

**Cardiff Council**

# **Highway Maintenance Policy Document**

## **Part A – 2024**

***DRAFT – v2.10***



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## Document Control

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## 1. Executive Summary

- 1.1. This policy outlines Cardiff Council's approach to highway maintenance within a legislative, corporate, and financial framework.
- 1.2. The primary objective of the Highway Maintenance Policy is to set how the Council will deliver its statutory duty as the **Highway Authority** in maintaining the highway network within Cardiff. Reference in this document to highway network or highways relates to the adopted highway. For these purposes adopted highway only applies to a designated section of public maintained highway that has gone through a process for maintenance and inspection criteria as defined in the Highway Maintenance Policy Document Part C:001 Highway Safety inspections - relating to areas highlighted pink on the councils GIS mapping system.
- 1.3. The outcomes from the implementation of the Policy can be summarised under the key headings of network safety, network serviceability, customer service and network sustainability.
- 1.4. This document forms Part A of the Maintenance Policy. It sets out the Council's statutory obligations and key principles which creates the framework for Part's B and C of the Policy which will provide the operational details.
- 1.5. This document establishes the network hierarchy for carriageways and footways. The importance of establishing an effective regime of inspection, assessment and recording is identified as well as the adoption of the continuous improvement approach to highway maintenance.
- 1.6. The Highway Maintenance Policy will be periodically reviewed particularly in response to changes in legislation, the development of case law or Council reorganisation. This is the second Highway Maintenance Policy document Part A, the first was approved by the Council's Cabinet on 16<sup>th</sup> February 2012 under Decision No. EXECCM/11110/Min no.121.
- 1.7. The Council's Cabinet is responsible for the approval of any changes to the Highway Maintenance Policy Part A. In respect of part B and part C of the policy document, as stated in the approved executive report dated 16th February 2012 *"the City Services Chief Officer, in consultation with the Executive Member for Highways, to be*

*authorised to approve these documents, and subsequent amendments to these as they become necessary, for example, because of operational experience or marketplace innovations”.*

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## 2. Introduction

2.1 The Highway Maintenance Policy outlines Cardiff Council's approach to highway maintenance within a legislative, corporate, and financial framework.

2.2 It defines the Council's approach to highway maintenance and is based on current legislation and recommendations made in the latest national highway's code of practice: Well Managed Highway Infrastructure – October 2016.

2.3 The Policy does not have any statutory status. The three-tiered approach for Cardiff Council's highway maintenance policy documentation followed the Wales Audit Office (Audit Commission) recommendation of best practice in 2008.

2.4 The Policy's three tiers are:

- Part A - The Maintenance Policy (**Why we do it**). This sets out the Council's statutory obligations and key principles which will provide the framework for Part's B and C of the Policy which will provide the operational details.
- Part B – The Standards (**What we do**). This will provide detail of what is required to be done to maintain the highway asset to satisfy the Council's statutory obligations and the key principles established in Part A.
- Part C - Working Instructions (detailed, **How we do it**). These will set out more detailed instructions and procedures required to undertake and complete specific maintenance activities to satisfy the Council's statutory obligations and the key principles established in Part A.

This document is **Part A** of the Highway Maintenance Policy.

### 3. Purpose, Scope, Objectives & Outcomes

#### Purpose

3.1 The primary objective of this Highway Maintenance Policy is to set how the Council will deliver its statutory duty as the **Highway Authority**. Section 1 of the Highways Act 1980 as amended by the Local Government (Wales) Act 1994 determined that in Wales the council of a county or county borough are the highway authority for all highways in the county which are not highways for which the Minister is the highway authority. The duties and responsibilities of the Highway Authority are regulated by the Highways Act 1980

#### Scope

3.2 This Highway Maintenance Policy relates to the functions delivered by the **Highways Infrastructure and Operations Teams** that manage and maintain the highway network for which the Council is responsible as the Highway Authority.

