



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Ayrshire Shared Services Committee

A Meeting of the **Ayrshire Shared Services Committee** of North Ayrshire Council will be held in the **Council Chambers, Ground Floor, Cunninghame House, Irvine, KA12 8EE** on **Friday, 14 June 2019** at **10:00** to consider the undernoted business.

BUSINESS

1 Apologies for absence

2 Minutes

Minutes of the meeting held on (i) 7 December 2018 and (ii) 25 April 2019 (copy enclosed).

CIVIL CONTINGENCIES

3 Ayrshire Civil Contingencies Team

Submit report by the Head of Regulatory Services, South Ayrshire Council, on progress made against the 2019/2020 Ayrshire Civil Contingencies Team Work Plan (copy enclosed).

AYRSHIRE ROADS ALLIANCE

4 Roadworks Programme 2019/20

Submit report by the Head of Roads, Ayrshire Roads Alliance on the progress made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2019-2020 (copy enclosed).

5 Risk Report and Register

Submit report by the Head of Roads, Ayrshire Roads Alliance on the management of risk associated with the Ayrshire Roads Alliance (copy enclosed).

- 6 Update on Performance Scorecard**
Submit report by the Head of Roads, Ayrshire Roads Alliance on progress made to date against the Performance Scorecard (copy enclosed).
- 7 Roads Process Improvement Plan**
Submit report by the Head of Roads, Ayrshire Roads Alliance on progress made to date against the Roads Process Improvement Plan (copy enclosed).
- 8 Scottish Water Maintenance Agreements**
Submit report by the Head of Roads, Ayrshire Roads Alliance on the Scottish Government's desire to ensure the maintenance of surface water drainage systems is carried out by Public Bodies (copy enclosed).
- 9 Ayrshire Roads Alliance Coal Tar Presence Within the Carriageway And Footway Network**
Submit report by the Head of Roads - Ayrshire Roads Alliance on the presence of coal tar within some of the carriageway and footway network and the implications of this material.
- 10 Revenue Financial Monitoring Report**
Submit report by the Depute Chief Executive and Chief Financial Officer, (East Ayrshire Council), on the revenue budgeting monitoring position for the year to 31 March 2019 (copy enclosed).

Ayrshire Shared Services Committee Sederunt

North Ayrshire Council

Joe Cullinane (Chair)
Marie Burns
Alex Gallagher
Scott Gallacher

South Ayrshire Council

Alec Clark
Ian Cochrane
Bob Pollock
Philip Saxton

East Ayrshire Council

Tom Cook
John McGhee
Jim Roberts
Douglas Reid

Chair:

Apologies:

Attending:

AYRSHIRE SHARED SERVICES JOINT COMMITTEE Agenda Item 2

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 7 December 2018 at 10.00 a.m.

- Present: Councillors Ian Cochrane (Chair), Alec Clark, Bob Pollock and Philip Saxton (all South Ayrshire Council); Councillor Tom Cook, John McGhee and Douglas Reid (all East Ayrshire Council); and Councillor Marie Burns (North Ayrshire Council).
- Apologies: Councillor Jim Roberts (East Ayrshire Council); Councillors Joe Cullinane, Scott Gallacher and Alex Gallagher (all North Ayrshire Council).
- Attending: Kevin Carr, Executive Manager, Place Directorate; Carol Boyd, Service Lead - Risk and Safety; (both South Ayrshire Council); Katie Kelly, Depute Chief Executive: Safer Communities; and John Davidson, Senior Accountant (both East Ayrshire Council); Jane McGeorge, Ayrshire Civil Contingencies Co-ordinator (Ayrshire Civil Contingencies Team); Stewart Turner, Head of Roads, (Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

1. Declarations of Interest.

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The Minutes of 15 June 2018 ([issued](#)) were submitted and approved.

Matters Arising.

The Head of Roads, Ayrshire Roads Alliance provided an update in relation to the South West Scotland Transport Study which looked at developing the A77 and A76 roads as well as railway corridors. Also, he commented on the Ayrshire Growth Deal, involving the three Ayrshire authorities and of the transport appraisal work planned for early 2019 to be carried out by Transport Scotland but which would fully involve the three Ayrshire Councils with the aim to improve transport links throughout the area.

Decided: to note

- (1) that both studies described above would overlap to a certain degree and in particular in the southern areas of East Ayrshire and South Ayrshire;
- (2) the positive outcome from the recent meeting on 3 December 2018 with Transport Scotland, members and other stakeholders; and
- (3) that the Head of Roads, Ayrshire Roads Alliance would circulate slides from the South West Scotland Transport Study.

3. Calendar of Meetings 2019.

There was submitted a report ([issued](#)) of 27 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval of a proposed calendar of Joint Committee meetings for 2019.

Having heard the Chair suggest an amendment to the proposed pre-agenda meeting on 31 May 2019 and that this should now take place on Thursday 30 May 2019 instead to avoid a conflict of meetings, the Joint Committee

Decided: to approve

- (1) the calendar of meetings for 2019 as outlined in Appendix 1 of the report, subject to a pre-agenda meeting now taking place on 30 May instead of 31 May 2019 and any other amendments as required throughout the year; and
- (2) the charring arrangements as detailed in Section 4.2 to 4.4 of the report.

