LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

DECISIONS to be made by the Lead Member for Transport and Environment, Councillor Claire Dowling

MONDAY, 11 NOVEMBER 2019 AT 10.00 AM

CC1 - COUNTY HALL, LEWES

AGENDA

1 Decisions made by the Lead Cabinet Member on 21 October 2019 *(Pages 3 - 4)*
Report by the Director of Communities, Economy and Transport

2 Disclosure of Interests
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.

3 Urgent items
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.

4 Implementation of the Well Managed Highway Infrastructure Code of Practice and update on Highway Policies *(Pages 5 - 184)*
Report by the Director of Communities, Economy and Transport

5 Any urgent items previously notified under agenda item 3

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1 November 2019

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LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

DECISIONS made by the Lead Member for Transport and Environment, Councillor Claire Dowling, on 21 October 2019 at County Hall, Lewes

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19 DECISIONS MADE BY THE LEAD CABINET MEMBER ON 23 SEPTEMBER 2019

19.1 The Lead Member approved as a correct record the minutes of the meeting held on 23 September 2019.

20 REPORTS

20.1 Reports referred to in the minutes below are contained in the minute book.

21 NEW WASTE RECYCLING COST SHARING AGREEMENT (WRCSA) BETWEEN EAST SUSSEX COUNTY COUNCIL AND LEWES DISTRICT COUNCIL

21.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

21.2 The Lead Member RESOLVED to: (1) Approve the County Council entering into arrangements with Lewes District Council relating to the payment of recycling credits, as detailed in the report; and

(2) Delegate authority to the Director of Communities, Economy and Transport to agree the terms of the proposed Waste Recycling Cost Sharing Agreement (WRCSA) with Lewes District Council (LDC) as well as any other District and Borough Councils within East Sussex where there is a statutory basis for doing so, and to take all other actions necessary in relation to such agreements and arrangements including variations or termination thereof.

Reasons

21.3 Both parties have agreed and are happy to sign up to the terms of the new WRCSA. Additionally, although it is not currently anticipated that further WRCSAs are required, should the need arise, the Lead Member delegates authority to the Director of Communities, Economy and Transport to negotiate and enter into WRCSAs with district and boroughs.

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Report to: **Lead Cabinet Member for Transport and Environment**

Date of meeting: **11 November 2019**

By: **Director of Communities, Economy and Transport**

Title: **Implementation of the Well-Managed Highways Infrastructure Code of Practice and update on Highway Policies**

Purpose: **To provide an update on the implementation of the Well Managed Highway Infrastructure Code of Practice and the proposed changes to Highways Policies to meet the Code of Practice recommendations**

RECOMMENDATIONS: **The Lead Member is recommended to:**

(1) Approve the implementation and implications of the Well-Managed Highway Infrastructure Code of Practice and subsequently;

(2) Rescind the policies set out at appendix 4;

(3) Approve the proposed new policy in appendix 5;

(4) Approve the proposed amendments to existing policies as out in appendix 6; and

(5) Delegate authority to the Director of Communities, Economy and Transport, in consultation with the Lead Member for Transport and Environment to make minor amendments if required to the East Sussex Highway Asset Inspection Manual, and appendices, to ensure the effective delivery of the County Council's highway maintenance function.

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1 Background Information

1.1 In 2016 the Well Managed Highways Infrastructure Code of Practice (the Code) was updated and published. This superseded the previous Well-Maintained Highways Management of Highways Structures and Well-Lit Highways. The Code is endorsed by the Department for Transport (DfT) and it has been produced by the UK Roads Liaison Group and associated boards. In July 2018 a report outlining the County Council's approach to adopting the Code was approved by Lead Member. The Code is not a statutory requirement but provides guidance and best practice on delivering and managing highway services. There are 36 recommendations in the Code and adoption of these by the County Council aligns with the County Council's approved asset management approach to highway maintenance.

1.2 Adoption of the Code enables the County Council to demonstrate best practice and continue to provide a robust defence to claims as well as evidence for the DfT's annual Incentive Fund self-assessment submission. There are many synergies between the Code's recommendations and the Incentive Fund questions. In February 2019, the County Council returned a self-assessment score of 'band 3', the top banding for the DfT's Incentive Fund securing the maximum 100% of the funding allocation of £1.7m for East Sussex. The DfT have confirmed that following this year's Incentive Fund submissions, local authorities will be asked to complete further questions around data and the risk based approach (as included in the Code) for consideration in the 2020/21 Incentive Fund exercise.

1.3 Many of the tasks carried out by the Highway department are statutory duties or powers defined by national legislation. The highway policies set out the County Council's position where local discretion is permitted in how duties or powers are applied, or in areas for which there is no legislation.

1.4 Highway maintenance policies and standards have been developed and adopted by the County Council's Highways team over the years to:

- ensure compliance with new statutory requirements and industry best practice;
- respond to incremental changes and improvements to operational practices; and
- provide consistency and clarity for customers and key decision-makers.

1.5 During 2017 an initial review of the highway policies was undertaken with those that required amendments being updated and approved by Lead Member for Transport and Environment at

meetings on 16 October 2017 and 19 November 2018. Further reviews of highway policies and related strategies as part of the adoption of the Code have been carried out to ensure that they comply with:

- current legislation, guidance and best practice;
- corporate policies and priorities along with the local transport policy; and
- the Highways and Infrastructure Services Contract needs and outcomes

2 Supporting Information

2.1 There are 36 recommendations within the Code. A full list of recommendations can be found in Appendix 1.

2.2 Within the July 2018 report it was highlighted that the County Council was fully compliant with 21 of the 36 recommendations with no further action required; 15 recommendations were partially compliant; and no areas were non-compliant. Since July 2018 work has continued to ensure the County Council is compliant with all 36 recommendations. There are now 7 recommendations that are partially compliant (29 now being fully compliant). A summary of the updates needed for the 7 recommendations is set out in Appendix 2. The completion of the ongoing Network Hierarchy Review, including consultation work, by spring 2020 will make the majority of these fully compliant. The current network hierarchy is sufficiently compliant for the implementation of the recommendations within this report.

2.3 In order to be fully compliant on all 36 recommendations some adjustments to existing policies are necessary. The following list summarises the proposals for each of the policies included in this report. Further details of each recommendation can be found in Appendix 3; copies of policies to be rescinded are detailed in Appendix 4 and a new proposed policy is detailed in Appendix 5. Appendix 6 shows the policies to be amended in their current form and their proposed amendments.

Policies to be rescinded (Appendix 4)

- Transport Asset Management Plan – Maintenance management policy documents (TAMP)
- Cycling Policy
- Maintenance of Footways Policy

New Policies (Appendix 5)

Highway Maintenance - Consideration of Character

Policies to be updated (Appendix 6)

- East Sussex Highways – Highways Asset Inspection Guidance Document (including appendix 1 – investigatory matrix)
- Street Lighting Policy

2.4 It should be noted that this is not a comprehensive list of all Highway related policies and that there are additional policies for which no changes were considered necessary during this review.

2.5 In carrying out these reviews, consultation has been carried out with key stakeholders including the officers and contractors with particular expertise in each area and those responsible for delivering the highway service. This has included the appropriate technical experts including the Highways Asset Management Team. Policies have also been compared to those of neighbouring authorities to ensure a consistent approach.

2.6 It is recommended, should the Highways Asset Inspection Guidance Document be approved at this meeting, that it be implemented from February 2020. This would allow time for any necessary system updates and staff training and communications to take place.

2.7 Over the passage of time, minor adjustments may be identified as being necessary to keep the East Sussex Highway Asset Inspection Manual (Appendix 6) up to date. Under such circumstances, it would be prudent to authorise the Director of Communities, Economy and Transport, to, following consultation with the Lead Member for Transport and Environment make such minor changes and issue any formal replacement of the Highway Asset Inspection Manual deemed necessary. However, if more substantive changes are required, a further report shall be presented to Lead Member. For example, a minor change could be constituted as clarifications to text or photographs or amendments necessary to bring the document in line with other related policies.

Equality Impact Assessment

2.7 An Equality Impact Assessment has been carried out and a summary of the findings is detailed in **appendix 7**. Research suggests that these policies are expected to have a generally positive impact on safety and accessibility for all users including those with protected characteristics and that all appropriate opportunities to advance equality and foster good relations between groups have been taken.

3 Financial Appraisal

3.1 The recommended policy changes and adoption of the Code does not require changes to current service standards and therefore there are no financial implications other than officer time.

3.2 The implementation of the recommendations within this report are likely to help ensure the Council retains its band 3 status for the DfT Incentive Fund and receives the maximum funding available (see further details in paragraph 1.2)

3.3 Any changes to the highway maintenance revenue budgets may well impact on the authority's ability to maintain full compliance with both the Code of Practice and the Local Highways Maintenance Incentive Fund and the County Council's ability to maintain its Band 3 status. This would have an adverse impact on the DfT funding allocation of the Incentive Fund, i.e. moving from a Band 3 to Band 1 in 2020/21 would mean a loss of over £1.7million.

4 Conclusion and Reasons for Recommendations

4.1 This report provides an update on the implementation of the 36 recommendations of the Code (Appendix 2) and recommends that a number of highway policies are updated as set out in Appendix 3 of this report to ensure alignment with the Code, consistency with the County Council's asset management approach and to maximise the DfT's funding allocation.

4.2 The Lead Member is recommended to approve the adoption and implementation of the Well-Managed Highway Infrastructure Code of Practice and to approve the proposals summarised in Appendix 3 and detailed in appendices 4, 5, 6 to ensure that the County Council has clear, consistent and up to date policies describing its approach to managing and maintaining the highway network across the county. The Lead Member is also recommended to delegate authority to the Director of Communities, Economy and Transport in consultation with the Lead Member for Transport and Environment, to make minor amendments to Asset Inspection Guidance document found at Appendix 6.

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LOCAL MEMBERS
All

BACKGROUND DOCUMENTS
The Well Managed Highways Infrastructure Code of Practice
LMTE Report – Well Managed Highways Infrastructure 16 July 2018
Equality Impact Assessment

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Appendix 1

The 36 recommendations of the Code

RECOMMENDATION 1 - USE OF THE CODE
This Code, in conjunction with the UKRLG Highway Infrastructure Asset Management Guidance, should be used as the starting point against which to develop, review and formally approve highway infrastructure maintenance policy and to identify and formally approve the nature and extent of any variations.

RECOMMENDATION 2 – ASSET MANAGEMENT FRAMEWORK
An Asset Management Framework should be developed and endorsed by senior decision makers. All activities outlined in the Framework should be documented.
(HIAMG Recommendation 1)

RECOMMENDATION 3 – ASSET MANAGEMENT POLICY AND STRATEGY
An asset management policy and a strategy should be developed and published. These should align with the corporate vision and demonstrate the contribution asset management makes towards achieving this vision. (HIAMG Recommendation 3)

RECOMMENDATION 4 – ENGAGING AND COMMUNICATING WITH STAKEHOLDERS
Relevant information should be actively communicated through engagement with relevant stakeholders in setting requirements, making decisions and reporting performance. (Taken from HIAMG Recommendation 2)

RECOMMENDATION 5 – CONSISTENCY WITH OTHER AUTHORITIES
To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies.

RECOMMENDATION 6 – AN INTEGRATED NETWORK
The highway network should be considered as an integrated set of assets when developing highway infrastructure maintenance policies.

RECOMMENDATION 7 – RISK BASED APPROACH
A risk based approach should be adopted for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes.

RECOMMENDATION 8 – INFORMATION MANAGEMENT
Information to support a risk based approach to highway maintenance should be collected, managed and made available in ways that are sustainable, secure, meet any statutory obligations, and, where appropriate, facilitate transparency for network users.

RECOMMENDATION 9 – NETWORK INVENTORY
A detailed inventory or register of highway assets, together with information on their scale, nature and use, should be maintained. The nature and extent of inventory collected should be fit for purpose and meet business needs. Where data or information held is considered sensitive, this should be managed in a security minded way.

RECOMMENDATION 10 – ASSET DATA MANAGEMENT

The quality, currency, appropriateness and completeness of all data supporting asset management should be regularly reviewed. An asset register should be maintained that stores, manages and reports all relevant asset data.
(HIAMG Recommendation 5)

RECOMMENDATION 11 - ASSET MANAGEMENT SYSTEMS
Asset management systems should be sustainable and able to support the information required to enable asset management. Systems should be accessible to relevant staff and, where appropriate, support the provision of information for stakeholders. (HIAMG Recommendation 12)

RECOMMENDATION 12 - NETWORK HIERARCHY
A network hierarchy, or a series of related hierarchies, should be defined which include all elements of the highway network, including carriageways, footways, cycle routes, structures, lighting and rights of way. The hierarchy should take into account current and expected use, resilience, and local economic and social factors such as industry, schools, hospitals and similar, as well as the desirability of continuity and of a consistent approach for walking and cycling.

RECOMMENDATION 13 - WHOLE LIFE / DESIGNING FOR MAINTENANCE
Authorities should take whole life costs into consideration when assessing options for maintenance, new and improved highway schemes. The future maintenance costs of such new infrastructure are therefore a prime consideration.

RECOMMENDATION 14 - RISK MANAGEMENT
The management of current and future risks associated with assets should be embedded within the approach to asset management. Strategic, tactical and operational risks should be included as should appropriate mitigation measures.
(HIAMG Recommendation 11)

RECOMMENDATION 15 - COMPETENCIES AND TRAINING
The appropriate competencies for all staff should be identified. Training should be provided where necessary for directly employed staff, and contractors should be required to provide evidence of the appropriate competencies of their staff.

RECOMMENDATION 16 - INSPECTIONS
A risk-based inspection regime, including regular safety inspections, should be developed and implemented for all highway assets.

RECOMMENDATION 17 - CONDITION SURVEYS
An asset condition survey regime, based on asset management needs and any statutory reporting requirements, should be developed and implemented.

RECOMMENDATION 18 - MANAGEMENT SYSTEMS AND CLAIMS
Records should be kept of all activities, particularly safety and other inspections, including the time and nature of any response, and procedures established to ensure efficient management of claims whilst protecting the authority from unjustified or fraudulent claims.

RECOMMENDATION 19 - DEFECT REPAIR
A risk-based defect repair regime should be developed and implemented for all highway assets.

RECOMMENDATION 20 - RESILIENT NETWORK

Within the highway network hierarchy a 'Resilient Network' should be identified to which priority is given through maintenance and other measures to maintain economic activity and access to key services during extreme weather.

RECOMMENDATION 21 – CLIMATE CHANGE ADAPTATION
The effects of extreme weather events on highway infrastructure assets should be risk assessed and ways to mitigate the impacts of the highest risks identified.

RECOMMENDATION 22 – DRAINAGE MAINTENANCE
Drainage assets should be maintained in good working order to reduce the threat and scale of flooding. Particular attention should be paid to locations known to be prone to problems, so that drainage systems operate close to their designed efficiency.

RECOMMENDATION 23 – CIVIL EMERGENCIES AND SEVERE WEATHER EMERGENCIES PLANS
The role and responsibilities of the Highway Authority in responding to civil emergencies should be defined in the authority's Civil Emergency Plan. A Severe Weather Emergencies Plan should also be established in consultation with others, including emergency services, relevant authorities and agencies. It should include operational, resource and contingency plans and procedures to enable timely and effective action by the Highway Authority to mitigate the effects of severe weather on the network and provide the best practicable service in the circumstances.

RECOMMENDATION 24 – COMMUNICATIONS
Severe Weather and Civil Emergencies Plans should incorporate a communications plan to ensure that information including weather and flood forecasts are received through agreed channels and that information is disseminated to highway users through a range of media.

RECOMMENDATION 25 – LEARNING FROM EVENTS
Severe Weather and Civil Emergencies Plans should be regularly rehearsed and refined as necessary. The effectiveness of the Plans should be reviewed after actual events and the learning used to develop them as necessary.

RECOMMENDATION 26 – PERFORMANCE MANAGEMENT FRAMEWORK
A performance management framework should be developed that is clear and accessible to stakeholders as appropriate and supports the asset management strategy. (HIAMG Recommendation 4)

RECOMMENDATION 27 – PERFORMANCE MONITORING
The performance of the Asset Management Framework should be monitored and reported. It should be reviewed regularly by senior decision makers and when appropriate, improvement actions should be taken. (HIAMG Recommendation 13)

RECOMMENDATION 28 – FINANCIAL PLANS
Financial plans should be prepared for all highway maintenance activities covering short, medium and long term time horizons.

RECOMMENDATION 29 – LIFECYCLE PLANS
Lifecycle planning principles should be used to review the level of funding, support investment decisions and substantiate the need for appropriate and sustainable long term investment. (HIAMG Recommendation 6)

RECOMMENDATION 30 – CROSS ASSET PRIORITIES

In developing priorities and programmes, consideration should be given to prioritising across asset groups as well as within them.

RECOMMENDATION 31 - WORKS PROGRAMMING
A prioritised forward works programme for a rolling period of three to five years should be developed and updated regularly. (HIAMG Recommendation 7)

RECOMMENDATION 32 - CARBON
The impact of highway infrastructure maintenance activities in terms of whole life carbon costs should be taken into account when determining appropriate interventions, materials and treatments.

RECOMMENDATION 33 - CONSISTENCY WITH CHARACTER
Determination of materials, products and treatments for the highway network should take into account the character of the area as well as factoring in whole life costing and sustainability. The materials, products and treatments used for highway maintenance should meet requirements for effectiveness and durability.

RECOMMENDATION 34 - HERITAGE ASSETS
Authorities should identify a schedule of listed structures, ancient monuments and other relevant assets and work with relevant organisations to ensure that maintenance reflects planning requirements.

RECOMMENDATION 35 - ENVIRONMENTAL IMPACT, NATURE CONSERVATION AND BIODIVERSITY
Materials, products and treatments for highway infrastructure maintenance should be appraised for environmental impact and for wider issues of sustainability. Highway verges, trees and landscaped areas should be managed with regard to their nature conservation value and biodiversity principles as well as whole-life costing, highway safety and serviceability.

RECOMMENDATION 36 - MINIMISING CLUTTER
Opportunities to simplify signs and other street furniture and to remove redundant items should be taken into account when planning highway infrastructure maintenance activities.

Appendix 2

Gap analysis and actions of the 36 recommendations

	Recommendation	Compliant/Partially Compliant/Not Compliant	Actions to bring up to/remain compliant
1.	**Use of Code**	Compliant	
2	**Asset Management Framework**	Compliant	
3.	**Asset Management Policy & Strategy**	Compliant	
4.	**Engaging & Communication with Stakeholders**	Compliant	
5.	**Consistency with Other Authorities**	Compliant	• Additionally, our updated Network Hierarchy Review (NHR) will be shared with other South East 7 Local Authorities once complete
6.	**An Integrated Network**	Partially Compliant	• NHR is still underway with majority of assets being complete by October and then consultation will take place to make us fully compliant with this recommendation
7.	**Risk Based Approach**	Partially Compliant	• Updated inspection manual and intervention level appendix mean this recommendation is mostly compliant, however the NHR Project outcome will make us fully compliant
8.	**Information Management**	Compliant	
9.	**Network Inventory**	Compliant	
10.	**Asset Data Management**	Compliant	
11.	**Asset Management Systems**	Compliant	
12.	**Network Hierarchy**	Partially Compliant	• NHR Project outcome

	Recommendation	Compliant/Partially Compliant/Not Compliant	Actions to bring up to/remain compliant
13.	**Whole Life/Designing for Maintenance**	Partially Compliant	• Jacobs review of whole life costs design
14.	**Risk Management**	Compliant	
15.	**Competencies and Training**	Compliant	
16.	**Inspections**	Compliant	• If updated inspection manual and intervention level appendix approved at Lead Member meeting in November 2019
17.	**Condition Surveys**	Compliant	
18.	**Management Systems and Claims**	Compliant	
19.	**Defect Repair**	Compliant	• If updated inspection manual and intervention level appendix approved at Lead Member meeting in November 2019
20.	**Resilient Network**	Partially compliant	• NHR project outcome will update this
21.	**Climate Change Adaption**	Partially Compliant	• Locations for potential adverse events on the resilient network to be identified and updated with NHR outcome
22.	**Drainage Maintenance**	Compliant	
23.	**Civil Emergencies and Severe Weather Emergencies Plans**	Compliant	
24.	**Communications**	Compliant	
25.	**Learning from Events**	Compliant	
26.	**Performance Management Framework**	Compliant	
27.	**Performance Monitoring**	Compliant	
28.	**Financial Plans**	Compliant	
29.	**Lifecycle Plans**	Partially Compliant	• Compliant for a number of assets and ongoing work to complete for other assets

	Recommendation	Compliant/Partially Compliant/Not Compliant	Actions to bring up to/remain compliant
30.	**Cross Asset Priorities**	Compliant	
31.	**Works Programming**	Compliant	
32.	**Carbon**	Compliant	• Sustainability action plan/ SPIs
33.	**Consistency with Character**	Compliant	• If new Highway Maintenance in Conservation Areas approved at Lead Member in November 2019
34	**Heritage Assets**	Compliant	• Links to 33
35.	**Environmental Impact, Nature Conservation and Biodiversity**	Compliant	
36.	**Minimising Clutter**	Compliant	

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Appendix 3 – Details of proposed changes to policies

Policies to be rescinded			
POLICY and DESCRIPTION	**LAST UPDATED**	**ISSUES and RECOMMENDATIONS**	**IMPACT OF POLICY CHANGE**
Transport Asset Management Plan - Maintenance management policy documents (TAMP) - sets out the County Council's approach to Highway maintenance, including details of the maintenance hierarchies, maintenance standards, inspection frequencies and defect classification.	Lead Member for Transport and Environment : 19 November 2018	A new approach to highway maintenance and inspection has been set out in the Highway Asset Management Strategy (approved by Lead Member in November 2018) and the proposed Highway Asset Inspection Manual. These documents are intended to replace TAMP and it is therefore recommended that TAMP is rescinded if the Highway Asset Inspection Manual is approved. **Recommendation: To rescind the Transport Asset Management Plan - Maintenance management policy documents (TAMP)**	Rescinding TAMP and transferring the relevant information to the Inspection Manual will mean all the policy information on each subject is in one place and make the Council's policy on these subjects clearer.
Cycling Policy - sets out the measures to be taken to help ensure that cyclists can use the highway network safely.	Highway and Transportation Committee: 5 October 1988	The Cycling Policy was last updated by the Highways & Transport Committee in October 1988 following consultation with the public and cycling organisations. However, in 2003 a new Cycling Strategy was approved. This was incorporated into Chapter 4 of the third Local Transport Plan 2011-2026 and aligned with the Plan's Vision and Objectives. The cycling strategy provides a framework which informs and coordinates all policies and programmes of action, which can help to promote cycling in East Sussex.	No changes to current practice.

		TAMP also includes a cycleway maintenance hierarchy which is included in the new Highway Inspection Manual and the proposed risk based approach to inspection and defect repair will allow for the needs of cyclists to be taken into consideration. **Recommendation: The Local Transport Plan and Highway Inspection Manual supersede the Cycling Policy and therefore it is recommended that the Cycling Policy is rescinded to avoid potential contradiction and confusion.**	
Maintenance of Footways - Materials Policy - sets out the standards for maintenance of footways in Conservation Areas	Lead Member for Transport and Environment : 15 October 2007	The current approach to highway maintenance in conservation areas focuses resources on a very limited number of priority streets. The current policy partially reflects best practice, but where resources are limited, it is considered that a more flexible policy would better meet the recommendations. **Recommendation: It is recommended that a new policy (Highway Maintenance - Consideration of Character) replaces the current PS7.3 Maintenance of footways – materials in appendix 1. This will be a new policy as it will also incorporate conservation elements from the Street Lighting Policy. See 'New Policies' section below for details.**	No financial implications, maintenance schemes in Conservation Areas will be assessed on a case by case basis rather than all resources spent on a limited number of streets.

