

The Merseyside Authorities Permit Scheme (MAPS) for Road and Street Activities

St Helens Council Annual Report 02,
2013 - 14





*Merseyside Authorities Permit Scheme,
St Helens Council Annual Report 02,
2013-14*

Contents:		Page
Chapter 1	INTRODUCTION.....	1
Chapter 2	PERMIT APPLICATIONS.....	2
Chapter 3	KPI MONITORING	9
Chapter 4	CONCLUSIONS	14
Appendix A	PERMIT APPLICATIONS 2013-14	
A.1	Highway authority works	
A.2	Utility works	



1 INTRODUCTION

1.1 Background

- 1.1.1 St Helens Council (SHC) has been operating a Street Works Permit Scheme since April 2012. The Scheme operates as the Merseyside Authorities Permit Scheme (MAPS). An approved Common Scheme currently operated by SHC only.
- 1.1.2 The statutory 12 month Annual Review and report to DfT was completed in 2013 following the first full 12 months of operating the Permit Scheme, 'St Helens Council Annual Report 01, 2012-13'.
- 1.1.3 The purpose of the 12 month Annual review was to;
- Demonstrate a reduction in the duration of works.
 - Demonstrate a reduction in the number of Permit applications (through an increase in collaborative working).
 - Report the monitored Key Performance Indicators (KPI 1, KPI 2, KPI 3 & KPI 7).
 - Re-evaluate the Cost Benefit Assessment to show an economic return on the investment.
 - Report the annual scheme benefit to all road users.

1.2 Second year review

- 1.2.1 GK-TC has been commissioned by the Council to undertake an independent review of the second year of the Scheme, 2013-14.
- 1.2.2 This is a lower level review to monitor key performance indicators and identify any significant changes year on year. The objectives of the year 2 review are to;
- Report the total number of Permit applications.
 - Evaluate key performance measures (e.g. average duration of works, number by works category/traffic management type, etc.) and identify any significant changes from year 1.
 - Report the monitored Key Performance Indicators (KPI 1, KPI 2, KPI 3 & KPI 7).
- 1.2.3 The Council plan to undertake a review annually.

1.3 Report Structure

- 1.3.1 The analysis of the permit applications is presented in Chapter 2. The KPI review is reported in Chapter 3.
- 1.3.2 A summary and report conclusions are presented in Chapter 4.



2 PERMIT APPLICATIONS

2.1 Methodology

2.1.1 Data sources available for this review are:

- Permit Scheme work stops notices , April 2013 - March 2014
- Permit Scheme work stops notices , April 2012 – March 2013

2.1.2 This review will assess the year on year change in the number of Permit applications and to review the breakdown of key metrics.

2.1.3 The purpose of the review is to identify any significant changes from the year 1 performance. Any large changes will be investigated in more detail and the potential impact on the Scheme performance and value will be considered.

2.1.4 The intention is to carry out a review annually and benchmark the Scheme performance against the first year of operation each time.

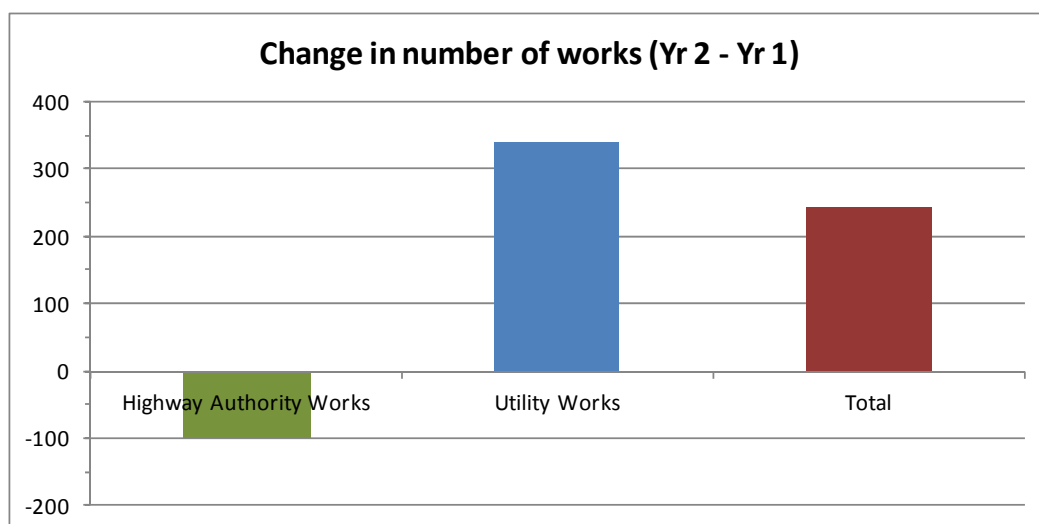
2.2 All works

2.2.1 The following series of charts and tables present a comparison of the 2013-14 and 2012-13 data. The year on year change in values is also presented.

2.2.2 The total number of Permit applications and a breakdown by highway authority and utility company is shown in Table 1 and the accompanying chart.

Table 1 Number of Permit applications

PROMOTER TYPE	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Highway Authority Works	10,281	10,186	-95
Utility Works	4,050	4,389	339
Total	14,331	14,575	244