3.3 Below is a list of Highway and Transportation functions that have a direct relationship to the services delivered by the Highways Infrastructure and Operations Teams but are **not included in this policy** as they are managed in other areas of the service and/or under separate Policy:

- Accessibility by public transport
- Active travel and road safety
- Agreements made under Section 278 & 38 of the Highways Act
- Carriageways, footways, and associated infrastructure managed by other Council teams such as Housing, Parks etc.
- Civil parking enforcement
- Electric vehicle charging
- Highway licensing and enforcement
- Network management
- Passenger transport
- Planning
- Safer routes to school
- Strategic management and development of the cycle network
- Streetworks and the management of utility companies
- Traffic regulation orders (TRO)
- Traffic safety schemes

- Transport planning and vision
- Urban regeneration schemes
- Weed control.

3.4 Cardiff is not the Highway Authority for the M4 & A48M motorway and Trunk Roads (parts of the A470, A4232) - these routes are the responsibility of the Welsh Government.

### 3.5 Objectives

Objectives of this Highway Maintenance Policy are:

- To adopt asset management planning as a means of demonstrating value for money in the delivery of highway maintenance.
- To develop, adopt and review policies for highway maintenance, consistent with the wider principles of integrated transport, sustainability and best value.
- To focus on the needs of users and the community, and their active involvement in the development and review of policies, priorities and programmes.
- To adopt an efficient and consistent approach in the collection, processing and recording of highway inventory, highway condition and status information for the purpose of both local and national needs assessment, management and performance monitoring.
- To utilise a risk-based approach in the determination of local technical and operational standards that rectify defects arising from safety and serviceability inspections and inform investment priorities.
- To encourage continuing innovation in the procurement of highway maintenance contracts, whilst complying with high standards of corporate governance.

### 3.6 Outcomes

The intended outcomes from the implementation of this Policy are as follows:

#### **Network Safety**

- Complying with statutory obligations
- Meeting highway user's needs

#### **Improving Customer Service**

- User experience/satisfaction
- Communication
- Information
- Levels of service

#### **Network Serviceability**

- Ensuring availability
- Achieving integrity
- Maintaining reliability
- Resilience
- Managing condition

#### **Network Sustainability**

- Minimising costs over time
- Maximising value to the community
- Maximising environmental contribution

## 4. Legal & Corporate Plan Framework

### **Duties of a Highway Authority**

4.1 Section 130 Highways Act 1980 makes it a duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway.

4.2 The Highways Act 1980 states the Highway Authority is the body responsible for maintaining highways maintainable at the public expense (for example certain: roads; footpaths; bridleways and byways) and keeping them free from obstructions. Network Management exercise powers under Section 115 VIIA-K of the Highways Act 1980 for activities and licencing on the highway as conveyed in the 1982 Local Government Miscellaneous Provisions Act (Wales). Network management duties for activities such as Road Closures are exercised under the Road Traffic Act 1984. As stated in section 3 Cardiff Council is the Highway Authority for all adopted roads in Cardiff other than the M4 & A48M motorway and Trunk Roads (parts of the A470, A4232) these routes are the responsibility of the Welsh Government.

4.3 The Highways Act 1980 is the principal legislation, which governs the maintenance of the highway. Section 130 of the Highways Act 1980 governs the

overall duties and functions - any other regulation is ancillary to S130. Section 41 imposes a duty to maintain highways [which are] maintainable at public expense and almost all claims against Authorities relating to highway functions arise from the alleged breach of this section. Section 58 provides a defence against such claims relating to alleged failure to maintain the highway on such grounds that the Highway Authority has taken such care as in all the circumstances was reasonably required.

4.4 The Council has a duty to remove any obstructions from a highway due to an accumulation of snow or from the falling down of banks on the side of the highway, or from any other cause, pursuant to section 150 of the Highways Act 1980. In particular the Council has a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice pursuant to section 41 of the Highways Act.