Policies to be updated			
POLICY and DESCRIPTION	**LAST UPDATED**	**ISSUES and RECOMMENDATIONS**	**IMPACT OF POLICY CHANGE**
Street lighting policy - Sets out the standards for maintenance of street lighting	Lead Member for Transport and Environment : 16 October 2017	Section 2 of the Street Lighting Policy includes details on the approach to street lighting maintenance in Conservation Areas. This approach reflects that of footway maintenance. To ensure we have a joined up approach to maintenance for all assets in Conservation Areas, a new 'Highway Maintenance in Conservation Area policy' has been created. **Recommendation: To remove section 2 from the existing PS10.1 Street Lighting policy and include it in the new policy on Highway Maintenance - Consideration of Character. See 'New Policies' section below for details.**	No financial implications, maintenance schemes in Conservation Areas will be assessed on a case by case basis rather than all resources spent on a limited number of streets.
Highway Asset Inspection Manual - sets out the approach to inspections and response to defects	Lead Member for Transport and Environment : April 2016	The Well Managed Highways Infrastructure Code of Practice (the Code) recommends a risk based approach for highway infrastructure maintenance. It recommends that this approach should be used to set levels of service, inspections, responses, resilience, priorities and programmes. The County Council already considers risk within its current inspection regimes and approaches for prioritising highway maintenance work. In May 2016 the Lead Member approved a recommendation that all safety defects (e.g. potholes) would be repaired within either 2 hours, 5 or 28 days irrespective of road type. The proposed new Highway Inspection Manual has been updated to demonstrate how the Council's approach to highway maintenance aligns with the Code. If the update to this policy is approved, amendments will be made to the contract to allow for a more flexible risk based approach to determining defect response times.	The Council will be able to clearly demonstrate how it complies with the Code. The Highways contractor will have more flexibility to allow them to make better decisions about appropriate defect response times in order to keep the highway safe and serviceable for all users.

		As recommended by the Code, the contractor will be permitted to consider other factors, such as location, as well as the defect category in determining response time. This will mean that, subject to risk assessment, they will be able to reduce or increase the usual response time if deemed appropriate. However, all safety defects will continue to be fixed within a maximum of 28 days. It should be noted that the Highway Contractor carries the liability for this and therefore has responsibility for defence of their decisions in the case of legal action relating to defect categorisation and response times. E.g. a category 2 pothole at the back of the pavement under a bench will present a low risk hazard for pedestrians and therefore could safely be repaired within 28 days rather than the usual 5 days for the size of the defect. Appropriate competencies for staff have been assessed in line with the UK Roads Liaison Group's Asset Management Competence Framework and a programme of suitable training developed to ensure the relevant officers are fully competent in their roles ahead of implementation of this policy. **Recommendation: It is recommended that the updates to the Highway Asset Inspection Manual are approved.**	
Highway Asset Inspection Manual – appendix 1: investigatory levels **-** details the defect definitions and impact categories for common defects and the approach to determining impact category for other defects.	Lead Member for Transport and Environment : April 2016	The Inspection Manual appendix was last updated in April 2016 just before the start of the current Highway Contract. Experience of implementing the policy over the last three years has led to some recommendations for changes to defect definitions and categories either: - to clarify descriptions; - to remove anomalies and ensure that similar types of defect are categorised more consistently e.g. combining all types of uneven surface defects on cycleways and creating a single set of criteria for defining these;	The amended defect definitions and categories mean that, for some defects, there will be changes to which category they fall under. This may result in differences to how quickly they are made safe or repaired. This will result in a safer and more consistent approach to rectifying

		- following a greater understanding of impact on safety for some defects e.g. defining flooding to property as a category 1 defect - because response times were unrealistic for some defects and lower response times were not considered to have significant safety implications. E.g. downgrading silt levels in catchpits from a category 2 to a condition observation. This is because the defect is not a hazard in itself and experience has shown that it is much more effective to have a maintenance programme informed by condition observation in preventing flooding. The differentiation between service observation categories 4, 5 and 6 has been removed. In practice it has been found that this distinction is unhelpful as a wide variety of factors is used in determining the best way to rectify observation level defects. Details of specific changes can be found in appendix F which sets out the current categories and includes a column detailing which we are proposing to update **Recommendation: It is recommended that the updates to the appendix are approved.**	defects. There are no financial implications

New policies

POLICY and DESCRIPTION	LAST UPDATED	ISSUES and RECOMMENDATIONS	IMPACT OF POLICY CHANGE
Highway Maintenance - Consideration of Character To set out the approach to maintenance of historic assets and those within Conservation Areas	N/A	There are a number of pieces of legislation and good practice guides regarding highway maintenance in designated Conservation Areas. The County Council's current approach to highway maintenance in Conservation Areas focuses resources on only 18 priority streets. This partially reflects best practice. However where resources are limited, it is considered that a more flexible policy allowing consideration of maintenance options on a case by case basis would better meet the recommendations. A full explanation of the changes to the conservation area policy is available in annex 1. **Recommendation: It is recommended that a new Policy is created combining policy from the current PS7.3 Maintenance of footways – materials and references to street lighting in Conservation Areas from the existing PS10.1 Street Lighting policy. The new policy will have a more holistic approach and apply to all highway assets within Conservation Areas and heritage assets outside Conservation Areas. Resources will no longer be focused only on the 18 priority streets but repair to assets considered on a case by case basis in partnership with local Planning Authorities to maximise value for money.**	The new policy will allow a more flexible approach to maximising the conservation value of highway assets ensuring improved value for money and supporting local communities to help themselves. Maintenance decisions will be made through the existing highway asset management processes. There are no financial implications as either standard materials will be used or conservation grade materials will be used if appropriate funding from boroughs or districts is available.

Annex 1

Explanation of Changes to Maintenance of highway assets of particular historic interest and assets within Conservation Areas

Current policy

The current approach to highway maintenance in conservation areas focuses resources on a very limited number of priority streets. Research carried out and presented to the Lead Member for Transport and Environment in October 2007, suggested that the cost of a sympathetic replacement policy for footways and street lighting in all conservation areas would amount to £765,000/yr.

At the time a policy decision was made to carry out sympathetic repairs in the 18 streets used in the pilot study only. These streets were considered to be of more than local importance. Standard materials would be used in all other streets. However, for other streets within Conservation Areas, the local Planning Authorities would be given the opportunity to contribute funding towards non-standard materials if they wished. (See Policy 7.3 Footway Materials and PS 10.1 Street lighting.)

Best practice recommendations

There are a number of pieces of legislation and good practice guides regarding highway maintenance in designated Conservation Areas. The current policies partially reflect best practice, but where resources are limited, it is considered that a more flexible policy would better meet the recommendations.

Guidance/Legislation	Recommendations
Well Managed Highway Infrastructure, 2016	Encourages Local Authorities to take into account the character of area as well as factoring in whole life costing and sustainability. It recommends establishing a hierarchy of streets to prioritise use of more expensive materials.
Streets for All, Advice for Highway and Public Realm Works in Historic Places, 2018	Encourages a coordinated approach by organisations and communities in order to maintain local distinctiveness.
The 1949 National Parks Act and the 1995 Environment Act	Parts of East Sussex fall within the South Downs National Park. The Act sets out the responsibilities and duties of all public organisations working in a National Park. The primary purposes of the National Park are to conserve and enhance the natural beauty,

	wildlife and cultural heritage of the area, and to promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public. Public bodies working in the National Park have a duty to have regard to these National Park purposes.
The Planning (Listed Building and Conservation Areas) Act 1990	Requires each authority to compile a list of buildings of special interest, either historic or architectural. Listed building consent is required to demolish such a structure, or to alter or extend it in a manner affecting its architectural or historic interest. Some highways structures are listed as the cobbled surface of several streets within Rye town centre. The Act also provides for the protection of conservation areas that have special historical interest, but consent from the planning authority is not required for unlisted streets within Conservation Areas.

Consultation

Consultation has been carried out with Conservation Officers from the Local Planning Authorities. They support increased collaboration with interested parties working together to develop creative solutions and target those areas, and those assets, which will benefit most from limited funds.

It is recognised that not all assets on a given street will contribute equally to the character of an area or have the same priority in terms of conservation. It is also recognised that it is often the wider streetscape that determines the character of an area and that focusing all resources on a small number of streets may be detrimental.

A flexible approach is also supported by other County Council teams including Highway Asset Management, Highway Design, Highway Strategic Economic Infrastructure, Archaeology and Transport Development Control Teams.

Policy Recommendations

Rather than automatically focusing the majority of available funding on the 18 pilot study streets, a more flexible and collaborative approach within Conservation Areas is recommended focusing on:

- Preserving and re-using materials where appropriate.

- Considering the conservation value of all assets within conservation areas not just street lights and footways.

- Making decisions on the materials used for all highway assets in Conservation Areas on a case by case basis instead of automatically focusing all resources on the 18 pilot study streets.

- Working more closely with local planning authorities regarding priorities.

- Using their local knowledge to inform decision making and to find solutions that make the best use of limited resources.

- Continuing to provide opportunities for local communities to supply additional funding for the use and subsequent maintenance of non-standard materials in Conservation Areas.

Financial impact

There are no financial implications to this recommended policy change. Maintenance decisions will be made through the existing highway asset management processes.

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APPENDIX 4

TRANSPORT ASSET MANAGEMENT PLAN - MAINTENANCE MANAGEMENT POLICY DOCUMENTS

INDEX OF CHAPTERS

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Director of Communities, Economy and Transport	1
Assistant Director Communities, Economy & Transport	1
East Sussex Head of Highways	1
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Register of Amendments

Reference	Amendment Date	Updated By
Chapter 5	December 2012	Asset Management – Defect response category 1.2 (1b) changed from 24hrs to 5 days. Decision approved by Lead Member 10 December 2012.
Chapter 5	July 2014	Senior Policy Officer, Asset Management – amendment to intervention level on 4 & 5 link footway and link access footway due to typed error. Covers and grating level difference now reads 'higher / lower by 25mm (as trip)' instead of 'higher / lower by 20mm (as trip)'.
Chapter 5	July 2015	Senior Policy Officer, Asset Management – Defect names changed to categories 1.1, 1.2 and 2 to reflect internal systems; relevant inspection tables updated. Inclusion of 'Enquiries by the public'.
Chapter 5	April 2016	Chapter 5 superseded by new Highway Asset Inspection Guidance Document. Approved by the Lead Member for Transport & Environment on 18 April 2016. All Intervention levels now contained electronically in Highway Steward tablets. <link>
Chapter 2	April 2016	Section 1.b 'Cyclic Maintenance Standards – Gully Emptying, Drain Cleaning and Minor Repairs' superseded by new Highway Drainage Maintenance Policy. Approved by Lead Member for Transport & Environment on 18 April 2016. <link>
Chapters 7 and 8	October 2017	Chapters 7 and 8 rescinded by Lead Member for Transport and Environment <link>
Chapter 2 section 1a	May 2018	Chapter 2, section 1a regarding routine verge maintenance rescinded by the Lead Member for Transport and Environment <link>
Parts of chapter 2 and chapter 6	November 2018	Chapter 2 section detailing Carriageway and Footway Warning Levels and Chapter 6 Guidance Notes on SCRIM and Skidding Resistance rescinded by the Lead Member for Transport and Environment <link>

TRANSPORT ASSET MANAGEMENT PLAN
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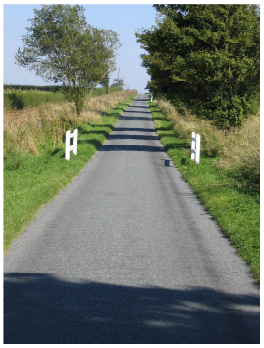
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

GUIDELINES FOR DETERMINING APPROVED MAINTENANCE HIERARCHIES FOR ROADS AND FOOTWAYS



CHAPTER ONE

INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of a highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the principles of the maintenance hierarchies adopted in by this Highway Authority for roads, footways (pavements) and cycle ways in consideration of (a) above.

MAINTENANCE HIERARCHY

Maintenance hierarchies have been adopted for both roads (carriageway) and footways based on 'Well-maintained Roads Code of Practice for Highway Maintenance Management'[2], which recommends that hierarchies for maintenance should be developed to support corporate goals, local transport plans and network management policies. The Road and Footway categories have been determined in the following manner.

1 Road Maintenance Categories

The Code of Practice[2] defines road maintenance categories as follows:-

Category	Hierarchy Description	General Description
1	Motorways	Limited access motorway regulations apply
2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short–medium distance traffic.
3b	Secondary Distributors	Classified road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.
4a	Link Roads	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions.
4b	Local Access Roads	Roads serving limited numbers of properties carrying only access traffic.

Determination of Road Hierarchy

The Code of Practice[2] recommends that hierarchies should take into account current and expected traffic characteristics and use, while having regard to Local Transport Plans.

The Local Transport Plan 2006-2011[3] contains a road hierarchy which:-

- takes account of the needs of all road users;
- ensures that traffic uses roads appropriate to its journey purpose and trip length;
- seeks to concentrate large volumes of traffic, particularly Heavy Goods Vehicles on the main roads and away from the more sensitive roads;
- enables local roads to be developed to give greater priority to pedestrians, shoppers and local residents;
- provide a greater opportunity to preserve the rural environments, often characterised by country lanes, and pedestrian orientated 'home zones' that place pedestrians at the op of the user hierarchy.

Development of the hierarchy considered all the County's roads against a range of criteria to establish their functionality and classification within the hierarchy. This criteria included traffic flow, maintenance requirements and suitability for use by public transport, cycling and walking.

The Road Maintenance Hierarchy is based on the East Sussex Road Network contained within the Local Transport Plan[3]. The following table compares the East Sussex Road Network with the maintenance hierarchy in the Code of Practice:-

Category	Road Maintenance Hierarchy Description	East Sussex Road Hierarchy General Description
1	Motorways	Category 1 is not applicable to East Sussex
2	Strategic Route	Primary Route
3a	Main Distributor	Inter Urban Routes
3b	Secondary Distributors	Intra-Urban Roads
		Intra-Rural Roads
4a	Link Roads	Business / Industrial Roads
		Residential Roads
		Village Roads
4b	Local Access Roads	Country Lanes
		Minor Urban Roads
		Minor Rural Roads

2 Footway Hierarchy

The Code of Practice[2] defines road maintenance categories as follows:-

Category	Hierarchy Description	General Description
1a	Prestige Walking Routes	Very busy areas of towns and cities with high public use and street scene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

Determination of Footway Hierarchy

Guidance within the Code of Practice[2] as to how footways should be assigned in a particular category within the hierarchy states that this should be a matter for local discretion. However, the following issues should be taken into consideration:

- pedestrian volume;
- current usage and proposed usage;
- accident and other risk assessment;
- age and type of footway (e.g. old flagged footways may require more frequent inspection than newly laid); and
- character and traffic use of adjoining carriageway.

The footway hierarchy should also have regard to any network of 'housing footways', serving housing estates or related development, which may be un-adopted as public highways but maintained separately by the authority. Users will make no distinction and will consider the footway network as a whole.

It may be possible to introduce a method of categorising footways by their pedestrian volume, however, this data is not available at present and therefore the following guidelines have been developed to produce a consistent footway hierarchy.

FOOTWAY HIERARCHY DESCRIPTIONS

Category	*Definition*
1a	**Prestige Walking Routes** It is considered that there are no walking routes within East Sussex that have very high public use and street scene contribution.
1	**Primary Walking Routes** These shall include those shopping areas considered to be the main shopping areas within an urban area, the extent of which shall have been determined by local knowledge.

FOOTWAY HIERARCHY DESCRIPTIONS

Category	*Definition*
2	**Secondary Walking Routes** These include sections of footway which encompass; • Local shopping areas; • Where there is high density tourist traffic; • Main pedestrian routes between main shopping areas and tourist attractions; • Main routes between main shopping areas and bus/railway stations and footways adjacent to these establishments.
3	**Link Footways** In urban areas these include; • urban twittens; • housing estates and cul-de-sacs; • and all other footways not included in categories 1 and 2 above. In rural areas these also include; • local shopping areas; • where there is high density tourist traffic may occur.
4	**Local Access Footways** In urban areas these include; • surfaced urban 'public footpaths' ; In rural areas these shall include • All other rural footways not included in category 3 above

Urban Area Designation

Urban areas will be those defined in the County Structure Plan[4] and listed in Appendix 1, and shall extend to the 'Town' boundary sign.

Rules On Categorising Footways

Footway categories may vary from one side of the road to the other, as well as along a section of road it is therefore difficult to issue comprehensive guidelines on how to categorising footways as local knowledge will be paramount. However, the following simple rules were adopted.

1. Changes in category should not occur arbitrarily along a section of road. A main shopping area may abruptly end, but from the perspective of the public a change in inspection frequency or maintenance standards will not be discernible. Where possible a change in category should occur at a convenient location easily located on the ground, at the nearest junction or where a junction occurs opposite the footway in question. In rural areas the change can occur where the speed limit changes.

2. Where an overlap may occur between two categories (i.e. where footways meet at junctions) then the higher category shall apply.

3. Different categories of footway can occur on either side of the road (i.e. where local shops occur), however, where practical this should be avoided.

3 Cycleway Hierarchy

Cycleway categories may not generally be the same as adjacent footways or roads. The following have been adopted and are based on the Code of Practice recommendations;

Category	Hierarchy Description	
A	Cycle lane	forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).
B	Cycle track	a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails	leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.
Notes 1 Cycleways shall only be routes clearly identified by traffic signs taken from Schedule 5 of the Traffic Signs Regulations[5]		

ADOPTION OF CARRIAGEWAY, FOOTWAY & CYCLEWAY MAINTENANCE HIERARCHIES

Separate sets of plans showing the road and footway hierarchies are held by Network offices and are coloured using the following keys;

1 Road Hierarchy

Category	Description	Colour
2	Strategic Routes.	Blue
3a	Main Distributors	Green
3b	Secondary Distributors	Pink
4a	Link Roads	Orange
4b	Local Access Roads	Not coloured

Where maintainable highways are not shown on the plans than the highway is considered to be in Category 4b.

2 Footway Hierarchy

Category	Description	Colour
Urban Areas		
1	Primary Walking Routes	Blue
2	Secondary Walking Routes	Green
3	Link Footway	Pink
4	Link Access Footway	Not coloured
Rural Areas		
3	Link Footway	Pink
4	Link Access Footway	Not coloured

Where maintainable footways are not shown on the plans than the footway is considered to fall in the lowest category in the respective urban or rural areas.

MAINTENANCE AND UPDATING OF CARRIAGEWAY, FOOTWAY AND CYCLEWAY MAINTENANCE HIERARCHIES

1 Minor Amendments

Minor amendments to a hierarchy may be instigated by the Highway Network Manager in consultation with head office, where changes occur in the network which affect the character of a carriageway, footway or cycleway.

2 Major Review of Hierarchies

A major review of all the hierarchies shall be undertaken to coincide with the updating of the Local Transport Plan.

Bibliography

1 Highway Act 1980 published by The Stationery Office
2 Well-maintained Highways - Code of Practice for Highway Maintenance Management published in 2006 by the Roads Liaison Group
3 Local Transport Plan 2006-20011 published in 2006 by East Sussex County Council
4 County Structure Plan 1991 - 2011, Background Papers for Urban and Rural Areas.
5 The Traffic Signs Regulations and General Directions 2004 published by The Stationery Office

URBAN AREAS TAKEN FROM COUNTY STRUCTURE PLAN 1991-2011

Urban Area	District/Borough
Eastbourne	Eastbourne
Hastings	Hastings
Lewes	Lewes
Newhaven	Lewes
Peacehaven/Telscombe Cliffs/Saltdean	Lewes
Seaford	Lewes
Battle	Rother
Bexhill	Rother
Rye	Rother
Crowborough	Wealden
Hailsham	Wealden
Heathfield	Wealden
Polegate	Wealden
Uckfield	Wealden
Willingdon	Wealden

TRANSPORT ASSET MANAGEMENT PLAN
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MAINTENANCE MANAGEMENT POLICY DOCUMENTS

MAINTENANCE STANDARDS & WARNING LEVELS

CHAPTER TWO

INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the maintenance standards approved by this Highway Authority for roads, footways and cycleways in consideration of (b) and (c) above.

MAINTENANCE STANDARDS

The main reference document for maintenance standards is the 'Well-maintained Roads Code of Practice for Highway Maintenance Mangement[2]', which contain national standards that have been established after research and represent a range of values, thus enabling a highway authority to select standards appropriate to its policies and local circumstances.

The maintenance standards and warning levels which follow have been grouped into the county's maintenance budget headings for ease of reference.

1. *Routine Maintenance*

Cyclic Maintenance

These can be grouped into the following types of work:-

a. ***Gully Emptying, Drain Cleaning and Minor Repairs***

The emptying of gullies and catchpits and hydraulic jetting of gully connections and drain runs, and minor repairs to gullies catchpits, grip clearing and cleaning gully tops and the drainage system.

b. ***Traffic Signs***

The cleaning of traffic signs.

Please note the Gully Emptying, Drain Cleaning and Minor Repairs policy highlighted below, has been superseded by a new Highway Drainage Policy and can be located here

2. *Preventative and Structural Maintenance*

Preventative and structural maintenance although two separate types of work are, for the purposes of setting maintenance standards, interlinked. If preventative maintenance is not undertaken at a certain stage in the life of a carriageway or footway then at a later stage more expensive structural maintenance measures will have to be undertaken.

There are two different types of standard which can be set for carriageway or footway, these are;

1. *Warning Levels*

These are an engineering measurement and are used as a method for prioritising work on a needs basis, within the resources available.

2. *Intervention Levels*

These are levels at which intervention needs to be considered and can include the size of particular defects which the highway authority would be expected to take immediate action to make safe. These can be found in **TAMPMMPD-04 - Guidance Notes for Inspectors when Undertaking 'Safety' Inspections**.

a. Carriageways

There are a number of modes of deterioration for carriageways with the condition being measured in the following ways;

(i) Loss of Anti-skid Surfacing

The loss or stripping off of anti-skid material which has normally been laid at sensitive locations.

(ii) Surface Fatting Up

The surface of the road becoming bitumen rich. This can occur due to a combination of excess bitumen migrating to the surface with the aggregate moving below the surface.

(iii) Heavy Crazing/Cracking

The cracking and coarse crazing of the surface leading to the ingress of water into the road foundation.

(iv) Pushing/Rutting and Deformation

This is the pushing of the top surface due to the action of the vehicles. The formation of ruts or channels in the wheel tracks and deformation due to a week foundation.

(v) Minor Potholing

Extensive areas of minor potholing which would not be identified within the safety inspections as a category 1 defect.

(vi) Verge Damage

Excessive damage to the verge by overriding of vehicles.

(vii) Drainage Competence

Ponding of water on the surface showing either inadequate drainage or poor vertical alignment.

(viii) Road Marking Visibility

The loss of road markings at junctions and solid white lines in the centre of the road.

b. Footways & Kerbs

There are a number of modes of deterioration for footways;

(i) Cracked/Broken Paving Slabs

Extensive cracked or broken slabs.

(ii) Heavy Crazing/Cracking Blacktop Footway

The cracking and coarse crazing of the surface leading to the ingress of water into the road foundation.

(ii) Displaced Kerbs

Lengths of kerbs which have been displaced.

The following are the warning levels for each category of footway taken from the footway hierarchy[2],

c. *Drainage*

The objective of highway drainage is supporting the principal objectives of structural maintenance by ensuring that surface water is removed from the carriageway as quickly as possible and not allowed to pond or penetrate to the foundations of the road.

d. Roadmarkings and Roadstuds.

Maintenance and replacement of the existing roadmarkings and roadstuds.

ROADMARKING AND ROADSTUD - MAINTENANCE STANDARDS

Replacement due to Maintenance Works

i. Temporary warning signs must be provided where mandatory markings are removed and shall be retained until the permanent markings have been replaced.

ii. Markings and road studs should be replaced as soon as economically practicable after completion of the surfacing works, but not more than 28days.

e. Traffic Signs (non-illuminated)

Maintenance and replacement of the existing non-illuminated traffic signs and bollards.

TRAFFIC SIGNS (NON-ILLUMINATED) - MAINTENANCE STANDARDS

	Description	Standard
I	Cleaning	When required
ii	Replacement and repair of signs and bollards	The speed of permanent repair or replacement will depend on the degree of danger.
iii	Painting of fingerposts, supports and frames	When required (condition reported when cleaned) but not exceeding 10 years interval

f. Fences, Barriers and Walls

Those safety barriers, pedestrian barriers, fences and small retaining walls owned by the Highway Authority.

FENCES, BARRIERS AND WALLS - MAINTENANCE STANDARDS

	Description	Standard
i.	Painting	When required
ii	Cleaning	This is only expected to occur where safety barriers or guard railings are being used in lieu of chevron warning signs.

Note

1 A small retaining wall has a retained height less than 1.0m

3 *Structural Maintenance*

The standards and warning levels for carriageway and footway works are the same as for preventative maintenance.

4 *Winter Maintenance*

The main reference document for national standards is the Winter Maintenance Chapter to the Code of Practice[2].

