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| Report Title:                               | Transport Service Delivery Model   |
| Contains Confidential or Exempt Information | No - Part I  |
| Cabinet Member:                             | Councillor Clark, Cabinet Member for Transport, Infrastructure and Digital Connectivity                                  |
| Meeting and Date:                           | Cabinet, 24 February 2022  |
| Responsible Officer(s):                     | Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth and Andrew Durrant, Executive Director of Place. |
| Wards affected:                             | All  |

## REPORT SUMMARY

*In 2017, the Council made the decision to enter into a five-year highways and professional services contract with Project Centre Ltd to provide a range of services on behalf of the Council. This involved transferring some Council employees across to Project Centre under TUPE regulations.*

*The needs of the service and priorities of the Council have changed. The end of the contract represents the opportunity to review the model for delivery of the service and this paper recommends that the Council brings these services back 'in-house' and provides a direct award contract to Project Centre Ltd to provide specific technical advice and support.*

### 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) **Approves the proposed change in delivery model to bring transport and infrastructure services back into the Council, including letting a new direct award contract to Project Centre Ltd to provide specific technical support.**

### 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

#### Options

**Table 1: Options arising from this report**

| Option  | Comments  |
|---|---|
| Bring the contracted services back into the Council and let a new direct award contract to Project Centre Ltd to provide specific technical support.<br><br><b>This is the recommended option</b> | The proposed arrangements will give greater clarity to other officers and members as well as better accountability for service delivery. Being fully integrated into the service will also provide stronger links to other parts of the Council and its priorities. |

| Option  | Comments   |
|---|--|
| Extend the existing contract using the provisions in the contract to extend by one or two years.  | Extending the current contract would not resolve any of the issues identified with the current service arrangements.   |
| Retender the contract to seek a new provider for the service in its current form.   | The current issues with service delivery relate more to the structure and performance arrangements in the contract rather than the individuals or organisation delivering the service.                                   |
| Renegotiate a different form of contract to deliver a hybrid model with some services delivered in-house and others being delivered through the contract. | Each of the services within the contract have been reviewed individually to assess whether they could be better delivered through the existing contract.   |
| Bring service back in house and commission all elements of technical support separately.  | The proposed direct award contract will allow continuity of service during the transition as well as retaining the knowledge and experience developed working on borough projects to be maintained for ongoing projects. |

2.1 As part of a review of the service a range of options have been considered which have included bringing the service back into the Council, retaining the current outsourced solution and other hybrid models. Each part of the contracted service has been reviewed taking into account the principles of our commissioning strategy.

2.2 The existing approach to service delivery could be maintained. The contract has clauses to allow for either a one- or two-year extension. Given some of the challenges highlighted in the review of the current service provision, this is not the preferred option. The current contract makes it difficult to manage performance based on service outcomes and also does not empower officers to improve day-to-day service provision. It also provides a dual layer of management which increases costs and delivery time. Pursuing an option to retender the same contract with a different provider would not fix the structural issues with the delivery model. The Council would also lose a significant amount of institutional knowledge from within Project Centre.

2.3 The approach could be modified using a hybrid of in-house and outsourced service delivery. Having reviewed the delivery of services within the contract, the majority of work is carried out by a core team of individuals who work exclusively on the contract. These core roles are undertaken by mostly ex-Council

employees fulfilling roles across road safety, development control and public transport support. Providing the Service Lead for Transport with the opportunity to directly manage this team will reduce layers of management and allow the team to be empowered to deliver service improvement, in line with our values.

2.4 The area of scope where there was more ad-hoc support and expertise used was in 'Transportation'. This includes transport policy responses, transport studies and transport planning advice. Given the breadth of issues that the transport and infrastructure service cover it is important to maintain the ability to call in specialist expertise for specific projects or issues. It is also valuable to be able to call on additional resource in the short term to deliver against potential opportunities offered and requirements placed on the Council by third parties, such as central Government. A good example of this was the recent Bus Service Improvement Plan where central Government placed urgent demands on the Council and a dedicated team was put together to lead its development.

### **Background**

2.5 In April 2017, the Council entered into a contract with Project Centre Limited to provide highways and transport professional services. As part of the contract, nine roles undertaken by Council employees were transferred to Project Centre. The scope of the contract was split into five key areas (The contract scope is included as Appendix B.):

- **Account management**, which covers all the areas required to manage and run the contract including regular performance management.
- **Road safety and traffic management**, which includes accident records and monitoring, road safety education and training and traffic management studies.
- **Transportation**, which includes traffic and travel monitoring, strategy and policy, transport studies and transport planning support.
- **Development control and flood risk management**, which includes support on planning applications, travel plans, S278 agreements and flood risk management support.
- **Public transport support**, which includes monitoring, information and liaison with operators.

2.6 There have been several changes to the Council structure and its priorities since the original contract was agreed almost 5 years ago. In terms of structure, the Council made the decision to separate the strategic transport and infrastructure functions from the commissioning service and create a new Infrastructure, Sustainability and Economic Growth service within the Place Directorate. This was to enable the Council to provide greater strategic leadership in these areas.

2.7 The Council also set its strategic direction to create a sustainable borough of opportunity and innovation through its new corporate plan. This sets out three priorities which include taking action to tackle climate change and delivering quality infrastructure that connects neighbourhoods and businesses and allows them to prosper. The Transport and Infrastructure team has a key role to play in delivering these.

### **Current issues with the contract**

- 2.8 With the changes to the Council's structure, there is now a physical and corporate separation of those leading and delivering the service. This creates a lack of clear accountability between the roles within RBWM and Project Centre. This translates into confusion of accountability for decision making and a difficulty in empowering those delivering day-to-day service to make decisions. As a result, this regularly falls back to a small RBWM client team where there is insufficient capacity to take responsibility for all operational decisions.
- 2.9 It also creates additional layers of management with officer work often being reviewed within the Project Centre hierarchy prior to being passed to RBWM officers. This creates delay in the process meaning delivery is less efficient and timely, when it needs to be more agile.
- 2.10 There is also a mix of contracted services, projects and commissioned studies which means it isn't always clear what value is being delivered specifically through the contract. This is compounded by the contract performance management structure being focussed on volume of work rather than quality or timeliness of delivery.

### **Proposed solution**

- 2.11 The proposed solution is to create a new team structure within Transport and Infrastructure with 13 roles. This includes four existing roles, five roles with potential for TUPE from Project Centre and four additional roles to build capacity and improve service delivery.
- 2.12 The transport and infrastructure portfolios will be separated with a service lead for each area. The Service Lead – Transport will focus on transport strategy and policy, studies and analysis, active travel, public transport, road safety and highways development control. The Service Lead – Infrastructure will be responsible for our capital programme, broader infrastructure planning, digital infrastructure, funding and developer contributions (CIL & S106). The proposed structure is included as Appendix C.
- 2.13 A direct award contract will be awarded to Project Centre to provide technical expertise and support in transport planning matters. This will include studies commissioned by the Council and strategy documents that require larger levels of resource over a short period of time. This will also allow the Council to draw in specialist expertise as required. This new contract is intended to be a short-term arrangement of up to two years to allow a broader review of how to commission highways, transport and professional services in a holistic way.
- 2.14 It is proposed that the current arrangements in the contract for flood risk management are maintained. This function has recently moved into the sustainability team and a new Flood Risk Manager has just joined the Council. Maintaining continuity of service will be important whilst the team settles into its new area and will enable the new officer to review the existing arrangements and make decisions on future service provision in due course.

## **3. KEY IMPLICATIONS**

- 3.1 The Transport and Infrastructure teams will be responsible for delivering 10 of the 50 goals set out in the corporate plan. Therefore, having a stronger in-house

team will enable a greater focus on these outcomes and allowing those delivering the service to take ownership of those goals, in line with our values.

3.2 The proposals will result in five members of the existing Project Centre team to transfer back to the Council under the TUPE regulations. This requires a 28-day consultation period during which those team members can ask questions and determine whether they wish to join the Council. Any remaining roles to be filled and the new roles within the team would need to be recruited. This would be through the normal recruitment processes.

3.3 A new contract direct award contract will be finalised, working with the procurement team. The outline heads of terms have been agreed and therefore this can be implemented within the timescales of the completion of the existing contract.

#### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

4.1 The proposed changes to the service can be delivered within the existing budget, with the expectation to enable delivery of an improved service better aligned to our corporate priorities. As such the proposals are considered to represent value for money.

4.2 Within the budgets there will be a shift in the balance of spending from the current situation. In the relevant budget cost codes, there is currently £240k for employee costs and £485k for consultancy fees. This would shift to £625k on employee costs and around £100k on consultancy.

4.3 The pensions team have been consulted on the proposals, as there are some members of the Project Centre who are still part of the Local Government Pension Scheme. No significant risks or issues have been identified and an actuarial report will be commissioned once the TUPE consultation has concluded, and we have confirmation as to whether any of the team will be re-joining the Council.

#### **5. LEGAL IMPLICATIONS**

5.1 The contract is due to come to an end on 31<sup>st</sup> March 2022 and therefore the council is able to consider alternative approaches to service delivery. Under the terms of the current contract, the TUPE regulations will apply to five members of the existing Project Centre team. Although the obligations will mostly relate to the Project Centre as the current employer, the Council will work closely with them to ensure any consultation is carried out in accordance with the regulations.

