



Nottingham
City Council



Nottingham City - Highway Infrastructure Asset Management Framework

October 2019

Foreword

The **Highway Infrastructure Asset Management Framework** provides an overview of the asset management approach we have adopted to deliver effective highway asset management in Nottingham.

It comprises a suite of documents which describe the strategies, processes and procedures that will provide an effective risk-based approach to managing and maintaining the highway infrastructure asset and will be subject to regular reviews as our understanding of the use of data, risk and lifecycle planning matures and as national guidance and legislation requires.



Councillor Adele Williams

Portfolio Holder for Adult Care and Local Transport

Document Information

Title (Sub Title)	Nottingham City - Highway Infrastructure Asset Management Framework
Product Number	AMF-003
Author	Peter Wells / XAIS
Description	Describes the Council's asset management framework of documents, their purpose, state of preparation, publication and planned revision dates

Document History

Version No	Status	Author	Date	Changes from Previous Version
01	Draft	PW	Sep 2019	First release for Comment
02	Final	PW	Oct 2019	Final version

Introduction

The **Highway Infrastructure Asset Management Framework** comprises the principal documents we will use to manage the infrastructure assets.

Highway infrastructure assets may be defined as any asset within the bounds of the highway in the stewardship of Nottingham City Council and includes carriageways, footways and cycleways, structures, drainage, street lighting, traffic signals and some street furniture.

The framework documents provide processes and procedures to enable an effective, efficient, consistent and practical approach to the maintenance and management of all highway infrastructure assets and will be updated as our knowledge and understanding of the asset improves maintaining user satisfaction

The **Highway Infrastructure Asset Management Policy and Strategy** establish the support of the Council in promoting an asset management approach and set out the key strategies to be implemented to ensure this supports a data driven, evidence-based approach to maintaining the assets in our stewardship while maintaining the optimal level of service within available resources.

- Table 1.1 lists the documents currently identified as part of the framework.
- Table 1.2 provides a brief summary of what each document includes.

Table 1.1 Asset Management Framework Index

Document Ref:	Document Title
AMF-001	Highway Infrastructure Asset Management Policy
AMF-002	Highway Infrastructure Asset Management Strategy
AMF-003	Highway Infrastructure Asset Management Framework
AMF-004	Highway Infrastructure Communication Strategy and Plan
AMF-005	Competencies and Training Strategy
AMF-006	Highway Infrastructure Asset Data and Inventory Management Strategy
AMF-007	Highway Infrastructure Asset Inventory Survey
AMF-008	Highway Infrastructure Maintenance Hierarchy and Resilient Network
AMF-009	Highway Infrastructure Asset Condition Policy
AMF-010	Highway Safety Inspection Manual
AMF-011	Highway Infrastructure Risk Management Strategy
AMF-012	Highway Infrastructure Asset Risk Register
AMF-013	Highway Infrastructure Service Levels, Performance Management and KPI's
AMF-014	Highway Infrastructure Reactive Maintenance Policy
AMF-015	Highway Infrastructure Lifecycle Planning Strategy
AMF-016	Highway Infrastructure Winter Gritting Plan
AMF-017	Highway Infrastructure Winter Gritting Appendices
AMF-018	Highway Infrastructure Skid Resistance Policy

Table 1.2 Asset Management Framework

Purpose	Status	Review Date	Owner	Recommendations		
				Incentive Fund	CoP	Ass Mgt Guidance
Highway Infrastructure Asset Management Policy AMF-001	Complete	Oct 20	Peter Wells	3	3	3
Nottingham City Council's commitment to implementing an asset management approach to the maintenance and management of its highway infrastructure in line with the Council plan, its goals and objectives						
Highway Infrastructure Asset Management Strategy AMF-002	Complete	Oct 20	Peter Wells	3, 6	3	3, 8
This strategy provides an overview of the strategies the City Council is implementing to manage and maintain the highway infrastructure assets with reference to recent national and regional developments in asset management.						

