

West of England Partnership  
Joint Transport Executive Committee  
18 March 2010

## Highways Agency Memorandum of Understanding – 2010/11 Action Plan

### Purpose

1. To review progress and future plans with the Highways Agency and agree the Action Plan associated with the Memorandum of Understanding signed on 12 November 2009.

### Background

2. In August 2009 a Multi-Area Agreement (MAA) was approved between the West of England authorities, Government and its agencies agreeing key commitments in the sub-region to deliver the Partnership vision for 2026. As reported to the Joint Transport Executive Committee on 1 October, one of the transport related asks of Government through the MAA was to enhance complementary working with the Highways Agency.
3. To facilitate joint working a Memorandum of Understanding (MoU) was prepared which set out at a high level how the authorities and the Agency would develop effective co-ordination and co-operation. The Memorandum of Understanding was signed on 12 November 2010 and is shown in Appendix 1.

### 2010/11 Action Plan

4. In order to develop the MoU and define a set of outcomes to be delivered over the next 12 months an Action Plan has been prepared. This seeks to build upon existing processes and arrangements between the authorities and the Agency including the existing Detailed Local Area Operating Agreements. The draft Action Plan for 2010/11 is shown in Appendix 2. It is proposed that once agreed progress towards the Action Plan outcomes will be reviewed six monthly in line with the invitation to the Highway Agency to attend meetings of this Committee.

### Recommendation

That members endorse the 2010/11 Action Plan and receive future six monthly reports of progress towards achieving its outcomes.

### Appendices

Appendix One: Memorandum of Understanding

Appendix Two: Draft West of England Authorities and Highways Agency  
Memorandum of Understanding Action Plan 2010/11

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**West of England Partnership**

Bath & North East Somerset Council



North Somerset Council

South Gloucestershire Council



# Memorandum of Understanding

**This Memorandum of Understanding is between the local authorities of Bath & North East Somerset, Bristol City, North Somerset and South Gloucestershire who together make up the West of England Partnership and the Highways Agency. The purpose of the Memorandum of Understanding is to promote effective co-ordination and co-operation between the two organisations.**

The Memorandum of Understanding will facilitate Highways Agency and West of England Partnership authority priorities being clearly aligned to achieve a balance between the national/regional highways objectives and the improved transport provision needed to accommodate the high levels of housing growth required by the Regional Spatial Strategy and economic growth sought by the Regional Economic Strategy.

The key principles are of openness and understanding together with shared responsibility and ownership of problems and solutions.

The Memorandum of Understanding is a supporting document of the West of England's Multi-Area Agreement.

It is hereby agreed that:

The Highways Agency will be key stakeholders in the production of the Joint Local Transport Plan 3 and provide input, expertise and feedback as appropriate and reciprocally the West of England Partnership authorities will be key stakeholders in Highways Agency's strategic plans.

A programme and phasing of Highways Agency and West of England Partnership authority schemes for 2011 – 2016 is to be agreed for inclusion in the Delivery Plan of the Joint Local Transport Plan 3 and a joint work stream is to be established to facilitate this.

Highways Agency and West of England Partnership authorities will collaborate to develop key milestones towards the Delivering a Sustainable Transport System goal to support national economic competitiveness and growth by delivering reliable and efficient transport networks, including Strategic National Corridor 6 London to the South West and South Wales and Corridor 7 Exeter/Bristol to the Midlands.

Highways Agency to provide full and timely and comprehensive engagement on the management of the strategic road network including its forward programme.

West of England Partnership authorities to provide full and timely and comprehensive engagement on the management of the local transport network, including its RFA2 programme of transport major schemes.

West of England Partnership authorities to provide information on planned future sub-regional housing and economic growth and other planned investment and priorities.

A working protocol is to be agreed for processing significant planning applications which deliver economic growth and journey time reliability.

Highways Agency and West of England Partnership authorities will have due regard to each others networks in making plans for and implementing traffic management measures on their networks. Arrangements will be established to ensure the overall effective operation of the total integrated network.

Quarterly officer meetings between Highways Agency and West of England Partnership authority officers will be established and Highways Agency will provide updates for and attend meetings of the Joint Transport Executive Committee on a twice yearly basis.

The Memorandum of Understanding partners will identify a senior contact officer with lead responsibility for the Memorandum of Understanding.

Information requests between the Memorandum of Understanding partners will be dealt with within 14 working days. Requests are to be as specific as possible.