5.2 The proposals will require a new contract with Project Centre. The Council procurement team was engaged at an early stage to seek advice and have agreed the approach.

#### **6. RISK MANAGEMENT**

6.1 The key risks relate to maintaining a continuity of service. Therefore, we have built controls into the proposals so that the essential elements of the service can be maintained.

**Table 2: Impact of risk and mitigation**

| <b>Risk</b>   | <b>Level of uncontrolled risk</b> | <b>Controls</b>  | <b>Level of controlled risk</b> |
|---|-----------------------------------|--|---------------------------------|
| <b>Team members choose not to TUPE leaving a gap in service provision</b>                     | <b>HIGH</b>                       | <b>Informal discussions have taken place with team members to understand their key issues and views. The direct award contract will include provisions to second resource into the team to support in the short term, if needed.</b> | <b>LOW</b>                      |
| <b>Recruitment to roles is difficult due to the labour and skills shortages in the market</b> | <b>MEDIUM</b>                     | <b>In the short term the service can be delivered utilising the existing team and those roles due to transfer back into the organisation. This can be supplemented by consultant support if needed.</b>                              | <b>LOW</b>                      |

## **7. POTENTIAL IMPACTS**

7.1 Equalities. A screening assessment has been undertaken and has found no issues in relation to equalities.

7.2 Climate change/sustainability. Bringing services back into the Council is intended to allow those delivering the service to have a greater understanding of the Council's corporate priorities. This will support delivery of our wider environment and climate strategy and closer working arrangements with colleagues in sustainability.

7.3 Data Protection/GDPR. Project Centre has its own data protection processes which ensure that the obligations under GDPR are met. However, having the service back in the Council will align processes with the rest of the Council and will make it easier to respond to information data requests.

## **8. CONSULTATION**

8.1 The proposals have been developed working closely with colleagues across different departments within the Council. There has been informal engagement with Project Centre and those employees who would be affected by the proposals.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 If approved, the proposals would begin implementation at once with the formal launch of the TUPE consultation. The new contract would be finalised and the recruitment process for the new roles would begin. The intention is to enable the core team to be in place alongside the new contract with Project Centre by 1st April 2022.

## 10. APPENDICES

10.1 This report is supported by three appendices:

- Appendix A – EQIA Screening Assessment
- Appendix B – Scope of existing contract
- Appendix C – Proposed service structure

## 11. CONSULTATION

| Name of consultee   | Post held  | Date sent | Date returned |
|---|--|-----------|---------------|
| <i>Mandatory: Statutory Officers (or deputies)</i>  |  |           |               |
| Adele Taylor  | Executive Director of Resources/S151 Officer             | 27/01/22  | 01/02/22      |
| Emma Duncan   | Deputy Director of Law and Strategy / Monitoring Officer | 27/01/22  | 01/02/22      |
| <i>Deputies:</i>  |  |           |               |
| Andrew Vallance   | Head of Finance (Deputy S151 Officer)                    | 27/01/22  | 01/02/22      |
| Elaine Browne   | Head of Law (Deputy Monitoring Officer)                  | 27/01/22  | 01/02/22      |
| Karen Shepherd  | Head of Governance (Deputy Monitoring Officer)           | 27/01/22  | 27/01/22      |
| <i>Mandatory: Procurement Manager (or deputy) - if report requests approval to award, vary or extend a contract</i> |  |           |               |
| Lyn Hitchinson  | Procurement Manager                                      | 27/01/22  | 08/02/22      |
| <i>Other consultees:</i>  |  |           |               |
| <i>Directors</i>  |  |           |               |
| Duncan Sharkey  | Chief Executive  | 27/01/22  | 01/02/22      |
| Andrew Durrant  | Executive Director of Place                              | 27/01/22  | 27/01/22      |
| Kevin McDaniel  | Executive Director of Children's Services                | 27/01/22  | 01/02/22      |
| Hilary Hall   | Executive Director of Adults, Health and Housing         | 27/01/22  | 27/01/22      |
| <i>Heads of Service</i>   |  |           |               |
| Nikki Craig   | Head of HR, IT and Corporate Projects                    |           |               |
| Kevin Taylor  | Pension Services Manager                                 | 27/01/22  | 27/01/22      |

|   |   |     |
|---|---|-----|
| Confirmation relevant Cabinet Member(s) consulted | Cabinet Member for Transport, Infrastructure and Digital Connectivity | Yes |
|---|---|-----|

## REPORT HISTORY

| Decision type:                               | Urgency item? | To follow item? |
|--|---------------|-----------------|
| Key decision                                 | No            | No              |
| First entered into the Cabinet Forward Plan: |               |                 |

|  |
|--|
| Report Author: Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth |
|--|



**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**EQUALITY IMPACT ASSESSMENT**

**EqlA : Transport Service Delivery Model**

**Essential information**

Items to be assessed: (please mark 'x')

|          |  |        |  |      |  |         |  |                   |   |
|----------|--|--------|--|------|--|---------|--|-------------------|---|
| Strategy |  | Policy |  | Plan |  | Project |  | Service/Procedure | X |
|----------|--|--------|--|------|--|---------|--|-------------------|---|

|                     |             |              |  |             |       |
|---------------------|-------------|--------------|--|-------------|-------|
| Responsible officer | Chris Joyce | Service area | Infrastructure,<br>Sustainability and<br>Economic Growth | Directorate | Place |
|---------------------|-------------|--------------|--|-------------|-------|

|                                     |                          |   |                    |
|-------------------------------------|--------------------------|---|--------------------|
| Stage 1: EqlA Screening (mandatory) | Date created: 27/01/2022 | Stage 2 : Full assessment (if applicable) | Date created : N/A |
|-------------------------------------|--------------------------|---|--------------------|

**Approved by Head of Service / Overseeing group/body / Project Sponsor:**

*"I am satisfied that an equality impact has been undertaken adequately."*

**Signed by (print): Chris Joyce**

**Dated:** 27/01/2022

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

#### **Guidance notes**

##### **What is an EqlA and why do we need to do it?**

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

##### **What are the "protected characteristics" under the law?**

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

##### **What's the process for conducting an EqlA?**

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

##### **Openness and transparency**

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

##### **Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

#### Stage 1 : Screening (Mandatory)

##### **1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?**

The proposals will change the way that the transport and infrastructure function is delivered moving from a mostly contracted model to an in-house service. This will provide better links to the council's corporate plan objectives and more joined up leadership and service delivery. Some expertise will be maintained through a new direct award contract to allow the council to access specialist expertise and additional resource to deliver specific projects as required.

**1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

| Protected characteristics         | Relevance    | Level | Positive/negative | Evidence  |
|-----------------------------------|--------------|-------|-------------------|---|
| <b>Age</b>                        | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Disability</b>                 | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Gender re-assignment</b>       | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Marriage/civil partnership</b> | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Pregnancy and maternity</b>    | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Race</b>                       | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Religion and belief</b>        | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Sex</b>                        | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |
| <b>Sexual orientation</b>         | Not relevant |       |                   | <i>The proposed changes to the service are intended to improve service quality for all users but not expected to have a significant impact on any protected characteristic.</i> |

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

#### Outcome, action and public reporting

| Screening Assessment Outcome   | Yes / No / Not at this stage | Further Action Required / Action to be taken | Responsible Officer and / or Lead Strategic Group | Timescale for Resolution of negative impact / Delivery of positive impact |
|--|------------------------------|--|---|---|
| Was a significant level of negative impact identified?                           | No                           |  |   |   |
| Does the strategy, policy, plan etc require amendment to have a positive impact? | No                           |  |   |   |

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**EQUALITY IMPACT ASSESSMENT**  
**EqlA : Transport Service Delivery Model**

**Stage 2 : Full assessment**

**2.1 : Scope and define**

**2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.**

**2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? *List those groups who the work is targeting/aimed at.***

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
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**2.2 : Information gathering/evidence**

**2.2.1 What secondary data have you used in this assessment?** *Common sources of secondary data include: censuses, organisational records.*

**2.2.2 What primary data have you used to inform this assessment?** *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

**Eliminate discrimination, harassment, victimisation**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Transport Service Delivery Model

| Protected Characteristic       | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|--|--|--|--|---|
| Age                            |  |  |  |  |   |
| Disability                     |  |  |  |  |   |
| Gender reassignment            |  |  |  |  |   |
| Marriage and civil partnership |  |  |  |  |   |
| Pregnancy and maternity        |  |  |  |  |   |
| Race                           |  |  |  |  |   |
| Religion and belief            |  |  |  |  |   |
| Sex                            |  |  |  |  |   |
| Sexual orientation             |  |  |  |  |   |

**Advance equality of opportunity**



# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

| Protected Characteristic       | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|--|--|--|--|---|
| Age                            |  |  |  |  |   |
| Disability                     |  |  |  |  |   |
| Gender reassignment            |  |  |  |  |   |
| Marriage and civil partnership |  |  |  |  |   |
| Pregnancy and maternity        |  |  |  |  |   |
| Race                           |  |  |  |  |   |
| Religion and belief            |  |  |  |  |   |
| Sex                            |  |  |  |  |   |
| Sexual orientation             |  |  |  |  |   |

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Transport Service Delivery Model

#### Foster good relations

| Protected Characteristic       | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|--|--|--|--|---|
| Age                            |  |  |  |  |   |
| Disability                     |  |  |  |  |   |
| Gender reassignment            |  |  |  |  |   |
| Marriage and civil partnership |  |  |  |  |   |
| Pregnancy and maternity        |  |  |  |  |   |
| Race                           |  |  |  |  |   |
| Religion and belief            |  |  |  |  |   |
| Sex                            |  |  |  |  |   |
| Sexual orientation             |  |  |  |  |   |

**2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.**

*These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.*

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**EQUALITY IMPACT ASSESSMENT**

**EqlA : Transport Service Delivery Model**



# **Highway and Transport Professional Services Scope**

## **INDEX OF SCOPES**

**(AM) ACCOUNT MANAGEMENT**

**(RS) ROAD SAFETY & TRAFFIC MANAGEMENT**

**(TP) TRANSPORTATION**

**(DC) DEVELOPMENT CONTROL & FLOOD RISK MANAGEMENT**

**(PT) PUBLIC TRANSPORT**

## Preamble to Scopes

Consultants are asked to consider all issues around the provision of the Professional Services contract as described in these documents and to enter your prices into Annex E Lot 3 – Highway and Transport Professional Services Pricing Schedule.