Highway Infrastructure Asset Management Framework	Complete	Oct 20	Peter Wells	3	1, 2	1
AMF-003						

The **Highway Infrastructure Asset Management Framework** documents provide an overview of the asset management approach

Nottingham City Council has taken in delivering its maintenance and management of its highway infrastructure

It sets out the key documents that define the policies, strategies, procedures and processes that have been developed to ensure a more effective and transparent approach including the:

- purpose
- status
- review dates
- ownership
- and the key recommendations met from the **Code of Practice – Well-managed Highway Infrastructure (2016)**, **Highway Infrastructure Asset Management Guidance** (HMEP / UKRLG) and **Incentive Fund** (DfT).

Highway Infrastructure Communication Strategy AMF-004	In progress January 2020 (90%)	N/A	Peter Wells	2, 12 13, 14,	24	2, 8, 9
<p>This strategy details the approach we will take to communicate with all highway users and stakeholders. It considers the who, what, when, where, why and how we will communicate and sets out a communications matrix to ensure a consistent approach is maintained. It considers differing target audiences, types of information to be communicated and methods to be used and aims to create public awareness of the work undertaken, the reasons why and the longer-term objectives of our approach</p>						
Competencies and Training Strategy AMF-005	In Progress Jan 20 (90%)	N/A	Peter Wells	7	15	10
<p>The strategy sets out the processes and procedures to ensure that employees engaged in the maintenance and management of the highway infrastructure assets demonstrate sufficient expertise, skill and competency, and ensure gaps in knowledge and understanding can be identified more efficiently and performance evaluated more effectively.</p> <p>It also sets out the delivery of the staff development plan and succession planning, change management and supports the effective recruitment and selection of new staff.</p>						

Highway Infrastructure Data and Inventory Management Strategy AMF- 006	In Progress Jan 20 (60%)	N/A	Peter Wells	4	5, 8, 9, 10, 11, 16, 17, 34	
<p>The strategy defines the data required to successfully manage the highway infrastructure assets in the stewardship of Nottingham City Council. It considers both inventory and condition data, surveys, inspections and works records defining the methodology for regular data collection and update for each asset group appropriate to its importance in delivering a safe and reliable highway network.</p> <p>Data held for the purpose of maintaining and managing the highway infrastructure assets meets the requirements of the Council’s Data Protection Policy and the strategy sets out the processes and procedures for collecting, validating, auditing, storing and disposing</p>						
Highway Infrastructure Asset Inventory Survey AMF-007	Subject to future workshops	N/A	Peter Wells	4	5, 9, 10, 16, 17, 34	
<p>The Data Inventory Survey provides an understanding of the data currently held, provides a gap analysis of the data required and complements the Data and Inventory Management Strategy by supporting an action plan to ensure accurate, complete and current data is at the heart of asset management decisions</p>						

Highway Infrastructure Maintenance Hierarchy and Resilient Network AMF-008	In Progress Jan 20 (60%)	N/A	Peter Wells	9	6, 12, 20	
<p>This document describes the need for a maintenance hierarchy that is no longer based on the road classification system, but considers the importance, purpose, local economic and social factors and use of each road section across the City. Maintenance hierarchies will determine how the maintenance of highway infrastructure assets will be prioritised to meet user expectations and service levels.</p> <p>It also sets out the how the Council has determined its resilient highway network, a network of roads to be maintained as vital to the City, its businesses, residents and visitors in times of extreme weather</p>						
Highway Infrastructure Asset Condition Strategy AMF-009	Subject to future workshops	N/A	Peter Wells	5, 7, 13, 14	17, 31	20
<p>A comprehensive understanding of asset condition is essential to the delivery of cost effective planned and reactive maintenance of all highway infrastructure assets. The Asset Condition Strategy provides an overview of who, what, when, where, why and how condition data will be collected, provides specifications for condition surveys and a cyclic programme of data collection. It complements the Data and Inventory Management Strategy by supporting an action plan to ensure accurate, complete and current data is at the heart of asset management decisions</p>						