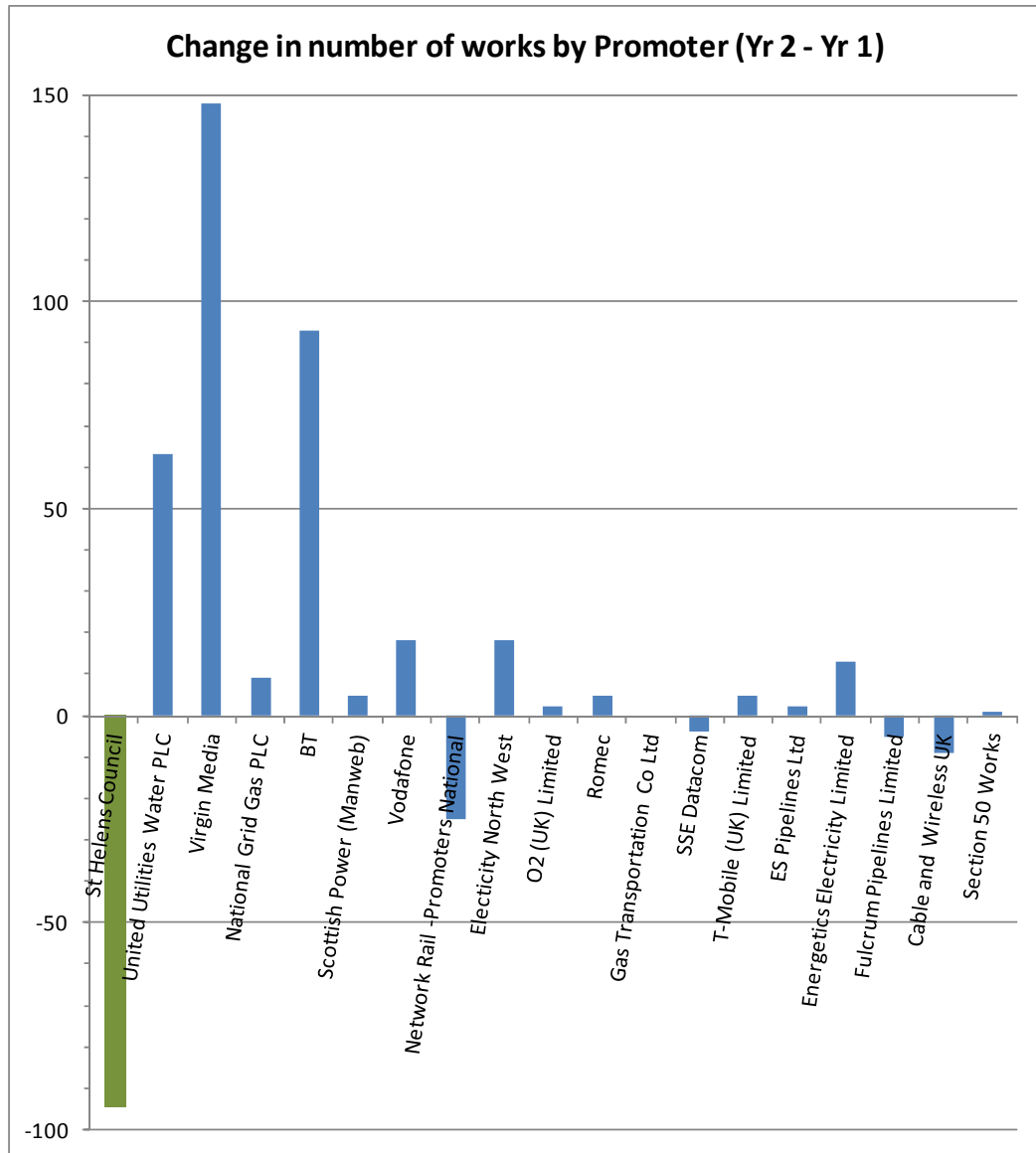
2.2.3 The change in total number amounts to a less than 2% increase and is not felt to be significant.



2.2.4 The change in number of Permit applications by works promoter is presented in Table 2 and the accompanying chart.

Table 2 Change by works promoter

PROMOTER	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
St Helens Council	10,281	10,187	-94
United Utilities Water PLC	1,622	1,685	63
Virgin Media	652	800	148
National Grid Gas PLC	640	649	9
BT	367	460	93
Scottish Power (Manweb)	474	479	5
Vodafone	3	21	18
Network Rail -Promoters National	39	14	-25
Electricity North West	208	226	18
O2 (UK) Limited	5	7	2
Romec		5	5
Gas Transportation Co Ltd	2	2	
SSE Datacom	6	2	-4
T-Mobile (UK) Limited		5	5
ES Pipelines Ltd	2	4	2
Energetics Electricity Limited	2	15	13
Fulcrum Pipelines Limited	19	14	-5
Cable and Wireless UK	9		-9
Section 50 Works		1	1
Total	14,331	14,576	245