The Client has not yet decided how to provide co-located facilities for Client and Consultant.

There are two possible options which are set out in the Account Management (AM) Scopes. Consultants are asked to consider all the issues associated with each solution and provide appropriate prices to cover all costs in supporting either solution.

Consultants are asked to submit details of the proposed staff structure that will be needed to provide the Service/s – Annex D Lot 3 Award Criteria Response R2.

There are specific duties that you will have allowed for to achieve the scope of works defined, or additional work that will be instructed, there will be various management tasks which you are expected to have included in your prices

Appendix 2 provides a series of diagrams for information which outline the information flow between the Client and Consultant and links to associated providers. These include:

- Project Lifecycle;
- Passenger Transport enquiries;
- Traffic & Road Safety Enquiries;
- Flood Risk Management enquiries;
- Transport Policy Support;
- Highways Development Control & Sustainable Urban Drainage (SUDS).

For information, this contract is being let in parallel with two (2) other contracts (referred to as Lot 1 and Lot 2):

- Lot 1 is Highway Management and Maintenance Contract;
- Lot 2 is Traffic Management and Ancillary Services.

The Consultant will be expected to deliver the Contract with staff that are qualified or have professional memberships commensurate with the Services outlined in the scopes.

Allow for all printing costs. Normal printing costs are not reimbursable.

You must allow for all travel in connection with this Contract, and any subsistence costs that arise. No travel or subsistence claims will be allowed except in exceptional unforeseen circumstances.

Consultants rates must allow for complying with all requirements of the Contract not allowed for elsewhere.

Prices entered in the Pricing Schedule will be deemed to include the production and supply of all monitoring information set out in the scopes.

**General Handover:** The Consultant will provide the services to the Client from 1<sup>st</sup> April 2017. The Pricing Schedule is deemed to cover all costs in undertaking the handover during the period 1<sup>st</sup> January 2017 to 1<sup>st</sup> April 2017.

Prepare to accept Services and provide seamless delivery to be effective from the end of March 2017. Ensure liaison takes place with the existing providers and with Clients Officers, so that all ongoing issues are fully covered.

Allow for any other work which is to arise in the Handover period and during initial contract period which provides additional workload not covered elsewhere.

**Handover at the End of the Contract:** prune all records as necessary, destroy discarded records, gather all information together, prepare for collection and load for despatch, distinguishing between records for archiving, and records to go to new Consultant/Client. Provide transfer boxes, schedule and index all items and mark up accordingly. Includes providing copies of all datasets and databases.

|             |                                     |
|-------------|-------------------------------------|
| <b>REF.</b> | <b>ACTIVITY: ACCOUNT MANAGEMENT</b> |
| <b>AM1</b>  | <b>ACCOUNT MANAGEMENT</b>           |



## **GENERAL**

### **AM1 ACCOUNT MANAGEMENT:**

**Purpose:** To ensure the Professional Services operation is properly managed.

| <b>TASK</b>              |  |
|--------------------------|--|
| <b>1 a)</b>              | <p><b>Option A (Optional)</b><br/>To provide and operate a fully equipped local office to deliver the contract with 2 no. 'touch-down' facilities.</p> <p>To provide IT and communications systems to deliver the contract in the Consultant's local office. Allow for all staff included in your submitted structure plus an additional 2 units 'touch-down' facilities</p> <p>To operate and maintain local office and IT communications systems each year.</p>  |
| <b>1 b)</b>              | <p><b>Option B (Optional)</b><br/>The Client will provide offices which will be furnished and supplied with IT and communications equipment. Include for all costs and support necessary to operate a team established in aa Client-provided Office per year.</p> <p>To provide any additional IT systems and connections that may be necessary to connect to Consultant's offices. Include for support and maintenance. The Consultant will be responsible for resolving this provision with the Client's ICT team.</p> |
| <b>Annual Activities</b> |  |
| <b>2 a)</b>              | <p>Provide and technically maintain a project management computer system</p> <p>Provide and technically maintain a cost capture computer system and make available to the Client on an "open book" basis per year</p> <p>Provide and technically maintain a computer system for the management of the account generally and attend meetings and undertake work as required per year</p>  |
| <b>2 b)</b>              | <p>Annually prepare programme to include all work in hand and all works to be undertaken in year.</p> <p>Update programme each month to indicate progress</p> <p>Produce individual detailed scheme programmes and project plans as required</p> <p>Maintain the Risk Register each month to ensure it is an accurate reflection of all significant risks</p>  |

|      |   |
|------|---|
| 2 c) | <p>Attend six-monthly strategic meetings of the Programme Board.</p> <p>Produce monthly progress reports on each scope, arrange necessary meetings and arrange attendance by all who need to be present to monitor progress on entire contract,</p> <p>Produce summary reports of outcomes, concerns, exceptions, performance indicators and financial information to agreed format.</p> <p>Arrange and hold monthly meetings with the Client / Commissioning team, and produce approved minutes and actions</p> <p>Give general advice on the consultancy work not otherwise covered in individual tasks</p> |
| 2 d) | <p>Receive and process all requests for work including agreeing brief and timescale, and revise as necessary.</p> <p>Maintain a computerised log of all work received, in hand and completed to include all relevant information including scheme progress and monthly actions. Ensure all work is in accordance with Client procedures, Standing Orders and Financial regulations, and any other documents used by the Client</p> <p><b>Note:</b> No separate charge will apply for producing a cost estimate for a job or scheme or for agreeing the brief and programme to apply to the work</p>           |
| 2 e) | <p>Provide draft responses to enquiries for all areas of work set out in the Contract Scopes as requested by the Client (over and above indicative volumes included in the contract scopes) up to 250 per year within 20 working days of receipt</p>  |

|             |   |
|-------------|---|
| <b>REF.</b> | <b>ACTIVITY: ROAD SAFETY &amp; TRAFFIC MANAGEMENT</b> |
| <b>RS1</b>  | <b>ACCIDENT RECORDS AND MONITORING</b>                |
| <b>RS2</b>  | <b>TRAFFIC MANAGEMENT AND ROAD SAFETY (GENERAL)</b>   |
| <b>RS3</b>  | <b>ROAD SAFETY EDUCATION AND TRAINING</b>             |
| <b>RS4</b>  | <b>TRAFFIC MANAGEMENT STUDIES</b>                     |

## RS1 ACCIDENT RECORDS AND MONITORING:

**Purpose:** To identify road accidents caused by highway characteristics and resulting user behaviour.

| TASK |   |
|------|---|
| 1 a) | Provide up to one license, maintain and develop the 'ACCSMAP' system for management of accident information. New accident data is required to be sent electronically to the Client on a monthly basis   |
| 1 b) | Obtain AccsMap data from Wokingham / WSP to update records on a monthly basis   |
| 1 c) | Review an annual summary report from the Safer Roads Partnership concerning the number and type of accidents including appropriate national/regional comparators. Identify key trends, high risk sites and analysis as necessary to develop annual works programmes   |
| 1 d) | <p>Monitor and report the ongoing accident records of all sites where remedial action has been taken (about 15 schemes per annum) and calculate 3½ years after the completion of these schemes the first and third year rate of return.</p> <p>Yearly undertake inspections and consider any complaints, representations or references and produce report on effectiveness of schemes implemented in the previous year against the predictions, and where desirable, suggest need for further work to be included in programme. <b>(Optional)</b></p> |

**Monitoring Information**

- Inputs to database
- Summary report for all accidents
- New high risk sites identified
- Monitor accident records of sites (Optional)

## **RS2 TRAFFIC MANAGEMENT AND ROAD SAFETY (GENERAL):**

**Purpose:** To improve road safety consciousness and to promote and maintain appropriate policy guidelines and standards for all traffic management and road safety issues.