Where appropriate data collection is to be co-ordinated between the Memorandum of Understanding partners to maximise the use of data and enable cost sharing.

A joint framework on communications will be established in order to promote levels of engagement and partnership working between West of England Partnership authorities and Highways Agency.

The Memorandum of Understanding shall come into immediate effect.

The West of England Partnership authorities and Highways Agency will jointly review the arrangements set out in the Memorandum of Understanding at yearly intervals.

**Dated**



*[Signature]*  
Signed on behalf of Highways Agency



*[Signature]*  
Signed on behalf of Bath & North East Somerset Council



*[Signature: Jon Rogers]*  
Signed on behalf of Bristol City Council



*[Signature]*  
Signed on behalf of North Somerset Council



*[Signature]*  
Signed on behalf of South Gloucestershire Council

## Appendix 2

# West of England Authorities and Highways Agency Memorandum of Understanding 2010/11 Action Plan

3 March 2010

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
<b>Strategic Plans</b>					
<i>A. Joint Local Transport Plan 3 (JLTP3)</i>	Need to increase Highways Agency involvement in the development and implementation of JLTP3	HA to be key members of Transport Plan Commission	HA invited to attend inaugural meeting of Commission	James White (WEPO) and David Wright/Ron Davis (HA)	Achieved
		Involve HA in JLTP3 Network Management and Strategy Working Groups	HA provided with draft Network Management and Freight supplementary document	James White (WEPO) and David Wright/Ron Davis (HA)	Achieved
		HA participation in the JLTP3 Delivery Plan Working Group	Invite HA to Spring 2010 meeting of the Delivery Plan Working Group	Paul Paton (NSC) and David Wright/Ron Davies (HA)	September 2010
<i>B. Highways Agency's regional forward programme</i>	Need to increase West of England involvement in development of Highways Agency plans related to the West of England transport network	Authorities to participate in the HA Managed Networks Group	WEPO to be invited to HA Managed Networks Group meetings	Barbara Davies (WEPO) and David Wright/Ron Davies (HA)	Achieved
		Authorities to participate in development of HA's forward programme of work on the motorway and trunk road network within and adjacent to the West of England area.	Information on relevant emerging and Published Plans and other reports to be provided to WEPO, including involvement in workshop reviewing and determining the 4 year forward programme	Barbara Davies (WEPO) and David Wright/Ron Davies/David Sledge (HA)	September 2010
<i>C. Delivering a Sustainable Transport Strategy (DaSTS)</i>	Need for better understanding and input into process and outcome of DaSTS studies	Arrangements for involvement in DaSTS study steering groups	HA sit on DaSTS Programme Group overseeing all SW projects. Regular updates to be provided by WEPO on local study	Bill Davies (WEPO) and David Wright/Ron Davies (HA)	September 2010

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
<b>Coordination of Programmes</b>					
<i>D. Managing the Existing Network</i>	Ensure effectiveness of Network Management Duty/ Detailed Local Area Operating Agreements (DLOAs)	Review DLOAs at least annually and ensure that necessary amendments are made, that Mutual Objectives are met and new objectives developed	All four DLOAs to be reviewed and changes agreed as appropriate	Authority Traffic Managers and David Sledge (HA)	March 2011
	Authority Network Management Plans (NMPs) yet to be finalised and need to involve HA in the process and reciprocal arrangements for HA plans	Agree means for West of England authority liaison with HA on NMPs	Agreed calendar of quarterly meetings between Authority Traffic Managers and HA	Kelvin Packer (B&NES) West of England Authorities and David Sledge (HA)	March 2010
	Coordination and planning of works and events	Review current arrangements and their effectiveness to support West of England-wide coordination of Primary Road Network (PRN) road works and events	Use J19/21 to test and review processes	Frank Cox (NSC) and David Sledge (HA)	March 2011
			Specific processes and programmes in place for current schemes: - M5 J19/A369 improvements - M5 J21/A370 improvements	Terry Bullock (BCC) and David Sledge (HA)	March 2011
	Working with Police, bus operators and other stakeholders	Examine mechanisms such as NMP's, incident de-briefings, post event reviews etc to achieve better understanding of respective roles and views	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	Kelvin Packer (B&NES) and David Sledge (HA)	September 2010
	Understanding the impact of planned works	Build on existing mechanisms to enhance the assessment of wider impact of works embracing both strategic and local network	Agree thresholds and arrangements for wider assessment of impacts of planned works	David Buckland (SGC) and David Sledge (HA)	September 2010