4.5 In view of its legal obligations, the Council keeps accurate records of all its highway maintenance activities undertaken, particularly safety and other inspections, identifying the time and nature of any response. The efficiency, accuracy and quality of information and records maintained are required for both the effective management of the service and for the defence of claims received in relation to the Council's alleged failure to maintain the highway. The system supports compliance with standards of evidence provision consistent with the Pre-Action Protocols as set out within The Ministry of Justice Civil Procedure Rules.

### **Other Legislation**

4.6 Examples of other important legislation which affects the Council's highway maintenance functions is listed below. This list is not exhaustive, as there is a considerable volume of other legislation and regulations which affect the public highway network to a greater or lesser extent:

- Health & Safety at Work Act 1974
- Local Government Miscellaneous Provisions (Wales) Act 1982.
- Road Traffic Regulation Act 1984
- Road Traffic Act 1991
- Traffic Management Act 2004

- Town and Country Planning Act 1997
- Environmental Protection Act 1990
- New Roads and Streetworks Act 1991
- Health & Safety at Work Regulations 1999
- Construction (Design & Management) Regulations 2015
- Countryside and Rights of Way Act 2000

### **Statutory Powers**

4.7 The majority of activities carried out by Highway Authorities relate to statutory powers identified in the relevant legislation, rather than duties. These powers are exercised at the discretion of the Highway Authority, but the Authority is not bound by law to do all or any of them.

Some examples of the powers stated in the Highways Act 1980 are as follows:

- Power of highway authority to adopt by agreement (section 38)
- Power to get materials for repair of publicly maintainable highway (section 45)

### **The Role of Community Councils & Others**

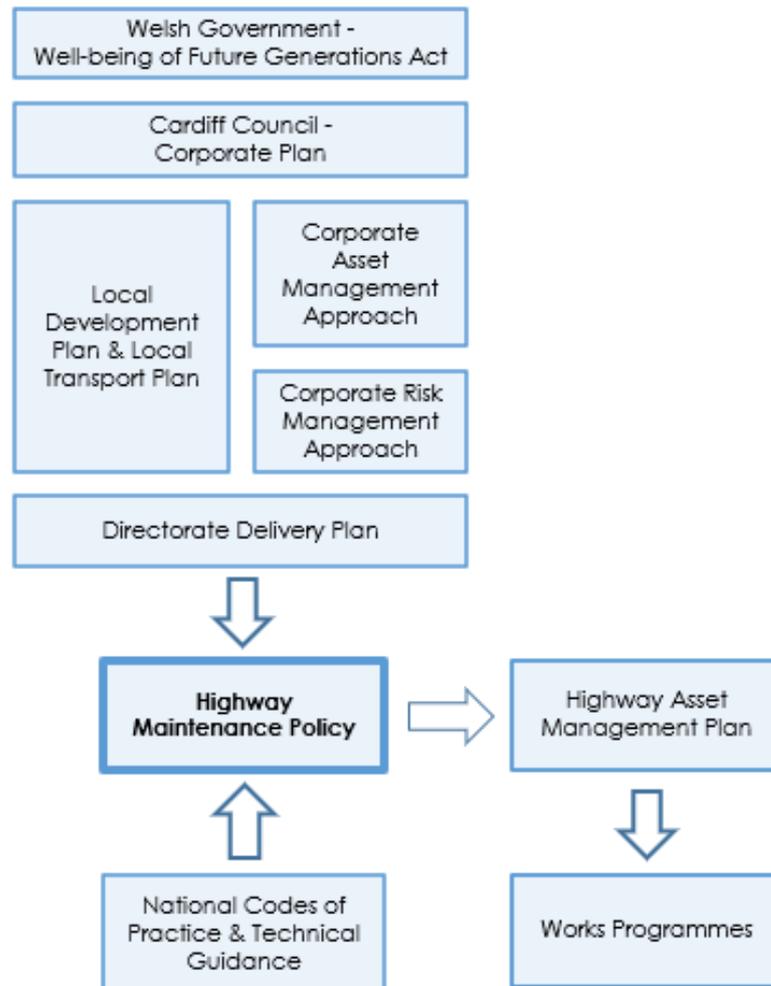
4.8 Community Councils have certain powers under the Highways Act 1980 which relate to the maintenance of footpaths and bridleways and the erection of warning notices.

