

Pothole Fund Application Form



Department
for Transport

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: Peterborough City Council

Bid Manager Name and position: Peter Garnham, Highway Maintenance and Schemes
Commissioning Manager

Name and position of officer with day to day responsibility for delivering the proposed scheme.

Contact telephone number: 01733 453458

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Peterborough City Council

Peterborough Highway Services

Growth and Regeneration Directorate

Dodson House

Fengate

Peterborough

PE1 5FS

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.peterborough.gov.uk/traffic_travel_and_parking/highway_maintenance/potholes.asp
[x](#)

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?
294No

A2: What is the total number of street lighting columns under your authority's responsibility? 24,000

A3: What is the total number of street lighting columns under your authority's responsibility over 40 years old? 3,600

A4: What is the total length of footways under the responsibility of your authority (in miles)? 719 miles

A5: What is the total length of off road cycle ways under the responsibility of your authority (in miles)? 125 miles

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

Peterborough City Council did not claim or receive flood recovery funding.

SECTION B – Potholes

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

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:

Recommendation 2 – Public Opinion Surveys. Peterborough City Council took part in the NHT public satisfaction survey in the year before it tendered its Highway Services contract. The contract commenced in October 2013 and the results of this survey will be used to benchmark performance of the 10yr contract as it progresses.

Recommendation 3 – Public Communications. Peterborough City Council does use its website to communicate with stakeholders and although the emphasis has been on winter maintenance over the past few years we are now developing further a webpage specifically related to Potholes. In 2012 Peterborough City Council developed and introduced its own Highway [‘fault reporting’ iPhone App](#) whereby residents and visitors can report a pothole with a photograph and GPS location to allow a desk top assessment and facilitate an efficient response. Where Highway Inspectors receive reports on third party website such as fillthathole.org or fixmystreet.co.uk they are encouraged to respond stating the action taken. Links to the latest [roadworks](#) information is also available on the website as are regular updates on Twitter.

Recommendation 5 – Commitment of Highway Maintenance Budgets. Peterborough City Council’s [LTP3 document](#) clearly shows that its Capital Maintenance Programme has been aligned with the Governments highway maintenance funding years 2011-2015 with reference to LTP Corporate Capital Support also shown upfront.

Recommendation 6 – Prevention is better than cure. The proportion of our major maintenance budget allocated to preventative maintenance has increased over the past 5 years with the rolling average rising from 7% in 10/11 to 17% last year. These roads, whether surface dressed or subject to a micro-asphalt surface treatment have been virtually pothole free over the last few years except where utility openings have affected the new surface. The new Peterborough Highway Services contract with Skanska includes a number of efficiency targets relating to improved asset data and planned maintenance scheme selection that will allow better use of Capital funding to reduce future Revenue costs, in effect this will reduce the proportion of reactive/routine maintenance as compared to planned maintenance.

Recommendation 7 & 8 – Informed choices & Guidance on materials. Peterborough City Council is an active participant of the Eastern Region Best Practice Group that reports to the Highway and Transport Board as part of the East of England Directors of Environment and Transport Maintenance Group. As a group we compare best practice and other highway related issues such as performance indicators and Asset Valuation. The group have completed or are currently working on projects on Highway Trees, Jet Patching and Interventions on SMA/NTS type surfacing as directed by the Maintenance Group.

Peterborough City Council is part of the Midland Highway Alliance and an active participant on the ‘Assets, Standards and Commodities’ and ‘Term Maintenance’ work

streams. As of 2013 we also are a member of the Eastern Highway Alliance putting us in a strong position with regard shared best practice and procurement options.

The Peterborough Highway Services contract was procured using the HMEP process for the PQQ and with the support of practitioners within the industry.

Recommendation 9 – Definition of Potholes. Peterborough City Council reviewed its Highway Maintenance Plan (attached) in 2011 taking a more risk based approach to highway defects based on dimensions and location. We are also developing a '[Potholes](#)' page on our website that will be specific to the subject of potholes explaining the Council's policy, intervention levels and response times, it will also include comprehensive FAQ's as well as links to national guidance.

Recommendation 10 – Permanent repairs policy. Peterborough City Council considered the guidance provided in the ADEPT report Potholes and Repair Techniques for Local Highways dated May 2010 and adopted as appropriate to local circumstances. See 'E' below.

Recommendation 11 – Inspection and Training. In conjunction with the review of its Highway Maintenance Plan Peterborough City Council put all of its highway inspectors through LANTRA accredited training. The modules completed ensure that a consistent approach is taken to defect identification and assessment and demonstrates the competency of the individual Inspector.