Prepare reports and replies to enquiries and attend meetings to give technical support to the Client relating to all aspects of traffic and road safety set out in the RS scopes

| <b>TASK</b> |  |
|-------------|--|
| <b>1 a)</b> | Maintain appropriate policy guidelines and standards for all traffic management and road safety matters<br><br>Keep Client informed of any new guidelines/standards within one month of publication by a technical note. Report in writing on any changes where appropriate within 28 days |
| <b>1 b)</b> | Prepare Cabinet reports and technical notes (indicative volume – 20 per annum) regarding traffic management/road safety matters (set out in the RS scopes) and provide all accident information required for enquiries/reports.  |
| <b>1 c)</b> | Attendance at meetings, for example; Public consultation; Parish Council; Member engagement, to support the Client on any road safety or traffic management matter/scheme (set out in RS Scopes). Approx. 15 per year.   |

**Monitoring Information**      Number of reports submitted to Client  
Number of meetings attended

### RS3 ROAD SAFETY EDUCATION AND TRAINING:

**Purpose:** To improve awareness of road safety issues, encourage and support safer road user behaviours, and reduce the number and severity of road traffic casualties in the Borough.

| TASK        |  |
|-------------|--|
| <b>1 a)</b> | Prepare an annual programme of activities for Road Safety Education, Training and Publicity (ETP) to help deliver the road safety objectives and strategies identified in the Local Transport Plan. Provide the client with a draft programme for each financial year in the preceding January.  |
| <b>1 b)</b> | <p>Liaise with Safer Roads (or their successor) to identify:</p> <ul style="list-style-type: none"> <li>• key road safety issues affecting the Borough's roads and population;</li> <li>• local road traffic casualty numbers and trends;</li> <li>• common crash causation factors;</li> <li>• high risk demographics;</li> <li>• the most appropriate communication channels for engaging target audiences.</li> </ul> <p>The ETP programme must reflect this market intelligence.</p>   |
| <b>1 c)</b> | Provide accredited individual(s) to undertake child car seat safety checks and provide advice and demonstrations for parents on how to properly fit and adjust car seats. (Up to 5 events per annum.)  |
| <b>1 d)</b> | Provide information, guidance and advice at new parent sessions schools on safe travel to and from schools. (Up to 12 events per annum.)   |
| <b>1 e)</b> | <p>Provide road safety ETP activities for school pupils, including:</p> <ul style="list-style-type: none"> <li>• Classroom activities for primary school pupils to teach road safety awareness and how to travel to / from school safely.</li> <li>• Young / pre-driver events for secondary school pupils</li> </ul> <p>(Currently provide 20 sessions for Year 3, 20 sessions for year 4 and 20 sessions for year 6, with 10 events for secondary school pupils)</p>   |
| <b>1 f)</b> | <p>Prepare and submit bids to the Department for Transport to secure funding to deliver the Bikeability programme in schools, which will be agreed in advance with the client.</p> <p>Provide or procure and manage Bikeability training providers with the appropriate skills, experience and resources to deliver the programme and who can deliver the programme within the agreed budget. Manage all aspects of delivery of the Bikeability programme, including bookings and payments.</p> <p>Submit claim forms to the Department for Transport in order to draw down the funding.</p> |

|      |   |
|------|---|
| 1 g) | <p>Develop, deliver, monitor and evaluate road safety publicity campaigns as informed by market intelligence provided by Safer Roads (or their successor).</p> <p>This may involve supporting national campaigns (e.g. Think! campaigns promoted by the Department for Transport), or bespoke campaigns to address local issues, working with Thames Valley Police, neighbouring authorities and other partner agencies as appropriate. (Up to 5 per annum).</p> <p>Previous campaigns have addressed: safe travel to school; young driver education; older driver education; driver impairment (i.e. drink / drug driving); distraction (e.g. mobile phone use); seat-belts; speeding; behaviour of vulnerable road users (e.g. pedestrians, cyclists and children).</p> |
| 1 h) | <p>Procure and store road safety information leaflets / booklets / resources that are necessary to support Road Safety ETP activities.</p>  |

**Note:** The above activities represent the projects currently undertaken in accordance with the road safety programme. However subsequent programmes may need to be revised to ensure they represent current best practice. This is to be the responsibility of the Consultant in liaison with the Client. The Consultant is to price to undertake the activity (to the extent resources are required) and not a specific programme of events.

#### Monitoring Information

Number of meetings  
 Number of events attended  
 Number of pupils attending Bikeability sessions  
 Number of pupils attaining levels 1, 2 and 3 Bikeability  
 Number of road safety publicity campaigns run

## RS4 TRAFFIC MANAGEMENT STUDIES:

**Purpose:** To review and respond to requests for traffic management and road safety improvements.

| TASK |  |
|------|--|
| 1 a) | <b>Enquiries:</b> undertake an investigation and produce a technical report / briefing paper for consideration by the Client (allow for up to 25 per annum)  |
| 1 b) | <p><b>High Risk Accident Sites:</b> Investigate the 15 most high risk sites (from Accident Recording) and produce an annual summary report for consideration by the Client scheduling the site and recommended measures to be implemented</p> <p>Allow for a full study and detailed technical note (including a budget estimate) to be prepared on the top 5 sites prioritised by the Client</p>  |
| 1 c) | <p>The Consultant is to prepare a programme commencing in October each year based upon its knowledge of the Royal Borough and the inputs received from the Client and partners, recommending studies that the Client should consider undertaking, or revisions to the prioritised programme that already exists, and identifying a scope and timetable for each study in the list.</p> <p>This is to produce a list of ongoing work, which will be reviewed every quarter. The Client may amend but is to agree the reports to come before the next and future meetings.</p>   |
| 1 d) | <p><b>Traffic Management Studies:</b> The above produces a programme of approximately 20 traffic management schemes and Local safety schemes to be undertaken each year resulting in a detailed report and proposal. This generally results in Cabinet approval to implement works. Sometimes the Committee may request further feedback before works are agreed.</p> <p>Undertake studies to the agreed scope and timetable and include the following as circumstances demand:</p> <ol style="list-style-type: none"> <li>Prepare and undertake an approved consultation programme.</li> <li>Following consultation prepare draft report for consideration by the Client detailing any revisions considered necessary.</li> <li>Produce a draft study report including an analysis of information and responses with a recommendation, covering:- <ul style="list-style-type: none"> <li>- Traffic management measures</li> <li>- Environmental measures</li> <li>- Estimated costs</li> <li>- Any foreseeable objections</li> <li>- Possible sources of financing</li> <li>- Any further consultations with local communities/ other bodies which should be undertaken</li> <li>- Form and scope of publication of the final Study.</li> </ul> </li> </ol> <p>Note: - Where a scheme proceeds from feasibility to detailed design this will be commissioned by the Client from the Lot (3) provider.</p> |



|  |  |
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**Monitoring Information**      Enquiries received and addressed  
Number of traffic management studies

|             |   |
|-------------|---|
| <b>REF.</b> | <b>ACTIVITY: TRANSPORTATION</b>                                   |
| <b>TP1</b>  | <b>TRAFFIC AND TRAVEL MONITORING</b>                              |
| <b>TP2</b>  | <b>LEGISLATION, POLICIES, STRATEGY, CONSULTATIONS AND FUNDING</b> |
| <b>TP3</b>  | <b>TRANSPORT STUDIES</b>  |
| <b>TP4</b>  | <b>ADDITIONAL TRANSPORT PLANNING SUPPORT</b>                      |

## TP1 TRAFFIC AND TRAVEL MONITORING

**Purpose:** To determine traffic flows, public transport patronage, and levels of walking and cycling activity. This is needed to inform transport planning and development control decisions.

| TASK |  |
|------|--|
| 1 a) | Manage and maintain the network of 50 permanent traffic counters, ensuring 90% data capture at each site over the course of each financial year, including Bluetooth journey time data at 8 sites (contract currently with Road Traffic Equipment Manufacturers (RTEM) Ltd).   |
| 1 b) | Manage the mobile data connection at each ATC site (sim cards are currently provided by Vodafone).   |
| 1 c) | Manage and maintain the database of current and historic ATC data (currently hosted by Drakewell and accessed via the C2 online analysis tool).  |
| 1 d) | Propose to the client any changes that should be made to monitoring sites on the basis of new or revised transport and land use plans, and implement changes as agreed.  |
| 1 e) | Undertake an annual programme of monitoring to show changes in walking and cycling activity (currently achieved via annual snapshot using video surveys between 7am and 7pm at 25 sites on cordons around Maidenhead and Windsor town centres). Cycle counts should be disaggregated by gender at each site.   |
| 1 f) | Undertake traffic counts / surveys for Traffic Management and Road Safety purposes, including (indicative volume – 25 per annum): <ul style="list-style-type: none"> <li>o Classified link counts</li> <li>o Classified junction turning counts</li> <li>o Pedestrian crossing surveys</li> <li>o Speed surveys</li> </ul>   |
| 1 g) | Deploy 10 speed indicator devices at agreed sites across the Borough, changing the locations of signs every seven (7) days   |
| 1 h) | Analyse and validate results from temporary counts /surveys, and provide them to the client in Excel spreadsheet format within 10 days of data being collected.  |
| 1 i) | By the end of June each year, prepare an annual travel report to include the following: <ul style="list-style-type: none"> <li>o Changes in rail passenger numbers at each rail station in the Royal Borough (data published by the Office for Road and Rail – data will be one year in arrears due to publication dates).</li> <li>o Changes in the number of bus journeys starting in the Royal Borough (data provided by public transport operators).</li> <li>o Changes in bus punctuality (based on data from on-bus GPS systems and operators, with occasional manual surveys to check any anomalies).</li> <li>o Changes in walking and cycling journeys (measured through the annual cordon counts in Maidenhead and Windsor)</li> <li>o Changes in traffic (million vehicle kilometres) within the Royal Borough as estimated by the Department for Transport</li> <li>o Changes in traffic speed on A-roads within the Royal Borough as estimated by the Department for Transport</li> <li>o Changes in traffic movements in the Royal Borough (Average Annual Daily Traffic) as measured by the automatic traffic counters, with breakdown by AM peak, inter-peak and PM peak periods and by area (Maidenhead, Windsor and</li> </ul> |

|  |                           |
|--|---------------------------|
|  | the rest of the Borough). |
|--|---------------------------|