4.9 Some streets are un-adopted and remain the responsibility of a private landowner or the owners of the properties fronting the street.

4.10 Provisions are made in the Highways Act 1980 Sections 49 to 61 to ensure that streets are adequately maintained by the owners, and in Section 130 to ensure that they remain unobstructed.

**Cardiff Council Corporate Plan**

4.11 The maintenance of the highway network supports objectives identified within the Council’s corporate plan. The diagram below illustrates the high-level relationship between highway maintenance policy and corporate business planning:



**Local Transport Plan & Local Development Plan**

4.12 Although this policy is focused upon highway maintenance, inevitably, it closely links with the infrastructure requirements of statutory transportation strategies, including the Local Development Plan and Local Transport Plan, which are described below for information but managed in other areas of the service and covered under separate policy.

4.13 The Local Development Plan (LDP) is used by the Council to guide and manage development, providing a basis by which planning applications will be determined.

4.14 The Council has a Local Transport Plan (LTP) which has been approved by Welsh Government. The LTP identifies the key transport issues relevant to Cardiff, the improvements which are required to address these issues and a prioritised programme of schemes. The proposals outlined in the LTP includes, but not limited to, walking and cycling infrastructure, bus network and junction improvements, 20mph limits and road safety schemes.

## **5. Highway Asset Management Planning**

5.1 Arrangements for the management of highway maintenance is set within the context of an overall asset management regime. The Highway Asset Management Plan (HAMP) is fundamental to demonstrating the value of highway maintenance in delivering the wider objectives of the Corporate Plan, transport policies and achieving value for money. At time of preparation of this report the current Highway Asset Management Plan is HAMP-3 which was approved by the Council's Cabinet on 18<sup>th</sup> May 2023.

5.2 The purpose of Cardiff Council's Highways Asset Management Plan is to:

- Formalise strategies for investment in highway asset groups.
- Define service standards.
- Improve how the highway asset is managed.
- Ensure the most effective service is delivered within available resources.

5.3 HAMP aligns and integrates to wider corporate strategies and will seek to:

- Align the strategy with – where possible - developing a low carbon response to Highway maintenance.
- Maximise the integration of sustainable mode use on the Highway.
- Regard the Highways within the wider context of creating high quality public realm, based on placemaking, greening, accessibility, and design quality – supporting wider economic approach to city and local centre regeneration.

5.4 Well maintained local highway assets, including roads, footways, footpaths, bridleways, cycle tracks and cycle paths, are essential to the delivery of effective transport outcomes. They encourage walking and cycling and contribute to the active travel agenda and improved road safety. They promote the quality and comfort of bus services, improve journey ambience, minimise wear and tear to

vehicles and promote better environmental outcomes including emissions and noise. Well maintained roads, footways, footpaths, structures, streetlights, street furniture and public rights of way, make an important contribution to the quality and liveability of public spaces.

### **Risk Management**

5.5 The management of risk is an essential part of effective highway maintenance and asset management, as defined in the current Highway's code of practice Well Managed Highway Infrastructure (2106) a risk-based approach should be adopted. The management of highway maintenance, including the establishment of regimes for inspection, setting levels of service, determining priorities and programmes and procuring the service, is undertaken against a clear and comprehensive understanding and assessment of the risks and consequences involved.

5.6 The most commonly understood risks affecting the service, relate to the safety of the network and liability for accident, injury or health risks to users and employees. There are, however, a wide range of other risks relating to other key objectives the evaluation of which is a crucial part of the asset management process. These risks include:

- asset loss or damage
- service failure or reduction
- operational
- environmental
- financial
- contractual
- reputation / confidence

### **Designing for Maintenance**

5.7 The Highway Asset Management Plan highlights the importance of assessing the financial implications of future maintenance in respect of its whole life cost for both new and existing assets.