Detailed arrangements for winter maintenance are published annually by the Transport and Environment department within a Winter Service Policy & Plan. This document sets out the standards for salt, plant and vehicles, weather information, performance monitoring and communications. The following is a summary of the main standards adopted:-

WINTER - MAINTENANCE STANDARDS

Precautionary Salting Roads

The following categories of road will be included within the schedule of routes to be precautionary salted:

Category 2	-	Strategic Routes
Category 3A	-	Main Distributors
Category 3B	-	Secondary Distributors
Category 4A	-	Link Road

Precautionary Salting Response and Treatment Times

Response Time

1 hour — period between a decision being taken to begin treatment and vehicles leaving the depot

Treatment Time

3 hours — period vehicles leaving the depot and the completion of treatment on all priority routes.

This authority aims to:

(i) complete precautionary salting of priority carriageways by 7.30am.

These targets are designed to ensure that precautionary salting is completed before the morning rush hour, but there will be occasions when weather conditions dictate otherwise.

Weather Forecast

This shall include as a minimum the following requirements:-

(i) a detailed 24 hour road weather forecast;
(ii) a 2 to 5 day forecast for planning purposes;
(iii) a 24 hour Consultancy service;
(iv) the timing of forecasts to ensure that they meet the authority's decision making needs.

Road Danger Warnings are also to be received in October and April

5 Traffic Signals

The following standards have been adopted for traffic signal and signalised pedestrian crossings;

TRAFFIC SIGNAL - MAINTENANCE STANDARDS

	Description	Standard
i	Lamp changing	Lamps are changed at 6 monthly intervals
ii	Mechanism/Electrical	Annually or when a fault is suspected
iii	External cleansing	6 monthly or when a fault is suspected
iv	Fault logging	Daily

Notes

1. Remote monitoring systems linked to controllers via telephone lines report most faults which can occur.

[1] For the definitions of footway and road hierarchies see TAMPMMPD-02 - Guidelines for Determining Approved Maintenance Hierarchies for Roads, Footways and Cycleway.

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INSPECTION FREQUENCIES

CHAPTER THREE

INTRODUCTION

Under section 58(2) of the Highways Act[3] the highway authority has a special defence against an action for damages for non-repair of a highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the frequencies of inspections within East Sussex in consideration of (d) above.

URBAN AREA DEFINITION

Urban areas are those as defined in the County Structure Plan[4] and listed in Appendix 1 of **TAMPMMPD - 01**, and shall extend to the 'Town' boundary sign.

CARRIAGEWAY, FOOTWAY AND CYCLEWAY INSPECTIONS

1 *Carriageway Inspections*

The following safety inspection frequencies for carriageways have been adopted by East Sussex and are based on the starting point of the Code of Practice[5], with local consideration given to the inspection frequencies;

Road Category	Description	Frequency of Inspection	Lenience
2	Strategic Routes	Once per month	3 working days
3a	Main Distributor	Once per month	3 working days
3b	Secondary distributor	Once per month	3 working days
4a	Link Roads	Once every six months	One Week
4b	Local Access Roads – Urban	Once every six months	One Week
	Local Access Roads – Rural	Once every year	Two Weeks

Notes

1. For a more detailed explanation of the road hierarchy see **TAMPMMPD – 01.**
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. Where there are long intervals between inspections, action will be necessary immediately following any public complaint.

2 *Footway Inspections*

The following safety inspection frequencies for footways have been adopted by East Sussex and are based on the starting point of the Code of Practice[5], with local consideration given to the inspection frequencies;

Footway Category	Description	Frequency of Inspection	Lenience
1a	Prestige Areas	Once per month	3 working days
1	Primary Walking	Once per month	3 working days
2	Secondary Walking Routes	Once every three months	3 working days
3	Link Footway	Once every six months	One Week
4	Link Access Footway	Once a year	Two Weeks

Notes

1. For a more detailed explanation of the footway hierarchy see **TAMPMMPD– 01.**
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. Where there are long intervals between safety inspections, action will be necessary immediately following any public complaint.

3 *Cycleway Inspections*

The following safety inspection frequencies for cycleways have been adopted by East Sussex and are based on the recommendations of the Code of Good Practice[5] above, with consideration also given to the inspection frequencies of neighbouring highway authorities;

Cycleway Category	Description	Frequency of Inspection	Lenience
A	Cycle lane	As Contiguous Road	As Contiguous Road
	Cycle gap	As Contiguous Road	As Contiguous Road
B	Cycle track	Once every six months	One Week
	Shared cycle/pedestrian paths	As Contiguous footway	As Contiguous Road
C	Cycle trails	Once every year	Two Weeks

Notes

1. For a more detailed explanation of the cycleway hierarchy see T**AMPMMPD–01**.
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. If due to the character of the cycleway changing category anywhere along its length, then a higher inspection frequency may be adopted to ensure that all of the cycleway is inspected at the same time.
4. Where there are long intervals between safety inspections, action will be necessary immediately following any public complaint.

4 *Schedule of Inspections*

Schedules of roads, footways and cycleways has been produced by each Network office to comply with these inspection frequencies and are retained at the Network offices.

5 *Inspection Records*

All repairs shall be recorded and details retained for a minimum of 6 years.

HIGHWAY TREES

The following standards have been adopted:-

i	All highway trees within and adjoining the highway should be inspected for dangerous conditions once every two years. The inspection shall be planned that it will alternate between when the trees are dormant and in full growth.

SMALL CULVERTS, MANHOLES AND PIPED DRAINAGE SYSTEMS

1 *Definitions*

For the purposes of inspection frequencies the following definitions have been adopted;

a) A small culvert is a pipe with a clear opening less 1.0 metre

Where a culvert has a clear opening greater than this it is deemed a structure, see Bridge Maintenance

2 *Inspections*

SAFETY BARRIERS, PEDESTRIAN GUARDRAILS AND SMALL RETAINING WALLS

1 *Definitions*

For the purposes of inspection frequencies the following definitions have been adopted;

a) A small retaining wall has a retained height less than 1.0 metre.

Where a retaining wall has a height greater than this it is deemed a structure, see Bridge Maintenance

2 *Inspections*

i	Safety barriers and pedestrian guardrails visually inspected when required but not less than at 2 year intervals.
ii	Small retaining walls visually inspected when required but not less than at 2 year intervals.
Notes	
1	Inspection frequencies only applicable to safety barriers, pedestrian guardrails and small retaining walls maintained by the highway authority.

BRIDGE MAINTENANCE

1 *Definitions*

For the purposes of inspection frequencies the following structure definitions have been adopted;

a) A culvert has a clear span greater than or equal to 1.0 metre and less than 3.0

b) A bridge has a clear span greater than or equal to 3.0 metres

c) A retaining wall is considered a structural wall when the retained height is greater than or equal to 1.0 metre.

The above does not include bridges on the rights of way network.

2 *Inspections*

The following inspections are undertaken in accordance with BD63/94[6] and the Management of Structures - A Code of Practice[7].

a. *General Inspection*

Representative parts a structure are inspected by engineering staff at the following intervals;

Description	Frequency of Survey
Bridges, Tunnels, Subways and Culverts	once every 14 months
Retaining walls	once every two years

b. *Principal Inspections*

Close examination of all parts of the structure and a report on its condition carried out by engineering staff at the following intervals

Description	Frequency of Survey
Major Structures and all those over railways	once every six years
All other bridges	once every ten years

2 *Assessments*

In addition to the national loading standards to BD 21/93[8] the carrying capacity for typical Abnormal Load configurations will also be undertaken on each bridge.

ROADMARKINGS AND ROADSTUDS

The following standards have been adopted:-

	Description	Standard
i	Roadstuds scouted for reflectivity	once a year prior to autumn/winter at night

Notes

1. Inspection of roadmarkings and roadstuds will be undertaken at the same time, with reflectivity measured purely as loss of markings and studs.

TRAFFIC SIGNAL MAINTENANCE

The following standards have been adopted:-

	Description	Standard	Lenience
1.	Scouting for illumination	No standard (see note 1)	---
2.	Internal inspection and cleaning	Annually or when required	One month
3.	Checking on phasing	3 monthly	Two weeks
4.	Checking on alignment	3 monthly	Two weeks
5.	Mechanism/Electrical	Annually or when a fault is suspected	---

Notes

1. Remote monitoring systems linked to controllers via telephone lines report most faults that can occur.
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

STANDARDS FOR CATEGORY 1 DEFECTS

CHAPTER FOUR

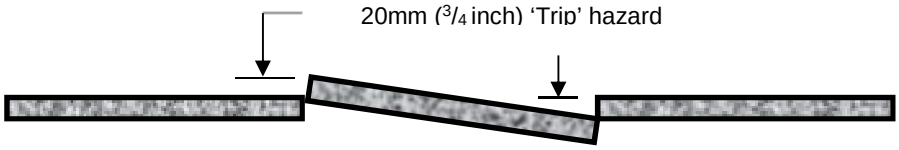
East Sussex County Council
eastsussex.gov.uk

INTRODUCTION

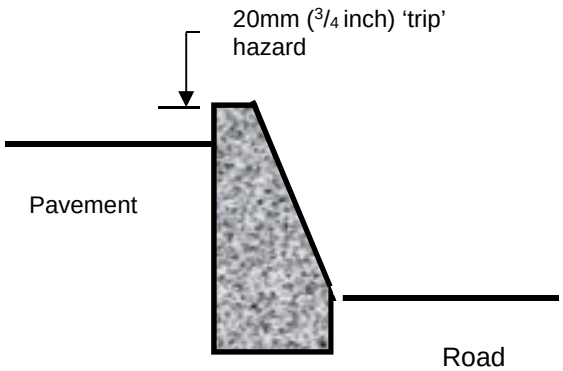
This chapter defines the standards required for maintenance for category 1 defects which constitute a real hazard to public safety and should be repaired within 24 hours, the performance of which is monitored.

PAVEMENTS, KERBS & BLACKTOP/TARMAC PAVEMENTS

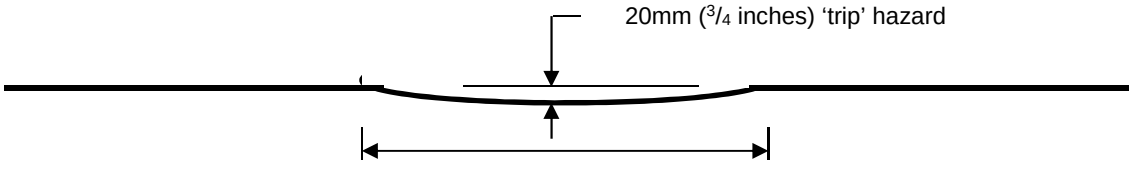
In defined Primary and Secondary Walking routes[9] where the adopted inspection frequency is the same, repairs will be carried out when a 'trip' hazard of 20mm ($^3/_4$ inch) is either found through our regular safety inspections or where the fault is reported to us by members of the public. For blacktop or tarmac pavements the 'trip' hazard is defined as 20mm ($^3/_4$ inch) or more in depth and less than 600mm (2 feet) in width or length.



PAVED OR SLAB PAVEMENTS



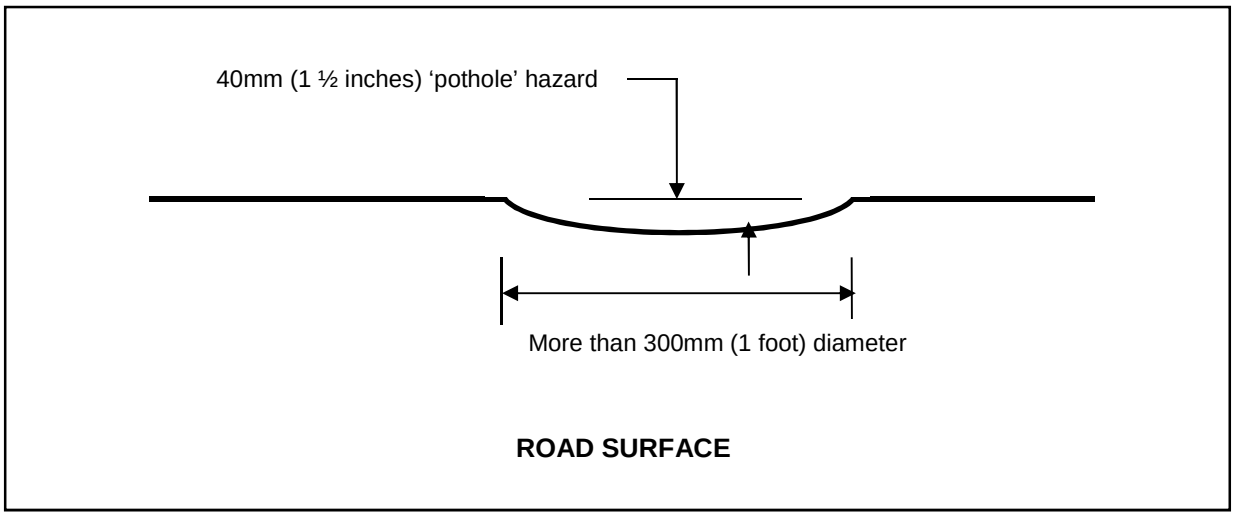
DISPLACED KERBS



BLACKTOP PAVEMENT

ROAD OR CARRIAGEWAY

On Strategic Routes, Main and Secondary Distributors where the adopted inspection frequency is the same. Repairs will be carried out where a 'pothole' hazard of 40mm (1 ½ inches) or more in depth and with an equivalent diameter of 300mm or over, is either found through our regular safety inspections or where the fault is reported to us by members of the public.



IN ALL AREAS

The following is a schedule of deficiencies to be identified during safety inspections:-

- Missing regulatory signs.
- Missing ironwork covers or gratings.
- Damaged safety fences/barriers impeding the highway or footway.
- Damaged signs/street furniture which overhang the highway or footway and which are likely to collapse.
- Loose road studs
- Cracks in footways/cycleways wider than 25mm (1 inch) and longer than 300mm (1 foot).

Please note the following Chapter 5 has been superseded by a new Highway Asset Inspections Guidance Document. The link can be found here.

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

GUIDANCE NOTES FOR INSPECTORS WHEN UNDERTAKING SAFETY INSPECTIONS

CHAPTER FIVE

East Sussex County Council
eastsussex.gov.uk

Bibliography

[1] Highways Act 1980 published by The Stationery Office

3 Highways Act 1980 published by The Stationery Office.

4 County Structure Plan 1991 - 2011, Urban and Rural Background Papers.

5 Well- maintained Highways Code of Practice for Highway Maintenance Management published in 2005 by the Roads Liaison Group

6 Department of Transport Design Manual for Roads and Bridges Volume 3 - BD 63/94 - Inspection of Highway Structures

7 Management of Highway Structures - A Code of Practice published in 2005 by the Roads Liaison Group

8 Department of Transport Design Manual for Roads and Bridges Volume 3 - BD 21/93 - The Assessment of Highway Bridges and Structures

[9] For the definitions of footway and road hierarchies see TAMPMMPD-02 - Guidelines for Determining Approved Maintenance Hierarchies for Roads, Footways and Cycleway.

EAST SUSSEX COUNTY COUNCIL

LEAD MEMBER - TRANSPORT AND ENVIRONMENT
POLICY SUMMARY

MAINTENANCE OF FOOTWAYS - MATERIALS	**PS 7/3**

Purpose of Policy
To make maximum use of the financial resources available.

Specific Policies

1. Footway maintenance shall be carried out in accordance with the standards as laid down in the Transport Asset Management Plan Maintenance Management Policy Documents. *

2. The budget for the reconstruction of footways shall be based upon the use of blacktop materials.

3. A three to five year reconstruction programme shall be drawn up so that it's impact on conservation areas can be discussed with the local Planning Authorities.

4. In conservation areas of more than local importance (see page 2), surface finishes other than black bituminous materials will generally be specified subject to

   (a) funds being available within the annual maintenance budget, or
   (b) the difference in whole life costing between the special surface and bituminous material being contributed by another source, e.g. District Council or Amenity Group or Local Residents.

/Continued overleaf

* See Policy statement PS 7/1.

Supporting Statement

Black bituminous material is by far the most economical form of footway surfacing. Special materials such as paving slabs, coloured concrete, paving bricks or blocks etc. are more costly to lay and maintain and are less capable of resisting the effects of vehicles mounting the footway.

References - Further Information		Date of Approval
H&T Committee - 22 September 1981	Agenda Item 8.25	22.09.1981
H&T Committee - 13 December 1983	Agenda Item 6.27	13.12.1983
H&T Committee - 20 March 1984	Agenda Item 8.25	20.03.1984
T&E Committee - 03 June 1997	Agenda Item 11	03.06.1997
T&E Committee - 10 March 1998	Agenda Item 6	10.03.1998
Lead Member Meeting – 26 March 2007	Agenda Item 6	26.03.2007
Lead Member Meeting – 15 October 2007	Agenda Item 14	15.10.2007

MAINTENANCE OF FOOTWAYS – MATERIALS – CONT'D **PS 7/3**

Specific Policies (continued)

5. The Local Planning Authority shall define which streets in their areas are in the conservation areas of more than local importance and shall submit schedules of these to the County Council's Transport and Environment Department for consideration.

6. The Local Planning Authority shall be notified of proposed footway reconstruction in conservation areas which cannot be specifically funded by the Highway Authority to determine if they would wish to meet the additional costs of using a different surfacing material and its subsequent maintenance.

Conservation Areas of More than Local Importance
The following conservation areas of more than local importance were agreed at the Lead Member Meeting of the 15 October 2007:

Borough/District	**Streets within Pilot Area**
Eastbourne	- Meads Street
Hastings	- Norman Road, East Ascent, Maze Hill & Kenilworth Road
Lewes	- Western Rd (Irelands Lane to High Street), High Street (Western Rd to Friars Walk).
Wealden	- High Street, Alfriston
Rother	- Citadel Area of Rye taken to be the following streets:-Watchbell Street, Church Square, Mermaid Street, Market Street, West Street, East Street, Conduit Hill, East Cliff, High Street & The Mint

EAST SUSSEX COUNTY COUNCIL

TRANSPORT AND ENVIRONMENT - POLICY SUMMARY

CYCLING	**PS5/2**

Purpose of Policy

To assist the activity of cycling whilst giving a high priority to safety measures.

Specific Policy

1. Expenditure on facilities for cyclists will be made from within existing budgets.

2. Safety measures will betaken as the first priority for any expenditure by the County Council or its agents on measure to assist cyclists.

3. Subject to [1] and [2], cycle routes will be established in urban areas where sufficient demand is demonstrated and to encourage cyclists away from heavily trafficked areas.

4. The specific needs of cyclists will be taken into account in the road maintenance programme.

5. Subject to [1] and [2], the provision of wide carriageway margins and white edgelines will be made where possible on rural roads.

6. The shared use of footways or footpaths by cyclists and pedestrians will be encouraged unless pedestrian flows are known to be high.

/Continued Overleaf

Supporting Statement

These policies were approved following extensive circulation to the public and cycling organisations of a consultation paper and the consequent analysis of the replies received. The full background and conclusions are included in the Committee Report of 26 July 1983 referred to below. The Committee report of 11 December 1984 is a progress report on the implementation of cycle policy.

References – Further Information	Date of Approval
H&T Committee – 14 December 1982 Agenda Item 7B	14.12.82
H&T Committee – 26 July 1983 Agenda Item 5	26.07.83
H&T Committee – 11 December 1984 Agenda Item 13	11.12.84
H&T Committee – 5 October 1988 Agenda Item 17	05.10.88

Specific Policies [continued]

7. The needs of cyclists and their likely travel patterns will be assessed and provided for where possible in any new highway works.

8. Developers will be encouraged to provide for the needs of cyclists and will be assisted with the assessment of such needs by the County Council.

9. Local organisations will be encouraged where appropriate to develop and provide recreational cycle ways or other facilities.

10. Sponsorship will be explored as a means of providing cycle parking facilities at existing retail and employment premises.

11. Means of funding cycle education training schemes and safety campaigns, including sponsorship and a reasonable charging system, will be investigated.

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EAST SUSSEX COUNTY COUNCIL
LEAD MEMBER - TRANSPORT AND ENVIRONMENT
POLICY SUMMARY

Highway Maintenance - Consideration of Character

Purpose of Policy

East Sussex County Council (ESCC) recognises the impact of the local highway network on the character of conservation areas.

The purpose of this policy is to set out the approach to management of highway assets of particular historical interest and highway assets within the Conservation Areas designated by Local Planning Authorities.

In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.

Policy Statement

1. When undertaking highway maintenance on any part of the network, consideration is given to the latest specification and standards required and the value for money and whole life cost of materials and solutions. Unique historic materials will be preserved where practical.

2. Reactive repairs of safety defects may be carried out with standard, non-historic materials.

3. For maintenance work identified on the annual works programme:

    a. A forward maintenance programme is prepared annually and will be shared with local planning authorities so that they can consider the impact on conservation areas and highlight other assets of historical interest at other locations in advance of any works taking place.
    b. Local planning authorities will be given the opportunity to determine if they wish to meet the additional costs of using preferred alternative materials and the subsequent maintenance costs.
    c. The County Council will have regards to the impact of maintenance on the character of conservation areas as part of the assessment of durability of the materials used and the budget available.

    Note the above is in reference to long term planned works and does not apply to reactive repairs of safety defects.

4. In conservation areas, street lighting columns will be painted in the appropriate local colour.

Conservation Areas of More than Local Importance.
The following conservation areas of more than local importance were agreed at the Lead Member Meeting of the 15 October 2007:

Eastbourne - Meads Street
Hastings - Norman Road, East Ascent, Maze Hill & Kenilworth Road
Lewes - Western Rd (Irelands Lane to High Street), High Street (Western Rd to Friars Walk).
Wealden - High Street, Alfriston
Rother - Citadel Area of Rye taken to be the following streets:
Watchbell Street,
Church Square,
Mermaid Street,

Market Street, West Street, East Street, Conduit Hill, East Cliff, High Street & The Mint
Supporting Information Planning (Listed Building and Conservation Areas) Act 1990 Code of Practice 'Well-managed highway infrastructure', 2016 Streets for All, Advice for Highway and Public Realm Works in Historic Places, 2018 Environment Act, 1995

Version control	**Date of last review:**

East Sussex Highway Asset Inspection Manual

East Sussex County Council

Contents

Document History

Formal Approval	Date of Approval	Document Version	Document Author
Transport and Environment Lead Member	**Not yet approved**	**V1**	

Register of Amendments

Date of Amendment	Document Version	Document Author / Editor	Document Amendment

1. Introduction

This document sets out how East Sussex County Council (ESCC) manages and risk assesses maintenance carried out across the highway network in order to fulfil its statutory requirements and deliver a safe, serviceable and resilient network.

1.1. Legislation

As a highway authority we have a statutory duty under section 41 of the Highways Act 1980 to maintain the highway network to a standard which is available and safe for our customers. We are also permitted under Section 58 of the Highways Act 1980 to use a "special defence" in respect of an action against the authority, to show that we have taken such care as in all the circumstances reasonably required to ensure the highway is not dangerous.

1.2. Code of Practice

This document has been developed in accordance with national guidance and the UK Roads Liaison Group Code of Practice 'Well Managed Highway Infrastructure'[1] which came into force in October 2016. Local authorities are required to have a fully integrated risk based approach for managing highway infrastructure and this document ensures ESCC is compliant with the current version of the code.

1.3. Asset Management Approach

Asset management is a strategic approach that seeks to optimise the value of highway assets over their whole life (known as whole life cost). ESCC recognises that by taking an asset management approach to its highway maintenance, investment can be targeted on long-term planned activities that prevent short term repairs. An asset management approach not only maximises value for money, ensuring informed investment decisions can be made, but also manages risk and maintains a highway environment that is safe and secure and accessible for our customers.

This approach is set out in the East Sussex Highway Asset Management Policy[2] and Highway Asset Management Strategy[2] which are aligned to ESCC's corporate objectives and also in line with suggested best practice and government guidance from recognised bodies such as the Department for Transport.

1.4. Our Priorities

The purpose of this Highway Safety Inspection manual is to set out how ESCC and its supply chain partners manage the maintenance of the East Sussex highway network and deliver an appropriate regime taking account of its statutory duties and service requirements against the available resources. Our regime is set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable. Our priorities are:

[1] http://www.ukroadsliaisongroup.org/en/codes/ as published in October 2016
[2] https://www.eastsussex.gov.uk/roadsandtransport/roads/policies/highway-maintenance/

- To locate and identify defects on the highway network and to prioritise its repair.
- To assess the potential risks of damage and / or injury to highway users that may result from these defects.
- To put appropriate measures in place to manage, eliminate and minimise risk on the highway network and ensure that those measures are effective in eliminating, or minimising, the risk.
- To deliver our statutory duties.

