

West of England Partnership
Joint Transport Executive Committee
17 September 2010

Highways Agency Memorandum of Understanding – 2010/11 Action Plan Progress Report

Purpose

1. To review progress with the 2010/11 Action Plan with the Highways Agency and seek views

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 area to deliver the Partnership vision for 2026. One of the transport related asks of Government through the MAA was to enhance complementary working with the Highways Agency. To this end 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 2009 and is shown in Appendix 1.
3. In order to develop the MoU and define a set of outcomes to be delivered over the 12 month period to March 2011 an Action Plan was produced which was endorsed at the meeting of the Joint Transport Executive Committee on 18 March 2010. This seeks to build upon existing processes and arrangements between the authorities and the Agency including the existing Detailed Local Area Operating Agreements.

Progress

4. The Action Plan sets out areas where there is scope for new or improved practice in the way in which the authorities interact with the Highways Agency. It identifies more than 20 areas where the parties consider there is scope for improved communication, greater cooperation or coordination of activities. Appendix 2 shows the approved Plan and progress made towards the individual actions to date. Key highlights of the first 6 months of the Plan include:
 - Improved communication and engagement across operational aspects, planning, policy and media activity.
 - Close engagement with the Highways Agency on the development of Joint Local Transport Plan 3 including involvement in the Strategy Working Groups and input into the emerging Delivery Plan.
 - Local authority involvement in plans for the implementation of the M4/M5 Managed Motorways project.

- Joint delivery arrangements for a programme of works at M5 junction 19 aimed at reducing congestion and improving safety. This will involve upgrading the existing traffic signals on the roundabout, resurfacing works, the replacement of crash barriers, new developer funded traffic signals on the A369 approaches to the roundabout, and a High Occupancy Vehicle/bus lane on the A369 south approach as part of the Greater Bristol Bus Network (GBBN). The various phases will be coordinated into one programme to ensure that disruption is kept to a minimum and that best value is achieved in the procurement of the works. The £3m programme of works will start in September 2010 and be complete by June 2011.
- Planned programme of regular meetings between the Highways Agency and the authority Traffic Managers to discuss operational issues including programmed works and events, exchange and use of traffic information, data sharing and incident management.
- Agreement in August 2010 of a protocol for the free and timely exchange of traffic data unless specifically excluded (eg data owned by third parties).

5. Key issues arising from progress on the tasks within the Plan include:

- The Government's Comprehensive Spending Review is having an impact, in particular with progressing those activities related to authority or Highways Agency major schemes.
- Although some tasks have slipped into the next 6 monthly period, the improved lines of communications promoted by the Plan are providing benefit in advance of the achievement of the formal milestones eg informal data sharing of Automatic Number Plate Recognition (ANPR) data collected for the M4/M5 Managed Motorways project to support authority scheme assessment; ad hoc reviews of individual aspects of information exchanges such as use of Variable Message Signs (VMS); and early discussion about the scope for shared contracts to reduce costs.

6. Future activities in the coming months include:

- Agreeing a calendar of quarterly meetings between the authority Traffic Managers and the Highways Agency.
- Comprehensive review of the information contained within the Detailed Local Operating Agreements between the individual authorities and the Highways Agency to increase the scope of these documents and ensure where appropriate a common approach.
- Establishing specific processes and programmes for the coordination of works on authority and Highways Agency networks, including agreeing thresholds for impact assessment and confirming maintenance responsibilities.

- Concluding the review of current arrangements for working with Police, bus operators and other stakeholders to better understand the respective roles around incidents, works and events.
 - Reviewing the effectiveness, breadth and detail of contingency planning arrangements.
 - Concluding the review of mechanisms and arrangements for liaison and information exchange including use of the HA Regional Control Centre and the Bristol City Council Traffic Control Centre.
 - Build upon the recently published HA protocol to establish clearer joint processes for relevant planning applications.
7. It is planned that these activities will be concluded by the end of the Plan period in March 2011 and that a report will be brought to a meeting of the Joint Transport Executive Committee at that time.