Highway Safety Inspection Manual AMF-010	Complete	Oct 20	Kevin Charnley		15, 16, 18, 19	
<p>This document sets out how Nottingham City Council manages and risk-assesses the maintenance of its highways to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network.</p> <p>The objectives of this manual are to ensure that the highway is safe for all users and to provide a reference text to all staff. It will also provide a useful document to other departments and stakeholders highlighting the extent of the highway inspection regime.</p>						
Highway Infrastructure Risk Management Strategy AMF-011	In Progress Jan 20 (90%)	N/A	Peter Wells	8	7, 14	
<p>The risk strategy sets out how the Council will identify, assess and risk manage the highway infrastructure assets to deliver a safe, serviceable and resilient highway network for all users. It defines the processes involved in ensuring a sound risk-based approach is at the heart of all decisions made in respect of the maintenance and management of the highway infrastructure assets and network.</p>						

Highway Infrastructure Asset Risk Register AMF-012	In Progress Jan 20 (90%)	N/A	Peter Wells	8	7, 14	
<p>An assessment of the current risks identified for each asset group, the probability of their occurrence, the likely consequence and what mitigation measures have been or could be put in place to reduce the risk to users of the highway network. Those risks that still remain 'high' have been prioritised into an Action Plan, allocated and allocated a responsible officer within the following areas of interest;</p> <ul style="list-style-type: none"> • corporate • strategic / tactical • operational <p>Risks have been and will continue to be assessed, classified and quantified and plans for mitigation reviewed allowing resources to be targeted to those risks likely to have the most severe effects on service levels and the delivery of a safe and reliable highway network</p>						

Highway Infrastructure Service Levels and Performance Management AMF-013	Subject to future workshops	N/A	Peter Wells	12, 13, 15, 16	26, 27	4
<p>This document sets out the process for identifying appropriate and deliverable Levels of Service for highway infrastructure assets to ensure a safe, reliable and accessible highway network is available to users. It considers how Levels of Service can be successfully monitored to assess performance, how a performance management framework can be developed and how performance can be used to inform the public, Council Members and stakeholders, Department and divisional senior managers, group and team leaders and individual officers of current performance.</p>						
Highway Infrastructure Reactive Maintenance Policy AMF-014	Subject to future workshops	N/A	Peter Wells	10	16, 19	
<p>This document highlights how the Council have implemented the findings of the pothole review and embedded the Risk Strategy into its regular safety inspections and timescales for reactive maintenance for highway infrastructure assets. It provides the context for the Highway Safety Inspection Manual and how this influences the timely repair of highway asset defects</p>						

Highway Infrastructure Lifecycle Planning Strategy AMF-015	Subject to future workshops	N/A	Peter Wells	6, 7	13, 28, 30, 31	5, 20
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Lifecycle planning is an important aspect of highway asset management and involves determining long-term plans for carriageways, footways, structures and other assets. It explains how the Council will take whole life costs into consideration when assessing options for maintenance, new and improved highway schemes and how lifecycle planning will be used to review the level of funding, consider investment scenarios, support investment decisions and substantiate the need for appropriate and sustainable long-term investment.

Highway Infrastructure Winter Service Plan AMF-016	Complete	Oct 20	Richard Dunn		20, 21, 23, 24, 25	
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The aim of this document is to describe how the highway winter service is set up to provide for the winter season and how it is expanded to cope with more severe weather.

Highway Infrastructure Winter Service Appendices AMF-017	Complete	Oct 20	Richard Dunn		20, 21, 23, 24, 25	
<p>Contains information on our gritting routes and grit bins</p>						
Highway Infrastructure Skid Resistance Policy AMF-018	In Progress Jan 2020 (90%)	N/A	Peter Wells	7, 11	31	20
<p>The policy sets out how the Council will manage the skid resistance of road surfaces across the City. It considers the roads it will survey, the thresholds and the actions it will take, if required. The policy is supported by the Highway Infrastructure Skid Resistance Procedure</p>						