Inspectors are accredited under the Construction Skills Certification Scheme (CSCS) as Highway Maintenance Supervisors, have NRSWA Street works unit accreditation to supervisor standard and Sector 12D (T7) Traffic Management accreditation.

Recommendation 12 – Technology. As stated in 'G' below Peterborough City Council does use technology and systems for the effective identification and management of potholes? Repors can be made by telephone, online reporting or using the City Council's [iPhone App](#). Other sources of pothole reports used by Inspectors are the CTC 'fillthathole', 'fixmystreet' and 'ptholes.co.uk'.

Recommendation 13 – Guidance on repair techniques. See 'E' below.

Recommendation 15 – Co-ordinating Streetworks. See 'D' below.

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	As can be seen in the City Council's LTP 3 document – Finance section.
B. Has your authority adopted the principle that 'prevention is better than cure' in determining the balance between structural, preventative and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Peterborough City Council assesses its transport assets based on Asset Management principles with funding levels

<p>reactive maintenance activities in order to improve the resilience of the highway network and to minimise the occurrence of potholes in the future?</p>		<p>set according to current and future needs. National Indicators indicate an improving Principal road network (130-01) with 1% currently identified where structural maintenance should be considered. Our non-principal network (130-02) and unclassified network (224b) have remained at steady state for the last 5 years at 8% and 17% respectively. Peterborough has set NI targets in its LTP3 document and compares its performance with other LA's in the Eastern Region currently sitting in the upper quartile. As a region we now also compare Amber and Green condition results. The proportion of our major maintenance budget allocated to preventative maintenance has increased over the past 5 years with the average rising from 7% in 10/11 to 17% last year.</p>
<p>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 competencies can be secured through training, collaboration with neighbouring authorities or external advice.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>As previously stated all Highway Inspectors are LANTRA accredited. Peterborough City Council is part of the Midland Highway Alliance and an active participant on the 'Assets, Standards and Commodities' and 'Term Maintenance' work streams. We have recently joined the Eastern Highway Alliance. Peterborough does not have its own materials laboratory. We do recognise the importance of expert, specialist materials advice and buy-in this service from Atkins who we continue to have an excellent relationship with. We are lucky enough to have benefitted from consistent support from individuals who know Peterborough's network both in relation to maintenance as</p>

		<p>well as Development Control. We have demonstrated successful cross border working with colleagues in Lincolnshire notably recently with the delivery of the new A16 and the maintenance and improvement works we completed on the old A1073.</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>Our Streetworks Co-ordinator attends quarterly HAUC (Highway Authorities and Utilities Committee) meetings and also co-ordination meetings in conjunction with Cambridgeshire County Council (of which there is one actual meeting and three virtual meetings per year). Further project specific meetings are held with the utility companies undertaking major programmes of works within the City Council Area for example we have recently had meetings with Anglian Water regarding an initial 1 year lead replacement programme, National Grid regarding a 3 year programme of gas main replacements, and City Fibre regarding an initial one year programme to install a high speed broadband network within Peterborough. This enables us to co-ordinate the works of the utility company and also plan our own resurfacing programme effectively.</p> <p>Peterborough City Council attends quarterly meetings with the Highways Agency and their Area Contractors to compare and coordinate works on the HA network through Peterborough. We are part of the Greater Cambridgeshire and Peterborough Local Enterprise Partnership (LEP) where major schemes are coordinated for the next 5</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>years.</p> <p>The Atkins report of May 2010 on the whole confirmed many of the known facts relating to the propagation and repair of potholes. Since the publishing of the report Peterborough has entered into a new Highway Services contract with Skanska which has become the catalyst for change with efficiency targets driving improvements in how we 'manage' our pothole problem.</p> <p>Peterborough City Council like many HA's operate reactive teams that attend to Cat 1 defects identified on the network. These teams now complete a first time permanent repair using hot materials as a preference except where conditions require more extensive or widespread repairs where temporary material is used. Appropriate training has been given to operatives and a 'Hot-box' will soon be installed at the depot to improve material quality. Pothole defect data is being used to inform routine patching programmes as well as resurfacing schemes. As previously stated in Q.B Peterborough has increased its preventative maintenance programme with annual surface dressing and micro-asphalt programmes sealing roads that otherwise would deteriorate and fail.</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>Peterborough City Council updated its Highway Maintenance Plan in 2011 (attached). The document sits alongside our HAMP and TAMP and provides Inspectors with the detail they require to complete their duties including a detailed, risk based, section on</p>