2. Highway Assets

The table below sets out the various asset types that ESCC is responsible for (this list is not exhaustive).

Highway Asset Type	Highway Sub Type
Carriageway	Carriageway Lay-By Roundabouts Speed humps
Footways and Cycleways	Footway Kerbs Cycleway
Structures	Bridges Culverts Retaining walls Tunnels
Drainage	Gullies and pipes Catch pits Ditches and grips Filter drains Soakaways Outfalls
Street Lighting	Street lights Illuminated signs and bollards Subway lighting
Traffic Signals	Traffic signal controlled junctions Traffic signal controlled pedestrian crossings Zebra crossings
Road Markings, Signs and Street Furniture	Safety fencing / barriers Road signs Road markings Grit bins Guard rails Safety bollards Road studs
Soft Estate	Vegetated verges Wildlife verges Trees Hedges Ornamental shrub sites
External defect	Third party, statutory undertaker defect.

3. Highway Maintenance Hierarchies

ESCC has network hierarchies which categorise the County's network according to function and capabilities. In order to help us maintain and prioritise works across the highway network, maintenance hierarchies have been adopted for roads (carriageway), footways and cycleways based on the Well Managed Highway Infrastructure Code of Practice (2016), the Highway Infrastructure Asset Management Guidance (2013) and Local Transport Plan 3 2011 – 2026.

3.1. Carriageway Hierarchy

The County Council has developed its road hierarchies using

the following table taken from the Code of Practice (CoP)..

CoP Category	CoP Hierarchy	East Sussex Category	CoP Description	East Sussex Description	Inspection Frequency
1	Motorway	N/A East Sussex does not have any classified motorways.	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	N/A	N/A
2	Strategic Route	Primary Route	Trunk and some Principal 'A' class roads between Primary Destinations. Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.	A roads connecting primary destinations	Monthly
3a	Main Distributor	Inter Urban Route	Major Urban Network and Inter-Primary Links. Short - medium distance traffic. Routes between Strategic Routes and linking urban centres to the	A roads linking urban destinations to strategic roads. B roads connecting strategic roads. C roads connecting strategic routes.	Monthly

			strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.		
3b	Secondary Distributor	Intra Urban Route and Intra Rural Route	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions. In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.	B roads connecting A roads or main distributor roads. C roads connecting large villages to A roads.	Monthly
4a	Link Road	Business or Industrial Roads Residential Roads and Village Roads	Roads linking between the main and secondary distributor network with frontage access and frequent junctions. In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way	Rural C roads connecting small villages to distributor roads. Roads connecting two distributor roads or strategic roads. Short access roads to industrial estates and commercial retail parks from distributor/strategic roads. Short access roads to key public facilities that attracts traffic - major transport station, hospitals, universities, large or >2 schools, community centres, leisure centres or locally important roads for	Every six months

			traffic.	tourism/leisure/culture/business	
4b	Local Access Road	Country Lanes, Minor Urban Roads and Minor Rural Roads	Roads serving limited numbers of properties carrying only access traffic. In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.	Road providing access to transport stations, primary schools, shops or non-major facilities or centres. Residential and service lanes providing access to properties within a residential area. Urban loop roads connecting residential streets Rural roads through small villages or settlements. Rural roads or lanes providing access to properties and farms and distributor roads to residential roads/streets.	Urban routes - Every six months Rural routes – Once a year

3.2. Footway Hierarchy

The County Council has developed its footway hierarchies based on the guidance from the Code of Practice

The following table shows the footway maintenance hierarchy categories for East Sussex. If a maintainable footway is not shown on plans then the footway is considered to fall in the lowest category in the respective urban or rural areas.

CoP Category	CoP Hierarchy	CoP Description	East Sussex Footway Description	Inspection Frequency
1a	Prestige Walking Zones Very busy	Very busy areas of towns and cities with high public space and street scene contribution.	N/A There are no walking routes within East Sussex that have very high public use and street scene contribution.	N/A
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.	Main shopping areas within urban area.	Monthly
2	Secondary	Medium usage routes through local areas feeding into primary	Local shopping areas	Every three

	Walking Routes	routes, local shopping centres etc. •		months
3	Link Footways	Linking local access footways through urban areas and busy rural footways. •	Urban twittens, housing estates and cul-de-sacs	Every six months
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs. •	Urban areas Rural areas	Once a year

3.3. Cycleway Hierarchy

The cycleway hierarchy is determined by location, which reflects the differing risks associated with shared, partially segregated and fully segregated cycle routes. The following table has been adopted from the Code of Practice recommendations and applies to the cycleway hierarchy for East Sussex.

Category	Type of Cycleway	General Description	Inspection Frequency
1	Cycle Lane	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).	As per frequency of road
2	Cycle Track	Cycle track - a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Every six months
3.	Cycle provision on carriageway	Cycle provision on carriageway, other than a marked cycle lane or marked cycle provision, where cycle flows are significant – ***Note there are not currently any cycleways in this category in East Sussex***	As per frequency of road
4	Cycle Trails	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the Highway Authority, but may be maintained by an authority under other powers or duties.	Once a year

3.4. Review of Hierarchies

Minor amendments may be instigated by the Highway Asset Manager in consultation with the Highways Contract Manager, where changes occur in the network which affects the character or functionality of a carriageway, footway or cycleway.

A minor review of the network hierarchies will be carried out every two years and major reviews of the hierarchy, categorisation and review process will be carried out where possible to coincide with the updating of the Local Transport Plan or key changes to the network.

4. Network Types

4.1. Strategic Road Network

The Department for Transport (DfT) is responsible for producing and maintaining the list of primary destinations within each county across the UK, which are published in their document Guidance on Road Classification and the Primary Route Network. Using the Code of Practice guidelines referenced in section 3.1 of this document local authorities are then responsible for identifying their own strategic route network, in order to ensure that the primary destinations within their areas are linked together. The primary destinations in East Sussex are as follows:

- Brighton
- Eastbourne
- Hastings
- Lewes
- Newhaven
- Uckfield

The Strategic Road Network in East Sussex is defined as the A roads that connect these primary destinations within East Sussex and with its neighbouring authorities' strategic networks.

4.2. Major Road Network

In December 2018 the Department for Transport announced its Major Road Network which is a classification of local authority roads in England and includes the country's busiest and most economically important local authority 'A' roads. Its chief aims are to: reduce congestion, support economic growth and rebalancing, support housing delivery, support all road users and support the strategic network. It has been created to allow government funding to be more effectively targeted towards economically critical road infrastructure.

The Major Network Roads in East Sussex include the following which are also included as part of the County's Strategic Network:

- A22 Eastbourne to Forest Row (including Golden Jubilee Way)
- A26 Lewes to edge of Tunbridge Wells
- A259 Eastbourne to county boundary with Brighton & Hove
- A272 edge of Haywards Heath to Maresfield
- A259 Glyne Gap to Batchelors Bump, east of Hastings
- A21 Baldslow to Hastings seafront
- A2270/A2021 Polegate to Eastbourne town centre
- A2280 Cross Levels Way, Eastbourne
- A2102 Silverhill to St Leonards seafront (Hastings)

Critical Infrastructure Assets

Critical infrastructure are those assets for which failure would result in significant impact to the local or national economy.

In East Sussex we have two special structures classed as critical infrastructure. These are the Cuilfail Tunnel in Lewes and the Newhaven Swing Bridge. These have specific handbooks setting out how they are managed and maintained and have contingency plans in place if either were to be closed for any significant period of time.

In addition, the following assets have also been identified as critical infrastructure in East Sussex:

Bridges

- A22 Golden Jubilee Way, Eastbourne - bridge over the Eastbourne to Hastings railway line
- A259 Exceat Bridge
- A26 Phoenix Causeway, Lewes – bridge over River Ouse
- A272 Goldbridge Road, Piltdown – bridge over River Ouse
- A22 Hailsham Bypass – bridge over Cuckmere River

4.3. Winter Service Network

ESCC have a defined Winter Service network which provides a minimum essential service to the public by mitigating ice or snow, as far as is reasonably practicable, keeping open links to the strategic network, access to key facilities and local communities, and other transport needs.

The Winter Network is split into the following three areas:

1. Primary (precautionary) Routes: The standard network of roads to be treated in the event of snow and / or ice, as required, using an evidence based process informed by decision information.

2. Secondary Routes: The secondary network of roads to be treated, as required in the event of snow and / or ice, as required, using an evidence based process informed by decision information.

3. Essential (Minimum) Routes: The essential routes are a reduced network of roads to be treated, as required, to ensure an essential service level is maintained for road users when resources are thought to be insufficient to continue treatment of normal salting routes, or following a Department for Transport declaration of salt cell arrangements.

In addition during the Winter Service Period, network features including some emergency crossings, traffic calming areas, solid vertical barriers and local problem areas may require special consideration.

ESCC publishes its Winter Service Plan annually which describes the procedures and operational arrangements for the delivery of an effective Winter Service. East Sussex has and will continue to work with its neighbouring authorities including Kent County Council, Surrey County Council, West Sussex County Council, Brighton and Hove City Council and Highways England to ensure continuity across boundaries in the event of severe weather.

4.5 Review Process

The above networks are regularly reviewed to reflect changes in network characteristics and functionality so that maintenance strategy reflects the current situation, rather than the use expected when the network was originally defined.

Minor amendments may be instigated by the Highway Asset Manager in consultation with the Highways Contract Manager, where changes occur in the network which affects the character or functionality of a carriageway, footway or cycleway.

A minor review of the networks will be carried out every two years and major reviews of the networks and review processes will be carried out in where possible to coincide with the updating of the Local Transport Plan or key changes to the network.

5. Inspection Types

As a local highway authority we are required to undertake safety inspections an all parts of the network, carrying out a systematic approach to the identification and recording of defects and dealing with them in accordance with agreed timescales.

The Highway Inspection regime has been developed in line with the recommendations contained in the Well Managed Highway Infrastructure Code of Practice. The regime is set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable. Inspections are considered under the following three categories; safety, service and reactive.

The investigatory matrix (appendix 1) shall apply to the following three inspection types.

5.1. Safety Inspections

These are inspections carried out to identify defects on the highway network which are likely to create danger to users or the wider community and therefore requiring immediate or urgent action.

5.2. Service Inspections

These are inspections carried out to identify all defects likely to compromise serviceability and sustainability of an asset. They assess the general condition of the network and identify need for planned maintenance or less urgent work that can be programmed as appropriate. Information and data gathered during service inspections and surveys help inform maintenance decisions and future works programmes in line with our Asset Management approach. If a safety defect is found during a service inspection this is reported and acted on appropriately.

5.3. Reactive Inspections

These are unplanned inspections which are separate to safety or service inspections. They may be as a result of a report of a defect or issue where a defect is identified outside of a routine inspection. Defects will be rectified in accordance with section 8.

5.4. Recording

Appropriate records of inspections, including nil returns where no defects have been found, shall be maintained.

6. Condition Assessment

6.1. Condition Surveys

Condition surveys are carried out each year across the highway network and are primarily intended to identify deficiencies in the carriageway network, which if left untreated are likely to affect long term performance, serviceability and safety.

Different types of carriageway surveys are undertaken each year. The data gathered from these surveys is then used to inform maintenance decisions and to provide information on the Road

Condition Index in line with Department for Transport requirements. The information from these surveys, along with data collected on non-safety defects ('observations'), provides condition intelligence about the highway network and is used to inform decisions on future planned maintenance and improvement works, which are prioritised and addressed under our asset management approach within the available resources and budget.

7. Inspection Frequencies

7.1. Safety Inspection Frequencies

There are four inspection frequencies, 1 month, 3 months, 6 months and 12 months, of which the minimum frequencies have been determined according to the network hierarchy for carriageway, footways and cycleways based on the Code of Practice and are set out in the table below.

Asset Type	Description	Network Hierarchy	Frequency of Inspection
Roads	Motorway	1	N/A
	Strategic Route	2	Once a month
	Main Distributor	3(a)	Once a month
	Secondary Distributor	3(b)	Once a month
	Local Roads	4a	Once every 6 months
	Local Access Roads – Urban	4b	Once every 6 months
	Local Access Roads – Rural	4b	Once a year
Footways	Prestige Walking Routes	1(a)	N/A
	Primary Walking Routes	1	Once a month
	Secondary Walking Routes	2	Once every 3 months
	Link Footways	3	Once every 6 months
	Local Access Footways	4	Once a year
Cycle Route	Cycle Lane	1	As contiguous road
	Cycle Gap	1	As contiguous road
	Cycle Track	2	Once every 6 months
	Shared cycle / pedestrian paths	2	As contiguous footway
	Cycle provision on carriageway	3	As contiguous road
	Cycle Trails	4	Once a year

7.2. Undertaking Safety Inspections

Safety inspections are carried out in order to identify any defects and/or hazards on the network. Inspection types and frequencies have been based on the maintenance hierarchies.

Safety inspections are either carried out as walked or driven inspections. Driven inspections are carried out with two people, a driver and a Highway Steward with the vehicle being driven at reduced speeds taking into consideration other highway users.

Carriageway inspections are generally driven. If there is a footway and it is possible to inspect the carriageway at the same time as the footway then walked inspections may be carried out.

Footway inspections are generally carried out on foot.

Cycleways are inspected with the contiguous footway or carriageway.

7.3. Safety Inspection Tolerance

Safety inspections are scheduled throughout the calendar year; however there will be instances when it is not possible to carry these out due to unforeseen circumstances or extreme weather conditions. The tolerances for each type of inspection are set out in the table below:

Inspection Type	Inspection Frequency	Tolerance
Safety	Monthly	+ / - 3 working days
	Quarterly	+ / - 3 working days
	6 Monthly	+ / - one week
	Annually	+ / - two weeks

7.4. Reactive Inspections

There is no set frequency for reactive inspections. These are not programmed and are reactive in nature as set out in section 5.3

7.5 Service Inspection Frequencies

Service inspections are carried out to ensure that the network meets the needs of its users and to identify issues that could potentially compromise serviceability and sustainability of the network in the future. These may be carried out at the same time as a safety inspection.

Service inspections for carriageways, footways and cycleways are often carried out at the same time as safety inspections. The table below outlines our approach to service inspections for other asset types.

Feature	Description	Frequency
Highway Trees	All highway trees within and adjoining the highway inspected for dangerous conditions.	Risk based inspection interval
Highway structures (excluding structures on the rights of way network)	**Bridges, tunnels, subways, culverts and retaining walls** General inspection - Representative parts of a structure inspected by engineering staff.	Once every 2 years
	Major structures and all those over railways Principal inspection - Close examination of all parts of the structure and a report on its condition carried out by engineering staff	Once every 6 years
	Other bridges (not major structures) Principal inspection - Close examination of all parts of the structure and a report on its condition carried out by engineering staff	Frequency determined by risk assessment for each structure
Safety barriers, pedestrian guardrails, small retaining walls	Visual inspection (Note retaining walls are those with a retained height less than 1 metre)	Once every 2 years
Street lighting	Scouting for illumination will be carried out by visual inspection.	Once a month
	Electrical testing	Once every 6 years
Traffic Signals	Electrical Testing Equipment – Includes controllers (detectors, fuses, cabinet seals) and ancillary equipment (Movement detection devices). Note: remote monitoring equipment is in place at some sites which notifies of a fault immediately.	Once a year
	Electrical Testing Lighting – Lanterns, Push Buttons, Audible Alarms	Once a year
	Sequence Timing	Once a year
Third Party Works on the Highway	Inspections are carried out to ensure that utility companies and those carrying out third party works on the highway network are complying with the requirements of their issued permits and are not operating on the network illegally.	10% of utility works are inspected

7.6. Review Process

Inspections for all asset types are determined locally, subject to need and will be arranged as required with support from the Asset Management team or technical specialist. Full reviews will be carried out once every 5 years which will look at:

- inspection frequencies
- methods of inspection for highway assets
- the processes used to determine the inspection frequencies and methods e.g. which factors are taken into consideration.

In addition, the following may trigger an interim review of a particular section of the highway, inspection frequencies or methods:

- incident involving KSI (death or serious injury)
- unexpectedly high number of defects
- unexpectedly high number of claims (successful or unsuccessful)
- feedback from Stewards or other stakeholders about significant change in nature or usage of highway section
- change to legislation or best practice
- relevant legal cases
- change to network hierarchy category

7.7. Recording

All inspections and subsequent repairs shall be recorded electronically and details retained in line with the County Council's retention schedule.

8. Identification of Defects and Response Times

8.1. Identifying Defects

The table below sets out examples of defects. The defects are arranged in groups according to asset type. The list is not exhaustive and persons carrying out inspections are required to record any defect that might create a hazard to users of the highway.

Highway Asset Type	Highway Sub Type
Carriageway	Potholes Loose material (to include debris, spillages or contamination) Regulatory markings faded and worn Ironwork, missing, broken, tilted, sunken or projecting Loose or displaced road studs causing a hazard Edge damage on uncurbed roads Unevenness due to rutting, humps, corrugations Loose, projecting kerbing Loss of anti-skid surfacing Surface fatting up Heavy crazing or cracking Ponding of water on the carriageway surface
Footways and Cycleways	Pre-formed unit paving rocking, trips or missing Potholes Heavy Crazing/Cracking Blacktop Footway The cracking and coarse crazing of the surface leading to the ingress of water into the road foundation. General surface defects – trips, bumps, depressions etc. Ironwork, broken, tilted, rocking, missing or projecting Cracks in footways/cycleways Displaced Kerbs
Drainage	Flooding to carriageway Flooding to third party property Ditches, grips and gullies Ironwork / covers, broken, missing or projecting
Road Markings, Signs and Street Furniture	Rails, barriers, safety fencing, fences, posts - excessive defects Road Marking Visibility The loss of road markings at junctions Missing solid white lines in the centre of the road. Damaged signs/street furniture Road signs and signals - excessive defects Missing regulatory signs Unlawful signs which pose a safety hazard
Soft Estate	Trees – Diseased or dead Trees – Those that are dangerous with all or part about to fall Verges, Surface defects, excessive damage to the verge by overriding of vehicles Hedges overhanging the pavement or carriageway
Structures	Safety barriers, Pedestrian guardrails, Small retaining walls – Damage causing hazard to highway users, obstructing highway, missing posts
Illuminated street	Lamp out or intermittent

furniture	Column/post door missing or damaged Asset identification number missing
Intelligent Transport Systems	System not working correctly
Street Lighting and traffic signals	Columns damaged, leaning, causing obstruction. Wires exposed Missing identification number Faults with lanterns
External defect	Third party, statutory undertaker defect

Defects that do not meet safety defect criteria may be recorded and used to inform the development of future maintenance programmes under our asset management approach

Inspectors are also expected to note and report any potential highway hazard found during any other routine service inspection.

8.2. Defect Risk Assessment and Investigatory Levels

It is recognised that highway authorities cannot provide a highway environment that is defect free all of the time and the law does not require them to do so.

The Well Managed Highway Infrastructure Code of Practice recommends that the level of response is determined on the basis of risk assessment which includes an element of on-site judgement.

Highway inspectors are expected to identify and categorise defects with reference to the category definitions detailed in table 2 below and investigatory levels set out in Appendix 1.

8.3. Defect Response Times

Once identified, a safety defect will be scheduled for repair according to the following table 1.

It should be noted that some defects have alternative maximum response times which are detailed in table 2 below. Please note days are based on calendar days and weekends are included within calendar days.

Table 1: Criteria for determining defect response times

Defect Type	Response Level	Response Time	Definitions
Safety Defect	High	Attend, make safe or repair within **2 hours**	A defect, hazard or incident that has the potential to be very serious e.g to life or health or create major distruption on the highway network and requires prompt attention because it represents an immediate hazard.
	Medium	Attend, make safe or repair within **5 days**	Defects, hazards or incidents that are unlikely to pose an immediate or imminent serious hazard, but there is a significant risk to highways users.
	Low	Attend, and repair within **28 days**	Defects, hazards or incidents that do not pose an immediate or imminent serious hazard.

Observation	None	N/A	These are defects which do not meet the minimum criteria for safety defects at the time of inspection. They are recorded to provide condition intelligence about the highway network. This is used to inform future planned maintenance and improvement works which are addressed according to available resources and budget. These defects may be considered for short term repairs if appropriate.
No Defect	None	Not applicable	An inspection has been carried out and no actionable defects have been found. These roads will be monitored through the inspection regime.

Prescriptive remedial measures have not been identified in this document. These will need to be determined by the inspector utilising local knowledge and based on the severity of the defect, its location and possible choice of replacement materials.

The Contractor may, strictly subject to satisfying themselves with an appropriate risk assessment, adopt an alternative response time in lieu of the recommended response time for the rectification of a defect. No identified safety defect will remain unfixed for greater than 28 days.

Note: Schedule 2 – Specific Works Information, of the Contract outlines the requirements placed upon the contractor to provide defect rectification

Table 2: Response times for Street lighting, traffic signals and Special Structures		
Special Structures		
Newhaven Swing Bridge and Cuilfail Tunnel fault	Bridge/tunnel fault – malfunction, obstruction or other hazard to traffic	2 hours
Street lighting		
Street lighting	Variable message signs or vehicle activated signs not providing correct information or in a dangerous condition (physically or electrically)	4 Hours If permanent repair cannot be made at the first visit, full repair of Priority 1, 2 and 3 faults must be completed within 7 days.
	Faults requiring the replacement of illuminated mandatory traffic signs and illuminated traffic bollards, including those made safe as emergency faults.	1 Day

	Faults involving rectification of non-operating Belisha beacons and school crossing flashing signs (wig wags).	
	Faults requiring the removal of graffiti and / or any unauthorised attachments from apparatus.	5 Days
	Faults involving the replacements of components of apparatus. Faults requiring the replacement of a complete unit of apparatus, including those made safe as emergency faults.	10 Days
	Faults requiring the replacement of a complete unit of apparatus.	20 Days
Traffic Signals		
Traffic Signals	**Priority 1 – Emergency / Serious Faults** This category shall include, but is not limited to, the following: • Signal not working • Gas explosion or a reported gas leak near to signal equipment • Road Traffic Collision involving damage to signal equipment and causing potential damage to the public • Exposed live wiring and components • Any other situation considered by the Police or ESCC to be an emergency	2 hrs If permanent repair cannot be made at the first visit, full repair of Priority 1, 2 and 3 faults must be completed within 7 days.
	Priority 2 – Urgent Faults This category shall include, but is not limited to, the following: • All out or signals unlit • Signals stuck or omitting any stage/phase • Defect causing abnormal traffic congestion or delay • Equipment damaged or in a dangerous condition (physically or electrically) • Pedestrian stage inhibited • Permanent demands • Defect resulting in loss of computer control • Urban traffic control or remote monitoring fault	4 Hours If permanent repair cannot be made at the first visit, full repair of Priority 1, 2 and 3 faults must be completed within 7 days.
	Priority 3 – Non-Urgent Faults This category shall include, but is not limited to, the following: • Lamp out (including wait lamps and regulatory box signs) including high level and those on mast arms	16 Hours If permanent repair cannot be made at the first visit, full repair of Priority 1, 2

	• All types of detector faults • Backing boards, hoods loose or missing • Equipment out of alignment • Defective locks, hinges or door seals • Defective monitoring equipment i.e. outstation monitoring units, outstation transmission units, lamp monitoring units	and 3 faults must be completed within 7 days.
	Faults requiring the replacement of illuminated mandatory traffic signs and illuminated traffic bollards, including those made safe as emergency faults. Faults involving rectification of non-operating Belisha beacons and school crossing flashing signs (wig wags).	1 Day
	Faults requiring the removal of graffiti and / or any unauthorised attachments from apparatus	5 Days
	Faults involving the replacements of components of apparatus. Faults requiring the replacement of a complete unit of apparatus, including those made safe as emergency faults.	10 Days
	Faults requiring the replacement of a complete unit of apparatus	20 Days

8.4. Review process

Reviews of our defect risk assessment and investigatory levels will be carried out once every two years including:

- defect response times
- the processes used to determine the response timescales and methods e.g. which factors are taken into consideration
- effectiveness of training programmes
- effectiveness of processes designed to ensure consistency of approach

In addition, the following may trigger an interim review of a particular section of the highway, inspection frequencies or methods:

- incident involving KSI (death or serious injury)
- unexpectedly high number of defects
- unexpectedly high number of claims (successful or unsuccessful)
- feedback from Stewards or other stakeholders e.g. corporate complaints, major inconsistencies in defect categorisation
- change to legislation or best practice
- relevant legal cases

9. Training and Competencies

There are a number of key roles involved in the development and delivery of highway services across East Sussex. The table below summarises the roles and responsibilities for each key group.