### **Monitoring Information**

Data coverage across automatic counter sites.  
Monitoring sites repairs and costs.  
Recommended changes  
Surveys commissioned  
Responses to data requests  
Reports produced

## TP2 LEGISLATION, POLICIES, STRATEGY, CONSULTATION AND FUNDING

**Purpose:** To identify the need for changes in the policies and programmes that the Client pursues in response to changes at national, regional and local levels, and identify opportunities to maximise funding.

| TASK |  |
|------|--|
| 1 a) | <p>Advise the client on national, regional and sub-regional transport highway asset issues, in the form of briefing papers to be issued within one month of the relevant publication date. This will include:</p> <ul style="list-style-type: none"> <li>○ advice on matters of national transport legislation, policy and strategy, including related environmental, economic, financial and land use policy and relevant consultations</li> <li>○ advice on regional and sub-regional transport strategy, strategic road and rail issues, Heathrow, and inter-authority transport matters, including relevant consultations.</li> </ul> <p>Specific consideration is to be given to the implications for the Royal Borough and its policies and programmes. Produce reports to a standard framework with an executive summary.</p> |
| 1 b) | <p>Advise the client on external funding opportunities, in particular those available via the Department for Transport and the Thames Valley Berkshire Local Enterprise Partnership. My Community Interest Company Ltd is contracted to prepare bids on the Clients behalf. The consultant is to advise the client as to whether additional work is necessary to support each funding bid (e.g. a supporting webTAG compliant business case), and the timescale and cost estimate for completing this work.</p>  |
| 1 c) | <p>Prepare responses to public consultations, as agreed with the client (6 per annum).</p>   |
| 1 d) | <p>Review and update the Local Transport Plan (LTP) every five years, to reflect changes in conditions on local and strategic transport networks and changes to land use plans – the first review is due 2017/18. Year to be confirmed by the Client. Attend project meetings (12 per annum), prepare minutes, prepare draft and final version and arrange all necessary public consultation, including online questionnaires, workshops, exhibitions, etc.</p>  |
| 1 e) | <p>Prepare thematic strategies (e.g. bus / cycling / road safety strategy, etc.) as agreed with the client in order to support the Local Transport Plan and / or Borough Local Plan (maximum of two per year).</p>   |

### Monitoring Information:

Number of client briefings  
 Number of reports  
 Number of consultation responses  
 Number of strategies  
 Number of meetings, consultations, events  
 Number of bids prepared

## TP3 TRANSPORTATION STUDIES

**Purpose:** To provide information relating to the transport needs of the Borough, which is required in order to support the development of relevant strategies and schemes, as well as internal and external funding bids.

| TASK |   |
|------|---|
| 1 a) | Submit to the client annually a suggested programme of studies that could be undertaken in support of the Local Transport Plan and associated capital programme. The programme should be costed and provided with accompanying briefs. Examples of studies are provided in Note 1. The study framework may include: summary of existing conditions, relevant policies, study objectives, existing data, data collection, problem identification, market research, consultation and consensus building, partnership working, option identification, evaluation, environmental assessment, impact assessment, option recommendation, funding options, costings, and strategy development. |
| 1 b) | As requested, carry out studies in accordance with a specific brief and programme agreed with the client and submit reports. The content of the study reports is to be submitted to the client in draft in the format identified in the agreed brief and is to be the subject of revisions and updates during the study process, to take account of client and Committee requirements and consultation responses. The timescale for submission of drafts is to be as required. (Approximately 3 studies per annum).   |
| 1 c) | For larger schemes (i.e. more than £250,000 in value), carry out post implementation surveys within 1 year of practical completion. All data collection requirements in advance with the client (e.g. traffic counts, accident stats, queue lengths etc.) and prepare reports identifying the success or otherwise of the works and any further works that are considered necessary to address issues identified.<br><b>(Optional)</b>  |

**Monitoring Information:**

- Number of studies recommended
- Number of studies completed
- Number of studies completed within estimate

### Note 1:

Examples of studies that may be considered for inclusion in the annual programme include:

- Transport / land use integration studies
- Corridor studies
- Local area studies
- Parking studies
- Interchange studies
- Public transport studies
- Travel demand management studies
- Freight distribution studies

Examples of scheme development work (i.e. feasibility / outline design / detailed design):

- Urban realm improvement schemes
- Disabled access schemes
- Pedestrian schemes
- Cycle schemes
- Bus priority schemes
- Public transport interchange schemes
- Public transport information initiatives

- Park and ride schemes
- Parking schemes
- Electric vehicle charging point schemes
- Road safety schemes
- Traffic management schemes

## TP4 ADDITIONAL TRANSPORT PLANNING SUPPORT

**Purpose:** To provide additional support to the Transport Planning service.

| TASK        |  |
|-------------|--|
| <b>1 a)</b> | To be the first point of contact for all internal and external queries, deal with day-to-day issues and coordinate responses on behalf of the Transportation Planning service. To include: <ul style="list-style-type: none"> <li>o Dealing with requests from Client officers and elected members</li> <li>o Dealing with enquiries from the general public and other external stakeholders</li> <li>o Dealing with request for information from the Department for Transport and Thames Valley Berkshire Local Enterprise Partnership</li> </ul> |
| <b>1 b)</b> | Attending and reporting on meetings relating to matters of: <ul style="list-style-type: none"> <li>o national transport legislation, policy and strategy</li> <li>o regional and sub-regional transport strategy</li> <li>o related environmental, economic, financial and land use policy</li> <li>o strategic road and rail issues</li> <li>o airport access issues</li> <li>o cross-boundary transport matters (12 per annum)</li> </ul>  |
| <b>1 c)</b> | Attend Committee, Forum and Working Group meetings as required to support the client and answer technical questions (12 per annum) <b>(Optional)</b><br><br>Attend working group/steering group meetings for inter-authority projects as advisor and/or Client representative, when instructed by the Client. Provide summary report to Client within 10 working days of the meeting.  |
| <b>1 d)</b> | Supply transport advice and data to external bodies / members if the public as and when agreed with the Client. All customer charges to be agreed with the Client prior to action. Any charge payable by the customer is to be invoiced and retained by the Client.  |

**Monitoring Information:** Number of responses within agreed timescales.  
Number of meetings attended  
Data provided within agreed timescales.



|             |  |
|-------------|--|
| <b>REF.</b> | <b>ACTIVITY: DEVELOPMENT CONTROL &amp; FLOOD RISK MANAGEMENT</b> |
| <b>DC1</b>  | <b>PLANNING APPLICATION ADVICE AND SUPPORT</b>                   |
| <b>DC2</b>  | <b>TRAVEL PLANS</b>  |
| <b>DC3</b>  | <b>SECTION 278 AGREEMENTS</b>                                    |
| <b>DC4</b>  | <b>SUSTAINABLE URBAN DRAINAGE – PLANNING APPLICATION SUPPORT</b> |
| <b>DC5</b>  | <b>FLOOD RISK MANAGEMENT</b>                                     |

## DC1 HIGHWAYS PLANNING APPLICATIONS ADVICE AND SUPPORT

**Purpose:** To provide highways planning advice to developers including the scope of TIAs and Travel Plans to ensure that proposals comply with Client policies.