		<p>Highway Defects. All Highway Inspectors are LANTRA accredited following a review in 2011.</p>
<p>G. Does your authority use technology and systems for the effective identification and management of potholes?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The Highways Inspectors use handheld Trimble devices running Pitney Bowes Confirm Mobile software to manage their inspections and record defects. Once a pothole is found it is recorded as a defect using Confirm Mobile, which raises a job and transfers the data back into the main Confirm Software. The job is then automatically transferred electronically to Skanska's Causeway system, which sends an acknowledgment receipt back. Causeway forwards the job automatically to the Inform system. Here the job is programmed and allocated to a gang who receive the details on a handheld device. A before and after photograph is taken and the gang 'complete' once the repair is finished and that information is passed back through the systems to update all information. There is then an electronic payment process between Causeway and Confirm.</p> <p>Peterborough City Council recognises the need to keep software systems up-to-date and has recently invested the latest version of Confirm that offers further advances in mobile technology.</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>Peterborough City Council is in the process of developing a 'Potholes' webpage – this should be available in its basic form by the end of May 2014 but will continue to be developed as time goes by. This webpage will include FAQ's, links to policy documents and information relating to pothole defects</p>

		<p>repaired on a monthly basis.</p> <p>We are in the process of implementing 'publicstuff' developed by an American based company that has created a digital communications system for residents to submit real-time requests in their neighborhoods. Accessed by traditional web browser, smartphone app, phone, or SMS, residents can use the system to submit issues, such as road maintenance or waste management, and create an issue tracking ticket. As a client Peterborough City Council will have access to a CRM backend that allows staff to manage workflow, and make internal or public comments on resident requests. Clients can customize the mobile app experience by, for example, modifying the user interface or adding widgets. Push notifications enable Peterborough City Council staff to alert residents of ongoing events, emergency alerts, and status updates. Peterborough will be the first authority in the UK to adopt this system.</p> <p>http://www.publicstuff.com/to ur</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>Peterborough City Council took part in the 2012 NHT survey prior to the tender and award of its current Highway Services contract. This information will be used to benchmark performance on future survey years. A Citizens Panel Quality of Life Survey is completed each year that provides feedback on a wide range of issues</p>

		<p>including transport. We are also a member of the Eastern Region Best Practice Group and Consortium of Highway Inspection Condition Surveys where National Indicators are reported and compared annually and best practice shared.</p> <p>Following completion of all major highway schemes a pre-paid survey postcard is delivered to residents and businesses along the affected street (attached). The aim is to seek feedback on the performance of the delivery of the scheme to drive continuous improvement.</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>As referred to in Q.E.</p>
<p>K. Has your authority adopted dimensional definitions for potholes based on best practice as part of its maintenance policy?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Peterborough's Highway Maintenance Plan includes a definition of a pothole, intervention levels as well as response times based on hierarchy (risk). Further information will be available on our 'potholes' web page.</p>

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.

Skanska Road Repair Patcher – Peterborough has recently completed a trial of this plant currently operated by Skanska in Sweden. It offers the benefit of not only being able to repair potholes but also seal cracked and crazed surfaces using hot bituminous materials all from the safety of the cab.

<http://www.youtube.com/watch?v=r3-Uq-NoSVk>

SMART Crews - Peterborough City Council has and continues to operate two full time 'Small Maintenance Area Response Teams' or SMART crews across the City to respond to Cat 1 defects identified by Inspectors following Safety Inspections or the receipt of reports from the public. Over the years we have boosted this resource to manage peak demands following severe weather events with excellent results.

<http://www.peterboroughtoday.co.uk/news/travel/latest-travel-news/two-man-crackdown-on-peterborough-s-potholes-1-2342703>

http://www.peterborough.gov.uk/news/latest_news/2011/march/more_than_3,000_potholes_tac-1.aspx

The SMART crews operate 'hand held' devices and receive jobs electronically from the programmer. Photographs are taken before and after repair with the job being closed using the device. The two crews operate a 'find and fix' system whereby they are able to attend to defects that they see while driving to and from sites and have them recorded on the maintenance system.

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:

www.fixmystreet.com

Peterborough Fault Report App - <https://itunes.apple.com/gb/app/fault-reporter/id539355286?mt=8>

http://www.peterborough.gov.uk/traffic_travel_and_parking/apps_and_online_reporting.aspx

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 Yes No
(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.

Peterborough City Council does regularly engage with Parish and Ward Councillors regarding transport related issues on the network.

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:

LTP3 contains Peterborough's walking strategy

<http://www.peterborough.gov.uk/pdf/traffic-strategic-transportpolicy-ltp3-Section9.pdf>

LSTF 2011/12 – 2014/15

<http://www.peterborough.gov.uk/pdf/LSTF%20Bid%20document.pdf>

LSTF 2015/16

<http://travelchoice.org.uk/wp-content/uploads/2013/06/application-form-FINAL.pdf>

Peterborough has a Walk Friendly City Action plan which is not online but is attached.