Group	Role and Responsibilities
Policy and Decision Makers	• Allocation of resources and management of corporate risk.
Highway Managers	• Managing the highway asset with consideration of risk, liability and financial elements. • Helping to set policy objectives in partnership with Councillors and monitor policy outcomes against expectations. • To ensure delivery of the policies and objectives through personal ownership.
Highways Engineers and Technical Leads	• Supporting the development of appropriate policies and procedures to ensure a risk based approach. • To deliver the policies and procedures appropriately.
Highway Stewards and Inspectors	• To undertake inspections of the highway asset to ensure they are safe. • To deal with concerns raised by the general public and other stakeholders.
Customer Service Advisors	• Routinely receiving calls and correspondence from customers reporting highway items. • To feedback to colleagues concerns and repeat issues and advise the customer on the response by ESCC.

Training is provided to employees as appropriate to their role and involvement in the highway service and decision making processes. Training records are maintained and updated in line with internal processes.

All Highway Stewards will hold a current LANTRA approved Highway Safety Inspection Course Certificate which satisfies the requirements of the Institute of Highways Engineers certification scheme and a list of inspectors are held on the National Register of Highway Inspectors.

Highway Stewards and Permit Inspectors will hold the New Roads and Street Works Act (NRSWA) Streetworks Supervisors certificate. Highway Stewards receive regular checks and audits to ensure a consistent approach to defect risk assessment and decision making across the County.

Training and competencies will be kept under review and additional / further training will be identified through audits and personal development plans, and following any changes to policy.

EAST SUSSEX COUNTY COUNCIL
LEAD MEMBER - TRANSPORT AND ENVIRONMENT
POLICY SUMMARY

PS 10/1	Street lighting

Purpose of Policy

East Sussex County Council (ESCC) recognises the vital role played by the local highway network.

The purpose of this policy is to set out how the County Council will design, maintain and improve, where necessary, the standards of lighting throughout the County in the interests of road safety, to reduce the incidence of night crime and to enhance public safety and amenity.

In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.

Policy Statement

1. Design and Maintenance

1.1. Routine maintenance works will be carried out in accordance with the agreed standards, as specified in the current contract.

1.2. Design works will be carried out as laid down in the current issue of the British Standard Code of Practice for the design of Road Lighting [BS 5489] and in accordance with a locally developed lighting strategy.

1.3. New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.

1.4. Designs to be undertaken using equipment that has long term economic benefit. Designs should use a "white" light source (Colour Rendering Index >60) for all new schemes. LED solutions should be considered if appropriate.

2. Conservation Areas

2.1. A three to five year street lighting renewal programme shall be prepared so that its impact on conservation areas may be discussed with local authorities.

2.2. All streets and areas, with the exception of the limited number of streets agreed as part of the Public Realm scheme, will be provided with standard functional lighting equipment. The street lighting in the Public Realm identified pilot streets will be maintained at the current standard (no further deterioration or improvement). In conservation areas street lighting columns will be painted in the appropriate local colour.

2.3. The local Planning Authority shall be notified of proposed street lighting works in conservation areas, or areas of more than local importance, which cannot be specially funded by the Highway Authority, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance.

3. Adoption of lighting on new developments

3.1. Any proposed scheme under Section 38 and 278 of the Highway Act 1980 should be reviewed and consideration given to the inclusion of street lighting in any agreement.

3.2. For each development where street lighting is to be provided, the standard should be agreed

by the Street Lighting Manager or his representative, taking into account the requirements of the local planning authority and parish/town council, and should be in accordance with the current British Standard and East Sussex Highways design specification.

3.3. Any lighting system and/or powered apparatus adopted by the Highway Authority must be inspected for compliance and suitability, prior to adoption, and will be added to the inventory for maintenance when approved for adoption.

4. Reduction in Street Lighting

Street lighting will be provided to operate as appropriate and will be installed in accordance with local requirements. Where it is appropriate to reduce street lighting the following options will be considered.

4.1. Part-night street lighting - Lights turned off from midnight to 0530 hrs in residential streets.

After carrying out a site assessment we may install part-night lighting controls in streets in residential areas (switching lights off between midnight and 5.30 am).

Once the changes in street lighting are introduced we will monitor the sites in conjunction with the emergency services and parish/town councils. This is to ensure that the introduction of part night lighting does not have any unanticipated adverse impacts. This process will identify if any further changes need to be made to the lighting.

4.2 Partial Street Lighting – Alternate street lights left switched on between midnight and 0530 hrs on specific distributor routes/estate feeder roads.

After carrying out site assessments we may decide that instead of converting all units to part-night lighting we will leave specific units switched on all night on some of the more important local distributor roads or estate feeder roads. These units will generally be located at conflict points such as junctions or crossings or if the current street lights are already widely spaced along the street.

4.3. Dimming of street lights – Light output reduced on traffic routes when traffic flows are lighter.

After carrying out a site assessment we may dim most of our brightest (higher wattage) lights on main traffic routes. Dimming to 50% light output between 0000hrs and 0600hrs is generally the most appropriate, although this may vary at some locations.

Dimming will only be carried out when traffic flows are low, when a lower level of lighting will have the least affect on road safety. Lights will generally not be dimmed in areas with above-average crime rates, at busy junctions or in town centres.

4.4. Street lighting switch-off - A small number of lights in rural areas may be permanently switched off.

After carrying out a risk assessment, we may switch off some lights completely in rural areas or in other locations where there are no houses fronting onto the roads. Once switched off, the lights will be kept in place for approximately 3 years whilst monitoring is carried out to ensure there are no adverse impacts as a result of the changes.

Supporting Information

Highways Act, 1980

Well-managed Highway Infrastructure - A Code of Practice, UK Roads Liaison Group, 2016

British Standard Code of Practice for the design of Road Lighting [BS 5489]

Technical Report 22: Managing a Vital Asset: Lighting Supports, 2007, Institute of Lighting Professionals.

Public Realm Scheme pilot streets, Lead Member for Transport and Environment, 15 October 2007

Version control	**Date of last review:**
Highways & Transportation Committee- 1/9/1976- Agenda Item 9 Highways & Transportation Committee 18/09/92 Agenda Item 9.2 Transport & Environment Lead Member- 27.02.12 Agenda Item 6 Lead Member for Transport & Environment 16.10.2017 – Agenda item 5	

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The purpose of this policy is to set out how the County Council will design, maintain and improve, where necessary, the standards of lighting throughout the County in the interests of road safety, to reduce the incidence of night crime and to enhance public safety and amenity.

In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.

Policy Statement

1. Design and Maintenance

1.1. Routine maintenance works will be carried out in accordance with the agreed standards, as specified in the current contract.

1.2. Design works will be carried out as laid down in the current issue of the British Standard Code of Practice for the design of Road Lighting [BS 5489] and in accordance with a locally developed lighting strategy.

1.3. New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.

1.4. Designs to be undertaken using equipment that has long term economic benefit. Designs should use a "white" light source (Colour Rendering Index >60) for all new schemes. LED solutions should be considered if appropriate.

2. Adoption of lighting on new developments

2.1. Any proposed scheme under Section 38 and 278 of the Highway Act 1980 should be reviewed and consideration given to the inclusion of street lighting in any agreement.

2.2. For each development where street lighting is to be provided, the standard should be agreed by the Street Lighting Manager or his representative, taking into account the requirements of the local planning authority and parish/town council, and should be in accordance with the current British Standard and East Sussex Highways design specification.

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After carrying out a site assessment we may dim most of our brightest (higher wattage) lights on main traffic routes. Dimming to 50% light output between 0000hrs and 0600hrs is generally the most appropriate, although this may vary at some locations.

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After carrying out a risk assessment, we may switch off some lights completely in rural areas or in other locations where there are no houses fronting onto the roads. Once switched off, the lights will be kept in place for approximately 3 years whilst monitoring is carried out to ensure there are no adverse impacts as a result of the changes.

Supporting Information

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East Sussex Highways

Investigatory Matrix

Document History

Formal Approval/Review	Date of Approval/Review	Document Version	Document Author
	Not yet approved	V1	

Register of Amendments

Date of Amendment	Document Version	Document Author / Editor	Document Amendment

Contents

INTRODUCTION

This investigatory matrix provides a guide for Highway Inspectors when inspecting defects on the highway network and arranging repairs.

Any safety defect identified on the highway shall be defined as one of the following categories:

Category 1

- A defect, hazard or incident that has the potential to be a very serious threat to life or health or create major disruption on the highway network.

Category 2

- Defects that do not pose a serious hazard to highway users or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than category 1 defects, but are more likely to have serviceability or sustainability implications.

Category 3

- Defects that do not pose a hazard to highway users. Such defects may have minor safety implications, although of a lesser significance than category 2 defects, but are more likely to have serviceability or sustainability implications.

Non-safety Defects (Service level observation)

- Those defects that do not pose a significant safety hazard to highway users. Defects should be categorised as observations only.

Non safety defects which do not require a response will be recorded and information collected to help inform asset inventory and may be used to plan future programmes of maintenance work.

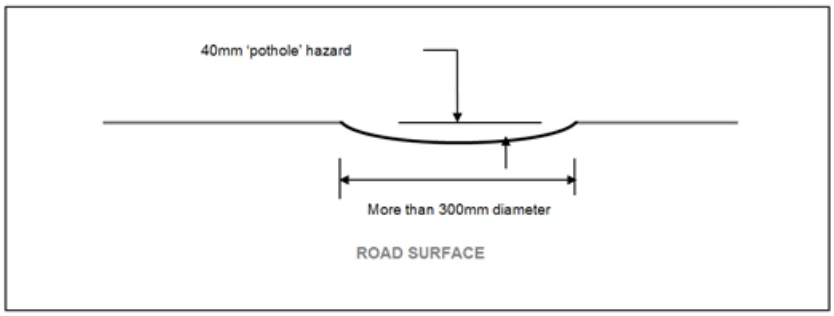
Where a defect is observed that is not defined in the matrix below, the inspector will use the above definitions to determine how to categorise it.

The inspector will use the defect category in determining an appropriate response time after taking account of any other significant risks to highway users that are apparent at the time of the assessment.

1. CARRIAGEWAY

Note: At formalised pedestrian crossing points footway interventions shall be used.

1.1	**Anti-Skid Surface**
Definition	Loss of anti-skid surfacing
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Excessive wear in running lane(s) at all safety locations on the carriageway at approaches to controlled crossings or junctions:
2	N/A
3	N/A
4 - Service level observation	At all other locations including non-safety locations (e.g. village gateways): Loss of anti-skid surface of 30% or greater

1.2	**Pothole**
Definition	Loss of material from the carriageway surface creating a pothole, sharp edged depression or void.
Sample Photographs	  
Category	**Investigatory Level Criteria**
1	Greater than or equal to 100mm deep and at least 300mm wide in all directions
2	Greater than or equal to 60mm and less than 100mm deep and at least 300mm wide in all directions
3	Greater than or equal to 40mm and less than 60mm deep and at least 300mm wide in all directions
4 - Service level observation	Potholes approaching investigatory levels or excessive potholing

1.3	**Joints or cracks – longitudinal**
Definition	An open joint or crack in a bituminous or concrete carriageway surface.
Sample Photographs	 **Concrete longitudinal and transverse joints**  **Heavy crazing**  **Bituminious longitudinal crack**
Category	**Investigatory Level Criteria**
1	Greater than or equal to 50mm width and at least 40mm deep.
2	Greater than or equal to 35mm and less than 50mm in width and at least 40mm deep.
3	Greater than or equal to 25mm and less than in width and at least 40mm deep.
4 - Service level observation	Approaching investigatory levels Open joint with a lack of any sealant. Slit / loose sealant with signs of degradation Signs of vegetation in more than approximately 30% of the joint. Surface showing signs of crazing and deterioration. Note transverse faults are less likely to cause a physical hazard however ingress of water into the road construction is a concern.

1.4	**Joints or cracks – transverse**
Definition	An open joint or crack in a bituminous or concrete carriageway surface.
Sample Photographs	 **Concrete longitudinal and transverse cracks**  **Bituminous transverse crack**  **Heavy crazing**

Category	Investigatory Level Criteria
1	N/A
2	Greater than or equal to 50mm width and at least 40mm deep.
3	Greater than or equal to 25mm and less than 50mm in width and at least 40mm deep.
4 - Service level observation	Approaching investigatory levels Open joint with a lack of any sealant. Slit / loose sealant with signs of degradation Signs of vegetation in more than approximately 30% of the joint. Surface showing signs of crazing and deterioration. Note transverse faults are less likely to cause a physical hazard, however ingress of water into the road construction is a concern.

1.5	**Heave and Rutting**
Definition	**A rapid change in the surface profile of the carriageway creating a hump or depression with a difference in vertical level.**
Sample Photographs	 
Category	**Investigatory Level Criteria**
High	N/A
Medium	Heave or rutting greater than or equal to 100mm vertically in a maximum length of 600mm
Low	Heave or rutting greater than or equal to 50mm and less than 100mm vertically in a maximum length of 600mm
Service level observation	Surface showing signs of crazing and deterioration Heave or rutting approaching investigatory levels

1.6	Fatting
Definition	**An excess of bituminous binder at the road surface. Binder can migrate to the surface during periods of prolonged hot weather, by excessive binder content in the mix design or through the embedment of aggregate particles.**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Fatting has occurred or occurring
2	N/A
3	N/A
4 - Service level observation	N/A

1.7	Cattle Grid
Definition	**Corrosion, damage or difference in level at the joint with carriageway surface**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Cattle grid raised or sunken by greater than or equal to 100mm
2	Cattle grid raised or sunken by greater than or equal to 60mm and less than 100mm.
3	Cattle grid raised or sunken by greater than or equal to 40mm and less than 60mm
4 - Service level observation	Signs of corrosion and deterioration.

1.8	Level Crossing
Definition	**Damage to level crossings. Note – level crossings are not the responsibility of East Sussex Highways**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Notify Network Rail as appropriate.
2	
3	
4 - Service level observation	

1.9	**Blockwork Raised Table**
Definition	**When a modular paving unit is moving or rocking and creating a vertical difference in level with the adjoining carriageway surface or when a block is missing.**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Missing block(s)
2	Rocking paving blocks across 50% and ramps showing signs of rutting/deformation
3	Rocking paving blocks across 20% and ramps showing signs of rutting/deformation
4 - Service level observation	Rocking paving blocks across 10% and ramps showing signs of rutting/deformation Pointing missing/ detreating

1.10	Rubber bolt-down speed cushion
Definition	**Damage to cushion**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Missing section/exposed bolts
2	Loose bolts
3	n/a
4 - Service level observation	Signs of significant wear

2. CYCLEWAY

This section applies to designated cycleways only. Where a cycleway is on a footway, then the criteria for cycleways and footways should be considered and the highest impact selected.

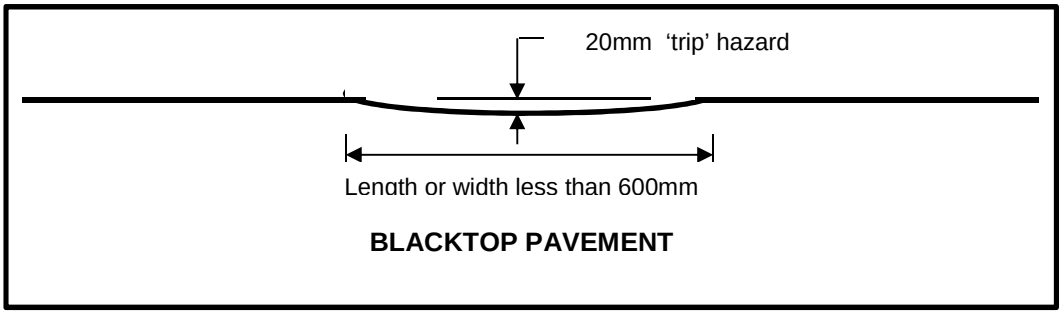
2.1	**Potholes**
Definition	Loss of material from surface creating a pothole, sharp edged depression or void
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Greater than or equal to 40mm deep and at least 200mm wide in all directions
2	Greater than or equal to 30mm and less than 40mm deep and at least 200mm in all directions
3	Greater than or equal to 20mm and less than 30mm deep and at least 200mm in all directions
4 - Service level observation	Potholes approaching investigatory levels Surface showing signs of crazing and deterioration Eroded surface

2.2	**Cracks and Joints**
Definition	A longitudinal crack or joint in surface
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Greater than or equal to 40mm width and greater than 40mm deep.
2	Greater than or equal to 30mm and less than 40mm in width and greater than 40mm deep.
3	Greater than or equal to 20mm and less than 30mm in width and greater than 40mm deep.
4 - Service level observation	Cracks approaching investigatory levels

2.3	**Uneven surface**
Definition	A rapid change in the surface profile of the carriageway creating a hump or depression with a difference in vertical level including: • Raised / lowered / rocking slab • Heave or rutting • Tree root heave
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Difference in level greater than or equal to 40mm and at least 200mm in any direction
2	Difference in level greater than or equal to 30mm and less than 40mm and at least 200mm in any direction
3	Difference in level greater than or equal to 20mm and less than 30mm and at least 200mm in any direction
4 - Service level observation	Difference in level approaching investigatory levels Slabs, kerbs, paviours, sett etc. loose / debonded from backing / bedding, no level difference Eroded Surface

2.4	Anti-Skid Surface
Definition	Loss of anti-skid surfacing
Sample Photographs	
Category	**Investigatory Level Criteria**
1	N/A
2	N/A
3	N/A
4 - Service level observation	Loss of anti-skid surface of 30% or greater

3. FOOTWAY

3.1	Trip
Definition	A trip hazard found on a footway including: • Steps • Displaced Kerbs • Rocking or displaced slabs • Potholes • Heave • Rutting
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Greater than or equal to 40mm deep For potholes: at least 200mm wide in all directions
2	Greater than or equal to 30mm and less than 40mm deep For potholes: at least 200mm in all directions
3	Greater than or equal to 20mm and less than 30mm deep For potholes: at least 200mm in all directions
4 - Service level observation	Difference in level approaching investigatory levels Slabs, kerbs, paviours, sett etc. loose / debonded from backing / bedding, no level difference Eroded Surface

3.2	Cracks and joints
Definition	**Cracks or joints in surface including an open joint in a bituminous footway surface.**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Greater than 40mm depth, width greater than 25mm
2	30-40mm depth, width greater than 25mm
3	20-30mm depth, width greater than 25mm
4 - Service level observation	Uneven surface approaching investigatory levels Eroded surface

4. DRAINAGE

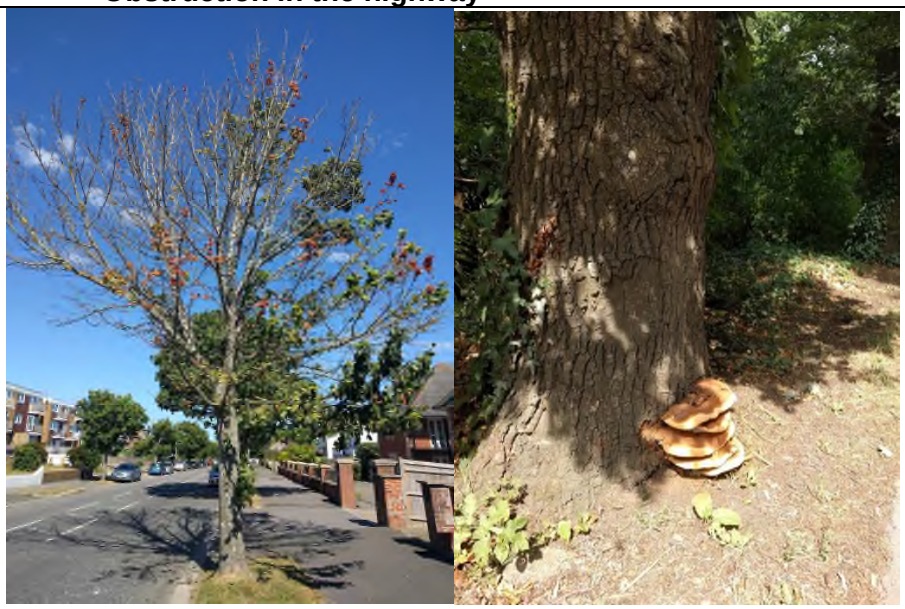
4.1	Ditch/Grip/Inlet or Outlet/Filter Drain
Definition	**Reduced functionality causing or having the potential to cause flooding to the highway or property**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Causing flooding to the highway or third party property
2	
3	
4 - Service level observation	Ditch in poor state of maintenance, excessive vegetation impairing flow. Visual obstruction restricting function - Non-Functional

4.2	Gully/Catchpit silt level
Definition	**Where a gully chamber or catchpit contains detritus and/or other material to a point where silt is visible above the outlet level causing or having the potential to cause flooding to the highway or property**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Causing flooding to the highway or third party property
2	
3	
4 - Service level observation	Silt visible above outlet level or grate covered with debris having the potential to cause flooding to the highway or third party property

4.3	**Cover damage / Iron Work**
Definition	**Any cover grating, frame or box which is broken, damaged, cracked or significantly corroded.**
Sample Photographs	   
Category	**Investigatory Level Criteria**
1	A missing inspection chamber cover, gully or grating or other ironwork anywhere within the highway.
2	Cover/grating broken
3	Rocking/rattling Excessive polishing
4 - Service level observation	Cover/grating minor damage

4.4	Cover Level Differences
Definition	**Inspection chamber covers, gully gratings and other ironwork causing a step in level to the surrounding carriageway, footway or cycleway surface.**
Sample Photographs	  
Category	**Investigatory Level Criteria**
1	Carriageway: Raised or lowered by greater than or equal to 100mm. Footway/Cycleway: Cover raised or lowered by greater than or equal to 40mm.
2	Carriageway: Raised or lowered by greater than or equal to 60mm and less than 100mm. Footway/Cycleway: Cover raised or lowered by greater than or equal to 30mm and less than 40mm.
3	Carriageway: Raised or lowered by greater than or equal to 40mm and less than 60mm deep and at least 300mm Footway/Cycleway: Cover raised or lowered by greater than or equal to 20mm and less than 30mm.
4 - Service level observation	

5. TREES, OVERGROWTH AND WEED CONTROL

5.1	Trees
Definition	**Highway trees or trees on non-highway land that may pose a hazard to highway users** **See also sections on:** **- Tree roots in footway and cycleway** **- Overgrowth** **- Obstruction in the highway**
Sample Photographs	
Category	
1	Trees on or off the highway causing an obstruction to highway users or all or part about to fall on the highway e.g. hanging branch
2	N/A
3	N/A
4 - Service level observation	On the highway – obviously diseased or dead

5.2	**Overgrowth**
Definition	**Where any hedge, tree or other vegetation obscures the highway to such an extent that it poses a significant hazard to the user.** **See also sections on:** **- Tree roots in footway and cycleway** **- Obstruction in the highway** **- Signs for vegetation obscuring signs**
Sample Photographs	   
Category	**Investigatory Level Criteria**
1	Hazardous obstruction to highway users See signs section for vegetation obscuring signs
2	N/A
3	N/A
4 - Service level observation	Designated cycleways - no immediate hazard but width of cycleway restricted to less than 2.5m or 50% of normal width Footways - no immediate hazard but width of footway restricted to less than 1m or 50% of normal width Overgrowth of vegetation onto the highway from areas of verge that receive a 1m swathe cut each year - 1m swathe showing signs of encroachment onto the highway.