<b>Existing Arrangement, Process or Practice</b>	<b>Current Performance and Issues</b>	<b>New Practice, Means of Improvement and Implementation</b>	<b>Action/Outcome</b>	<b>Lead Officer(s)</b>	<b>Status/ Target (Plan Review Period)</b>
<i>D. Managing the Existing Network</i>	Process and scope for information exchange on traffic flows, incidents and travel information	Ensure effective use is made of mechanisms and arrangements for liaison and enhanced links including use of HA Regional Control Centre and Bristol Traffic Control Centre	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	Terry Bullock (BCC) and David Sledge (HA)	September 2011
	Clear understanding of maintenance responsibilities	Confirm division of maintenance responsibilities	Review current responsibilities and issues and report back to quarterly meetings between Authority Traffic Managers and HA	Frank Cox (NSC) and David Sledge (HA)	September 2010
	Effectiveness of contingency plans	Review effectiveness, breadth and details of contingency planning arrangements	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	David Buckland (SGC) and David Sledge (HA)	September 2010
<i>E. New Transport Schemes</i>	Need to make best use and coordinate traffic data collection and exchange	Confirm arrangements for sharing data and method of coordination of data collection programmes to ensure value is maximised.	Produce data sharing agreement	Joint Officer Modelling Group	September 2010
	Major Schemes/ Improvements: Early and ongoing engagement in scheme development and specification	Reciprocal arrangements for membership of/active involvement in scheme Project Boards or equivalent forums at specific stages of scheme development	HA invited to be members of relevant Authority major scheme Project Boards.	Pete Davis (WEPO) and Ron Davies (HA)	Achieved
			WEPO to be invited to: (i) Attend HA Managed Networks Group meetings (ii) Make contributions at key stages of scheme development	Barbara Davies (WEPO) and Ron Davies (HA)  Barbara Davies (WEPO) and Dave Sledge (HA)	Achieved  September 2010
HA Local Network Management Schemes: Need to better consider impact on the local network	Review arrangements for assessment of impact of schemes on local road network	Define mechanism and thresholds for assessment of impacts of schemes on the local network	Joint Officer Modelling Group	September 2010	

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
<b>New Development</b>					
<i>F. Significant planning applications</i>	Better joint understanding and process required in considering planning applications, including early engagement	Clearer joint processes, including early engagement	Hold workshop as a basis for designing clearer joint processes	West of England nominated Head of Planning in conjunction with a Head of Transport and Ron Davies (HA)	September 2010
<i>G. Sub-Regional Growth in Homes, Jobs and Communities</i>	Insufficient joint engagement and consultation about growth targets and prioritised delivery plans	Provision for early information and joint working on growth levels and delivery plans, supported by quarterly meetings programme	Continue current engagement in Single Conversation. More timely joint engagement in planning for growth, in particular sub-regional development trajectories, balancing the requirements with transport and other impacts.	Tim Lansley and Pete Davis (WEPO) involving Authority Heads of Planning and Transport as appropriate and Ron Davies (HA)	September 2010
<b>Communications and Interaction</b>					
<i>H. Media Relations</i>	Alert parties to any press release to be sent out that impacts on other party (more information better than less) or include all parties on distribution lists	Ensure details of all 6 press offices are exchanged – including out of hours contact information.	Circulate list of contact details	West of England Press Officers/Julia Dean (WEPO) and Rachel Whitelock (HA)	Achieved
<i>I. Communication Plans</i>	Need to share relevant communication plans	Authority project communication plans and project overviews to be shared with HA to keep them informed about projects. HA can raise any potential issues.	Major scheme communication plans produced and agreed via Project Boards on which HA attend those relevant. Other relevant plans/project overviews to be circulated when published.	Julia Dean (WEPO)	September 2010

<b>Existing Arrangement, Process or Practice</b>	<b>Current Performance and Issues</b>	<b>New Practice, Means of Improvement and Implementation</b>	<b>Action/Outcome</b>	<b>Lead Officer(s)</b>	<b>Status/ Target (Plan Review Period)</b>
<i>I. Communication Plans</i>	Need to share relevant communication plans	Communication plans for HA projects or planned works to be shared with West of England Authorities. West of England authorities can raise any potential issues.	Project communication plans to be shared with West of England authorities to ensure no surprises culture	Rachel Whitelock (HA)	September 2010