AYRSHIRE CIVIL CONTINGENCIES TEAM

4. Ayrshire Civil Contingencies Team.

There was submitted a report ([issued](#)) of 13 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval for the Ayrshire Civil Contingencies Team Service Plan for 2019/2020 as detailed in Appendix 1 of the report.

A Member of the Joint Committee raised a question in relation to Brexit arrangements. The Ayrshire Civil Contingencies Co-ordinator commented on working with multi-agency partners and passing information onto the Chief Executives of the three Ayrshire authorities. The Depute Chief Executive: Safer Communities (East Ayrshire Council) provided an update in terms of the workforce and of a questionnaire being completed for the Scottish Government. She would be able to share this information with colleagues in North and South Ayrshire Councils and also a high level meeting would be arranged between the three Ayrshire Councils on planning for Brexit.

A Member of the Joint Committee commented on the availability of a Citizen Aid app which provided some good basic safety advice. The Ayrshire Civil Contingencies Co-ordinator advised that she would have a look at this in conjunction with IT services.

In response to a question by a Member of the Joint Committee in relation to self-evaluation processes of the Ayrshire Civil Contingencies Team Service Plan, the Service Lead – Risk and Safety (South Ayrshire Council) advised that the service plan was subject to audit and that she would look within the civil contingencies network to ascertain what other teams did in relation to self-evaluation processes.

In relation to a question by a Member of the Joint Committee, the Ayrshire Civil Contingencies Co-ordinator commented on the multi-agency incident response guide for sporting stadiums.

The Joint Committee

Decided: to approve the Ayrshire Civil Contingencies Team Service Plan for 2019/20 in its current form, acknowledging that there might be additional requests for support added as the wider services from across the three Ayrshire Councils plan their own service delivery for 2019/20.

Councillor Marie Burns left the meeting at this point.

AYRSHIRE ROADS ALLIANCE

5. Minutes of previous meeting.

The Minutes of 9 November 2018 ([issued](#)) were submitted and approved.

Matters Arising.

(1) Update on Performance Scorecard (Page 1, paragraph 2(1)).

The Head of Roads, Ayrshire Roads Alliance confirmed that the letter from both Leaders of East and South Ayrshire Councils regarding a request for capital investment for the roads due to the adverse weather conditions affecting the west of Scotland had now been sent to the Scottish Government.

(2) APSE Awards (Page 3, paragraph 6(1)).

The Head of Roads, Ayrshire Roads Alliance announced that South Ayrshire Council won the APSE award for Roads, Highways and Winter Maintenance Best Performer at the event on the previous evening, 6 December 2019 with colleagues from Ayrshire Roads Alliance present to receive this award. It was noted that in respect of APSE, the Councils' roads services were considered separate as each authority was still classified as the Roads Authority in terms of the Roads (Scotland) Act.

Decided: to note the above information and also to congratulate South Ayrshire Council on receiving its award and that this good news should be widely publicised.

6. 2018/2019 Service Plan Update.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the 2018/19 Ayrshire Roads Alliance Plan as outlined in Appendix 1 of the report.

A discussion took place in relation to the current position with the introduction of 20mph speed restrictions in some South Ayrshire villages and whether this could be expedited. The Head of Roads, Ayrshire Roads Alliance commented on the community engagement process which had taken place and advised that Police Scotland would only be able to support self-supporting approaches to maintaining speed. It was noted that work with communities was ongoing to try and find consensus around the best approach in implementing 20mph restrictions. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested a strategic approach in terms of costs and what was effective and this could help consolidate what was being offered to communities.

In relation to new housing developments etc, it was noted that roads were now designed in such a way that there was little requirement for 20mph initiatives. Also, in response to a question from a Member of the Joint Committee, the Head of Roads advised that if a community had any speeding issues, it should contact the Ayrshire Roads Alliance for advice. A Member of the Joint Committee suggested the installation of a pedestrian crossing instead of speed bumps and the Head of Roads advised that this could be an option for some areas and he would further investigate.

In terms of speed restrictions and the use of a red traffic light approach being trialled on the A75 in Springholm in Dumfries and Galloway, it was noted that the Head of Roads would share the outcome of this pilot with members in due course.

In relation to communities undertaking training on the use of speed guns, it was noted that there was a mixed response to this approach as some people could be reluctant to volunteer in case of any reprisals within the community. The Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on East Ayrshire Council's Transformation Strategy which would empower employees to become a more flexible workforce and, although in its early stages, this approach could provide opportunities as part of a place based scheme.

In response to a question around flooding and its impact, the Head of Roads, Ayrshire Roads Alliance advised of the all Ayrshire Flood Risk Management group and its aim to mitigate the risks of potential flooding. He added that SEPA contributed to this Plan and that it had identified a new coastal flooding threat due to high winds. It was noted that the Met Office and SEPA provided input and studies were also undertaken to identify schemes to reduce flooding into homes. SEPA also issued flood warnings.

