

<b>Subject:</b>	<b>Review of Transport Operational Policies (highway functions)</b>		
<b>Date of Meeting:</b>	<b>15 March 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director, Environment, Development &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Christina Liassides</b>	<b>Tel: 29-2036</b>
	<b>Email:</b>	<b>christina.liassides@brighton-hove.gcsx.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Transport Operational Policies are documents which provide consistency and clarity for decision-making. Many of the tasks undertaken in Asset and Network Management are statutory highway duties or powers defined by national legislation. However, there is local discretion in how some of these duties or powers are applied. The policy documents define these discretionary parameters for officers and for the public.
- 1.2 These policies are reviewed periodically to ensure that they reflect current legislation, guidance, funding and other local considerations for the city of Brighton & Hove and are presented to Members for approval.

**2. RECOMMENDATIONS:**

- 2.1 That the Environment, Transport and Sustainability Committee approves the Brighton & Hove City Council Transport Operational Policies as attached at Appendix 1 to this report.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 These policies are essential tools in the delivery of Transport operational services because they enable officers to have a consistent and approved approach to similar issues across the city, and enable the public to understand the requirements and rationale for decisions on the provision of service.
- 3.2 The majority of policies presented in this report are existing ones that were last reviewed and approved by Members in January 2008.
- 3.3 For 2016, all the attached policies have been reviewed using information analysed from various sources including national legislation, national guidance, other local authorities, Environment, Transport & Sustainability Committees, Scrutiny Panels, Full Budget council decisions, Equalities Engagement Days, the

National Highways & Transportation annual survey, Brighton & Hove residents' surveys and from direct customer communication.

- 3.4 There have been no substantial changes to the following existing policies apart from incorporating any Scrutiny recommendations: HP 3/2 Private Streetworks; HP 8/1 Tree Planting and Landscaping; HP 8/2 Tree Management; HP 8/4 Control of Placements on the Highway; HP 8/5 Planting on the Highway; HP 8/7 Provision of Highway Bollards; HP 8/8 Transport abandoned on the Highway.
- 3.5 HP 7/2 Maintenance of Footways has been revised to reflect a Full Council budget decision in 2012 regarding cost-effective use of materials for repair.
- 3.6 HP 8/6 Vehicle Crossings over Pavements and Verges has been revised to include a greater level of detail. This is because the original policy did not provide sufficient information for people applying to have a crossover on the highway to reach a private driveway. There are various safety and accessibility considerations that must be satisfied before a crossover can be approved and it is important that applicants are aware of this before paying for an officer assessment of their application.
- 3.7 HP 8/10 Grass Verge Parking is a new policy that has been drawn up as a result of officer experience and investigation into issues, including with Members and local communities. This policy encapsulates what already happens in the service that is routinely provided.
- 3.8 HP 9/1 Events-Permit Policy is a new policy that relates to events that impact on the public highway. This policy incorporates existing good practice in the city alongside the new requirements under the Permit scheme, which are legal obligations. The policy does not include resident street parties and play streets.
- 3.9 A recent review of the website has ensured that our information is better presented and more up-to-date. This will be an ongoing process and will reflect information that is contained within our policies. This means that customers can make informed decisions on certain issues (e.g. whether to apply for a crossover for a private driveway) or can access good information about why we provide a service in a particular way.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 A periodic review of Transport Operational Policies is good practice and ensures that the council has formally approved and adopted considered approaches to service provision.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The attached policies have been reviewed using all accessible data including Committee decisions and Scrutiny recommendations, survey information and local contact with residents, businesses, events' organisers and ward councillors.

## 6. CONCLUSION

- 6.1 This report recommends approval of the Transport Operational Policies attached in Appendix 1 in order that the council has an agreed operational framework for highway service provision.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The cost of officer time to review and update the Transport Operational Policies has been funded from existing revenue budgets within the Transport service. It is anticipated that there will not be any significant financial implications associated to policy changes, and that all policy changes will be carried out from within existing and approved budgets.

*Finance Officer Consulted: Steven Bedford*

*Date: 02/02/16*

### Legal Implications:

- 7.2 Where the Transport Operational Policies are supported by specific legislation this is referred to in the Policies. The Policies are in accordance with the Council's powers and duties as Highway Authority.

It is not considered that any adverse human rights implications arise from the report.

*Lawyer Consulted:*

*Name Hilary Woodward*

*Date: 04/02/16*

### Equalities Implications:

- 7.3 An Equalities Impact Assessment has been undertaken on this policy review. Consistency and clarity of service provision helps the authority to maintain a safe and accessible highway within defined parameters.

### Sustainability Implications:

- 7.4 There are no sustainability implications as a result of this report.

### Any Other Significant Implications:

- 7.5 There are no other significant implications as a result of this report.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Transport Operational Policies (highway functions)

## **Documents in Members' Rooms**

1. None

## **Background Documents**

1. Environment Committee report January 2008 on Transport Operational Policies
2. OSOC Street Trees Scrutiny April 2009
3. OSOC Street Access Scrutiny 2010 and review 2011
4. Full Budget Council February 2012
5. Environment Committee report July 2014, on adoption of Permit Scheme
6. Environment, Transport & Sustainability Committee, October 2014, Citywide Parking Review update (verge and pavement parking)