## **Sustainable Highway Maintenance**

- 5.8 The Council's corporate carbon reduction policies play an important role in the delivery of the Highway Maintenance service. The service endeavours to adopt effective working practices to promote carbon reduction and help the Council achieve its target of Cardiff becoming a carbon neutral city by 2030.
- 5.9 The concept of sustainability is a critical factor and is integral to current practices adopted for highway management and maintenance. Sustainability is a key factor applied in the Council's asset management approach in the accepted sense of securing a balance of social, economic and environmental wellbeing that does not compromise the ability of future generations to meet their needs. It is also applied in terms of financial and operational sustainability, ensuring that investment and operational resources procured are provided to avoid progressive deterioration of the asset. These factors are not incompatible, but together provide a significant challenge for the highway maintenance industry and this is recognised, in the Cardiff context, within this Policy and the Highway Asset Management Plan.

## **Continuous Improvement & Well-being of Future Generations (Wales) Act 2015**

- 5.10 Continuous improvement is achieved through the continual development of the Council's maintenance priorities for its highway assets and its ability to deliver these in line with Welsh Government overarching guidelines in the form of the Well-being of Future Generations (Wales) Act 2015.
- 5.11 The Council's Corporate Plan sets out how the Administrations priorities for Cardiff will be achieved, providing clarity on what will be delivered and by when. The plan also satisfies the requirements of national legislation, the steps we will take to achieve them and how we will measure our progress.
- 5.12 Directorates across the Council play a critical role in enabling the Council to achieve its priorities and Directorate Delivery Plans (DDP) which set out actions, milestones and key performance indicators are the key vehicle for this. Directorates are responsible for identifying the objectives and associated steps to which they contribute, and for developing milestones which state the actions they will take. Key performance indicators are identified to measure progress,

alongside any risks, audits or recommendations that must be managed and responded to. DDPs are written within the context of good resource management, for example, workforce development and financial management and must include an assessment of progress and challenges to identify appropriate priorities.

## 6. Communications

### Public & Other Stakeholder Communications

6.1 Cardiff Council will keep the public informed about forthcoming Council planned road works. This will be achieved using a variety of methods, including:

- Displaying information on the Council website
- Displaying road signs at the site of a forthcoming road closure, advising when the road will be closed.
- Reporting significant delays on road network.
- Letters / leaflets to householders and local businesses informing of the road works.
- Informing the Council Members and key stakeholders.

6.2 The Council is continually developing the availability of roadworks information through the Cardiff Council Website.

6.3 The Council may also utilise the following methods as appropriate to keep the public informed about roadworks:

- Newspapers (road closures).
- X (formerly Twitter) – Cardiff Council newsroom.
- Road works website - <https://one.network/custom/cardiff/>
- Cardiff Council road report webpage:  
<https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Road-works/Pages/Road-works.aspx>

6.4 Communication with Council members plays a key role in helping local concerns to be built into future works and changes.

### **Policy of Active Co-ordination**

- 6.5 Highway maintenance management and operations contribute to the delivery of the Highway Asset Management Plan and support and add value to the development of the Local Transport Plan. Plans to provide facilities for pedestrians, bicycles and motorcycles and the management of heavy goods vehicles have particular implications for highway maintenance, as could strategies for accident reduction and prevention.
- 6.6 Co-ordination of highway operations and transport management is particularly relevant to the statutory network management duty introduced by Section 16 of the Traffic Management Act 2004, which imposes a duty on authorities to coordinate street and roadworks and a duty on undertakers to co-operate in such co-ordination. Section 18 of the Traffic Management Act provides that Welsh Government may publish guidance about the techniques of network management that the Council must have regard to in performing those duties.
- 6.7 It is also important to ensure that highway maintenance strategy is coordinated with that of neighbouring authorities for both locally and nationally maintained networks as advised in Well Managed Highway Infrastructure 2016. Users expect reasonable continuity of safety and serviceability. Co-ordination is undertaken with neighbouring authorities to ensure the best possible delivery of a number of functions including Cardiff's winter service, management of border structures and development of network hierarchy.