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?

We operate a noticing system for streetworks and are utilising EToN 6. Our Streetworks Co-ordinator attends quarterly HAUC (Highway Authorities and Utilities Committee) meetings and also co-ordination meetings in conjunction with Cambridgeshire County Council (of which there is one actual meeting and three virtual meetings per year). Further project specific meetings are held with the utility companies undertaking major programmes of works within the City Council Area. For example we have held joint meetings with Anglian Water and National Grid to co-ordinate their works in the same area of the city. We also hold quarterly liaison meetings with the Highways Agency such that our respective programmes of works can be co-ordinated to avoid clashes of diversion routes etc.

Our Network and Traffic Manager attends meetings of the local Safety Advisory Group such that the impact of events taking place on the highway can also be assessed and co-ordinated with any works that may be taking place.

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)**

Meetings are held with the utility companies undertaking major projects to establish the working practices and materials used to reinstate the excavations prior to the commencement of works.

We undertake a far greater number of inspections of utility company works than are required in order to meet the number of sample inspections for which we are entitled to charge. (For example CAT B inspections 2013/14 1685 vs 601; 2012/13 2073 vs 1212; 2011/12 2817 vs 1389). This enables us to ensure that the reinstatements meet the specification. We operate a combined highway and utility inspection function such that each inspector is aware of the works being undertaken within their respective area which enables working practices and reinstatements to be more closely monitored than if the functions were undertaken separately.

A major project that has just started in Peterborough by 'City Fibre' includes the provision of a full time 'Streetworks Inspector' funded by the utility to ensure quality reinstatements are achieved. The agreement provides significant benefits for both parties but ultimately

will reduce future maintenance costs associated with failed reinstatements but also importantly will avoid disruption to the network and residents/road users.

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

Peterborough City Council commenced the Peterborough Highway Services Contract on October 1st 2013 following an intense tendering process that included competitive dialogue. Whilst we were aware of the release of the document through sources such as the Cipfa Network on which we participate we have only recently been able to consider the report and the recommendation it makes. Peterborough does have a Highway Asset Management Plan and a Transport Asset Management Plan both published in 2011 and it is intended that we will cross reference the HMEP report with our documents to drive improved asset management in the city.

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.
Has your authority got an up to date asset management policy and strategy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please provide a weblink. Peterborough City Council does have a HAMP and TAMP and applies asset management principles but like many other small authorities we lack the resource to back this up with strong supporting documentation.
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does your authority have an asset management register?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Peterborough's assets are currently managed within its Confirm maintenance management system. It is recognised that this isn't a formal asset register. We will develop asset

		management within our new contract and specifically asset inventory.
<p>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?.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>As part of the PHS contract we are intending to establish a planned maintenance/management strategy including the creation of a life cycle plan for Peterborough's Principal Road network in order to minimise whole life costs, understand future funding needs and ensure our strategic network is able to cope with the City's growth agenda.</p> <p>Project tasks include:</p> <ul style="list-style-type: none"> •Set appropriate levels of service •Analyse current and historic condition survey data (Scanner, Deflectograph and Scrim) •Establish where each section of road is on its life cycle (using condition data and deterioration graphs) •Establish treatment sections relating to geographic node points •Complete a life cycle cost analysis •Consider maintenance techniques available •Set future funding needs to maintain at steady state relating to treatment options <p>Project Outcome:</p> <p>Produce a report that can be presented to Scrutiny/Council espousing asset management techniques on this important part of our network and</p>

		demonstrating an invest to save principle that can be easily understood by Councillors.
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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	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Lighting	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Structures	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Street Furniture	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	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.

Peterborough City Council has had a robust & extensive Business & Procurement Transformation agenda since 2008. The Peterborough Highways functions has been an ambassador for transformation across the Council, beginning with looking to collaborate with other highway authorities back in 2008.

From 2011 we began to move to an integrated contract model - working with our partners we kept costs 'flat' saving between 2.5 & 5.5% across all highway maintenance services before finally letting an integrated contract in 2013 that saved a further 7.5% on highway maintenance costs.

In addition to the savings leveraged from the integrated model adopted by Peterborough, bringing four existing contracts into one, we are working with our partner, Skanska, in order to deliver a further £11M in revenue savings through innovation, better asset management & transforming our processes. We are on target to deliver a further £400K (in addition to the 7.5%) in cashable savings by the end of 14/15 bringing 14/15 savings to a total of £650K.