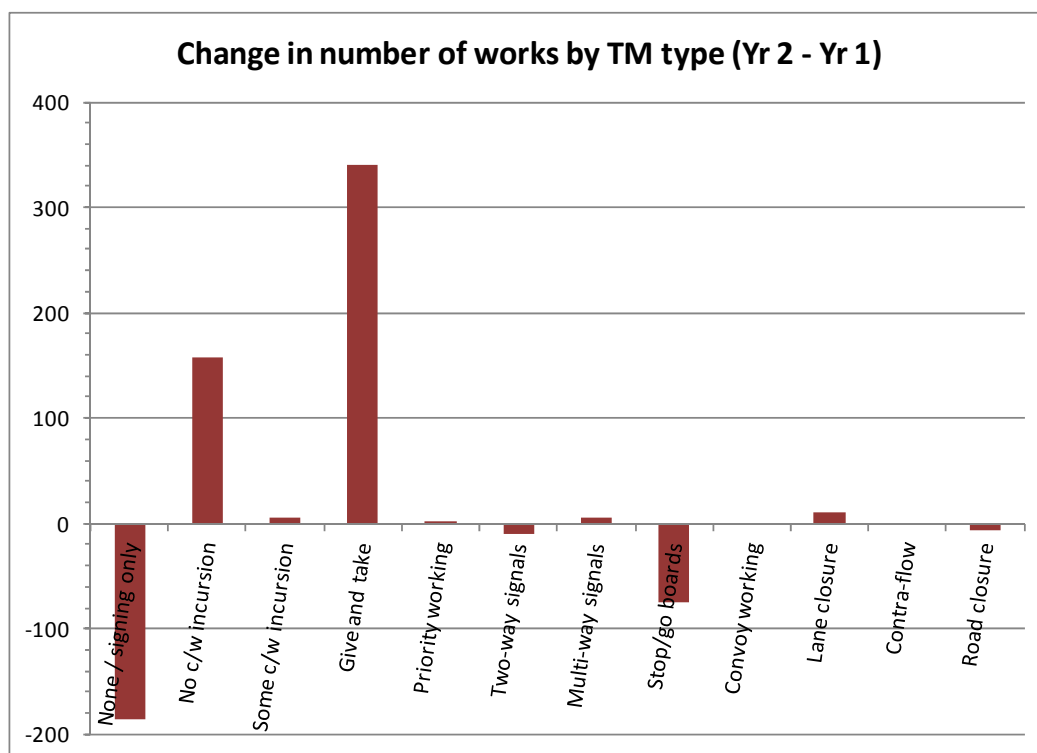


- 2.2.5 The two biggest increases are for telecoms companies, BT and Virgin Media, and amount to a 25% increase from the previous year. This may be due to activities now being permitted which were previously undertaken without a valid permit in place.
- 2.2.6 The changes are not felt to be significant and are generally indicative of annual fluctuations in promoter works numbers to be expected year on year.
- 2.2.7 The following analysis is presented for applications by all works promoters. The same analysis is presented separately in Appendix A for highway authority works and utility company works.
- 2.2.8 Table 3 and the accompanying chart presents a comparison of the change in number of all works applications by traffic management type.



Table 3 Number of applications by traffic management type

TRAFFIC MANAGEMENT TYPE	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
None / signing only	2,535	2,350	-185
No c/w incursion		158	158
Some c/w incursion		5	5
Give and take	10,855	11,196	341
Priority working	4	5	1
Two-way signals	320	311	-9
Multi-way signals	148	154	6
Stop/go boards	230	155	-75
Convoy working	2	1	-1
Lane closure	143	153	10
Contra-flow	2	1	-1
Road closure	92	86	-6
Blank		1	1
Total	14,331	14,576	245



2.2.9 The biggest change is an increase in the number of works specified as having Give & Take traffic control, and a corresponding reduction in the number specified as None / Signing Only. The rate of change has reduced from the previous year, but the change is a result of applicants more accurately specifying traffic management types. Previously there was a tendency to default applications to None / Signing Only.

2.2.10 The introduction of the EToN 6 traffic management codes towards the end of the second year is evident with the inclusion of a small number of works

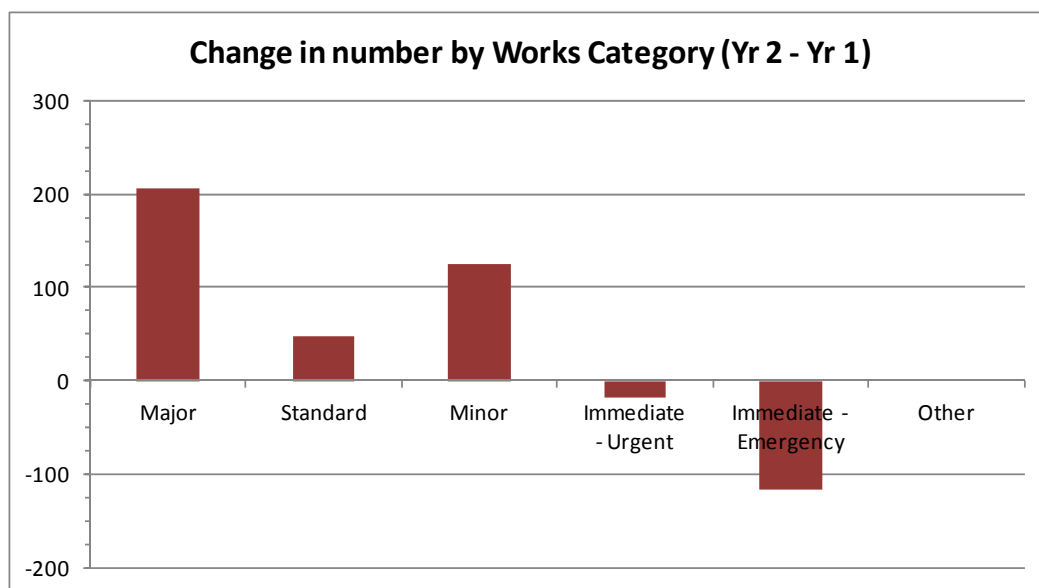


specified as no or some carriageway incursion. A large increase in works specified with these tm types to replace the None / Signing Only type is expected at the next review, with the ETon 6 codes having been in operation for the full year.

- 2.2.11 There is very little change in the number of works specified for the other traffic management types, other than stop/go boards. This reduction is linked to the reduction in number of highway authority works (see Appendix A.1).
- 2.2.12 The total number of Permit applications by Works Category is shown in Table 4 and the accompanying chart.

Table 4 Applications by works category

WORKS STOPPED	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Major	254	461	207
Standard	616	664	48
Minor	2,801	2,926	125
Immediate - Urgent	10,045	10,027	-18
Immediate - Emergency	615	498	-117
Other			
Total	14,331	14,576	245



- 2.2.13 The biggest change is the increase in number of Major works applications from year 1. The near two fold increase in applications returns the number of Major works to pre-Permitting levels (average number per annum between 2008 and 2012, 460 Major works). This may be partially due to planned works being correctly permitted.
- 2.2.14 Both highway authority and utility company works show an increase in Major and Minor works applications.