## **7. Network Hierarchies**

- 7.1 The network hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy. It is also crucial in asset management for establishing levels of service and to the network management role for achieving co-ordination and regulating occupation.
- 7.2 As defined in the Highway Maintenance Policy Document Part C: 001 – Highway Safety Inspections Cardiff Council will periodically review the carriageway and footway hierarchies utilising an approved all Wales approach to reflect changes in network characteristics and functionality, so that maintenance policies, practices and standards reflect the current situation rather than the situation when the

hierarchy was originally defined. Where major maintenance, construction or other development involves significant traffic diversion, or when congestion in one part of the network results in traffic shift to another part of the network it is important that these changes are reflected in the hierarchy and subsequently in the maintenance and network management regimes.

7.3 The hierarchies for Carriageways, Footways and Public Rights of Way are summarised below.

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## Carriageway Hierarchy

7.4 All elements of the carriageway network have been given a hierarchy, which reflects the volume of the traffic using each road. The hierarchy is based on the County Surveyors Society Wales methodology which developed a nationally (Welsh) consistent response to the CoP (2016) which was produced under the CSSW Asset Management & Performance Group HAMP project. This hierarchy forms the basis of Highway Safety Inspections defined in the Highway Maintenance Policy Document Part C: 001

<b>Carriageway Hierarchy Descriptions</b>	
<b>Hierarchy Name</b>	<b>Description</b>
Strategic Routes	Important routes carrying high volumes of traffic exceeding 20,000 vehicles per day generally between primary destinations
Hierarchy 1 – Main Distributor Route	Major urban network with traffic volumes in the range of 10,000 to 20,000 vehicles per day.
Hierarchy 2 – Secondary Distributor Route	Mixed classes of carriageways with traffic volumes in the range of 5,000 to 10,000 vehicles per day
Hierarchy 3 – Link Road	Mixed classes of carriageways with traffic volumes in the range of 1,000 to 5,000 vehicles per day
Hierarchy 4 – Local Access Road	Carriageways serving limited numbers of properties and/or businesses generally carrying access only traffic with volumes in the range of 200 to 1,000 vehicles per day
Hierarchy 5 – Minor Roads	Carriageways serving limited numbers of properties and/or businesses generally carrying access only traffic with volumes in the range of less than 200 vehicles per day
Adopted Rear Lanes	These are elements of the adopted highway that provide low volume vehicular and pedestrian access to the rear of properties often running parallel to the main carriageway network bisecting the blocks of properties.

## Footway Hierarchy

7.5 All elements of the footway network have been given a hierarchy, which reflects pedestrian volumes and its use. The hierarchy is based on the County Surveyors Society Wales methodology which developed a nationally (Welsh) consistent response to the CoP (2016) which was produced under the CSSW Asset Management & Performance Group HAMP project. This hierarchy forms the basis of Highway Safety Inspections defined in the Highway Maintenance Policy Document Part C: 001

Footway Hierarchy Descriptions	
Hierarchy Name	Description
City Centre Pedestrian Areas	Very heavily used - busy areas of the city centre.
Town Centre Pedestrian Area - Hierarchy 1	Busy urban shopping and business areas.
Footways Outside Public Facilities - Hierarchy 2	Footways outside busy public buildings such as train/bus stations, hospitals, schools and colleges or small parade of shops etc. that generate significantly higher levels of use than the adjacent footways.
Footway Hierarchy 3	Footways that link housing estates and industrial estates to other centres/routes
Footway Hierarchy 4	All other footways including footways in housing areas where footfall levels are expected to be medium or low.

## Public Rights of Way

7.6 A Public Right of Way (PROW) is a highway over which the public has a right to pass and repass. These paths have a legal status and Cardiff Council has a statutory obligation to record and maintain them, they form the backbone of the off-road network in Cardiff, including portions of promoted long-distance trails and National Trails.