6. GRASS

6.1	Rural or Urban Grass - Rutted
Definition	**Where a verge adjoining a carriageway has been subject to over-running from vehicular traffic and is in a condition which may pose a hazard to the highway user.**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	N/A
2	N/A
3	N/A
4 - Service level observation	Heavily rutted greater than 100mm

6.2	Visibility Splay
Definition	**Approach to Junction or blind bends. Where overgrown grass and vegetation obscures visibility to such an extent as to pose a possible hazard to highway users.**
Sample Photographs	  
Category	**Investigatory Level Criteria**
1	N/A
2	Visibility obscured Exceeded cut action level
3	N/A
4 - Service level observation	

7. SAFETY BARRIERS

7.1	Safety barrier
Definition	**Where a safety barrier has been subject to vehicular impact is damaged and/or misaligned or has obviously missing components.**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Visual sign of damage, misalignment, missing components so that the barrier is non-functional. Impeding highway. Damaged/missing posts.
2	N/A
3	N/A
4 - Service level observation	N/A

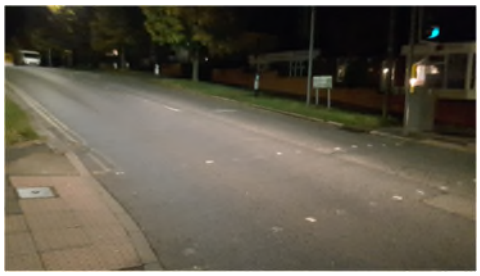
8. STREET FURNITURE

8.1	Grit Bin
Definition	**Bin Damage- where a Highways owned grit bin is damaged or not watertight**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	N/A
2	N/A
3	N/A
4 - Service level observation	Empty/Missing Damaged/Broken Not watertight

8.2	**Pedestrian Guard Rail**
Definition	**Guard Rail Damage – where a pedestrian guardrail has been damaged such that it cannot deliver properly its' function or to such an extent that it poses a hazard to highway users. Where elements of a pedestrian guardrail have corroded such that it can no longer protect highway users adequately.**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Damaged to the extent where it causes a hazard to highway users or missing or impeding the highway
2	N/A
3	Damage causing reduced functionality
4 - Service level observation	Guard rail showing signs of deterioration, poor condition, corrosion or leaning

8.3	**Bollards and hazard markers**
Definition	**Bollard Damage – non-illuminated bollards** **For illuminated bollards – see street lighting section** **For localised surface damage as consequence of missing bollard – see carriageway/footway/cycleway section**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Post or bollard damaged, unstable or causing an obstruction and poses an immediate hazard to highway users.
2	Bollard missing
3	Hazard marker post missing
4 - Service level observation	Hazard marker or bollard showing signs of deterioration

9. ROAD MARKINGS AND SIGNS

9.1	Road markings
Definition	**Faded road markings including but not limited to junction markings, centre lines, stop lines, give way lines, hatched road markings.**
Sample Photographs	    
Category	**Investigatory Level Criteria**
1	Regulatory markings missing
2	N/A
3	N/A
4 - Service level observation	Between 10% and 50% of junction road markings lost

9.2	Signs
Definition	Missing/damaged/obscured
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Regulatory signs that are missing or obscured Any sign causing an obstruction to highway users
2	Other Warning Signs Missing or obscured
3	Other damage to regulatory signs/posts
4 - Service level observation	All other missing non-regulatory signs All signs – slight damage

9.3	Road Studs
Definition	**Where a road stud or cats eye is loose and/or rocking to such an extent it may be dislodged by vehicular traffic or the stud is missing from the highway.**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	Loose road studs which could be dislodged by vehicle
2	N/A
3	Missing road studs causing a significant hazard at a junction or sharp bend
4 - Service level observation	Significant proportion of road studs missing

10. OBSTRUCTION

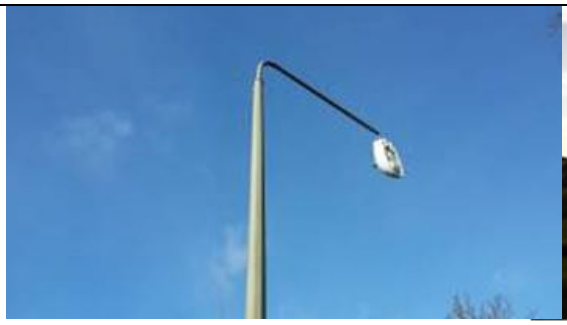
10.1	Obstruction creating hazard to Highway user
Definition	**Whole highway. See Soft Estate section – overgrowth and trees for obstructions caused by vegetation**
Sample Photographs	  
Category	**Investigatory Level Criteria**
1	Any item creating a hazardous obstruction to the highway user
2	N/A
3	N/A
4 – Service level observation	N/A

11. STREET LIGHTING AND TRAFFIC SIGNALS

11.1	Door or identification number
Definition	**For illuminated Street Furniture: Street Lights, Traffic Signals, Illuminated Signs and Bollards, damaged or missing door or identification number**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Column/Post door missing
2	
3	Asset identification number missing. Damage to door
4 - Service level observation	

11.2	Wires Exposed
Definition	Illuminated Street Furniture: Street Lights, Traffic Signals, Illuminated Signs and Bollards: wires exposed.
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Wiring exposed
2	
3	
4 - Service level observation	

11.3	Columns or posts
Definition	Illuminated Street Furniture: Street Lights, Traffic Signals, Illuminated Signs and Bollards: Column/post knocked down, leaning, significantly damaged, or causing obstruction
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Column leaning or knocked down and causing obstruction to the safe passage of the highway user Damaged and in danger of collapse or causing a hazard
2	
3	Damaged or leaning but not causing a hazard
4 - Service level observation	

11.4	Lanterns
Definition	**Illuminated Street Furniture: Street Lights, Traffic Signals, Illuminated Signs and Bollards**
Sample Photographs	 
Category	**Investigatory Level Criteria**
1	Lantern bowl hanging
2	
3	Street lights, signs or bollards: Day burning lantern, intermittent lantern, lamp out or lantern missing.
4 - Service level observation	

11.5	Intelligent Transport Systems
Definition	**Priority 1 – Emergency / Serious Faults**
Sample Photographs	
Category	**Investigatory Level Criteria**
1	This category shall include, but is not limited to, the following: • Signal not working • Gas explosion or a reported gas leak near to signal equipment • Road Traffic Collision involving damage to signal equipment and causing potential damage to the public • Exposed live wiring and components • Any other situation considered by the Police or ESCC to be an emergency
2	
3	
4 - Service level observation	

East Sussex County Council

Highways and Infrastructure Services Contract

2016-23

East Sussex Highways

Highway Asset Inspection Guidance Document

1

Document History:

Further Information	Date of Approval	Document Version	Document Revision Date	Document Author / Reviser
Approved by Lead Member for Transport & Environment	18 April 2016	1.2	April 2017	Highways Funding & Development Project Manager

Register of Amendments

Reference	Amendment Date	Amendment	Updated By
Section 3. Inspection Frequencies	8 September 2016	Correction of typed error. Link Footway inspection frequency changed from 3 months to original 6 monthly frequency.	Rebecca Newby, Service Development Team, Highway Contracts Management Group

1. OBJECTIVES

As a highway authority we have a statutory duty under section 41 of the Highways Act 1980 to keep the network available and safer for our customers. We are also permitted under Section 58 of the Highways Act 1980 to use a “special defence” in respect of action against us, to show that we have kept the highway in reasonable repair.

The Highway Inspection regime has been developed in accordance with the recommendations contained in the Well-maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005). Our regime is set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable.

Our main objectives are:

- To locate and identify defects on the highway and where appropriate, adjacent to the highway and to prioritise its repair.
- To assess the potential risks of damage and / or injury to highway users that may result from these defects.
- To ensure that appropriate measures are put in place to manage, eliminate and minimise risk.
- To ensure that those measures are effective in eliminating, or at least minimizing the risk.

2. IDENTIFICATION OF DEFECTS

The table below sets out the various defects to be identified in a safety and service inspection. The defects are arranged in groups according to the element of the highway in which they occur. The list is not exhaustive and persons carrying out the safety inspections are requested to record any defect that might create a hazard to users of the highway.

Element	Defect
Carriageway	Potholes Loose material (to include debris, spillages or contamination) Regulatory markings faded and worn Ironwork, missing, broken, tilted, sunken or projecting Displaced road studs Edge damage on unkerbed roads Unevenness due to rutting, humps, corrugations
Kerbing	Loose, tilted, projecting
Footways	Pre-formed unit paving rocking, trips or missing Potholes General surface defects – trips, bumps, depressions etc. Ironwork, broken, tilted, rocking, missing or projecting
Furniture **	Rails, barriers, safety fencing, fences, posts - excessive defects Road signs and signals - excessive defects Unlawful signs – safety hazard
Trees and Vegetation	On the highway – diseased, dead, dangerous all or part about to fall Off highway – safety hazard
Verges*	Surface defects Ironwork / covers, broken, missing or projecting
No defects	No relevant defects found
External defect	Third party, statutory undertaker defect

* Verges primarily consist of soft soil / material and will also contain natural undulations, depressions, ditches, shrubs, branches, tree stumps and the like.

They cannot be maintained to the same specifications and standards as the metalled carriageway.

** For a large number of street furniture elements some form of prefabrication would be required to achieve a permanent repair which may not be possible within 28 days. Under these circumstances the defect would be made safe until a permanent repair was possible.

Safety Intervention Levels

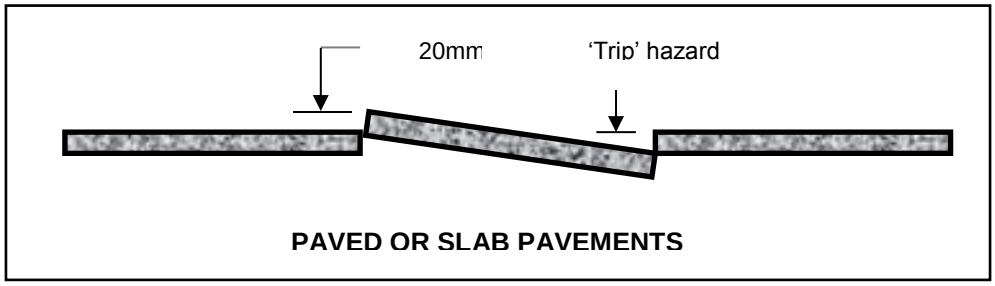
Carriageway:	(any defect in the carriageway, causing in a change in level, resulting from raised or sunken ironwork, pothole, failed surface)
High: Cat 1	Greater than 100mm and at least 300mm wide in all directions
Medium: Cat 2	Greater than 60mm and less than 99mm deep and at least 300mm in all directions
Low: Cat 3	Greater than 40mm and less than 59mm deep and at least 300mm in all directions

NOTE: At all formalised, pedestrian crossing points and ‘on carriageway’ cycleway, Footway intervention levels shall be used.

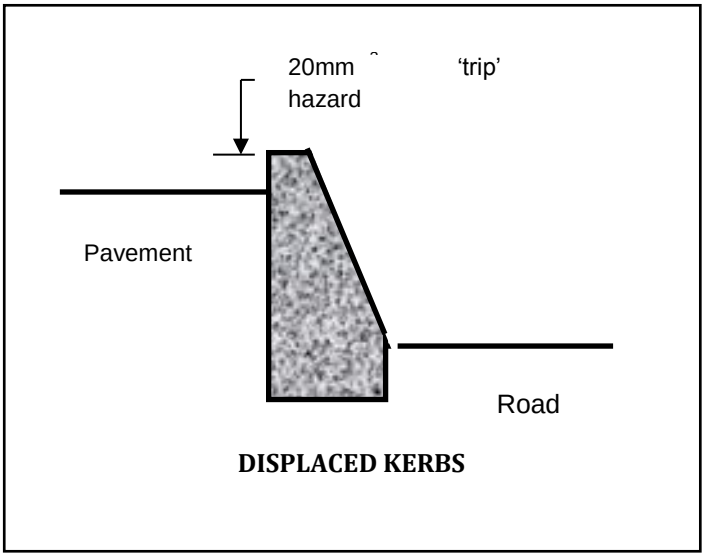
Footway:	(any defect in the footway or designated cycleway, causing in a change in level, resulting from raised or sunken ironwork, pothole, failed surface, displaced paving, kerb)
High: Cat 1	Greater than 40mm deep and at least 200mm wide in all directions
Medium: Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions
Low: Cat 3	Greater than 20mm and less than 29mm deep and at least 200mm in all directions

Pavements, Kerbs & Blacktop / Tarmac Pavements

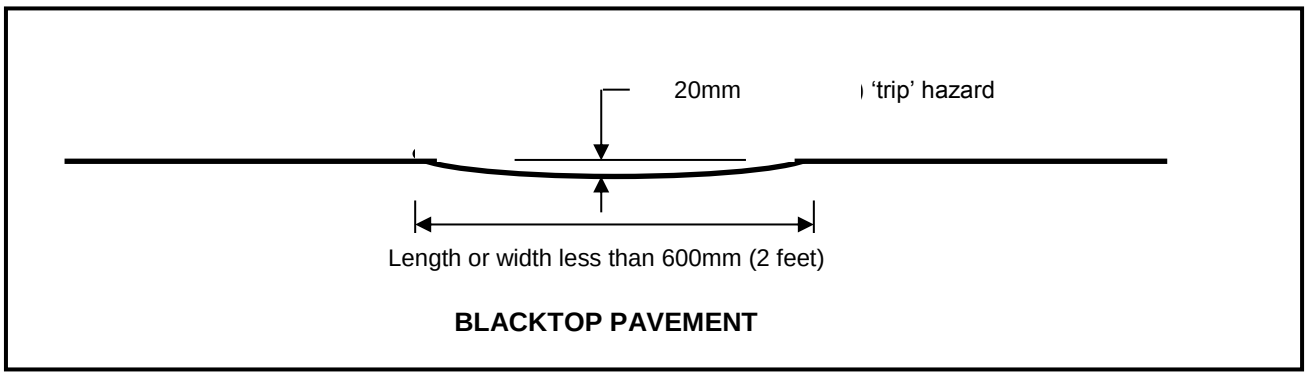
In defined Primary and Secondary Walking routes where the adopted inspection frequency is the same, repairs will be carried out when a 'trip' hazard of 20mm is either found through our regular safety inspections or where the fault is reported to us by members of the public. For blacktop or tarmac pavements the 'trip' hazard is defined as 20mm or more in depth and less than 600mm (2 feet) in width or length.



PAVED OR SLAB PAVEMENTS



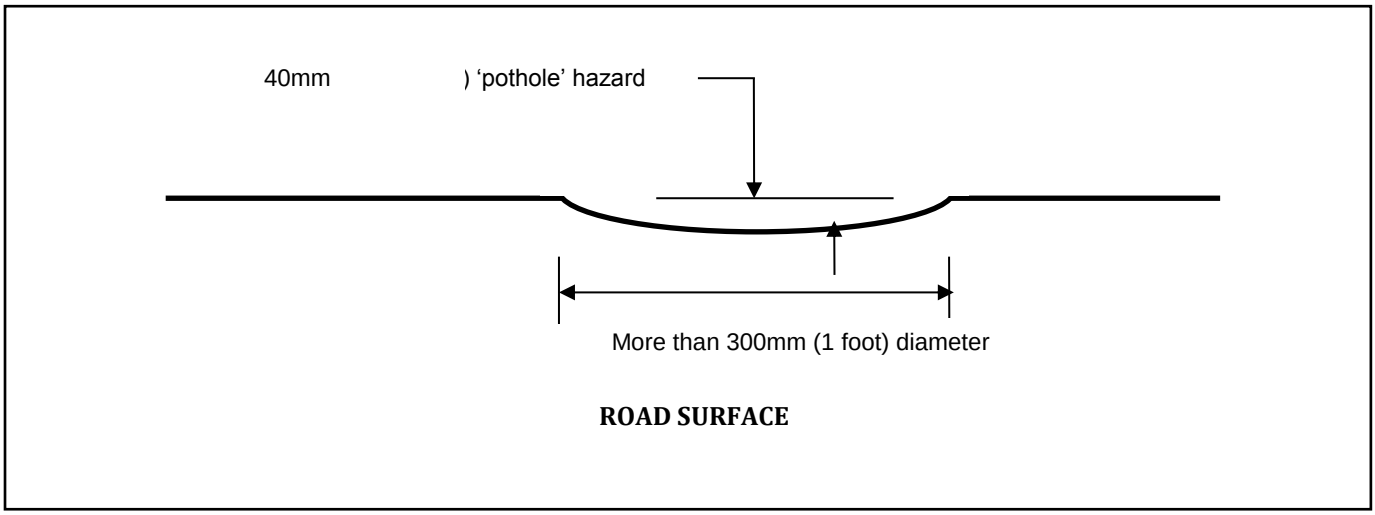
DISPLACED KERBS



BLACKTOP PAVEMENT

Road or Carriageway

On Strategic Routes, Main and Secondary Distributors where the adopted inspection frequency is the same. Repairs will be carried out where a 'pothole' hazard of 40mm (1 ½ inches) or more in depth and with an equivalent diameter of 300mm or over, is either found through our regular safety inspections or where the fault is reported to us by members of the public.



The following is a schedule of defects to be identified during safety inspections:-

- Missing warning and regulatory signs.
- Missing ironwork covers or gratings.
- Damaged safety fences/barriers impeding the highway or footway.
- Damaged signs / street furniture which overhang the highway or footway and which are likely to collapse.
- Loose road studs
- Cracks in footways / cycleways wider than 25mm (1 inch) and longer than 300mm (1 foot).

3. INSPECTION FREQUENCIES

Categories of Inspection

Inspections can be considered under the following two categories:

Safety Inspection – Inspections to identify all defects likely to create danger to users or the wider community, and therefore requiring immediate or urgent action.

Service Inspection - Inspections to identify all defects likely to compromise serviceability and sustainability.

Safety Inspection Frequency

Inspection frequencies have been determined according to the network hierarchy for both roads (carriageway) and footways based on the Well-maintained Highways – A code of Practice for Highway Maintenance, and are set out in the tables below.

Feature	Description	Network Hierarchy	Frequency
Roads	Motorway	1	N/A
	Strategic Route	2	Once a month
	Main Distributor	3(a)	Once a month
	Secondary Distributor	3(b)	Once a month
	Local Roads	4a	Once every 6 months
	Local Access Roads – Urban	4b	Once every 6 months
	Local Access Roads - Rural	4b	Once a year
Footways	Prestige Walking Routes	1(a)	Once a month
	Primary Walking Routes	1	Once a month
	Secondary Walking Routes	2	Once every 3 months
	Link Footways	3	Once every 6 months
	Local Access Footways	4	Once a year
Cycle Route	Cycle Lane	A	As contiguous road
	Cycle Gap	A	As contiguous road
	Cycle Track	B	Once every 6 months
	Shared Cycle / Pedestrian	B	As contiguous

Service Inspection Frequency

Other inspection regimes

Service Inspections to identify all defects likely to compromise serviceability and sustainability shall be carried out on the features listed in the table below; such inspections may be carried out as part of respective general maintenance regimes for each feature, if applicable. Nevertheless, the highway inspector is expected to note and report a potential hazard found during a service inspection.

Service Inspection Frequency and Requirements

Feature	Description	Network Hierarchy	Frequency
Highway Trees	All highway trees within and adjoining the highways should be inspected for dangerous conditions once every two years. The inspection shall be planned that it will alternate between when the trees are dormant and in full growth.		Once every 2 years
Safety Barriers, Pedestrian Guardrails and Small Retaining Walls			
Safety Barriers	Safety barriers and pedestrian guardrails and small retaining walls visually inspected when required.	N/A	No less than 2 year intervals
Road Markings and Road Studs			
Road markings	Cycle Lane Cycle Gap Cycle Track Shared Cycle / Pedestrian Paths Cycle Trails	A A B B C	No less than 2 year intervals
Road studs	Road studs scouted for reflectivity	In accordance with road hierarchy & safety sites	Once a year prior to Autumn / Winter at night

4. RESPONSE CATEGORIES

Category Defects Timescales

Any safety defect identified on the Highway that exceeds the Safety Intervention Level(s) identified in section 2 of this guidance document shall be responded to under one of the following three categories:

Category 1 Defects (High) - Attend, make safe or repair within 2 hours

- Those that require prompt attention because they represent an immediate and imminent hazard or because there is a risk of short term structural deterioration. Category 1 defects should be permanently corrected (if reasonably practicable), temporarily corrected or made safe at the time of inspection.
- Permanent repairs should be carried out within 28 days of defect identification.

Category 2 Defects (Medium) - Attend, make safe or repair within 5 days

- Those which, following an inspection, are deemed not to represent an immediate hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications.
- These defects are not required to be urgently rectified, yet should be permanently / temporary corrected or made safe within 5 days, or at the time of inspection, if reasonably practicable.
- Permanent repairs should be carried out within 28 days of defect identification.

Category 3 Defects (Low) - Attend, make safe or repair within 28 days

- Those which, following a risk assessment, are deemed not to represent an immediate hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications. These defects are not required to be urgently rectified, yet should be permanently / temporary corrected or made safe at the time of inspection, if reasonably practicable.
- Permanent repairs should be carried out within 28 days.

Table 1: Risk Intervention Table

		Inspection Frequency (Monthly, 3 Monthly, 6 Monthly or Yearly)
Defect Classification	HIGH Cat 1	Response (Cat 1) Attend, make safe or repair within **2 hours**
	MEDIUM Cat 2	Response (Cat 2) Attend, make safe or repair within **5 days**
	LOW Cat 3	Response (Cat 3) Attend, make safe or repair within **28 days**

Note: All intervention level defects are to be actioned and rectified within a maximum of 28 days.

Observations – Those that are non-intervention defects and will be collected by an inspector to help inform asset inventory and condition data and be used to plan longer term prioritisation of future maintenance works.

Response Times for General Maintenance

Street Lighting & Traffic Signals		
Street Lighting & Traffic Signals	Repairs for Cat 1 defects and Emergency Reponses.	2 Hours
	Faults involving the replacements of components of apparatus.	10 Days
	Faults requiring the replacement of a complete unit of apparatus, including those made safe as emergency faults.	10 Days
	Faults requiring the replacement of illuminated mandatory traffic signs and illuminated traffic bollards, including those made safe as emergency faults.	1 Day
	Faults requiring the removal of graffiti and / or any unauthorised attachments from apparatus	5 Days
	Faults involving rectification of non-operating Belisha beacons and school crossing flashing signs (wig wags)	1 Days
	Replacement of a complete unit of apparatus	20 Days
Intelligent Transport (ITS) Systems		
ITS Systems	Priority 1 – Emergency / Serious Faults	2 Hours
	Priority 2- Urgent Faults	4 Hours
	Priority 3 – Non-Urgent Faults	16 Hours
	If permanent repair cannot be made at the first visit, full repair of Priority 1, 2 and 3 faults must be completed within 7 days.	7 Days
Structures Response Times		
Structures	Newhaven Swing Bridge Additional	30 Mins
	Cuifail Tunnel Additional	2 Hours

5. ADDITIONAL INFORMATION ON INSPECTION AND RESPONSE ARRANGEMENTS

Other inspection information

The inspector is expected to carry out the highway safety inspection in reference to the intervention matrix contained within Appendix 1, but is also expected to note and report any potential highway hazard found during any other routine service inspection. The response time, if different from categories 1, 2 & 3 are set out within the Works Information.

Days are based on calendar days and weekends are included within calendar days.

Defects reported by the public

Enquiries by the public will be reviewed within 10 working days and actioned where necessary, in accordance with the above response categories.

Inspection Records

All repairs shall be recorded and details retained for a minimum of 6 years.