Recommendation

That Members note the progress with the 2010/11 Action Plan and give views.

Appendices

Appendix One: Memorandum of Understanding

Appendix Two: 2010/11 Action Plan – Progress Update

Author: Pete Davis, West of England Partnership Office

Tel: 0117 903 6867; Email: pete.davis@westofengland.org

Appendix 1



West of England Partnership

Bath & North East Somerset Council



North Somerset Council

South Gloucestershire Council



HIGHWAYS AGENCY

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



HIGHWAYS AGENCY

Signed on behalf of Highways Agency

Bath & North East Somerset Council

Signed on behalf of Bath & North East Somerset Council



Signed on behalf of Bristol City Council

Jon Rogers



Signed on behalf of North Somerset Council

South Gloucestershire Council

Signed on behalf of South Gloucestershire Council

Appendix 2

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

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Progress this Period	
					March 2010	Current		
Strategic Plans								
A. Joint Local Transport Plan 3 (JLTP3)	Need to increase Highways Agency involvement in the development and implementation of JLTP3	A1	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	Achieved	Transport Plan Commission met for the first time on 29 March 2010 and subsequent meeting on 15 June 2010.
		A2	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	Achieved	Latest version of Network Management and Freight Supplementary Documents supplied to HA for comment July 2010.
		A3	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	Achieved	Emerging material on Delivery Plan process shared with the HA. HA attended Delivery Plan Working Group meeting on 9 August 2010.
B. Highways Agency's regional forward programme	Need to increase West of England involvement in development of Highways Agency plans related to the West of England transport network	B1	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	Achieved	WEPO attended the HA South West Managed Networks Group meeting 23 February 2010, and will be invited to relevant future meetings which are held on an ad hoc basis.
		B2	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	March 2011	HA's 4 year forward programme to be shared with the UA Traffic Managers through quarterly meetings. First meeting to be held in mid 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		Progress this Period
					March 2010	Current	
Strategic Plans							
C. Delivering a Sustainable Transport Strategy (DaSTS)	Need for better understanding and input into process and outcome of DaSTS studies	C1 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	Achieved	HA attended DaSTS Project Board meetings for Phase 1 in April and May 2010 and contributed to study.
Coordination of Programmes							
D. Managing the Existing Network	Ensure effectiveness of Network Management Duty/ Detailed Local Area Operating Agreements (DLOAs)	D1 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	March 2011	DLOAs being regularly reviewed. HA circulated CD containing all diversionary routes. Wider review of DLOAs to be undertaken to consider opportunities to extend scope including common and consistent material across UAs.
	Authority Network Management Plans (NMPs) yet to be finalised and need to involve HA in the process and reciprocal arrangements for HA plans	D2 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) and David Sledge (HA)	March 2011	March 2011	Programme of regular meetings to commence on 24 September. Role of UA NMPs to be considered as part of the wider review of DLOAs (see D1). HA has not published any strategic plans this period.

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Notes
					March 2010	Current	
Coordination of Programmes							
D. Managing the Existing Network	Coordination and planning of works and events	D3 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	March 2011	Work on a joint NSC/HA programme of works for M5 J19 continues with works starting later this year. The lessons learnt from this will be used to prepare/update processes for effective working via a procedural note and debrief session.
			Specific processes and programmes in place for current schemes: 1) M5 J19/A369, 2) M5 J21/A370 improvements	Frank Cox (BCC) and David Sledge (HA)	March 2011	March 2011	M5 J21 Weston Package major scheme works on hold.
	Working with Police, bus operators and other stakeholders	D4 Examine mechanisms such as NMP's, incident debriefings, 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	March 2011	HA involving Traffic Officer Service in Action Plan to consider operational impacts. Debriefings taking place. Effectiveness of arrangements being reviewed including links with DLOA.
	Understanding the impact of planned works	D5 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	March 2011	No suitable schemes to date. HA involving authorities in development of the M4/M5 Managed Motorways Project and impact on local network being considered (see E2 ii). Forthcoming programme to be reviewed as part of the quarterly meetings between HA and Traffic Managers. Process also covers new schemes as per E3.