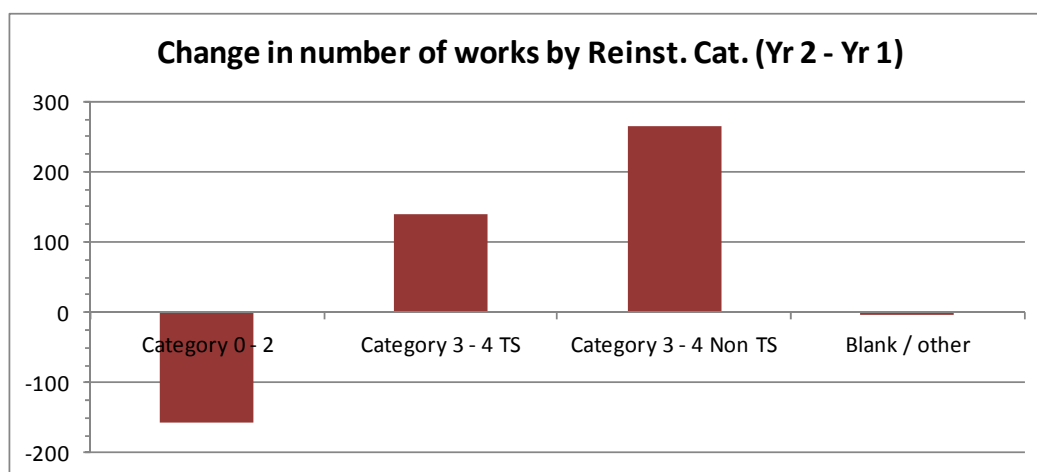


2.2.15 The relative increase in the number of Major, Standard and Minor works applications will have increased the resource required to process Permit applications.

2.2.16 The total number of Permit applications by reinstatement category type is shown in Table 5 and the accompanying chart.

Table 5 Number by reinstatement category type

REINSTATEMENT CATEGORY	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Category 0 - 2	3,598	3,440	-158
Category 3 - 4 TS	3,890	4,031	141
Category 3 - 4 Non TS	6,755	7,019	264
Blank / other	88	86	-2
All works	14,331	14,576	245



2.2.17 The change in numbers amounts to a less than 4% change for each category and is not felt to be significant, in terms of the time required to process the applications or the impact on overall delays across the road network.

2.2.18 Table 6 shows a comparison of the average works duration for all works.

Table 6 Average works duration

DURATION	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Average duration (days)	2.6	2.9	0.3
Total number of days worked	37,841	42,803	4,962

2.2.19 The increase of 0.3 days is still lower than the average duration the year prior to the Permit Scheme going live (average duration under Noticing in 2011-12, 3.2 days).

2.2.20 The average duration should be monitored to ensure it does not return to the level before Permitting. If appropriate, a more detailed review of works duration



by promoter could be considered to challenge unnecessarily high estimated durations.

2.3 Conclusions

- 2.3.1 There are no significant changes in the works application profile from year 1 of the Scheme. Therefore it is not necessary to assess the scheme benefits in any more detail.
- 2.3.2 Average works duration has increased from year 1, by 0.3 days to 2.9 days average. The increase is consistent between highway authority and utility company works.
- 2.3.3 The average duration should be monitored throughout this year to ensure it does not return to the level before Permitting. If appropriate, a more detailed review of works duration by promoter should be considered to challenge unnecessarily high estimated durations and ensure works are being closed promptly.



3 KPI MONITORING

3.1 Introduction

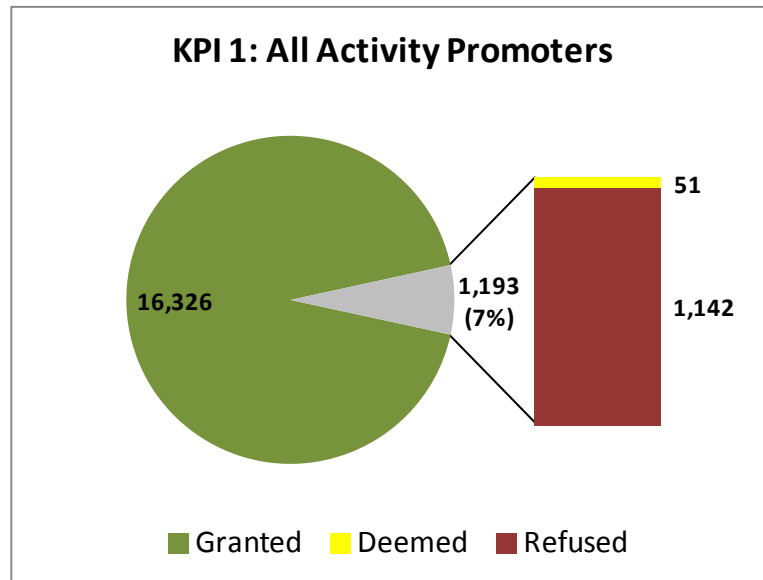
3.1.1 The four Key Performance Indicators committed for inclusion in the 12 month review are;

- **KPI 1**, the number of Permit and Permit Variation applications received and a breakdown of the number granted and refused
- **KPI 2**, the number of conditions applied by condition type
- **KPI 3**, the number of approved Permit variations (extensions)
- **KPI 7**, the number of inspections carried out to monitor conditions

3.1.2 The above data should be presented separately for highway authority and utility company applications to demonstrate parity in the application of the Scheme.

3.2 KPI review

3.2.1 The following figure shows the number and proportion of Permit and Permit Variation applications received and refused (KPI 1).