Carriageway

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category	Intervention Level	Action Notes	Proposed Changes - NB in all categories
Carriageway	ASL	Anti-Skid Surface	LOAS	Loss of Anti-Skid Surfacing	Carriageway: All Safety Locations Approaches to, controlled crossing/junction.	Cat 1	Excessive ware in running lane(s)		No change
						Cat 2			
						Cat 3			
					Carriageway: Non-Safety All Locations (village gateways etc.)	Cat 4	Length greater than 25metres in either lane		Changed method of observation from length to percent as percent is a better way to assess severity of loss than a length as area of anti-skid surfacing varies
						Cat 5	Length between 10metres to 25metres in either lane		
						Cat 6	Length between 5metres to 10metres in either lane		
					Whole Cycleway	Cat 1	N/A		
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Length greater than 25metres in either lane		
						Cat 5	Length between 10metres to 25metres in either lane		
						Cat 6	Length between 5metres to 10metres in either lane		
	CW	Carriageway (Surface)	CPOT	Potholes	Whole Road	Cat 1	Greater than 100mm deep and at least 300mm wide in all directions	At all formalised pedestrian crossing points, Footway intervention levels shall be used	No change
						Cat 2	Greater than 60mm and less than 99mm deep and at least 300mm in all directions		
						Cat 3	Greater than 40mm and less than 59mm deep and at least 300mm in all directions		
						Cat 4	Potholes of less than 40mm		Minor change to wording to clarify severity of defect to be recorded
						Cat 5	Surface showing signs of crazing and deterioration.		
						Cat 6	Surface Erosion		
			CDSP	Joints	Whole Road	Cat 1	Greater than 50mm width and more than 40mm deep.	At all formalised pedestrian crossing points, Footway intervention levels shall be used	No change for longitudinal cracks. Lower criteria used for transverse cracks. Longitudinal cracks are a particular hazard for cyclists as their wheels may become trapped. This is unlikely to happen with transverse cracks.
						Cat 2	Greater than 35mm and less than 49mm in width and greater than 40mm deep.		
						Cat 3	Greater than 25mm and less than 34mm in width and greater than 40mm deep.		
						Cat 4	sealant split and weeds more than 30% of joint. sealant moved up or down more than 20mm and more than 30% of joint		Further details added to clarify types of defect to be recorded as observations.
						Cat 5			
						Cat 6			
			CSTP	Cracks	Whole Road	Cat 1	Greater than 50mm width and more than 40mm deep.	At all formalised pedestrian crossing points, Footway intervention levels shall be used	Combined with joints section for clarity and to ensure consistent approach
						Cat 2	Greater than 35mm and less than 49mm in width and greater than 40mm deep.		
						Cat 3	Greater than 25mm and less than 34mm in width and greater than 40mm deep.		
						Cat 4	Surface showing signs of crazing and deterioration.		
						Cat 5			
						Cat 6			
			CHER	Heave / Rutting	Whole Carriageway	Cat 1	N/A	At all formalised pedestrian crossing points, Footway intervention levels shall be used	No change
						Cat 2	Heave or Rutting greater than 100mm vertically in a maximum length of 600mm		
						Cat 3	Heave or Rutting greater than 50mm and less than 99mm vertically in a maximum length of 600mm		
						Cat 4	Signs of surface deformation, less than 50mm		
						Cat 5	Surface showing signs of crazing and deterioration.		
						Cat 6			
			CFAT	Fatting	Whole Carriageway	Cat 1	Fatting has occurred or occurring		No change
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4			
						Cat 5			
						Cat 6			
						Cat 1	Cattle grid raised or sunken by greater than 100mm		

HXR	Highway Crossing	DCG	Defective Cattle Grid	Corrosion and joint with carriageway surface	Cat 2	Cattle grid raised or sunken by greater than 60mm and less than 99mm.		No change
					Cat 3	Cattle grid raised or sunken by greater than 40mm and less than 59mm		
					Cat 4	Signs of corrosion and deterioration.		
					Cat 5			
					Cat 6			
HXR		DLC	Damage to Level Crossing	Non Highway	Cat 1	Greater than 100mm deep and at least 300mm wide in all directions	Defects observed on non highway (the crossing) shall be logged in accordance with ES intervention levels and reported to Network Rail	The size of defect type is no longer specified as it is not Highway responsibility to repair these defects. However inspectors must notify Network Rail of safety hazards within an appropriate time frame
					Cat 2	Greater than 60mm and less than 99mm deep and at least 300mm in all directions		
					Cat 3	Greater than 40mm and less than 59mm deep and at least 300mm in all directions		
					Cat 4	Non Highway Defect identified		No change
					Cat 5			
					Cat 6			
HXR		DTG	Damage to Gate	Corrosion and damage	Cat 1			Removed as gate defects largely situation dependent. Inspectors to use own judgement regarding risk levels and classify accordingly as they do for all defects not listed in the policy
					Cat 2	Newhaven Swing Bridge?		
					Cat 3			
					Cat 4			
					Cat 5			
					Cat 6			
HXR		DTFS	Damage to Ford surface	Concrete slab failure, cracking, settlement etc.	Cat 1			Removed - it is considered that the same criteria should apply as on the rest of the highway
					Cat 2			
					Cat 3			
					Cat 4			
					Cat 5			
					Cat 6			
TCGEN		DBRT	Damage to blockwork raised table	Whole raised table	Cat 1	Missing		No change
					Cat 2	Rocking paving blocks across 50% and ramps showing signs of rutting/deformation		
					Cat 3	Rocking paving blocks across 20% and ramps showing signs of rutting/deformation		
					Cat 4	Rocking paving blocks across 10% and ramps showing signs of rutting/deformation		
					Cat 5	Pointing missing/detreating		
					Cat 6			
TCGEN		DRSC	Damage to rubber bolt-down speed cushion	Whole Cushion	Cat 1	Missing section/exposed bolts		No change
					Cat 2	Loose bolts		
					Cat 3	N/A		
					Cat 4	Signs of significant ware		
					Cat 5			
					Cat 6			

Footway & Cycleway

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category	Intervention Level	Action Notes	
			CYPH	Potholes	Whole Cycle Lane	Cat 1	Greater than 40mm deep and at least 200mm wide in all directions		No change
						Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions		
						Cat 3	Greater than 20mm and less than 29mm deep and at least 200mm in all directions		
						Cat 4	Uneven surface up to 20mm level difference		
						Cat 5	Surface showing signs of crazing and deterioration		
						Cat 6	Eroded surface		
			CYJT	Joints	Whole Cycle Lane	Cat 1	Greater than 40mm width and more than 40mm deep.		
						Cat 2	Greater than 30mm and less than 39mm in width and greater than 40mm deep.		
						Cat 3	Greater than 20mm and less than 39mm in width and greater than 40mm deep.		
						Cat 4	Uneven surface up to 15mm level difference		
						Cat 5	Uneven surface up to 15mm level difference		Changed to just apply to longitudinal joints and cracks which may trap bicycle tyres. Transverse joints and cracks no longer included - these are covered under 'uneven surface' section. Longitudinal cracks are a
						Cat 6	Eroded surface		

		CLN	Cycle Lane - Carriageway	CYCR	Cracks	Whole Cycle Lane	Cat 1	Greater than 40mm width and more than 40mm deep.	particular hazard for cyclists as their wheels may become trapped. This is unlikely to happen with transverse cracks.
							Cat 2	Greater than 30mm and less than 39mm in width and greater than 40mm deep.	
							Cat 3	Greater than 20mm and less than 39mm in width and greater than 40mm deep.	
							Cat 4	Uneven surface up to 15mm level difference	
							Cat 5	Uneven surface up to 15mm level difference	
							Cat 6	Eroded surface	
				CYHR	Heave / Rutting	Whole Cycleway	Cat 1	Greater than 40mm width and more than 40mm deep.	Combined heave, rutting, tree roots and displaced slabs to ensure a consistent approach to repair of uneven surfaces. Removed minimum 200mm in all directions which was criteria for tree roots and slabs and changed to minimum 200mm in any direction for all defects as many defects are long and thin.
							Cat 2	Greater than 30mm and less than 39mm in width and greater than 40mm deep.	
							Cat 3	Greater than 20mm and less than 39mm in width and greater than 40mm deep.	
							Cat 4	Uneven surface up to 15mm level difference	
							Cat 5	Uneven surface up to 15mm level difference	
							Cat 6	Eroded surface	
	Footway & Cycleway			CLRS	Rocking Slab	Whole Cycleway	Cat 1	Greater than 40mm deep and at least 200mm wide in all directions	
							Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions	
							Cat 3	Greater than 20mm and less than 39mm deep and at least 300mm in all directions	
							Cat 4	Uneven surface/rocking slabs up to 15mm level difference	
							Cat 5	Slabs, kerbs, paviours, sett etc. loose / debonded from backing / bedding, no level difference	
							Cat 6	Eroded Surface	
				CLTR	Tree Roots	Whole Cycleway	Cat 1	Greater than 40mm deep and at least 200mm wide in all directions	
							Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions	
							Cat 3	Greater than 20mm and less than 39mm deep and at least 300mm in all directions	
							Cat 4	Uneven surface/rocking slabs up to 15mm level difference	
							Cat 5	Slabs, kerbs, paviours, sett etc. loose / debonded from backing / bedding, no level difference	
							Cat 6	Eroded Surface	
				CLOG	Overgrowth	Whole Cycleway	Cat 1	N/A	No change
							Cat 2	N/A	
							Cat 3	N/A	
							Cat 4	Width of cycleway restricted to less than 2.5m	New level states less than 2.5m or 50% of width of cycleway to take into account cycleways of varying widths
							Cat 5		
							Cat 6		
				FTRP	Trip	Whole Footway including steps	Cat 1	Greater than 40mm deep and at least 200mm wide in all directions	Defect caused from failed bituminous surface, rocking slab, missing paviour, cobbles, setts, displaced kerb, tree roots Removed need for trips other than potholes to be at least 200mm in all directions as this is not relevant to missing bricks, rocking slabs etc.
							Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions	
							Cat 3	Greater than 20mm and less than 39mm deep and at least 300mm in all directions	
							Cat 4	Uneven surface/rocking slabs up to 15mm level difference	Changed 'up to 15mm' to 'approaching investigatory levels' to prevent reporting of very minor differences in level
							Cat 5	Slabs, kerbs, paviours, sett etc. loose / debonded from backing / bedding, no level difference	No change
							Cat 6	Eroded Surface	
							Cat 1	Greater than 40mm depth, width greater than 25mm	

	FW	Footway	FCRK	Cracks	Whole Footway	Cat 2	30-40mm depth, width greater than 25mm		No change, but joints also now included in this section for consistency
						Cat 3	20-30mm depth, width greater than 25mm		
						Cat 4	Uneven surface up to 15mm level difference		
						Cat 5	Eroded surface		
						Cat 6			
			FOVR	Overgrowth	Whole Footway	Cat 1	N/A		No change
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Less than 1m or 50% of available footpath	Overgrowth originating from private land/property should be reported to enforcement team for action	
						Cat 5	Seasonal growth likely to restrict width of path to less than 1.0m or 50% of available footpath before next inspection		
						Cat 6			

Drainage

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category			
	UD	Ditches	DFNC	Ditch Function		Cat 1	Causing Flooding to the highway	Flooding to highway caused from third party, shall be reported to Enforcement for action. Immediate hazard to be managed as if ESCC asset.	Ditch, grip, inlet and outlet function, and filter drain sections combined for consistency and clarity. Included flooding to third party property (as a result of asset defects) to category 1.
						Cat 2	Visual obstruction restricting function - Non-Functional		
						Cat 3	Causing flooding to third party property		
						Cat 4	Ditch in poor state of maintenance, excessive vegetation impairing flow.		
						Cat 5	Good		
						Cat 6			
	GR	Grips	GFNC	Grip Function		Cat 1	Causing Flooding to the highway		
						Cat 2	Visual obstruction restricting function - Non-Functional		
						Cat 3	Causing flooding to third party property		
						Cat 4			
						Cat 5			
Drainage						Cat 6			
	IN / OU	Inlet - Outlet	IFNC	Inlet Function		Cat 1	Causing Flooding to the highway		
						Cat 2	Visual obstruction restricting function - Non-Functional		
						Cat 3	Causing flooding to third party property		
						Cat 4			
						Cat 5			
						Cat 6			
			OFNC	Outlet Function		Cat 1	Causing Flooding to the highway	Flooding to highway caused from third party, shall be reported to Enforcement for action. Immediate hazard to be managed as if ESCC asset.	
						Cat 2	Visual obstruction restricting function - Non-Functional		
						Cat 3	Causing flooding to third party property		
						Cat 4			
						Cat 5			
						Cat 6			
	FDR	Filter Drain	FDFNC	Filter Drain Function		Cat 1	Causing Flooding to the highway		
						Cat 2	Visual obstruction restricting function - Non-Functional		
						Cat 3	Causing flooding to third party property		

						Cat 4			
						Cat 5			
						Cat 6			
	GCP	Gullies and Catchpits	GCPCDN	Cover Damage/Iron Work		Cat 1	Cover / grating missing	External asset, S81 notice	No change
						Cat 2	Cover/grating broken		
						Cat 3	Rocking/rattling		
						Cat 4	Cover/grating damaged		
						Cat 5	Excessive polishing		Excessive polishing escalated to category 3 as this can be a slip/skid risk in some situations
						Cat 6			No change
			GCPSL	Gully/Catchpit Silt Level		Cat 1	N/A		Amended to be consistent with other drainage defects and including flooding to third property as a result of defect.
						Cat 2	Silt visibly above outlet level/great covered with debris		Changed to service level observation. Defect is not a safety hazard and experience has shown that it is not a good use of resources to treat all defects as a category 2. An asset management approach is more effective and efficient with maintenance programmes based on reported observations.
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			
			IDLV	Cover Level Difference		Cat 1	Carriageway: Raised or lowered by greater than 100mm. Footway: Cover raised or lowered by greater than 40mm.	Third party cover to be recorded as Intervention defect and reported to Network Management/Enforcement for action. Immediate safety hazard to be actioned as if ESCC asset	No change
						Cat 2	Carriageway: Raised or lowered by greater than 60mm and less than 99mm. Footway: Cover raised or lowered by greater than 30mm and less than 39mm.		
						Cat 3	Carriageway: Raised or lowered by greater than 40mm and less than 59mm deep and at least 300mm Footway: Cover raised or lowered by greater than 20mm and less than 29mm.		
						Cat 4			
						Cat 5			
						Cat 6			

Grass Cutting and Weed Control

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category			
Grass & Weeds	RUG	Rural Grass	RGR	Rutted		Cat 1	N/A		No change
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Heavily rutted greater than 100mm		
						Cat 5			
						Cat 6			
			UVS	Uncut/ Visibility Splay	Approach to Junction or blind bends	Cat 1	N/A		No change
						Cat 2	visibility obscured / exceeded cut action level		
						Cat 3	N/A		
						Cat 4	Visibility splay- Length of grass is reaching intervention level on approach to junction or blind bends.		
						Cat 5			
						Cat 6			
			UMS	Uncut/ 1m Swathe		Cat 1	N/A		Removed as cutting of 1m swathe is dealt with outside of the defect identification process
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Uncut		
						Cat 5	1m swathe showing signs of encroachment onto the highway.		
						Cat 6			
	URG	Urban Grass	UGR	Rutted		Cat 1	N/A		No change
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Heavily rutted greater than 100mm		
						Cat 5			
						Cat 6			
						Cat 1	N/A		
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Approaching intervention (150mm)		

			UGU	Uncut		Cat 5	Area of grass has not been cut- Does it require cutting or can it wait until the next cut?			Removed as cutting of urban grass is dealt with outside of the defect identification process
						Cat 6	Verge has been cut but not to specification- Trimmings have been left on pavement/ carriageway.			
	WFV	Wildlife Flower Verges	WMR	Maintenance Requirement		Cat 1	N/A			Removed as wildflower verge management is dealt with outside of the defect identification process
						Cat 2	N/A			
						Cat 3	N/A			
						Cat 4	Has the wildlife Flower verge been cut within its maintenance requirement?			
						Cat 5				
						Cat 6				

Safety Barriers

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category			
Safety Barriers	SFN	Safety Fence	BDAM	Barrier Damaged	Whole Safety Barrier	Cat 1	Damaged / Impeding highway		Further details added to clarify defect types
							Damaged/missing posts		
						Cat 2			No change
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			

Street Furniture

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category			
	GRT	Grit Bin	GBD	Bin Damage		Cat 1	N/A		No change
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Empty/Missing		
						Cat 5	Damaged/Broken		
						Cat 6	Not watertight		
	PGR	Pedestrian Guard Rail	GRD	Guard Rail Damage		Cat 1	Damaged/missing / impeding highway		Definition of damage clarified - where damage results in reduced functionality only, changed to a category 3
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Leaning or shows signs of movement		
						Cat 5	Showing signs of corrosion		
						Cat 6			
	SBD	Bollards	SBBD	Bollard Damage		Cat 1	Localised surface damage causing intervention defect as consequence of missing bollard		Additional defect descriptions added regarding obstructions for consistency with other asset defects.
						Cat 2	Missing		No change
						Cat 3	Leaning causing obstruction, Missing Hazard marker		Obstruction changed to a category 1 defect for consistency with other asset defects.
						Cat 4	Missing Hazard marker		Missing hazard marker duplication removed
						Cat 5			
						Cat 6			
	STP	Steps	SD	Step Damage		Cat 1	Greater than 40mm/missing block, slab etc.		Removed as covered by sections on carriageway, cycleway, footways
						Cat 2	Greater than 30mm but less than 39mm		
						Cat 3	Greater than 20mm but less than 29mm		
						Cat 4	Uneven surface up to 15mm level difference		
						Cat 5			
						Cat 6			

Traffic Signs & Road Markings

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category	Intervention Level	Inspection	
						Cat 1	Regulatory markings and signs missing	ACTION temporary warning signs shall be erected within 2 hours at locations where no	Road marking sections amalgamated, no changes to policy
						Cat 2	N/A		

	HRM	Hatched Road Markings	HRMF	Faded Marking		Cat 3	N/A	overtaking and junction markings are missing	
						Cat 4	Between 25% and 50% of the junction road markings lost		
						Cat 5	Between 10% and 25% of the junction road markings lost		
						Cat 6			
	LRM	Longitudinal Road Markings	LRMF	Faded Marking		Cat 1	Regulatory markings and signs missing	ACTION temporary warning signs shall be erected within 2 hours at locations where no overtaking and junction markings are missing	
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Between 25% and 50% of the junction road markings lost		
						Cat 5	Between 10% and 25% of the junction road markings lost		
						Cat 6			
	TRM	Transverse Markings	TMF	Faded Marking		Cat 1	Regulatory markings and signs missing	ACTION temporary warning signs shall be erected within 2 hours at locations where no overtaking and junction markings are missing	
						Cat 2	N/A		
						Cat 3	N/A		
						Cat 4	Between 25% and 50% of the junction road markings lost		
						Cat 5	Between 10% and 25% of the junction road markings lost		
						Cat 6			
Traffic Signs & Road Markings	RDS	Road studs	RSC	Missing/Damaged		Cat 1	loose road studs which could be dislodged by vehicle		No change
						Cat 2	N/A		
						Cat 3	N/A		Missing studs causing a hazard at safety critical areas such as sharp bends and junctions upgraded to cat 3. Amendment made to category 4 - service level observation to ensure it is recorded when a significant number of road studs are missing. Record of damaged road studs removed as experience has shown it is not practical to inspect these individually.
						Cat 4	missing road stud		
						Cat 5	Damaged road stud - requires replacing		
						Cat 6	Damaged road stud - no replacement required		
	SG	Signs	SCDN	Missing/Damaged		Cat 1	Regulatory/other warning signs Missing Obstructing Over Hanging	Signs which overhang the carriageway, footway or cycleway and are likely to collapse or cause an obstruction to safe passage	No change
						Cat 2	Other Warning Signs Missing	ACTION temporary warning signs shall be erected within 24 hours at locations where regulatory signs occur where the passage of vehicles if not controlled would constitute a hazard to other road users	
						Cat 3	damaged signs face and or post		
						Cat 4	All other missing signs		
						Cat 5	All signs - slight damage		
						Cat 6			
Street Lighting									
Asset Group	**Asset Code**	**Asset Type Description**	**Defect Code**	**Defect Description**	**Location**	**Category**	**Intervention Level**	**Intervention Level**	
			LMA	Door Off		Cat 1	Column/Post door missing		No change, defect types combined for clarity
						Cat 2			
						Cat 3	N/A		
						Cat 4			
						Cat 5			

						Cat 6			
			HRMF	Wires Exposed		Cat 1	Wiring exposed and accessible by public		
						Cat 2			
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			
			VAN	Column/Post leaning, causing obstruction		Cat 1	Column or post leaning and causing obstruction to the safe passage of the highway user		
						Cat 2			
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			
			SHA	Knockdown Column/ Post		Cat 1	Column or post knockdown, creating hazard and or obstruction to the highway user		
Illuminated Street Furniture: Street Lights Traffic Signals Illuminated Signs and Bollards						Cat 2			
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			
			FSH	Burning by Day		Cat 1		These defect will require mapping to the Street Lighting and Traffic Signal fault response times.	No change
						Cat 2	Day burning lantern		Changed to category 3 as not a significant hazard
						Cat 3			No change
						Cat 4			
						Cat 5			
						Cat 6			
			NNO	Lamp Flashing		Cat 1			No change
						Cat 2	Intermittent lantern		Changed to category 3 as not a significant hazard
						Cat 3			No change
						Cat 4			
						Cat 5			
						Cat 6			
			CAN	Lamp Out		Cat 1			
						Cat 2			
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			
			STR	Missing Number		Cat 1			
						Cat 2	Asset identification number missing		Changed to category 3 as not a significant hazard
						Cat 3			No change
						Cat 4			
						Cat 5			
						Cat 6			

Obstruction

Asset Group	Asset Code	Asset Type Description	Defect Code	Defect Description	Location	Category	Intervention Level		
			Obs	Obstruction creating hazard to Highway user	Whole Highway	Cat 1	Any item creating hazard or obstruction to the highway user e.g. obscured or dirty signs, safety bollards etc.		No change - reference to dirty signs moved to sign section
						Cat 2			
						Cat 3			
						Cat 4			
						Cat 5			
						Cat 6			

Equality impact assessment update

Summary report for the Implementation of the Code of Practice Well Managed Highway Infrastructure, 2016

Date of assessment update: August 2019

Manager(s) name: Pippa Mabey

Role: Highway Service Development Manager

Impact assessment (project or service, strategy or policy) that was updated:

Highway Maintenance - Consideration of Character
Highway Inspection Manual

Background

The above policies have been reviewed and amended in line with the recommendations set out in the Code of Practice – Well Managed Highway Infrastructure, 2016. This is a nationally recognised best practice guide for authorities to use when developing their approach to highway infrastructure. The code advocates a flexible, risk based approach to highway maintenance decision making taking into consideration local needs, priorities and affordability.

An Equality Impact Assessment has not previously been carried out on these policies so the existing policy statements have been assessed as well as the proposed amendments.

Summary of findings

Research suggests that these policies are expected to have a generally positive impact on safety and accessibility for all users including those with protected characteristics.

A review of customer feedback has highlighted that some individuals may be more affected by defects on the highway than others. For example, those with mobility or visual impairments may be more likely to trip on an uneven surface. In Conservation Areas, some non-standard materials such as paving slabs can be more costly to maintain in a safe condition.

The new approach allows for consideration of a wider range of factors (including user needs) when assessing risk and making decisions. Although it is not possible to completely eliminate the greater risk some users face, the new policies will ensure a more realistic assessment of risk and will help to ensure we have the best network condition for the investment available.

Summary of recommendations and key points of action plan:

It is recommended that the policy is subject to regular review. The policy review process will take into consideration feedback/complaints from users, particularly where it relates to equality, to help support and inform decision making.

Groups that this project or service will impact upon
Please mark the appropriate boxes with an 'x'

	Positive	Negative
Age	X	
Disability	X	
Ethnicity		
Gender/Transgender		
Marriage or Civil partnership		
Pregnancy and Maternity	X	
Religion/Belief		
Sexual Orientation		
Other (including carers/rurality etc)		
All		

Equality Impact Assessment

Strategy or Policy Template

Name of the strategy or policy
Implementation of the Code of Practice – Well Managed Highway Infrastructure, 2016

File ref:		**Issue No:**	
Date of Issue:	**Septembr 2019**	**Review date:**	**2021**

Contents

Part 1 The Public Sector Equality Duty and Equality Impact Assessments (EIA)

1.1 The Council must have due regard to its Public Sector Equality Duty when making all decisions at member and officer level. An EIA is the best method by which the Council can determine the impact of a proposal on equalities, particularly for major decisions. However, the level of analysis should be proportionate to the relevance of the duty to the service or decision.

1.2 This is one of two forms that the County Council uses for Equality Impact Assessments, both of which are available on the intranet. This form is designed for any proposal, strategy or policy. The other form looks at services or projects.

1.3 The Public Sector Equality Duty (PSED)
The public sector duty is set out at Section 149 of the Equality Act 2010. It requires the Council, when exercising its functions, to have "due regard" to the need to

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. (see below for "protected characteristics"

These are sometimes called equality aims.

1.4 A "protected characteristic" is defined in the Act as:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race (including ethnic or national origins, colour or nationality)
- religion or belief;
- sex;
- sexual orientation.

Marriage and civil partnership are also a protected characteristic for the purposes of the duty to eliminate discrimination.

The previous public sector equalities duties only covered race, disability and gender.

1.5 East Sussex County Council also considers the following additional groups/factors when carry out analysis:

- Carers – A carer spends a significant proportion of their life providing unpaid support to family or potentially friends. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems. [Carers at the Heart of 21stCentury Families and Communities, 2008]
- Literacy/Numeracy Skills

- Part time workers
- Rurality

1.6 Advancing equality (the second of the equality aims) involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristic

- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people including steps to take account of disabled people's disabilities

- Encouraging people from protected groups to participate in public life or in other activities where their participation in disproportionately low

NB Please note that, for disabled persons, the Council must have regard to the possible need for steps that amount to positive discrimination, to "level the playing field" with non-disabled persons, e.g. in accessing services through dedicated car parking spaces.

