing its efficiency experience and/or case studies with other local highway authorities via the Highways Maintenance Efficiency Programme or other good practice networks?

Yes No

If yes, please provide state where.

As already stated Bath & North East Somerset had two case studies published in the Pothole Review Document, précised in the main document and published fully in Appendix B1, namely: Customer Engagement and Inspector Gangs. A further case study was also published in Maximising Client and Provider Collaboration in Highways Maintenance Services Toolkit (pages numbered 48-50).

SECTION E – Other

E1: Please provide details on which of the following good practice activities your authority is undertaking for its highways management activities.

Invest to save Yes No
Cross boundary collaboration Yes No

Other (please specify):

Through our 2011/12 LED Street Lighting roll out on main roads across the network we have realised a saving in maintenance £50k per annum, £135k per annum energy saving (60% of energy cost) and also invested in street lighting equipment with a longer life expectation 15-20 years.

Being a Unitary Authority we have always looked to work closely with Neighbouring Authorities bot Unitary and County Councils. In 2007/2008 we worked with North Somerset Council in preparing our Term Highway Maintenance and Improvement Works Contract documentation and although joint procurement was not progressed at this time, contract expiry date alignment was ensured.

Working with our current Term Maintenance Contractor – Skanska Infrastructure Services we have extended the contract scope to incorporate Surface Treatments (Surface Dressing and Micro-Asphalt) into the contract work scope efficiently due to them already undertaking these works through their supply chain in neighbouring Somerset County Council. The estimated annual saving in procurement costs and efficiencies of scale tapping into the Somerset County programme is in the region of £50k which enables us to re-invest this saving into additional infrastructure improvements by extending both treatment programme lists.

E2: Do you consider your authority to be an exemplar authority in tackling potholes and undertaking highway maintenance?

Yes No

If yes, please explain why.

Working with our Contractor Skanska Infrastructure Services we have adopted a LEAN approach through our inspector gang method of working to allow as to efficiently and effectively maintain highway safety defects across our network. Two case studies were published in the Pothole Review document with particular reference to our Inspector Gang approach to dealing with reactive highway defect repairs. The LEAN approach allowed us to reduce the contractual procedure for ordering or instructing works so that reports of defects and those picked up during routine safety inspections get to the gang delivering the works on the ground a lot quicker.


If yes, would your authority be willing to share its experiences more widely with other authorities / organisations?

Yes No

We have already shown our intention to share best practise through our case studies in the Pothole Review and Maximising Client and Provider Collaboration in Highways Maintenance Services Toolkit (pages numbered 48-50) <http://www.highwaysefficiency.org.uk/efficiency-resources/collaboration--change/maximising-clientprovider-collaboration-in-highways-maintenance-services/>.

We also accept this is very much a two way process and we are always open to and looking for opportunities to adopt industry best practise to improve our overall service offering to the benefit of those living and working in or visiting Bath & North East Somerset.

SECTION F: Declarations

F1. Senior Responsible Owner Declaration	
As Senior Responsible Owner for Pothole fund Application, I hereby submit this request for approval to DfT on behalf of Bath & North East Somerset Council and confirm that I have the necessary authority to do so.	
I confirm that Bath & North East Somerset Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.	
Name: <i>Kelvin Packer</i>	Signed: 
Position: <i>Group Manager – Highways & Traffic</i>	