
Report to the Chief Officer (Highways and Transportation)

Date: 15 January 2019

Subject: Approval to procure the services of a consultant to consider amendments to the Leeds Permit Scheme for road works

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Coordinated, well managed roadworks contribute to the 'Best Council Plan' objective of 21st Century Infrastructure by improving transport connections, safety, reliability and affordability. The purpose of this report is to seek approval to procure the services of a consultant to facilitate improvements to the Leeds Permit Scheme for road works; and to commence a statutory consultation of the new scheme.
2. Leeds City Council currently have a permit scheme which covers the busier road network. Due to current Department for Transport (DfT) advice and the proposed introduction of the Street Manager system, amendment of the scheme is required to apply a permit scheme on the public highway.
3. Leeds City Council are currently working collaboratively with a number of Yorkshire highway authorities to consider amendments to their permit schemes. This report seeks permission for Leeds City Council to use the Yorkshire Highways Alliance Framework Agreement to procure the services of a specialist consultant, using the procurement process being undertaken by Kirklees Metropolitan Borough Council.

Recommendations

The Chief Officer (Highways and Transportation) is requested to;

- i. authorise the use of the Yorkshire Highways Alliance Framework Agreement for the procurement of the services of a specialist consultant to help facilitate amendments to the permit scheme at a cost of approximately £30,000.

- ii. approve the commencement of a statutory consultation once the new scheme has been drafted

1. Purpose of this report

- 1.1. The purpose of this report is to seek approval to procure the services of a consultant to facilitate improvements to the Leeds Permit Scheme for road and street works and to commence a statutory consultation on a new scheme.

2. Background information

- 2.1. Leeds City Council implemented the Yorkshire Common Permit Scheme on 12th June 2012 at the same time as five other Yorkshire Authorities. This was one of the first permit schemes in the Country, and in line with DfT advice at the time, the scheme focused on the strategically sensitive highway network, those being Reinstatement Category 0, 1 and 2 streets and all traffic sensitive streets. This is approximately 30% of the total length of the Leeds highway network. Street works noticing applies on the remaining network.
- 2.2. Leeds City Council has continued to successfully operate the Yorkshire Common Permit Scheme since 2012, as demonstrated in the Permit Evaluation report produced in September 2018.
- 2.3. Current DfT advice is that permit schemes should now include all streets maintained by the Highway Authority.
- 2.4. The DfT is currently designing a new electronic system, Street Manager, to record all information regarding current and planned road works. The Street Manager system which is due to be implemented by March 2020 will predominantly be set up to process permit applications, with limited functionality for street works notices.
- 2.5. As a result of current DfT advice and the planned implementation of Street Manager, a sub group of Yorkshire and Humberside Traffic Managers' Group has been established to consider amendments to permit schemes. As a member of this sub-group Kirklees Metropolitan Borough Council is undertaking a procurement exercise for the services of a specialist consultant.
- 2.6. Extending the Yorkshire Common Permit Scheme for Leeds City Council would enable the benefits realised on the strategic network to be extended to the whole network.
- 2.7. Leeds City Council has an unprecedented amount of large schemes planned for the next few years and whilst the majority of these will be on the current permit network, having permit applications on all streets would allow greater control over the whole network; and movement of traffic throughout the city.

3. Main issues

- 3.1. The services of a specialist consultant are required, to produce a cost benefit analysis to a DfT approved format, and to provide the necessary scheme documentation in compliance with current street works regulations. The consultant will also be required to provide knowledge of good practice and innovation from other

permit schemes, to design a scheme which delivers maximum benefits to road users, residents and businesses. At the completion of the work a statutory consultation exercise will be undertaken with affected stakeholders. Following the consultation it is proposed to seek a separate executive decision to make a legal order to commence operation of a new scheme.

- 3.2. Kirklees Metropolitan Borough Council will ensure that the procurement has been carried out in accordance with The Public Contract Regulations 2015 and that the framework is available for Leeds to use.
- 3.3. Tenders will be evaluated by nominated members of the sub-group of Yorkshire and Humberside Traffic Managers' Group.
- 3.4. The extension of the permit scheme to cover all streets is likely to require an increase in the Network Management staffing budget but this will be wholly offset by increased income.
- 3.5. Greater control of works and coordination on all streets maintained by Leeds City Council by amending the permit scheme will reduce delay and disruption to travel. This supports the 'Best Council Plan' objective of 21st Century Infrastructure by improving transport connections, safety, reliability and affordability.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1. Internal consultation with Technical Services and City Development Finance team. There were no objections to the content of this report. A full statutory consultation will be undertaken with all stakeholders if an all streets permit scheme is proposed.
- 4.1.2. Kirklees Metropolitan Borough Council will undertake consultation with proposed consultants on behalf of the Yorkshire and Humberside Traffic Managers' Group utilising the Yorkshire Highways Alliance Framework Agreement.

4.2. Equality and Diversity / Cohesion and Integration

- 4.2.1. An equality, diversity, cohesion and integration screening will be carried out by Kirklees Metropolitan Borough Council as part of their tender procedures and will confirm if a full impact assessment required. As the proposals are only seeking to use the Yorkshire Highway Alliance Framework this will therefore have no impact on protected equality characteristics.

4.3. Council policies and City Priorities

- 4.3.1. The use of this contract is in accordance with the Council's procurement policies.
- 4.3.2. Greater control of works and coordination on all streets maintained by Leeds City Council by amending the permit scheme will reduce delay and disruption to travel. This supports the 'Best Council Plan' objective of 21st Century Infrastructure by improving transport connections, safety, reliability and affordability.

4.4. Resources and value for money

4.4.1. Kirklees Metropolitan Borough Council will undertake a competitive tender exercise and the specialist consultant will be selected from the framework will offer best value.

4.4.2. The cost will be funded from the Network Management revenue budget

4.5. Legal Implications, Access to Information and Call In

4.5.1. The report is not eligible for Call In as it falls below the relevant thresholds.

4.5.2. If a permit scheme for all streets is proposed this will then become eligible for Call In as it is will be a key decision affecting the whole of the City.

4.6 Risk Management

4.6.1 Not approving the use of the Yorkshire Highway Alliance Framework Agreement would mean Leeds would have to procure a separate contract for a specialist consultant.

4.6.2 Not approving the work would mean the additional benefits of reduced delay and disruption to travel would not be realised.

5 Conclusions

5.1 Current DfT advice is for all highway authorities to operate a permit scheme on all streets maintained by the highway authority. Leeds City Council require the services of a specialist consultant to support them with any proposed amendments to the permit scheme.

5.2 Working collaboratively within the Yorkshire and Humberside Traffic Managers' Group ensures we are supported throughout the process and can use the procurement process being undertaken by Kirklees Metropolitan Borough Council and procure the services of a specialist consultant to assist with this exercise.

6 Recommendations

6.1 The Chief Officer (Highways and Transportation) is requested to;

- i. authorise the use of the Yorkshire Highways Alliance Framework Agreement for the procurement of the services of a specialist consultant to help facilitate amendments to the permit scheme at a cost of approximately £30,000.
- ii. approve the commencement of a statutory consultation once the new scheme has been drafted.

7 Background documents

7.1 None