| TASK |   |
|------|---|
| 1.   | <b>Pre-application and Planning Advice</b> (indicative volume – 700 per annum)  |
| 1 a) | <p>Receive copies of plans correspondence &amp; supporting data together with written instructions from Client on required input.</p> <p>Within 10 days, or as otherwise agreed with the Client::</p> <ul style="list-style-type: none"> <li>• discuss and clarify with the Client general issues relating to activity area, policies to be pursued and proposals for actioning any particular submission;</li> <li>• undertake an initial appraisal of proposal submitted to establish if submission is generally satisfactory and that all necessary information has been received and seek further information or clarification in writing;</li> <li>• Provide assistance and guidance to the developer on the Scoping of any TA required;</li> </ul>  |
| 1 b) | Take receipt of any revised or additional information submitted and consider such information as part of the submission.  |
| 1 c) | <p>Carry out site visit to establish:</p> <ul style="list-style-type: none"> <li>• how the development will fit into the surrounding highway infrastructure;</li> <li>• the level and nature of the existing traffic, on street parking and pedestrian movements in the locality;</li> <li>• any additional constraints on the development not evident from the plans – such as Traffic Regulation Orders, level differences etc;</li> <li>• the location of nearby public transport facilities, schools, shops etc in so far as these cannot be assessed from records already available.</li> </ul>  |
| 1 d) | <p>Consider data submitted within 7 days of receipt of submission or as otherwise agreed with the Client. Assess (in accordance with Client's instructions):</p> <ul style="list-style-type: none"> <li>• whether the proposals are feasible within the highway and the developer's land ownership;</li> <li>• whether the proposals are technically sound</li> <li>• whether any Traffic Assessment submitted is robust, junction modelling and capacity calculations comply with recognised practices, complies with any previously agreed Scoping and that the conclusions are sound and acceptable;</li> <li>• the proposals comply with Client policies in respect of car parking whether and highway design, where appropriate;</li> <li>• whether a satisfactory stage 1 audit has been completed in respect of any works to be carried out on the public highway by the developer;</li> <li>• whether there is a need to secure works to the highway or contributions to support alterations to the highway infrastructure to accommodate the specific travel needs of the proposal, giving details of the required specifications and standards where appropriate. (I.e. Specific works to form a new or improved junction);</li> <li>• whether there is a need or other justification for seeking contributions towards public transport or other travel initiatives in accordance with RBWM Supplementary Planning Guidance (I.e. general upgrading of transport infrastructure in support of SPG on developer contributions</li> <li>• appropriate conditions and informatives to be attached to any planning consent.</li> </ul> |

|      | TASK  |
|------|---|
| 1 e) | Prepare and submit a briefing note in writing for the Client with a summary statement on action required by the developer within 10 days of receipt of the original submission or most recent amended/additional documents where appropriate unless otherwise agreed with the Client.   |
| 1 f) | <b>(Optional)</b><br>Meet with the Client, the planning office and applicant where appropriate to discuss the issues and seek to find solutions to outstanding problems to facilitate the successful outcome of the planning application.   |
| 1 g) | Take receipt of additional and revised submissions seeking to resolve and clarify issues identified in the briefing note and prepare and submit an updated briefing note on the same basis as above.  |
| 1 h) | Respond to written and oral requests from Members or the general public about highway issues arising from the proposals as required by the Client.  |
| 1 i) | Return application and supporting data to the Client with the briefing note unless it is agreed that it is retained to carry out further assessments when further submissions are made. All documents remain the property of RBWM.  |
| 1 j) | Large schemes requiring all elements outlined above - 5 per annum.  |
| 1 k) | <p><b>Planning Appeals</b> (Note: any meetings with the appellant to discuss possible solutions to the highway and parking reasons for refusal are included in DC1 above)</p> <ul style="list-style-type: none"> <li>• To receive instructions from the Client and carry out such background reading of DC and Highway DC files, committee reports and appeal documents as is necessary to understand the highway and parking issues to be covered within the written and verbal submissions</li> <li>• To agree in consultation with the Client (or Planning Officer if so instructed) the deadline for the submission of written proofs of evidence or other statements</li> <li>• To liaise with the Client, Planning Officer, Legal Representatives and other Client officers involved in the appeal to ensure a unified approach to the appeal</li> <li>• To attend meetings with the Client, planning officer, and/or legal representatives of the Client, and other interested parties, to discuss the presentation, format and content of the appeal submissions as required</li> <li>• To carry out such research ,surveys and site inspections as are required to support the Client's highway and parking reasons for refusal</li> <li>• To prepare statements and/or written proof of evidence as required to support the 's case for the highway and parking reasons for refusal and submit them in accordance with the agreed timetable</li> <li>• To attend Informal Hearings, Public Inquiries and Site Visits with the Inspector as required</li> </ul> <p>All documents remain the property of RBWM but will be held by the Consultant for reference during the life of the agreement</p> |

## DC2 TRAVEL PLANS

**Purpose:** To provide advice and support to schools, developers and Client officers in the preparation and implementation of travel plans, and administer the ongoing monitoring of existing travel plans to ensure that they comply with the Client's policies.

| TASK        |  |
|-------------|--|
| <b>1)</b>   | <b>School Travel Plans</b>   |
| <b>1 a)</b> | To advise and support schools with the preparation, implementation, monitoring and review of school travel plans, ensuring that they are prepared to a standard agreed with the client (up to five new travel plans for new / expanded schools per year and review up to three existing school travel plans per year)  |
| <b>1 b)</b> | Set up and maintain a database of travel survey results from school travel plans to inform education planning and transport planning decisions.  |
| <b>2)</b>   | <b>WorkPlace Travel Plans</b>  |
| <b>2 a)</b> | Provide advice to developers on the format and content of Workplace Travel Plans associated with development proposals submitted to the Client as part of pre-application consultations, or in support of planning applications, as requested by the client, ensuring that they are compliant with local policies and guidance with regards to content, actions, targets, monitoring and sanctions. Requests should be actioned within 10 days of receipt, or as otherwise agreed with the client (checking / approving up to 10 new travel plans per year). |
| <b>3)</b>   | <b>Travel Plan Monitoring</b>  |
| <b>3 a)</b> | Receive monitoring reports relating to Travel Plans, through the client or obtain direct from the developer/occupier. Consider the results of the review process and discuss with the developer / occupier actions or initiatives that are required to meet targets. Requests should be actioned within 20 days of receipt or as otherwise agreed with the client (monitoring up to 10 existing travel plans per year).  |
| <b>3 b)</b> | Set up and maintain a database of travel plan survey results to inform transport planning and future development control decisions.  |
| <b>3 c)</b> | Ensure that all documentation relating to travel plans that have been secured through the planning process are sent to the Planning Development Management Team for logging on the planning database.  |

**Monitoring Information:**

- Number of school travel plans developed to agreed standards
- Number of workplace travel plans developed to agreed standards
- Number of monitoring reports obtained

## DC3 SECTION 278 AGREEMENTS

**Purpose:** Carry out detailed appraisal of developers' proposals to ensure that they comply with Royal Borough of Windsor and Maidenhead's standard policies. Secure sufficient information for inclusion in a S278 Agreement. Inspect the construction of the developer's highway works on site and ensure that all works comply with the latest approved drawings (Indicative volume – 20 per annum)

| TASK |  |
|------|--|
| 1 a) | <p><u>Negotiation of Agreement</u></p> <p>On receipt of planning consent and at the request of Developer to proceed with the Section 278 agreements. Receive and record notice of intention of developer to proceed with development. Seek number from 4000 series from HDC to match S106 agreement.</p> <p>Liaise with the Client to agree the extent of works required, and any specific requirements or constraints in respect of specifications, design of the scheme or timing of the works, including any restrictions on hours of work or routes used by construction traffic.</p> <p>Within 10 working days of receipt of notice of intent, or as otherwise agreed with the Client, issue a comprehensive list of Highway Client's requirements as specified in the current Highway Design Guide. Where a response is not provided within 10 days, the developer should be notified within 5 days of the expected response date which in any case should not exceed 20 days.</p>   |
| 1 b) | <p>Receive and record drawings and specifications from the developers assessing each proposal including:-</p> <ul style="list-style-type: none"> <li>• Checking that all the relevant highway planning consent requirements are met</li> <li>• Evaluation of any divergence from the requirements and the implications and recommended remedies;</li> <li>• Ensuring that all stages for satisfactory safety audit have been/will be carried out for the scheme in accordance with Method 3 IHT publication "The Safety Audit of Highways" (or subsequent updated document approved by HA);</li> <li>• Check on implications of the proposal for properties adjoining the schemes including alterations to or effects on means of access (consider Land Compensation Act implications)</li> <li>• Ensuring all consultations with public utilities have been undertaken and evaluating the implications of any concerns raised and possible remedies;</li> <li>• Checking that all necessary notices under the New Roads &amp; Street Works Act have been prepared for all statutory undertakers</li> <li>• ensure all Traffic Regulation Orders and diversion orders and associated signing/ lining are being progressed in order to facilitate the works, including the need to revise parking controls;</li> <li>• checking that all street lighting, signing, white lining, drainage and accommodation works are provided as far as can be reasonably established;</li> <li>• check the extent of the works is adequately defined on the plans with particular reference to the areas to be resurfaced upon completion of the works and how the works will merge with the existing highway.</li> </ul> |
| 1 c) | <p>Within 15 days of receipt of drawings respond in writing to the developer or his agent or Contractor identifying any concerns or failures to comply with the highway requirements and clearly stating what action should be taken to resolve these concerns or failures.</p> <p>Where a development is to be implemented under a "design and build" contract the initial</p>  |