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Notes
					March 2010	Current	
Coordination of Programmes							
D. Managing the Existing Network	Process and scope for information exchange on traffic flows, incidents and travel information	D6 Ensure effective use is made of mechanisms and arrangements for liaison and enhanced links including use of HA Regional Control Centre (RCC) and Bristol Traffic Control Centre (TCC)	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 2010	March 2011	Current arrangements reviewed as required and to be considered through quarterly meeting of HA and Traffic Managers. Number of existing mechanisms for information exchange and use (eg weekly sharing of road reports, notification of closures with wider impact, use of HA VMS to advise of events). Recent review of VMS use highlightd need to develop links between BCC TCC and HA RCC to grant access to VMS and signal strategies for incident management outside of operational hours.
	Clear understanding of maintenance responsibilities	D7 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	March 2011	This work is evolving out of D3 above.
	Effectiveness of contingency plans	D8 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	March 2011	No incident has yet arisen to test contingency planning arrangements.

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Progress this Period
					March 2010	Current	
Coordination of Programmes							
E. New Transport Schemes	Need to make best use and coordinate traffic data collection and exchange	E1 Confirm arrangements for sharing data and method of coordination of data collection programmes to ensure value is maximised.	Produce data sharing agreement	Bill Davies (WEPO) and Ron Davies (HA)	September 2010	Achieved	Informal data sharing occurring on an ad hoc basis eg HA supply of ANPR data collected for M4/M5 Managed Motorways Project to UAs. Protocol agreed for free and timely exchange of data between parties unless specifically exempt.
	Major Schemes/ Improvements: Early and ongoing engagement in scheme development and specification	E2 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	Achieved	HA on North Fringe to Hengrove Package Programme Board and had key role in developing major scheme bid submitted in March 2010. HA also sit on Weston Package and South Bristol Link Project Boards.
			WEPO to be invited to: (i) Attend HA Managed Networks Group meetings	Barbara Davies (WEPO) and Ron Davies (HA)	Achieved	Achieved	WEPO attended the HA South West Managed Networks Group meeting 23 February 2010 and to be invited to relevant future meetings
			(ii) Make contributions at key stages of scheme development	Barbara Davies (WEPO) and David Sledge (HA)	September 2010	March 2011	HA organised presentation to UAs on the M4/M5 Managed Motorways Project in June 2010. Scheme currently on hold. Emerging proposal for communications/CCTV equipment on UA diversionary routes during works submitted to HA Project Manager.

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Progress this Period
					March 2010	Current	
Coordination of Programmes							
E. New Transport Schemes	HA Local Network Management Schemes: Need to better consider impact on the local network	E3 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	See D5	Being progressed as part of item D5 bringing together planned works on the existing network and new schemes.
New Development							
F. Significant planning applications	Better joint understanding and process required in considering planning applications, including early engagement	F1 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	March 2011	UA protocol with developers being prepared. HA invited to Growth and Delivery event in October. HA published protocol for dealing with planning applications in August. Need for further action on joint processes being considered.
G. Sub-Regional Growth in Homes, Jobs and Communities	Insufficient joint engagement and consultation about growth targets and prioritised delivery plans	G1 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.	Laura Grady and Pete Davis (WEPO) involving Authority Heads of Planning and Transport as appropriate and Ron Davies (HA)	September 2010	March 2011	Meeting between WEPO and HA in June. HA included on Single Conversation Programme Board dependant on agenda.

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/ Outcome	Lead Officer(s)	Status/ Target		Progress this Period
					March 2010	Current	
Communication and Interaction							
H. Media Relations	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	H1 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	Achieved	During this time period the general election took place and the DfT subsequently issued new guidance on major schemes. As a result there has been minimal promotion, press or public discussion on relevant schemes during this period.
I. Communication Plans	Need to share relevant communication plans	I1 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	Achieved	HA attendance at Project Boards continues; communications plans are updated as required by the Boards as projects progress. No new project overviews have been developed in the period.
		I2 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	March 2011	To be supplied as new schemes come forward.