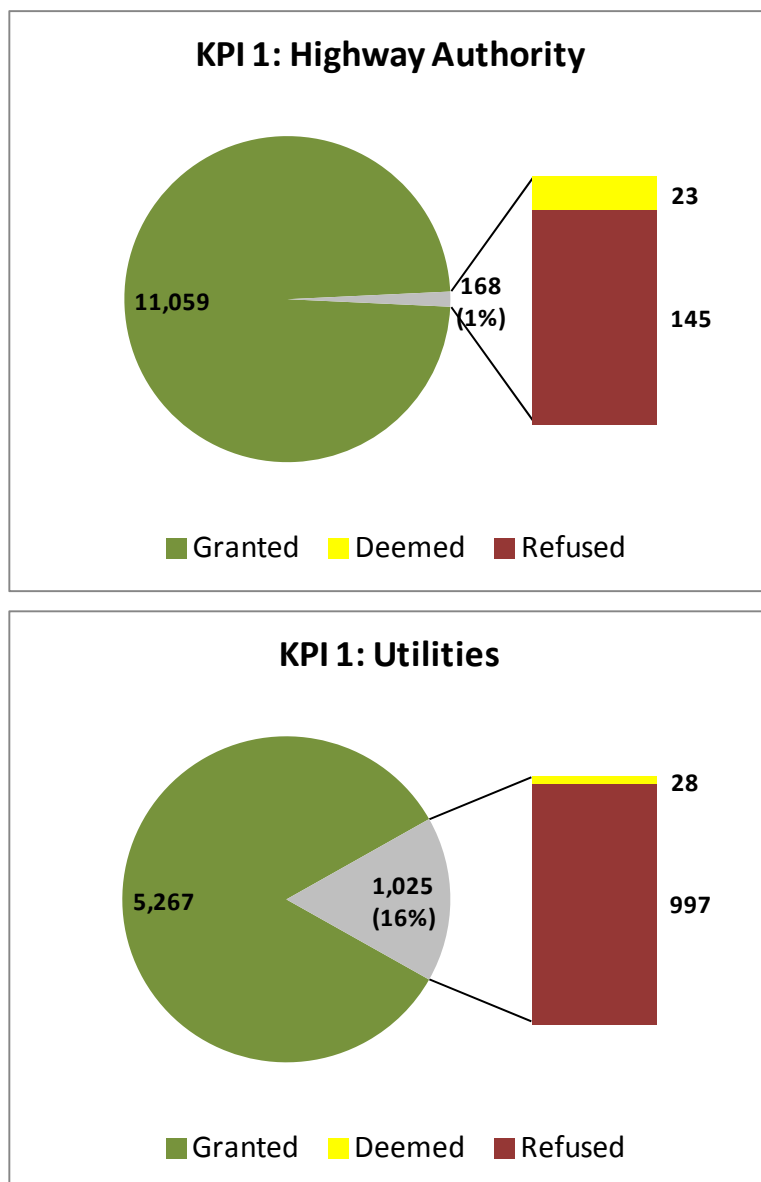


Figure 1: KPI 1, Permit and Variation Applications

- 3.2.2 KPI 1 – Approximately one fifth of all permit and permit variation applications by statutory undertakers were refused. 7% of all applications are refused. This is a reduction from year 1 of the Scheme, where one third of utility applications were refused.
- 3.2.3 87% of applications refused are made by statutory undertakers. There is no incentive to refuse statutory undertakers and not Highway Authority works , as the Council are unable to charge a permit fee and it creates more work.
- 3.2.4 Table 7 shows the reasons for refusals.



Table 7 Reasons for refusal KPI 1

Reasons for Refusal	All Activity Promoters	Highway Authority	Utility
PR1 - missing information	163	7	156
PR2 - incorrect details	156	3	153
PR3 - conflict or restrictions	62	2	60
PR4 - lack of approval	193	3	190
PR5 - other	263	6	257
PR6 - traffic management	193	12	181
Not specified	112	112	0
Total	1,142	145	997

- 3.2.5 With regards to KPI 1, the high amount of granted permits does not reflect the actual amount of work involved by St Helens permit coordinators, as they only refuse permits where the activity promoters fail to update the permit. These are requested either by notification comment requests and or telephone calls. If this process was not applied by the permit authority then there would have been a much higher percentage of refused permits.
- 3.2.6 KPI 2 - It was not possible to collate information with regards to "The number of conditions applied by condition type", as there is no way at the moment in achieving this through EToN.



3.2.7 The following figures show the number of extensions granted and refused, for all promoters and for statutory undertakers only (KPI 3).