7.7 Public Rights of Way categories are:

- **Footpaths** - restricted to pedestrian use.
- **Bridleways** - restricted to use by pedestrians, equestrians, and cyclists.
- **Byways Open to All Traffic (BOATs)** - used largely as footpaths or bridleways but which carry vehicular rights, e.g. some of these routes are popular with 4X4 users and motorcyclists.
- **Restricted byways** – Pedestrian, Equestrian, Cyclists, Carriages, no motorised vehicles

7.8 Cardiff has a Rights of Way Improvement Plan (ROWIP), it sets out how the PROW team will identify, prioritise, and plan improvements across the network.

7.9 There is a legal obligation for all Local Authorities to make a 10-year ROWIP under Section 60 (1) of the CROW Act 2000. Cardiff published its 1st ROWIP in June 2008. Under section 60 (3-4) of the CROW Act 2000, there is a legal obligation to review the ROWIP, a second ROWIP (ROWIP 2) was published in January 2020; the ROWIP will be reviewed every subsequent decade.

## Maintenance Undertaken on the Highway Network

7.10 The maintenance types described below contribute in varying degrees to the core objectives of safety, serviceability, customer satisfaction and sustainability (as summarised in section 3.6). In each case standards and delivery arrangements are established having regard to these objectives.

Maintenance Type	Example of Activity
Reactive Maintenance	Responding to inspections, complaints or infrastructure emergencies
Routine Maintenance	Regular consistent schedule, generally for patching, cleaning, and asset replacement
Programmed Maintenance	Flexibly planned schemes primarily of resurfacing, reconditioning or reconstruction, preventative and corrective treatments.
Winter Service	Gritting, snow clearance, maintenance of grit bins and management of the function
Weather & Other Emergencies	Responding to adverse weather or other emergencies

## 8. Inspections, Assessment & Recording

8.1 The establishment of an effective risk- based regime of inspection, assessment and recording incorporating inspection frequencies, items to be recorded and nature of response, is essential for the achievement of the highway maintenance outcomes stated in section 3.6, that is:

- Network safety
- Network Serviceability
- Customer Service
- Network Sustainability

8.2 This inspection, assessment and recording regime will be applied systematically and consistently and standardised comprehensive recording system will be adopted to ensure a clear and transparent procedure.

8.3 The Council's policy is to undertake inspections and surveys in the following categories:

- **Safety Inspections** - regular comprehensive inspections of highway assets to identify safety related defects.
- **Service Inspections** - detailed inspections tailored to the requirements of particular highway assets to make sure that they meet requirements for serviceability, together with inspections for regulatory purposes to ensure network availability and reliability and less frequent inspections for network integrity.
- **Surveys of Structural Condition** - primarily intended to identify deficiencies in the fabric of highway assets, which are likely to affect the network value and its longer-term integrity. These may also influence the serviceability of the network in the short term.

8.4 The recording systems for inspections and surveys provide data that allows a holistic and informed view to be taken for the development of maintenance programmes through consideration of condition, trends, network characteristics and use. The Highway Asset Management Plan also uses this data to predict and report longer-term financial requirements.

8.5 Inspection outcomes from customer service requests and complaints are also recorded.

## 9. Condition Standards & Investigatory Levels

9.1 Highway maintenance standards and targets have been set with consideration of the Council's statutory obligations and responsibilities to network users. They include indicative response times to action defects arising from inspections, service requests and complaints.

9.2 Standards identified in Part B and part C of the Highway Maintenance Policy supported by the Highway Asset Management Plan contribute to satisfying the following core objectives:

- Network safety
- Complying with statutory obligations
- Meeting user's needs.
- Network Serviceability
- Ensuring availability
- Achieving integrity
- Maintaining reliability
- Enhancing quality
- Network Sustainability
- Minimising cost over time
- Maximising value to the community
- Maximising environmental contribution

9.3 Users may not be able easily to distinguish between maintenance, network management and improvement works. The core objectives listed above can be summarised as delivering good customer service which applies across the entire highway asset.