|             |   |
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|             | <p>agreement of drawings will be less complete. Arrangements should be made within the S278 agreement for the submission of design details as the development proceeds with an agreed timescale for checking and approving details</p> <p>Receive amendments and additional plans and process as above. Ensure that developer is invoiced appropriately by the Client</p> <p>Agree extent of consultations and notifications with the Client and ensure all necessary consultations are undertaken which will include Parish Authority's, Local Members, residents and occupiers of commercial premises within 200m of the works. Arrange for the developer to post signs on the highway at least 10 days prior to the start of works giving the start date and expected programme period for the works. If there any significant variations to the scheme from that approved at Planning Stage the revised scheme should be referred to the Highways Policy Team.</p> <p>Once the detailed plans have been agreed, secure a detailed estimate of the value of the highway works for the purposes of securing a 100% bond.</p> <p>Secure details of the developers registered address, and names &amp; addresses of the solicitor and bondsman.</p> <p>Secure 6 copies of drawings for legal agreements, plus 1 set each for site inspections, retention in Client's office and for Consultants reference.</p> <p>Forward all necessary details and drawings to Legal Services so that the Section 278 agreement can be drafted using an agreed pro forma</p> <p>Ensure S278 is registered with Land Charges once signed</p> <p>Negotiate and secure a programme of works from the developer.</p> <p>Respond to requests for information from Members, the general public and other interested parties as required.</p> |
| <b>1 d)</b> | <p><b>Inspection of Works</b></p> <p>Within 10 days of receipt of notification that developer wishes to proceed:</p> <ul style="list-style-type: none"> <li>• ensure that contractor's public liability insurance has been verified and seek references to check suitability of contractor if not on the Client's approved list;</li> <li>• ensure Section 278 is signed and inspection fees have been paid to the CLIENT;</li> <li>• ensure that all legal notices have been served to allow commencement of works to the highway;</li> <li>• ensure local residents Parish Council and Ward Councillors are advised of start date and overall programme timescale;</li> <li>• ensure contractors drawings are the same as Section 278 agreement drawings, or that any amendments have been agreed.</li> </ul> <p>Before S278 works commence, liaise with site manager to ensure:</p> <ul style="list-style-type: none"> <li>• Contractors are working to approved Section 278 plans and specifications and are aware of any specific constraints, such as lorry routing requirements or limitations on times of working;</li> <li>• Plans show all necessary ducts and service alterations that are required to avoid unnecessary disruption to traffic and excavation in the carriageway after the carriageway wearing course is applied. Agree how ducts will be marked on site and positions recorded so they can be found later;</li> <li>• a record of condition survey has been carried out with developer to agree the condition</li> </ul>  |

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|  | <p>of the highway within the agreement site;</p> <ul style="list-style-type: none"> <li>the Consultant is aware of need and how to inform Contractor when key elements of work are to be carried out, so that adequate inspections can be undertaken particularly in respect of checking road formation (CBR), connections to highway drains and approval of materials to be laid;</li> <li>procedures for testing of materials are agreed.</li> </ul> <p>Carry out site inspections to ensure works are carried out in accordance with the agreed drawings and specifications.</p> <p>Where variations are required record these and submit report to the Client detailing the reason and nature of the changes. Where major problems occur which require a deviation from the basic requirements, discuss variation with HDC Team Leader before approving variation.</p> <p>Ensure appropriate temporary road signing is in place during the works including any necessary diversions and that "new layout " signing is displayed for the required period after the works are completed and removed when that period has expired.</p> <p>Recommend issue of certificates in accordance with Section 278 agreement and notify legal services of reductions in bond as appropriate.</p> <p>Ensure developer carries out and submits a stage 3 safety audit and review findings with the developer, agreeing any further amendments to be carried out prior to adoption.</p> <p>Ensure any other processes needed to support the works are in hand to enable the works to be handed over at the expiry of the maintenance period, including any TROs, easements, sewer adoptions, public right of way diversion orders etc.</p> <p>Ensure any other processes needed to support the works are in hand to enable the works to be handed over at the expiry of the maintenance period, including any TROs, easements, sewer adoptions, public right of way diversion orders etc.</p> <p>Deal with any issues arising to the Client's satisfaction to bring all matters to a conclusion, including dealing with queries and complaints from the public, local residents, and Councillors (including Parish Councillors).</p> <p>Towards end of maintenance period, carry out remedial works check and advise developer of any works requiring attention prior to adoption including any damage caused to the highway during the progress of the works.</p> <p>Provide written quarterly progress report to the Client (on 1st March, June, Sept and Dec) in a format suitable to be presented to the Highways Policy Team indicating:</p> <ul style="list-style-type: none"> <li>any significant changes to the design</li> <li>progress against the developers programme;</li> <li>inspection fees charged against the total fee secured under the S278 and how this compares with the progress of the works – highlighting any possible overspend.</li> </ul> <p>Secure as built drawings, check their accuracy as far as possible by visual inspection of site and issue to the Client coloured as set out above (Two copies) Update GIS record for highway land ownership where additional land is dedicated, details of new highway layout etc.</p> <p>Report on recommendation for final adoption and issue of Final Certificate of completion. Arrange for release of Bond and notification of Land Charges. Send original copy to Client for their formal records.</p> |
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|             | On completion and final acceptance of the works, return all documents to the Client for archiving. All documents remain the property of RBWM but will be held by the Consultant for reference during the life of the agreement   |
| <b>1 e)</b> | <p><b>Monitoring</b></p> <p>Provide a quarterly progress report (on 1st of March, June, Sept and Dec or as otherwise agreed) on all current S278 agreements in writing to and meet with the Client to discuss any pertinent issues about the service. Prepare a technical note for consideration by the Client to include all sites currently being negotiated, including:</p> <ul style="list-style-type: none"> <li>• the location of the works including the names and numbers of all road affected and the Parish in which the works lie;</li> <li>• a brief description of the works</li> <li>• where available the likely start date and construction timescale;</li> <li>• where available the agreed or provisional bond value.</li> </ul>   |
| <b>1 f)</b> | <p>All documents remain the property of RBWM but will be held by the Consultant for reference during the Contract Term.</p> <p>S278 drawings will include a coloured copy at not less than 1:500 scale indicating the following for the purposes of defining the intended new highway layout:</p> <ul style="list-style-type: none"> <li>• The extent of the S278 works in green outline;</li> <li>• The extent of new or amended carriageway in brown;</li> <li>• The extent of new or amended footway in grey;</li> <li>• The extent of new or amended highway verge in green;</li> <li>• The extent of new or amended cycleways in blue;</li> <li>• New or amended highway drainage and gullies in orange;</li> <li>• New or relocated street lights by a yellow circle;</li> <li>• Any easements in purple.</li> </ul> <p>Further plans will need to indicate:</p> <ul style="list-style-type: none"> <li>• construction details</li> <li>• the extent of resurfacing to be carried out after all excavations have been completed;</li> <li>• the removal of redundant highway drainage, street furniture and lining</li> <li>• the proposed new street furniture and lining;</li> <li>• levels, long sections and setting out details.</li> </ul> |



## DC4 SUSTAINABLE URBAN DRAINAGE – PLANNING APPLICATION SUPPORT

**Purpose:** Where planning applications are for major developments the local planning authority must ensure that SuDS are implemented unless demonstrated to be inappropriate. A major development is considered as:

1. Residential Development: 10 dwellings or more, or site area of 0.5 hectares or more where the number of dwellings is not yet know.
2. Non Residential Development: Provision of a building or buildings where the total floorspace to be created is 1000 square metres or more, or where the floor area is not yet know a site of one (1) hectare or more.

The Client anticipate 250 major applications will be submitted a year (spanning pre-application advice, outline planning, full planning and discharge of consent applications). Of these approximately 80 will be 'new' developers.

| TASK |   |
|------|---|
| 1 a) | <p><b>Scope of Services</b><br/>provide advice on the flood risk and drainage elements of major planning applications for the following six key applications types:</p> <ul style="list-style-type: none"> <li>• Pre-application advice;</li> <li>• Outline applications;</li> <li>• full applications;</li> <li>• review of conditions;</li> <li>• reserved matters applications; and,</li> <li>• scoping opinions.</li> </ul>   |
| 1 b) | <p><b>Pre-application advice</b><br/>Review publically available information on flood risk, geology and RBWM planning policies to produce a summary of requirements and recommendations in regards to the flood risk and drainage opportunities and influences for pre-applications.</p> <p>Review any location plans and further information submitted with pre-applications. To undertake a desktop study assessing current flood risk to the site and the geology and hydrogeology of the area. Policy requirements for the site will also be outlined. The results of the desktop study and policy requirement will then be combined to present drainage opportunities and constraints for the site and provide a list of recommended information to be submitted with the application.</p>   |
| 1 c) | <p><b>Outline Applications</b><br/>Provide a summary of findings and recommendations in regards to the flood risk and drainage aspects of outline planning applications. Review any relevant submitted documents with the application. Undertake a desktop study to assess the (publically available) flood risk, geology and hydrogeology information of the site and relevant policy documents. This information will then be combined to assess whether the documents submitted with the application are adequate to demonstrate that flood risk and drainage are adequately addressed for the application. The following details are required for a major outline drainage strategy:</p> <p>In order to determine the suitability of flood risk and drainage proposals for an outline application we envisage the following information will be submitted by the applicant:</p> <ul style="list-style-type: none"> <li>• Topographical survey including existing ground levels and how water flows naturally on the site, including flows to and from the site;</li> <li>• Identification of any existing watercourses;</li> <li>• Ground investigation results including groundwater levels and infiltration tests;</li> </ul> |