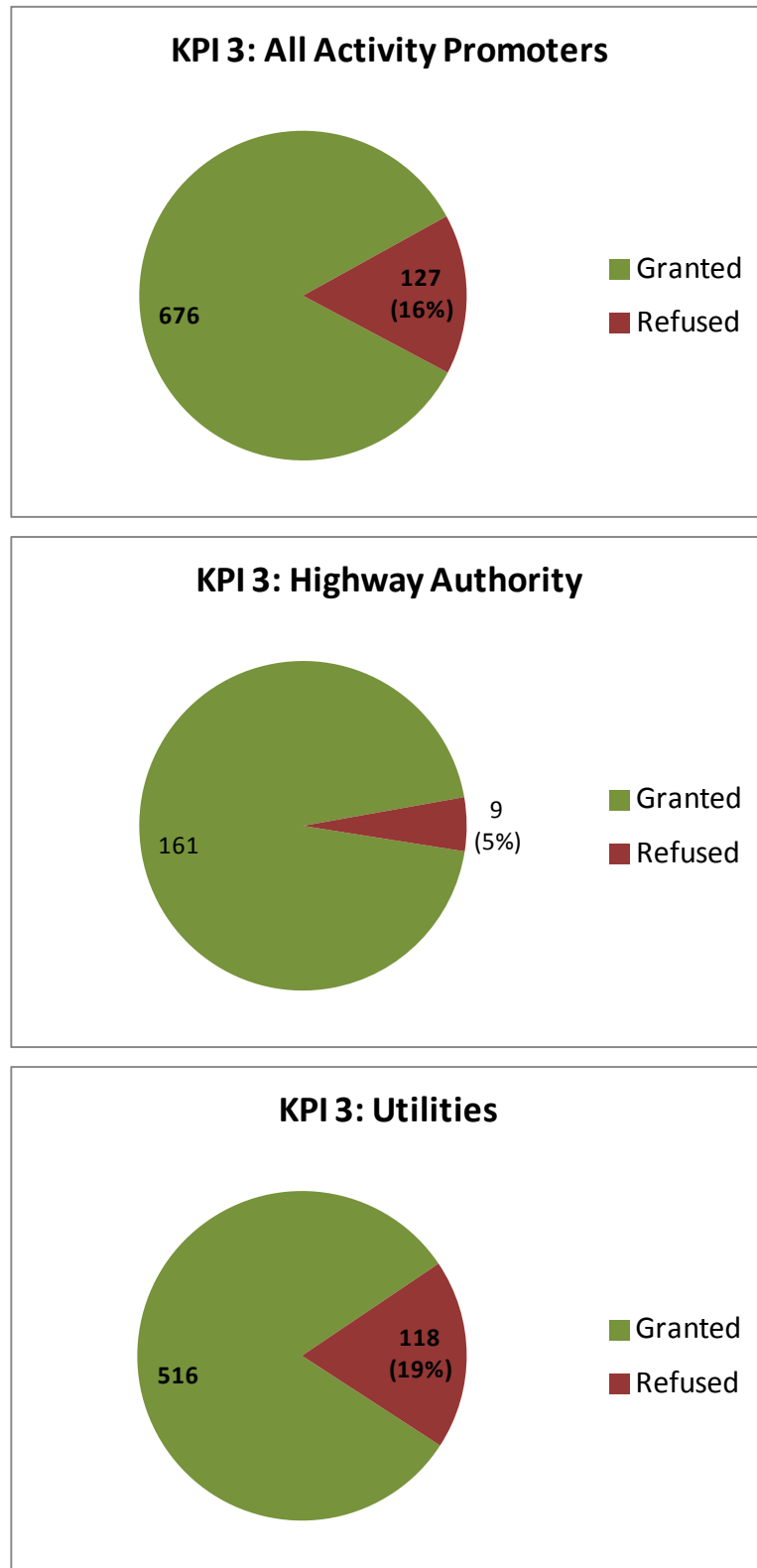


Figure 2: KPI 3, Permit Extensions



3.2.8 Approximately 75% of permit extensions granted were for statutory undertakers. All but 9 of extensions refused (118 of 127) were for statutory undertakers.

3.2.9 St Helens Permit Co-ordinators and Inspectors continue to work closely with each other. They are fully aware of the works that are being undertaken on-site and therefore only grant permit variations (extensions) where they feel that they are appropriate. This helps to reduce occupation of the highway.

3.2.10 KPI 7 - the Number of Inspections carried out to monitor conditions:

During the year 1085 inspections have been carried out to monitor conditions and from these inspections 66 (6%) breaches of permit conditions were identified. These are summarised as;

- Actual Start Dates outside of the Validity Period
- Failure to update the permit with the correct Traffic Management Type.
- Registered as interim reinstatement when the conditions advised that a permanent reinstatement would be carried out.

3.3 Conclusions

3.3.1 Monitoring and evidence gained from the second year of operation demonstrates that the Permit Scheme continues to;

- improve coordination of activities
- improve safety at road and street works
- improve communication between authority and utility companies
- reduce occupancy of the highway
- improve accuracy of works records recorded in the Register
- reduce customer complaints

3.3.2 The Scheme has been shown to be successfully achieving the stated objectives.



4 CONCLUSIONS

4.1 Summary

- 4.1.1 St Helens Council (SHC) has been operating a Street Works Permit Scheme since April 2012. The Scheme operates as the Merseyside Authorities Permit Scheme (MAPS). An approved joint Scheme currently operated by SHC only.
- 4.1.2 The statutory 12 month Annual Review and report to DfT was completed in 2013 following the first full 12 months of operating the Permit Scheme, '*St Helens Council Annual Report 01, 2012-13*'.
- 4.1.3 This review of the second year of the Scheme, is a lower level review to monitor key performance indicators and identify any significant changes year on year. The objectives of the year 2 review are;
- To report the total number of Permit applications.
 - To evaluate key performance measures (e.g. average duration of works, number by works category/traffic management type, etc.) and identify any significant changes from year 1.
 - To report the monitored Key Performance Indicators (KPI 1, KPI 2, KPI 3 & KPI 7).
- 4.1.4 The Council plan to undertake this review annually.
- 4.1.5 There are no significant changes in the works application profile from year 1 of the Scheme. Therefore it is not necessary to investigate the scheme benefits in any more detail.
- 4.1.6 Average works duration has increased from year 1, by 0.3 days to 2.9 days average. The increase is consistent between highway authority and utility company works.
- 4.1.7 The average duration should be monitored throughout this year to ensure it does not return to the level before Permitting. If appropriate, a more detailed review of works duration by promoter should be considered to challenge unnecessarily high estimated durations and ensure works are being closed promptly.
- 4.1.8 Monitoring the key performance indicators and evidence gained from the second year of operation demonstrates that the Permit Scheme continues to;
- improve coordination of activities
 - improve safety at road and street works
 - improve communication between authority and utility companies
 - reduce occupancy of the highway
 - improve accuracy of works records recorded in the Register
 - reduce customer complaints
- 4.1.9 This review has demonstrated that Scheme continues to meet its objectives, as defined in the application documents.