9.4 Every aspect of highway maintenance potentially contributes to the achievement of the above objectives for all parts of the highway asset. For example, the contribution to the safety objective of the carriageway surface is affected by:

- the actual condition of the surface
- the response time for attending to inspections and user concerns
- the quality of management and service delivery
- the effectiveness of materials and treatments used

9.5 There are defined standards for the condition of each element of the network, developed through a risk-based assessment process, which is considered necessary to meet the requirements for safety, serviceability and sustainability. This assessment is an ongoing process so that changes in the use of the network are considered.

## 10. Performance Indicators, Comparisons & Targets

Performance management is a fundamental tool for the Council to achieve continuous improvement. To demonstrate continuous improvement, performance is continually measured, compared with targets with appropriate action thereafter being taken. The performance indicators and targets in respect of highway maintenance are detailed in Part B or C of the Policy or HAMP as appropriate.

## 11. Programming & Priorities

11.1 The highest priority for the Council in undertaking highway maintenance activities is to meet the statutory duties and safety obligations, which are defined within the Highways Act 1980.

11.2 Therefore, the development and implementation of effective methods of prioritising and programming of highway maintenance activities is a key requirement.

11.3 Cardiff Council has developed risk-based systems to help make decisions on an informed basis for the maintenance of highway assets. These systems form part of a wider framework the details of which are provided in Part B and Part C of this Policy and the HAMP.

11.4 The establishment of priorities is an interactive process, working through the strategic, transport and maintenance requirements. Prioritisation will also take account of other opportunities that may integrate with measures to improve facilities for users and meet community aspirations.

## 12. Winter Service

12.1 Section 150 of the Highways Act 1980 states the Council *“has a duty to remove any obstructions from a highway due to an accumulation of snow or from the falling down of banks on the side of the highway, or from any other cause”*.

12.2 Section 41 of the Highways Act states the Council *“has a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice”*.

12.3 Cardiff Council has developed appropriate risk-based processes, procedures and policies for winter services, which are coherent and cover wider objectives for transport integration and network management, including strategies for public transport and walking. These are set out in the Council's Winter Maintenance Implementation Plan and Winter Service Operations Manual.

### **13. Weather & Other Emergencies**

13.1 The Council's Highway Maintenance Service will liaise with emergency services and assist as far as is reasonably practical during periods of severe weather and other emergencies.

13.2 The Council has developed a series of emergency plans which identify amongst other matters, the actions which would be expected of the highway maintenance service and also other Service Area's.

### **14. Procurement & Service Delivery**

The procurement of highway maintenance services are undertaken in accordance with standing orders of the Council.

### **15. Financial Management**

15.1 Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for Members and Officers. Financial Regulations are observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts. The financial regulations are an essential tool, they set out the framework within which the council ensures responsible and sustainable management of the council's finances. The Highways service works within this framework.

15.2 Plans for highway maintenance investment contained in the Highway Asset Management Plan will be supported by clear financial planning and information

management arrangements, based on the high standards of corporate governance outlined above.

15.3 The Council recognises the importance of ensuring that maximum benefit is obtained for highway maintenance from contributions in respect of new development where relevant and appropriate. Although such contributions will be primarily to provide new or improved integrated transport infrastructure, to mitigate the effects of the development, there may be a need to modify or bring forward maintenance works, which could be incorporated into development agreements and the like.

## **16. Monitoring & Review**

The establishment of regular and structured monitoring is a key requirement of any management regime and a fundamental principal of continuous improvement. It is especially important in the case of highway maintenance. The Highway Maintenance Policy will be periodically reviewed particularly in response to legislation changes and also the development of case law.

## Appendix A – References

Construction (Design & Management) Regulations 2015	Health & Safety Executive
Countryside and Rights of Way Act 2000	Legislation.gov.uk
Environmental Protection Act 1990	Legislation.gov.uk
Health & Safety at Work Act 1974	Health & Safety Executive
Health & Safety at Work Regulations 1999	Legislation.gov.uk
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