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|------|--|
|      | <ul style="list-style-type: none"> <li>• If appropriate, contamination survey and remediation proposals;</li> <li>• Conceptual drainage design demonstrating how SuDS are to be integrated into the proposed development, including plans and sections;</li> <li>• How runoff is to be collected from roofs, roads and other hard surfaces;</li> <li>• Flow routes including low flow, overflow and exceedance routes;</li> <li>• Approximate surface water storage volumes and locations;</li> <li>• Confirmation of proposed destination of “controlled flow of clean water” from the site post development (i.e. to ground by infiltration, to watercourse or to surface water sewer) and details of any offsite works, and</li> <li>• Planned maintenance arrangements for the drainage system(s).</li> </ul> <p>Recommend whether there is sufficient detail to approve the application, approve subject to conditions or whether refusal is recommended and the additional information the applicant is required to submit to enable determination.</p> <p>Where approved and/or approved subject to conditions provide recommended conditions which should be attached to the decision notice, and if the application is refused the additional information the application is required to submit to enable determination.</p>  |
| 1 d) | <p><b>Full Applications</b></p> <p>Provide the same information as expected for outline applications. Some extra details are also required for major full applications, and the information below is required in all instances, unless already approved on the outline permission:</p> <ul style="list-style-type: none"> <li>• Topographical survey including existing ground levels and how water flows naturally on site, including flows to and from the site;</li> <li>• Identification of any existing watercourses, their typical dimensions and resting water levels &amp; depths;</li> <li>• Ground investigation including trial pit and / or borehole information to at least 1m below any significant proposed infiltration drainage element. The minimum number of trial pits required will be dependent on design, but must take account of any variation in ground conditions.</li> <li>• Groundwater monitoring within 1.5m of any significant proposed infiltration drainage element. Monitored for a suitable period dependent on prevailing weather conditions and regional water levels.</li> <li>• Infiltration test(s) at the depth(s) and location(s) of <b>all</b> significant infiltration features or other agreed representative locations;</li> <li>• If appropriate, contamination survey and remediation proposals;</li> <li>• Design calculations for: <ul style="list-style-type: none"> <li>○ Greenfield run-off</li> <li>○ Brownfield run-off (including reductions)</li> <li>○ Peak flow rates</li> <li>○ Surface water volumes and storage volumes required</li> <li>○ Drain down times</li> </ul> </li> <li>• Plan(s) showing detail of the SuDS including levels, detail locations and detail drawings;</li> <li>• How runoff is to be collected from roofs, roads and other hard surfaces;</li> <li>• Flow routes including low flow, overflow and exceedance routes;</li> <li>• Details of the phased implementation of the drainage system(s), including where necessary, mitigation during construction.</li> <li>• Details of Source Control features for each sub-catchment;</li> <li>• Details of each Site Control feature with flow control locations and details;</li> <li>• Details of conveyance features from place to place;;</li> <li>• Confirmation of final storage volumes and flow control rates;</li> <li>• Details of Regional (Catchment) Controls in public open space where appropriate;</li> <li>• Confirmation of proposed destination of “controlled flow of clean water” from the site post development (i.e. to ground by infiltration, to watercourse or to surface water sewer) and details of any off site works;</li> </ul> |

|      |   |
|------|---|
|      | <ul style="list-style-type: none"> <li>Planned maintenance regime including details of responsible parties for the lifetime of the development;</li> <li>Agreement(s) in principal with any relevant authorities for discharge to ground / watercourse / sewer.</li> </ul>  |
| 1 e) | <p><b>Review of Conditions and Reserved Matters Application</b></p> <p>Provide a summary of findings and recommendations as to whether planning conditions relating to flood risk and drainage have been met. Review the conditions/reserved matters attached to the decision notice for the planning permission as well as any relevant documentation from the original planning application and the documentation submitted to discharge the condition/reserved matter.</p> <p>By reviewing this information assess whether all information required for discharging the condition/reserved matter has been submitted (as detailed above for full applications). Recommend whether there is sufficient detail/information to enable the condition/reserved matter to be discharged, or whether additional information is required. If additional information is required list what is expected from the applicant.</p>  |
| 1 f) | <p><b>Scoping Opinions</b></p> <p>Provide a summary of findings and recommendations regarding flood risk and drainage for Scoping Opinion requests. Review any relevant documentation submitted with the application. Documentation will be assessed against publically available information on flood risk, drainage, the water environment (quality) and relevant planning policy will be outlined to determine what is required for the Application Site. Use the above information to determine whether the methodology and assessment detailed in the submitted Scoping Opinion is appropriate for the proposed development.</p>   |
| 1 g) | <p><b>Deliverables</b></p> <p>For each of the above application types provide the following deliverables:</p> <p><u>Review Checklist</u></p> <ul style="list-style-type: none"> <li>A digital checklist detailing aspects of the planning application which have been reviewed including comments, observations and details of irregularities with regards to the submitted information.</li> </ul> <p><u>Letter summarising findings</u></p> <ul style="list-style-type: none"> <li>A digital copy of a signed letter summarising the findings of the planning application review and whether it is recommended to approve or refuse the application. Where the application is recommended for approval WSP may also provide details of conditions required. Where the application is recommended for refusal WSP will provide details of the additional information required to enable a determination to be made.</li> </ul> <p><u>Monthly Progress Report</u></p> <ul style="list-style-type: none"> <li>A digital copy of a monthly progress report detailing progress against planning application reviews, spend in period, spend to date and forecast spend for the coming period.</li> </ul> |
| 1 h) | <p><b>Timescale</b></p> <p>Provide the deliverables within ten working days of receipt of instruction to proceed from RBWM.</p>   |

## DC5 FLOOD RISK MANAGEMENT

**Purpose:** To provide a flood risk management service as required by the Flood Risk Regulations 2009 and the Flood and Water Management Act 2010. As the Lead Local Flood Authority the Royal Borough of Windsor and Maidenhead is responsible for managing flood risk from surface water, groundwater and ordinary watercourses within the Borough. In conjunction with leading and co-ordinating flood risk management activities, the Act also places a number of key duties on the LLFA including:

| TASK |   |
|------|---|
| 1 a) | Provide all support and advice to the Client in accordance with the Local Flood Risk Management Strategy (refer to Appendix)    |
| 1 b) | Undertake the duty of the Lead Local Flood Risk Management Authority to Investigate Flood Incidents <b>(Optional)</b>           |
| 1 c) | Review and prepare consents for issue by the Client for works to Ordinary watercourses (indicative volume – five (5) per annum) |

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|-------------|-----------------------------------|
| <b>REF.</b> | <b>ACTIVITY: PUBLIC TRANSPORT</b> |
| <b>PT1</b>  | <b>PUBLIC TRANSPORT SUPPORT</b>   |

## PT1 PUBLIC TRANSPORT SUPPORT

**Purpose:** To provide public transport support.

| <b>TASK</b> |   |
|-------------|---|
| <b>1 a)</b> | <b>Management / Liaison with Operators</b> <ul style="list-style-type: none"> <li>Local bus service management: respond as required to queries on the part of ward members and members of public; liaison with third parties; review operator proposals for network development and provide support in consultation and implementation. (indicative volume – 50 per annum)</li> <li>Liaison with the resurfacing programme and other highway maintenance programmes;</li> <li>Liaison with officers when requested on bus stop siting and infrastructure issues (including any upgrades required to meet the requirements of the PSV accessibility regulations, but excluding any bus stop survey or design exercises) (Indicative volume – 12 per annum);</li> <li>Concessionary bus travel: check operator returns; trend analysis and forecast out-turn; negotiations with bus operators on reimbursement parameters for the 2016-17 concessionary travel scheme; develop proposals in response to queries from Lead Member and Deputy Lead Member for Highways &amp; Transport;</li> <li>Convene and provide notes for regular operator liaison meetings;</li> <li>Comment as required on planning applications and develop proposals for utilising section 106 contributions;</li> </ul> |
| <b>1 b)</b> | <b>Monitoring</b> <ul style="list-style-type: none"> <li>Local bus service monitoring: punctuality monitoring and contract compliance monitoring for supported services both through roadside surveys and analysis of operator returns on a quarterly basis;</li> <li></li> <li>Collation of patronage figures for services procured under 'de minimis' and annual returns from operators;</li> <li></li> <li>Collation and reporting of punctuality figures for local bus services;</li> </ul>   |
| <b>1 c)</b> | <b>Information</b> <ul style="list-style-type: none"> <li>Lead the development of bus passenger information material and proofing, including the provision of roadside information at bus stops.</li> <li>Advice on RTPI systems integration and data issues and provide liaison with neighbouring authorities, particularly monitoring arrangements put in place to exchange data with neighbouring authorities</li> </ul>   |

## **APPENDICES**

### **Contents –**

**Appendix 1** – The Royal Borough of Windsor & Maidenhead Constitution

**Appendix 2** – Highways & Transportation Information and Process Flowcharts (attached document)

**Appendix 3** – Safer Roads Partnership

**Appendix 4** – Local Flood Risk Management Strategy

## **APPENDIX 1 – The Royal Borough of Windsor & Maidenhead Constitution**

Weblink to [Council Constitution](#)



## **APPENDIX 2 – Highway & Transportation Information and Process Flowchart**

Attached as a separate document

## **APPENDIX 3 – Safer Roads Partnership**

Weblink to [Windsor & Maidenhead | Safer Roads](#)

## **APPENDIX 4 – Local Flood Risk Management Strategy**

Weblink to [Local Flood Risk Management Strategy](#)

# Proposed organisation structure