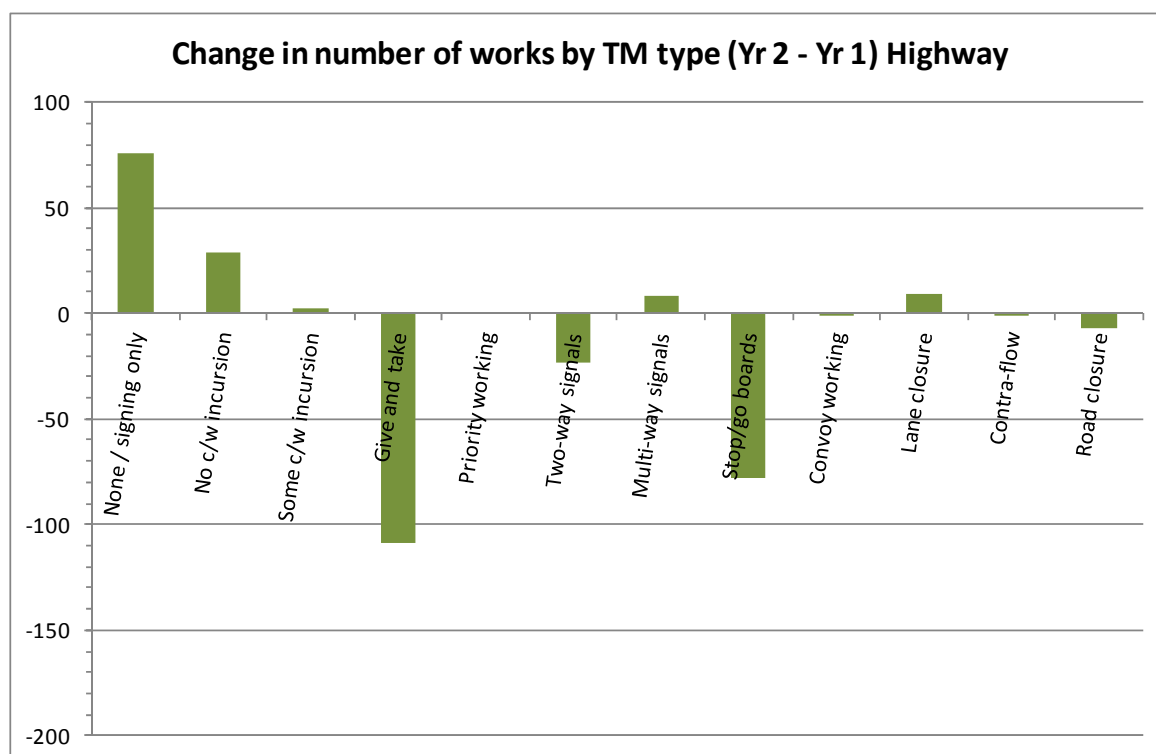
A. PERMIT APPLICATIONS 2013-14

A.1 Highway authority works

The number of highway authority applications by traffic management type is shown in Table A.1. An increase in the number of works operating under None / Signing Only and corresponding reduction in Give & Take traffic management does not follow the pattern of transfer from None / Signing Only to Give & Take.

Table A.1 Number of applications by traffic management type

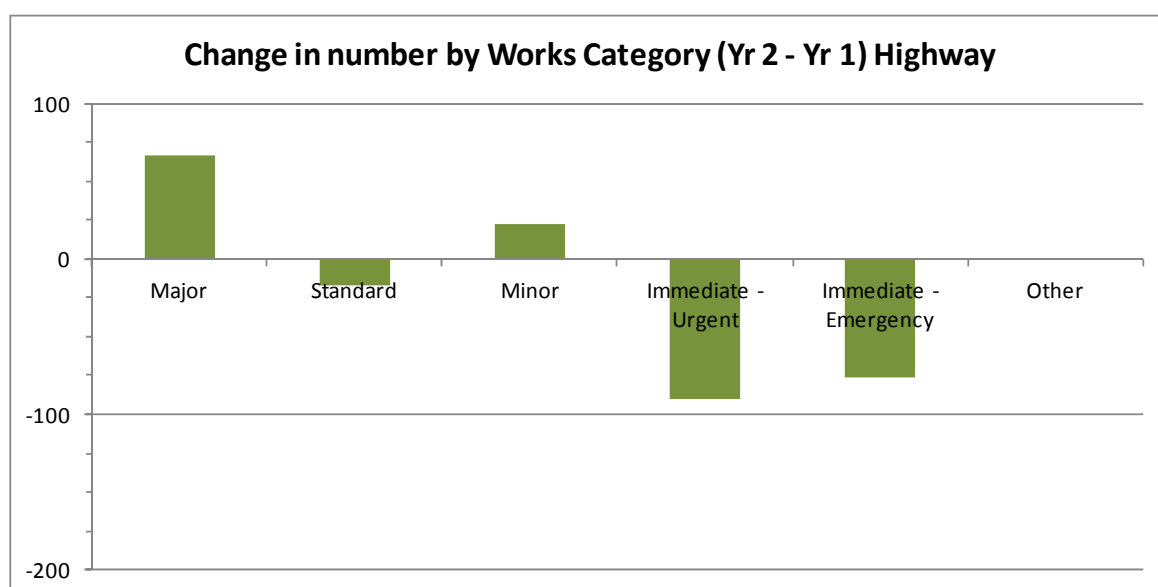
TRAFFIC MANAGEMENT TYPE	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
None / signing only	278	354	76
No c/w incursion		29	29
Some c/w incursion		2	2
Give and take	9,537	9,428	-109
Priority working			
Two-way signals	135	112	-23
Multi-way signals	25	33	8
Stop/go boards	132	54	-78
Convoy working	2	1	-1
Lane closure	111	120	9
Contra-flow	1		-1
Road closure	60	53	-7
Blank	4,050	4,389	339
Total	14,331	14,575	244



Approximately one third of the overall increase in Major applications is due to the increase in highway authority Major works.

Table A.2 Applications by works category

WORKS STOPPED	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Major	161	228	67
Standard	279	262	-17
Minor	542	564	22
Immediate - Urgent	9,168	9,078	-90
Immediate - Emergency	131	55	-76
Other			
Total	10,281	10,187	-94



Both highway authority and utility company works show a small increase in average duration.