1.6 Guidance on Compliance with The Public Sector Equality Duty (PSED) for officers and decision makers:

1.6.1 To comply with the duty, the Council must have "due regard" to the three equality aims set out above. This means the PSED must be considered as a factor to consider alongside other relevant factors such as budgetary, economic and practical factors.

1.6.2 What regard is "due" in any given case will depend on the circumstances. A proposal which, if implemented, would have particularly negative or widespread effects on (say) women, or the elderly, or people of a particular ethnic group would require officers and members to give considerable regard to the equalities aims. A proposal which had limited differential or discriminatory effect will probably require less regard.

1.6.3 *Some key points to note :*

- The duty is regarded by the Courts as being very important.
- Officers and members must be aware of the duty and give it conscious consideration: e.g. by considering open-mindedly the EIA and its findings when making a decision. When members are taking a decision,this duty can't be delegated by the members, e.g. to an officer.
- EIAs must be evidence based.
- There must be an assessment of the practical impact of decisions on equalities, measures to avoid or mitigate negative impact and their effectiveness.
- There must be compliance with the duty when proposals are being formulated by officers and by members in taking decisions: the Council can't rely on an EIA produced after the decision is made.
- The duty is ongoing: EIA's should be developed over time and there should be evidence of monitoring impact after the decision.
- The duty is not, however, to achieve the three equality aims but to consider them – the duty does not stop tough decisions sometimes being made.

- The decision maker may take into account other countervailing (i.e. opposing) factors that may objectively justify taking a decision which has negative impact on equalities (for instance, cost factors)

1.6.4 In addition to the Act, the Council is required to comply with any statutory Code of Practice issued by the Equality and Human Rights Commission. New Codes of Practice under the new Act have yet to be published. However, Codes of Practice issued under the previous legislation remain relevant and the Equality and Human Rights Commission has also published guidance on the new public sector equality duty.

Part 2 – Aims and implementation of the proposal, strategy or policy

2.1 What is being assessed?

a) Proposal or name of the strategy or policy.

	Policy	Impact of policy change
Rescind the Policy	**PS 7.3 Maintenance of Footways – materials** *Sets out approach to maintenance of footways in Conservation Areas*	This policy is superseded by the new Highway Maintenance - Consideration of Character policy– see details below
	Transport Asset Management Plan (TAMP) *Sets out approach to Highway maintenance, including details of the maintenance hierarchies, maintenance standards, inspection frequencies and defect classification.*	This plan is superseded by the new Highway Inspection Manual – see details below.
	Cycling Policy *Sets out the measures to be taken to help ensure that cyclists can use the highway network safely*	No impact. This policy has been superseded by the Third Local Transport Plan 2011-2026. The policy is being rescinded to avoid confusion.
Update the Policy	**PS 10.1 Street Lighting** *Sets out policy on street lighting maintenance*	Section on street lighting in conservation areas has been moved to the new Maintenance in Conservation Areas policy – see details below.
New Policy Required	**Highway Maintenance - Consideration of Character** *Sets out approach to maintenance in Conservation Areas*	Changes to policy will result in a more flexible, collaborative approach to using non-standard Highway materials in Conservation Areas with decisions made on a case by case basis taking into consideration a wider range of factors.
Amendmen tto Highway Contract	**Highways and Infrastructure Services Contract**	Changes to contract to allow contractor greater flexibility in determining defect response times based on an assessment of risk.

New Inspection Manual	**Highway Inspection Manual** *Sets out approach to Highway maintenance, including details of the maintenance hierarchies, maintenance standards, inspection frequencies and defect classification.*	Changes to our approach will allow for a greater assessment of risk in determining the network hierarchy, inspection frequencies, defect classification and response times in line with current best practice recommendations.

b) What is the main purpose or aims of proposal, strategy or policy?

Many of the tasks carried out by East Sussex County Council's Highways department are statutory duties or powers defined by national legislation. The highway policies set out the County Council's position where local discretion is permitted in how duties or powers are applied, or in areas for which there is no legislation.

Highway maintenance policies and standards have been developed and adopted by East Sussex County Council over the years:

- to ensure compliance with statutory requirements and industry best practice;
- to align with corporate priorities and the local transport policy;
- in response to incremental changes and improvements to operational practices; and
- to provide consistency and clarity for customers and key decision-makers.

Policies have been reviewed and amended following changes to the recommendations set out in the Code of Practice – Well Managed Highway Infrastructure, 2016. The code advocates a flexible, risk based approach to highway maintenance and the policies have been updated accordingly.

c) Manager(s) and section or service responsible for completing the assessment

Highways Contract Management Group – Service Development Manager / Service Support Officer.

2.2 Who is affected by the proposal, strategy or policy? Who is it intended to benefit and how?

All highway users in East Sussex.

2.3 How is, or will, the proposal, strategy or policy be put into practice and who is, or will be, responsible for it?

The policies will be put into practice by East Sussex County Council and its Highway Infrastructure Services Contract provider.

Overall responsibility for setting and reviewing highway maintenance policies will sit within the County Council, Highways Contract Management Group, Communities, Economy and Transport department.

2.4 Are there any partners involved? E.g. NHS Trust, voluntary/community organisations, the private sector? If yes, how are partners involved?

Highway service contract delivery partners.

2.5 Is this project or procedure affected by legislation, legislative change, service review or strategic planning activity?

There is a well-defined statutory duty on the authority to provide highway maintenance services. The principle legislation is detailed within the Highways Act 1980 and in particular clauses 36, 41 and 58:

- Clause 36 – highways maintainable at public expense
- Clause 41 – local authority duty to maintain the highway
- Clause 58 – defence to claims arising from accident and injury on the highway

Other legislation exists that is relevant to specific policies. This is listed within each policy. There are also a range of codes of practice and national guidance informing the level and standard of maintenance works on the highway.

Policies are also affected by:

- County Council corporate priorities;
- Transport and Environment Portfolio Plan;
- The Council's Local Transport Policy; and
- Outcomes contained within the Highways Infrastructure Services Contract 2016-22.

All highways related policies are approved by the County Council, Lead Member for Transport and Environment and are subject to a regular programme of review.

Part 3 – Methodology, consultation, data and research used to determine impact on protected characteristics.

3.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.

Types of evidence identified as relevant have **X** marked against them			
	Employee Monitoring Data		Staff Surveys
x	Service User Data		Contract/Supplier Monitoring Data
	Recent Local Consultations		Data from other agencies, e.g. Police, Health, Fire and Rescue Services, third sector
x	Complaints	x	Risk Assessments
	Service User Surveys		Research Findings
	Census Data	**x**	East Sussex Demographics
	Previous Equality Impact Assessments		National Reports
x	Other organisations' Equality Impact Assessments		Any other evidence?

3.2 Evidence of complaints against the strategy or policy on grounds of discrimination.

A review of all customer contact between September 2017 and March 2019 that has been escalated to the level of a formal complaint was carried out. In this time we have received three complaints related to the policies being assessed in their current forms:

- Resident tripped over an uneven pavement and required hospital treatment. They felt that the intervention levels for repair were too high to keep the pavements safe for elderly residents.
- Resident reported that the unevenness of the pavement was unsafe for a particular individual with a mental health disability.
- A partially sighted wheelchair user reported suffering accessibility issues because of overgrown vegetation. They were concerned that the timescales for resolving the issue were too long.

3.3 If you carried out any consultation or research on the strategy or policy explain what consultation has been carried out.

The following consultation and research has been carried out:

- Review of customer satisfaction on current policies and service levels
- Internal research between the following: CET Highways Contract Management Group, ESCC Legal Services, East Sussex Highways technical experts and relevant teams, Insurance and Risk Management Team

- External consultation between CET Highways Contract Management Group and local planning authorities and conservation groups
- Review of best practice guidance including Well-Managed Highway Infrastructure: A Code of Practice 2016, UK Roads Liaison Group, guidance and national legislation
- Review of similar policies from neighbouring authorities

3.4 What does the consultation, research and/or data indicate about the positive or negative impact of the strategy or policy?

Research indicates that the proposed recommendations and updates to these policies would have a positive or neutral impact.

The policies will allow for a greater flexibility of approach based on an assessment of risk which will allow a wider variety of factors to be taken into consideration.

Adopting the principles of the code will promote consideration of all the implications pertaining to service level decisions including the Public Equality Duty.

Part 4 – Assessment of impact

4.1 Age: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County /District/Borough?

The highway service covers the entire county of East Sussex. East Sussex has a higher population of people aged over 65 than the average for England and Wales.

Age / Geography	All people	Percent aged 0-14	Percent aged 15-29	Percent aged 30-44	Percent aged 45-64	Percent aged 65+
England and Wales	56,075,912	17.6	19.9	20.5	25.4	16.4
South East	8,634,750	17.8	18.6	20.4	26.1	17.2
East Sussex	526,671	16.1	15.9	17.2	28.0	22.7

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users of different ages is likely to be the same as in the population figures above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Some people of different age groups may be more affected than others.

d) What is the proposal, strategy or policy's impact on different ages/age groups?

The implementation of a more flexible, risk based approach will generally have a positive impact for all age groups ensuring that highways are kept safe and accessible.

It is acknowledged that some individuals may be more affected by defects on the highway than others. For example, young children and the elderly may be more likely to trip on an uneven surface. Some non-standard materials such as paving slabs that are used in conservation areas can be more likely to create trip hazards.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Consideration of the needs and safety of all highway users, including those that are most vulnerable or have protected characteristics, is embedded within the Highways and Infrastructure Services Contract and the Council's Highway Asset Management Policy and Strategy. Specific needs will be considered when decisions are made in the implementation of this policy.

The new policies allow for the consideration of a wider range of factors (including user needs) when assessing risk and deciding on the best course of action.

Limited resources will mean that it is not possible to repair all defects that could be a hazard for all highway users even where a risk has been established. To ensure we have the best (and safest) network condition for the investment available, it is necessary to target resources where the risks to road users are highest. However, the risk based approach will allow for a more realistic assessment of risk and is expected to keep the highway safer and more accessible for all users which will benefit those of different age groups.

f) Provide details of the mitigation.

The Highways Contact Centre provides an accessible 24hr service for people to report problems and safety concerns.

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqIAs. Our policies and arrangements for equalities and the issues raised in this EqIA will be considered each time a policy is reviewed.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

g) How will any mitigation measures be monitored?

The Highway Contract Management Team manages and monitors all policies through an existing performance management framework and ensures that all policies and associated EqIAs are reviewed within appropriate timescales.

4.2 Disability: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

The highway service covers the entire county of East Sussex.

Type / Geography	All people	Percent people with long-term health problem or disability	Percent day-to-day activities limited a little	Percent day-to-day activities limited a lot	Percent people without long-term health problem or disability
England and Wales	56,075,912	17.9	9.4	8.5	82.1
South East	8,634,750	15.7	8.8	6.9	84.3
East Sussex	526,671	20.3	11.2	9.2	79.7

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the reflected in the population of those impacted by the proposal, strategy or policy?

The highway service covers the entire county of East Sussex and it is used by both residents and visitors. The proportion of highway users with this protected characteristic is likely to be the same as the population figures shown above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Yes, people with some types of disability may be more affected than others.

d) What is the proposal, strategy or policy's impact on different ages/age groups?

The implementation of a more flexible, risk based approach will generally have a positive impact for those with disabilities ensuring that highways are kept safe and accessible.

It is acknowledged that some individuals may be more affected by defects on the highway than others. For example, people with limited mobility or visual impairment may be more likely to trip on an uneven surface. Some non-standard materials such as paving slabs that are used in conservation areas can be more likely to create trip hazards.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Consideration of the needs and safety of all highway users, including those that are most vulnerable or have protected characteristics, is embedded within the Highways and Infrastructure Services Contract and the Council's Highway Asset Management Policy and Strategy. Specific needs will be considered when decisions are made in the implementation of this policy.

The new policies allow for the consideration of a wider range of factors (including user needs) when assessing risk and deciding on the best course of action.

Limited resources will mean that it is not possible to repair all defects that could be a hazard for all highway users even where a risk has been established. To ensure we have the best (and safest) network condition for the investment available, it is necessary to target resources where the risks to road users are highest. However, the risk based approach will allow for a more realistic assessment of risk and is expected to keep the highway safer and more accessible for all users which will benefit those with disabilities.

f) Provide details of the mitigation.

The Highways Contact Centre provides an accessible 24hr service for people to report problems and safety concerns.

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqIAs. Our policies and arrangements for equalities and the issues raised in this EqIA will be considered each time a policy is reviewed.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

g) How will any mitigation measures be monitored?

The Highway Contract Management Team manage and monitor all policies through an existing performance management framework and ensure that all policies and associated EqIAs are reviewed within appropriate timescales.

4.3 Ethnicity: Testing of disproportionate, negative, neutral or positive impact.

- Nationality e.g. being a British, Australian or Swiss citizen
- Ethnic or national origins e.g. being from a Roma background or of Chinese Heritage

a) How is this protected characteristic reflected in the County/District/Borough?

The highways service covers the entire county of East Sussex.

Ethnicity / Geography	All people	% White British and N Irish	% White Irish	% Gypsy or Irish Traveller	% Other White	% Mixed heritage	% Asian/ Asian British	% Black/ Black British	% other ethnic group
England and Wales	56,075,912	80.5	0.9	0.1	4.4	2.2	7.5	3.3	1.0
South East	8,634,750	85.2	0.9	0.2	4.4	1.9	5.2	1.6	0.6
East Sussex	526,671	91.7	0.8	0.2	3.4	1.4	1.7	0.6	0.3

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No.

d) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

N/A

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

N/A

f) Provide details of any mitigation.

N/A

g) How will any mitigation measures be monitored?

N/A

4.4 Gender/Transgender: Testing of disproportionate, negative, neutral or positive impact

a) How is this protected characteristic target group reflected in the County/District/Borough?

Gender	Geography	All people
All people	England and Wales	56,075,912
	South East	8,634,750
	East Sussex	526,671
Males	England and Wales	27,573,376
	South East	4,239,298
	East Sussex	253,764
Females	England and Wales	28,502,536
	South East	4,395,452
	East Sussex	272,907

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No.

d) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

N/A

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

N/A

f) Provide details of any mitigation.

N/A

g) How will any mitigation measures be monitored?

N/A

4.5 Marital Status/Civil Partnership: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic target group reflected in the County/District/Borough?

Marital Status Geography	All people aged 16 and over	Percent single	Percent married	Percent in a registered same-sex civil partnership	Percent separated	Percent divorced	Percent widowed
England and Wales	45,496,780	34.6	46.6	0.2	2.6	9.0	7.0
South East	6,992,666	31.9	49.3	0.2	2.5	9.1	6.9
East Sussex	435,515	29.1	48.4	0.3	2.7	10.7	8.7

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No.

d) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

N/A

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

N/A

f) Provide details of any mitigation.

N/A

g) How will any mitigation measures be monitored?

N/A

4.6 Pregnancy and maternity: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic target group reflected in the County/District/Borough?

Measure	Number of live births						
Age of mother Geography	All live births	Under 20	20-24	25-29	30-34	35-39	40 and over
England and Wales	729,674	33,815	132,456	202,370	216,242	114,797	29,994
South East	107,858	4,191	16,781	27,651	34,322	19,725	5,188

Source: 2011 Census, Office for National Statistics

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Yes, pregnant or people on maternity leave may be more affected than others due to use of buggies etc.

d) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

The implementation of a more flexible, risk based approach will generally have a positive impact for pregnancy and maternity ensuring that highways are kept safe and accessible.

It is acknowledged that some individuals may be more affected by defects on the highway than others. For example, people with limited mobility or visual impairment may be more likely to trip on an uneven surface. Some non-standard materials such as paving slabs that are used in conservation areas can be more likely to create trip hazards.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Consideration of the needs and safety of all highway users, including those that are most vulnerable or have protected characteristics, is embedded within the Highways and Infrastructure Services Contract and the Council's Highway Asset Management Policy and Strategy. Specific needs will be considered when decisions are made in the implementation of this policy.

The new policies allow for the consideration of a wider range of factors (including user needs) when assessing risk and deciding on the best course of action.

Limited resources will mean that it is not possible to repair all defects that could be a hazard for all highway users even where a risk has been established. To ensure we have the best (and safest) network condition for the investment available, it is necessary to target resources where the risks to road users are highest. However, the risk based

approach will allow for a more realistic assessment of risk and is expected to keep the highway safer and more accessible for all users which will benefit those who are pregnant or on maternity.

f) Provide details of any mitigation.

The Highways Contact Centre provides an accessible 24hr service for people to report problems and safety concerns.

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqIAs. Our policies and arrangements for equalities and the issues raised in this EqIA will be considered each time a policy is reviewed.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

g) How will any mitigation measures be monitored?

The Highway Contract Management Team manages and monitors all policies through an existing performance management framework and ensures that all policies and associated EqIAs are reviewed within appropriate timescales.

4.7 Religion, Belief: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

Religions Geography	All people	% Christian	% Buddhist	% Hindu	% Jewish	% Muslim	% Sikh	% other religions	% no religion	% religion not stated
England and Wales	56,075,912	59.3	0.4	1.5	0.5	4.8	0.8	0.4	25.1	7.2
South East	8,634,750	59.8	0.5	1.1	0.2	2.3	0.6	0.5	27.7	7.4
East Sussex	526,671	59.9	0.4	0.3	0.2	0.8	0.0	0.7	29.6	8.1

Source: 2011 Census, Office for National Statistics

a) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

b) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No.

c) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

N/A

d) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

N/A

e) Provide details of any mitigation.

N/A

f) How will any mitigation measures be monitored?

N/A

4.8 Sexual Orientation - Gay, Lesbian, Bisexual and Heterosexual: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

The highways service covers the entire county of East Sussex

Estimates of the UK LGB population generally vary between 5%-7% of the overall population. Official estimates are often lower than this based on responses to surveys. All estimates are subject to the very significant caveat that many LGB people are reluctant to 'come out' to policy makers and researchers, seeing little benefit in doing so and fearing discrimination and harassment. In addition, sources such as the census have not collected sexual orientation or gender identity data so far. Taking the Stonewall estimate as a guide, this means that in East Sussex with a population of 552,300 (East Sussex in Figures website) around 27,615 - 38,661 people are likely to be LGB.

h) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

i) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No.

j) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

N/A

k) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

N/A

l) Provide details of any mitigation.

N/A

m) How will any mitigation measures be monitored?

N/A

4.9 Other: Additional groups/factors that may experience impacts - testing of disproportionate, negative, neutral or positive impact.

a) How are these groups/factors reflected in the County/District/ Borough?

The characteristics of those in rural areas, carers, part time workers and those with poor literacy/numeracy skills are not considered relevant to this assessment as they are unlikely to be affected differently to others by any of the changes to policies.

b) How is this group/factor reflected in the population of those impacted by the proposal, strategy or policy?

The highways service covers the entire county of East Sussex and is used by both residents and visitors to the County. The proportion of highway users with this protected characteristic is likely to be the same as in the figures above.

c) Will people within these groups or affected by these factors be more affected by the proposal, policy or strategy than those in the general population who are not in those groups or affected by these factors?

No

d) What is the proposal, strategy or policy's impact on the factor or identified group?

N/A

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Rurality - The highways service has a good track record in engaging with parish councils in rural areas, as well as town councils in smaller towns, on a wide range of issues through the Strengthening Local Relations (SLR) and the Community Highways Initiatives. This provides an opportunity for rural communities to raise any concerns they have or make suggestions which will be taken into consideration when reviewing policies. We will continue to work with local communities to ensure that there is a good understanding of the principles of Asset Management, which in turn will enable local councils to better appreciate the rationale behind the decisions that are made.

We will ensure that the policies are also reviewed against relevant best practice guidance to avoid any negative impact to the advancement of equality.

f) Provide details of the mitigation.

N/A

g) How will any mitigation measures be monitored?

N/A

4.10 Human rights- Human rights place all public authorities – under an obligation to treat you with fairness, equality, dignity, respect and autonomy.

Please look at the table below to consider if your proposal, policy or strategy may potentially interfere with a human right.

Articles	
A2	**Right to life (e.g. pain relief, suicide prevention)**
A3	**Prohibition of torture, inhuman or degrading treatment (service users unable to consent, dignity of living circumstances)**
A4	**Prohibition of slavery and forced labour (e.g. safeguarding vulnerable adults)**
A5	**Right to liberty and security (financial abuse)**
A6 &7	**Rights to a fair trial; and no punishment without law (e.g. staff tribunals)**
A8	**Right to respect for private and family life, home and correspondence (e.g. confidentiality, access to family)**
A9	**Freedom of thought, conscience and religion (e.g. sacred space, culturally appropriate approaches)**
A10	**Freedom of expression (whistle-blowing policies)**
A11	**Freedom of assembly and association (e.g. recognition of trade unions)**
A12	**Right to marry and found a family (e.g. fertility, pregnancy)**
Protocols	
P1.A1	**Protection of property (service users property/belongings)**
P1.A2	**Right to education (e.g. access to learning, accessible information)**
P1.A3	**Right to free elections (Elected Members)**

Part 5 – Conclusions and recommendations for decision makers

5.1 Summarise how this proposal/policy/strategy will show due regard for the three aims of the general duty across all the protected characteristics and ESCC additional groups.

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;

  The policies are based on national legislation and best practice guidelines.

  The policies will be implemented by the current highways and infrastructure services contract provider. Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions.

  ESCC retains control of highway related policy and the Highway Contract Management Group manages this function. This includes the monitoring of performance and compliance and the investigation of complaints relating to equalities issues.

- Advance equality of opportunity between people from different groups

  The highways contract and associated polices aim to provide the best network condition for the investment available, improving access for older people, people with disabilities and pregnant or people on maternity. These policies have taken into consideration the needs of all highway users including these groups. The more flexible, risk based approach is expected to improve safety and accessibility for all highway users including those with protected characteristics.

- Foster good relations between people from different groups

  Customer focus and community engagement are embedded into the highways contract and service model and the current service provider is expected to liaise directly with local communities to deliver the service in a fair, transparent manner, considering the needs of all service users.

5.2 Impact assessment outcome Based on the analysis of the impact in part four please mark below ('X') with a summary of your recommendation.

X	Outcome of impact assessment	Please explain your answer fully.
	A No major change – Your analysis demonstrates that the policy/strategy is robust and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.	The highways service affects anyone that uses the highway network in East Sussex. The policies referenced in this report focus on supporting ESCC priorities and highways outcomes. Some activities are legislated requirements and others are in reference to nationally recognised best practice approaches. Research indicates that although it is not possible to completely eliminate risk and that this risk may be slightly higher for some users with protected characteristics, that the new approach
	B Adjust the policy/strategy – This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect.	
X	**C Continue the policy/strategy -** This means adopting your proposals, despite any adverse	

	effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate	will help to ensure the best network condition for the investment available. The changes to the policies are expected to improve the safety and accessibility of the highway network for all users including those with protected characteristics.
	D Stop and remove the policy/strategy – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy/strategy altogether. If a policy/strategy shows unlawful discrimination it *must* be removed or changed.	

5.3 What equality monitoring, evaluation, review systems have been set up to carry out regular checks on the effects of the proposal, strategy or policy?

A system has been put in place to review these policies on a regular basis or more often where incidents, complaints/feedback, changes to legislation or best practice necessitate this.

5.6 When will the amended proposal, strategy or policy be reviewed?

Minimum every 2 years.

Date completed:	**Feb 2019**	**Signed by (person completing)**	**Stephanie Everest**
		Role of person completing	**Service Support Officer**
Date:	**August 2019**	**Signed by (Manager)**	**Pippa Mabey**

Part 6 – Equality impact assessment action plan

If this will be filled in at a later date when proposals have been decided please tick here and fill in the summary report. ☐

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact
4. **If no actions fill in separate summary sheet.**

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area for improvement	Changes proposed	Lead Manager	Timescale	Resource implications	Where incorporated/flagged? (e.g. business plan/strategic plan/steering group/DMT)

(a) 6.1 Accepted Risk

From your analysis please identify any risks not addressed giving reasons and how this has been highlighted within your Directorate:

Area of Risk	Type of Risk? (Legal, Moral, Financial)	Can this be addressed at a later date? (e.g. next financial year/through a business case)	Where flagged? (e.g. business plan/strategic plan/steering group/DMT)	Lead Manager	Date resolved (if applicable)