

**HAMPSHIRE COUNTY COUNCIL****Decision Report**

<b>Decision Maker:</b>	Executive Member for Economy, Transport and Environment
<b>Date:</b>	21 January 2014
<b>Title:</b>	Highway Maintenance Management Plan
<b>Reference:</b>	5452
<b>Report From:</b>	Director of Economy, Transport and Environment

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**1. Executive Summary**

- 1.1. The purpose of this paper is to adopt new policy and policy guidance for the highway management functions of Hampshire County Council as the Highway Authority in Hampshire.
- 1.2. The Highway Maintenance Management Plan (HMMP) has been a key document in the department for over 25 years. It sets out highway policy and procedure in respect of highway maintenance and regulation aligned to national good practice and the requirements of relevant legislation. Although the content has been updated and added to over the years, a major review of the document has not taken place. The changes proposed will not change the service provided or impact on highway budgets. It should be noted that this review of policy is the first stage in a long term project to improve policy, policy guidance, and procedure across the highway management function, providing clearer, more accessible information for all partners and practitioners.

**2. Contextual information**

- 2.1 The present HMMP consists of nearly 40 policies with a similar number of procedures. Where the documents have been amended over the years the policies themselves are now a mixture of policy, general information, guidance and process but give little or no explanation to the reader as to why they exist. The new document structure replaces the existing policy and procedure format and will provide the reader with much more contextual information.
- 2.2 The existing documents were originally written as 'hard', paper based reference documents before electronic formats were available. The proposed new HMMP will be compatible with an electronic format; it will

allow easy access to supporting information, such as application forms and advice sheets for the public and detailed guidance and support for operational staff and Members. To enable this approach, three levels of information are proposed.

**Level 1** – This will be a web based document accessible to all and will explain why the policies are necessary. It will set out policy statements, of which there are eight in total covering all Hampshire's highway maintenance and management activities, and summary supporting information for each policy. A draft copy is set out in Appendix 1.

**Level 2** – This will be an intranet document available on Hantsnet providing summary guidance for staff and Members and directing readers to the detailed information sitting in the Level 3 suite of documents.

**Level 3** – This is essentially operational information. It provides a wide range of information from process and procedure to policy guidance on specific issues, standard forms, licences, service charges and more. Some of this information will be directly available from the Level 1 document or from web forms, which will be easily accessible to our customers and residents.

- 2.3 Although the number of policies has been rationalised by grouping similar statements under generic headings, the essence of these policies remain unchanged, continuing to reflect relevant legislation and Hampshire specific requirements.

### **3. Finance**

- 3.1. The new policies being proposed reflect current, generally accepted practice and should not impose any additional cost in providing the service.

### **4. Consultation**

- 4.1. The document was the subject of a public consultation exercise running from August to October in 2013. The results of this consultation were processed and amendments were made, reflecting the comments received. Analysis of the consultation responses and a summary of the proposed changes can be found in reports to the Environment and Transport Select Committee dated 5 November 2013.
- 4.2. Many of the comments received were of a detailed nature, or referred to specific local problems and were not related to high level policy. These comments will be considered fully when the more detailed, procedural documents are reviewed.

### **5. Select Committee**

- 5.1. The document and the results of the public consultation exercise were presented to the Environment and Transportation Select Committee on 5

November 2013. The Committee endorsed the document and proposed that it was approved by the Executive Member for Economy, Transport, and Environment for adoption.

## **6. Future direction**

- 6.1. Work will continue to review and refine the detail level of the HMMP to ensure that there is sufficient guidance for Members and Officers to interpret policy correctly, to support them in their decisions, and to ensure there is sufficient process and procedure for operational efficiency. It is envisaged that this will take some considerable time, probably two years or more. Some procedural activities are more important than others and these items will be prioritised.
- 6.2. In the immediate future, and subject to the Executive Member's decision to adopt the policy document, the current policy statements will be replaced by the attached document (Appendix 1). The procedural information at the lower levels will remain operational until each is superseded, amended, or removed.

## **7. Document Review**

- 7.1. The document should require little maintenance and amendments will be minor unless there is a change to legislation or a major change to Hampshire's corporate commitments. The document will be reviewed regularly and it is proposed that any routine changes are made by Highway, Traffic and Transport staff without referral to the Executive Member. Any changes that affect service provision or a financial commitment will be dealt with through a formal review process.

## **8. Recommendations**

- 8.1. That the Highway Maintenance Management Plan (HMMP), Level 1 Policy document be adopted to replace the current suite of HMMP policy documents.
- 8.2. That authority be delegated to the Director of Economy, Transport, and Environment to agree routine changes to the general text, and that any amendment affecting policy be referred to the Executive Member for Economy, Transport, and Environment.

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	yes
Corporate Improvement plan link number (if appropriate):	

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
Highway Maintenance Management Plan, Environment & Transport Select Committee, 5 November 2013	<a href="http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?sta=0&amp;currentpage=1&amp;tab=1&amp;date_ID=1137">http://www3.hants.gov.uk/councilmeetings/meetingssummary.htm?sta=0&amp;currentpage=1&amp;tab=1&amp;date_ID=1137</a>

## **IMPACT ASSESSMENTS:**

### **1. Equalities Impact Assessment:**

- 1.1 The proposals in this report have been developed with due regard to the requirements of the Equality Act 2010, including the Public Sector Equality Duty and the Council's equality objectives. The website contains a summary [assessment of the impacts](#) in this service area, 1.1 Well maintained and resilient highways in Hampshire and 1.2 Safe and well managed highways in Hampshire.
- 1.2 It is considered that the issues covered by this report will not have impacts requiring further specific actions by the Council above those already established in its existing policies and working procedures.

### **2. Impact on Crime and Disorder:**

- 2.1. There is not considered to be any impact on crime and disorder as a result of the proposals.

### **3. Climate Change:**

- 3.1. How does what is being proposed impact on our carbon footprint / energy consumption?

The proposals are not considered to have an impact on our carbon footprint or energy consumption.

- 3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

There are no direct impacts on climate change adaptations as a result of the proposals.