Table A.3 Average works duration

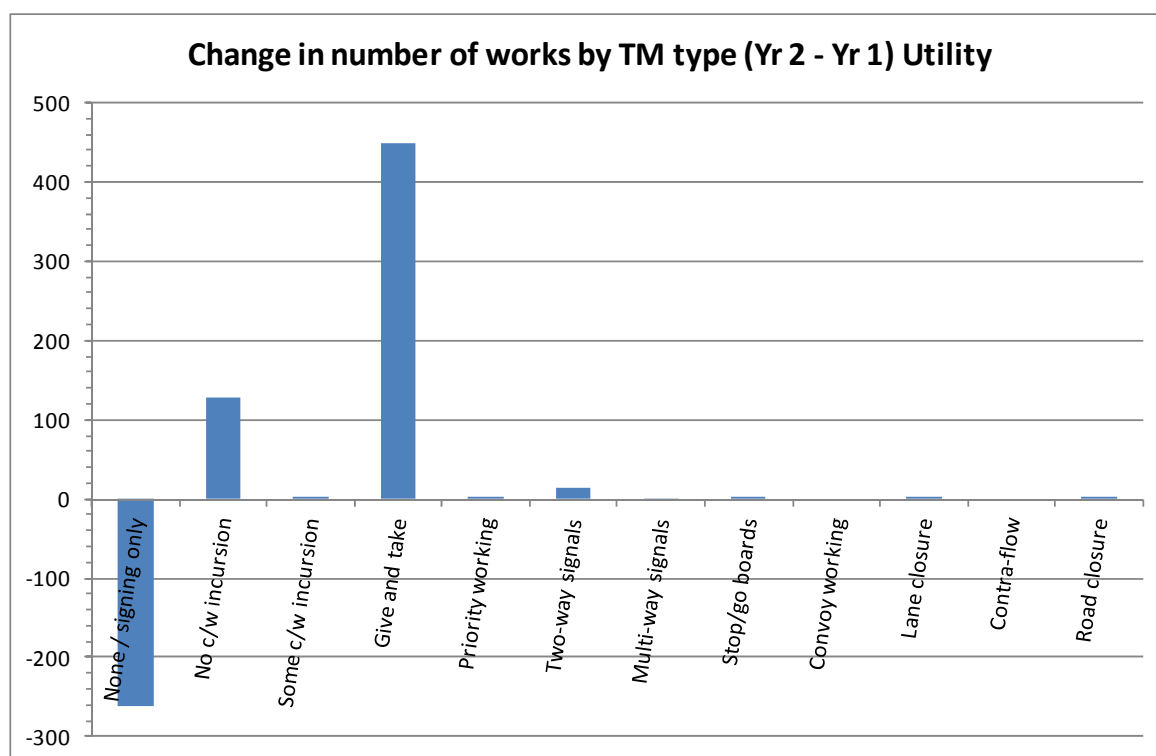
DURATION	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Average duration (days)	2.3	2.6	0.3
Total number of days worked	23,939	26,863	2,924

A.2 Utility works

Traffic management for utility works shows a significant increase in works classified as Give & Take.

Table A.4 Number of applications by traffic management type

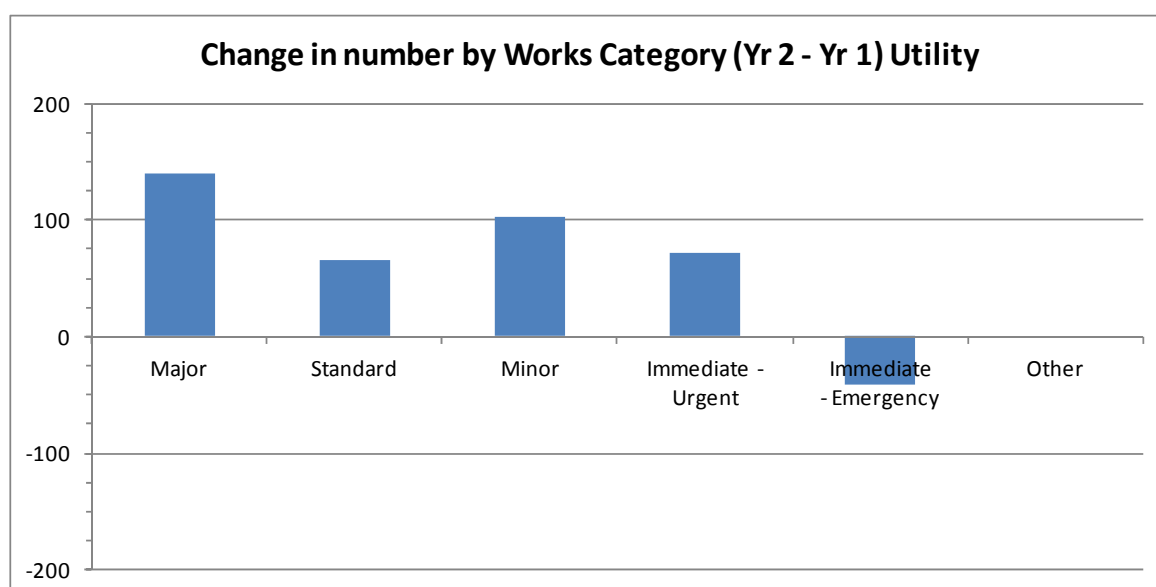
TRAFFIC MANAGEMENT TYPE	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
None / signing only	2,257	1,996	-261
No c/w incursion		129	129
Some c/w incursion		3	3
Give and take	1,318	1,768	450
Priority working	4	5	1
Two-way signals	185	199	14
Multi-way signals	123	121	-2
Stop/go boards	98	101	3
Convoy working			
Lane closure	32	33	1
Contra-flow	1	1	
Road closure	32	33	1
Blank	10,281	10,187	-94
Total	14,331	14,576	245



The relative increase in Major works applications is greater than the increase for other works categories, with a 150% increase.

Table A.5 Applications by works category

WORKS STOPPED	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Major	93	233	140
Standard	337	402	65
Minor	2,259	2,362	103
Immediate - Urgent	877	949	72
Immediate - Emergency	484	443	-41
Other			
Total	4,050	4,389	339



The increase in average works duration is consistent with the increase for highway authority works.

Table A.6 Average works duration

DURATION	First Year 2012-13	Second Year 2013-14	Change (Yr 2 - Yr 1)
Average duration (days)	3.4	3.6	0.2
Total number of days worked	13,902	15,940	2,038