Examples of our innovative practices to date:

Trial of Swedish Skanska Road repair patcher

Insitu recycling using 'Zipper' on fen roads

Recycled material

Inspections using electric vehicles

Collaborative practices for managing abnormal loads; ITS

Co-ordination of work on the Principal Road Network

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.

Legal Sevices - Peterborough City Council (PCC) and Rutland County Council (RCC) have been operating a shared legal service since May 2011. The basis of the shared service is set out in a memorandum of understanding between the two Councils governing how the service operates. The document reflects a shared commitment to provide a full range of legal services to the mutual benefit of both Councils for a period of 5 years, with reviews being undertaken annually.

Sitting underneath the memorandum of understanding are five separate service level agreements which monitor the service delivery. Quarterly cost reports are provided and

there are monthly monitoring meetings between the respective directors in each Council, to monitor overall performance of the team and plan resources.

The intended benefits of the shared legal service are:

1. a more resilient team by joining staffing resources together. For RCC it moved from access to a legal service team of 4 lawyers to a team of 26 lawyers with those lawyers divided into specialist teams. For PCC, it supplemented its specialist teams by the addition of two transferring lawyers.
2. keeping costs to a minimum by the continued future of a non-profit legal service,
3. ensuring that both Councils have access to an in house team with expertise in local government law and governance
4. ensuring efficiency across the teams in avoiding duplication (of training, library resources, external advice etc).

The Shared Legal Service with PCC has given RCC greater resilience at no extra cost. The Council now has access to a bigger team of specialists and is able to refer legal queries quickly confident that the scale and scope of expertise available is sufficient to deal with issues arising.

Council officers are generally of the view that the quality of advice is good and that existing arrangements represent considerable improvement on the previous in-house service.”

Planning Services - The council’ planning services section has, and continues to, undertake shared services work with a number of councils over the past four years, including Fenland, Cambridge City, South Cambridgeshire and Central Lincolnshire

Regulatory Services - In 2011 the Regulatory Services of both Peterborough City Council and Rutland County Council (RCC) entered into a shared service agreement. The agreement which covered the following regulatory areas, Trading Standards, Environmental Health, Housing, and Climate Change resulted in staff from Rutland TUPE transferring to Peterborough. The shared service has created greater resilience in terms of expertise, and managing service delivery pressures across both councils, this being possible through the flexibility of the new delivery model. The arrangement has in addition enabled efficiencies to be achieved through remodelling management arrangements, procurement savings, and reduced overheads through mobile working.

Flood and Water Management - We are also working in partnership with Rutland County Council (RCC), carrying out many of their responsibilities under the Flood and Water Management Act 2010. We are operating under a Service Level Agreement where, working together, we have become their technical arm in relation to flood risk associated with drainage, better known as Sustainable Drainage. By doing this it means that RCC a very small authority doesn’t need to employ specialists and we have an input into flood risk which, if unchecked, could have an impact on Peterborough.

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.

Peterborough City Council is an active participant of the Eastern Region Best Practice Group that reports to the East of England Directors of Environment and Transport Maintenance Group. As a group we compare best practice and other highway related issues such as performance indicators and Asset Valuation. The group have completed or are currently working on projects on Highway Trees, Jet Patching and Interventions on SMA/NTS type surfacing as directed by the Maintenance Group.

In 2012 Peterborough City Council worked with colleagues from Cambridgeshire, Lincolnshire, Norfolk and Suffolk to prepare funding bids for the exceptional drought damage caused to our fen road networks by the drought of 2011. As well as liaising with one another with regard our bid documents we also shared best practice, sought ways to reduce costs and developed a practical and consistent approach to the problem across our borders. Whilst this £6.5M bid was unsuccessful it provided the basis for a successful Capacity bid that saw £3M allocated to drought damage repairs over a three year period.

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

Invest to save - Peterborough City Council is currently in its fourth year of capital investment to upgrade its street lighting. The investment includes upgrades to both the column and lantern where assets have been identified as requiring replacement. Where suitable Peterborough City Council have been using LED solutions with CMS capabilities in order to reduce energy consumption with the added potential for further savings with the CMS capabilities in the future.

Cross boundary collaboration – See D2 & D3. Through the Eastern Region Weather Consortium Peterborough agrees cross boundary winter maintenance routes each year prior to the winter season.

Other (please specify):

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.

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

Yes No

SECTION F: Declarations

F1. Senior Responsible Owner Declaration

As Senior Responsible Owner for [*scheme name*] I hereby submit this request for approval to DfT on behalf of [*name of authority*] and confirm that I have the necessary authority to do so.

I confirm that [*name of authority*] will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Andy Tatt

Signed:

Position: Head of Peterborough Highway Services