In relation to the significant improvement in repairing potholes, a question was asked if this approach would withstand this winter and the Head of Roads, Ayrshire Roads Alliance indicated that the Alliance was now in a much better position to deal with adverse winter weather conditions. Additionally, the Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on the use of new equipment such as the hotbox which stored hot blacktop for several days and of new technology (WDM) which provided more dynamic working arrangements, both of which contributed to the service's resilience.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the progress against the 2018/19 Service Plan presented in Appendix 1 of the report; and
- (2) to continue to receive progress updates.

7. Draft Service Plan 2019/20.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, seeking approval for the draft Ayrshire Roads Alliance Service Plan for 2019/20 attached as Appendix 1 of the report.

A discussion took place in relation to any potential savings that could be made with the capital investments and the Head of Roads explained that this could be difficult to achieve significant savings. He also commented on additional monies obtained by the Operations Manager through the timber transport scheme.

In terms of the strategic context for both East Ayrshire Council and South Ayrshire Council, it was noted that East Ayrshire's was based on its Community Plan and South Ayrshire's on its Local Outcomes Improvement Plan and Local Place Plans. It was noted that South Ayrshire's appeared light in content as these plans were currently being developed. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested that she would discuss this with the Director – Place (South Ayrshire Council) at their next meeting to see how this could be connected to the emerging Place Plans. Also, the Head of Roads advised that the draft Service Plan for 2019/20 would be adapted throughout the year as and when required.

In relation to the implementation of a car parking strategy for South Ayrshire, it was noted that there was an opportunity to share East Ayrshire Council's approach once it had been approved. A discussion took place in relation to car parking charges and the need for a balanced approach around this.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the draft Ayrshire Roads Alliance Service Plan for 2019/20;
- (2) to request officers to circulate the confirmed finance budgets for 2019/20 to Members of the Joint Committee following release of the final settlement figures; and
- (3) to request that a six month progress update was provided to a future meeting of the Joint Committee.

8. Update on Performance Scorecard.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the Performance Scorecard as outlined in Appendix 1 of the report.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the performance scorecard presented in this report; and
- (2) to continue to receive performance scorecard updates.

9. Risk Report and Register.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the management of risk associated with the Ayrshire Roads Alliance as outlined in Appendix 1 of the report.

In response to a question by a Member of the Joint Committee, the Head of Roads explained that there was a zero tolerance approach should an employee encounter any form of abuse from the public.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the risk register presented in the report; and
- (2) to continue to receive updates on progress.

10. Revenue Financial Monitoring Report.

There was submitted a report ([issued](#)) of November 2018 by the Depute Chief Executive and Chief Financial Officer, Economy and Skills, East Ayrshire Council, providing an update on the revenue budget monitoring position for the year to 14 October 2018 for the Ayrshire Roads Alliance.

A Member of the Joint Committee asked a question in relation to income from timber transport for South Ayrshire and officers explained that the variance was due to carry over issues at the start of the financial year. It was noted that once all timber transport work was completed this should show a favourable position at the financial year end.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the financial management position of the Ayrshire Roads Alliance; and
- (2) to request a further financial update at the next meeting of the Joint Committee.

11. Roadworks Programme 2018/19.

There was submitted a report ([issued](#)) of 16 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress being made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

The Chair commented on the new format within the report which outlined the percentage variances of the programme costs. A question was asked by a Member of the Joint Committee in relation to how estimates were derived. It was noted that a general measurement of sites was taken to estimate work, but until the works commenced and the quality of the underlying ground conditions were established, there was always the possibility of variations in scheme cost.

Various questions were raised by Members of the Joint Committee and the Head of Roads advised that he would provide an update in due course to relevant members.

The Joint Committee, having considered the usefulness of additional detail around variances and having otherwise noted the content of the report

Decided: to note

- (1) the Ayrshire Roads Alliance works progress for 2018/19; and
- (2) that the Head of Roads would submit a major variance report to each meeting and that this would highlight those schemes that were either under or over 50% variance costs with a narrative explaining the reasons for this position.

12. Well Managed Highway Infrastructure - Code of Practice.

Reference was made to the Minutes of 7 September 2018 (Pages 3/4, paragraph 4) and the Minutes of South Ayrshire Council's Partnerships Panel of 21 November 2018 (Pages 6/7, paragraph 6) and there was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance advising of the recommendation from that Panel to adopt the Well Managed Highway Infrastructure – Code of Practice.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the adoption of the Well Managed Highway Infrastructure - A Code of Practice;
- (2) to approve the adoption of the Road Inspection Policy to fulfil the requirements of the Code of Practice in implementing a risk based approach; and
- (3) to duly note that the recommendations from the new national Code of Practice and guidance produced by SCOTS had enabled the Ayrshire Roads Alliance to implement a risk based approach for road safety inspections and categorise any necessary repairs identified. It was anticipated that this would:-
 - (a) minimise the exposure of danger or serious inconvenience to users of the network or the wider community;
 - (b) mitigate the Council's exposure to risk and enable a robust defence to claims of loss;
 - (c) ensure compliance with Statutory requirements;
 - (d) increase best value by reducing the number of defects requiring emergency responses and increasing the number of permanent repairs; and
 - (e) approve the departure from the guidance.

The meeting ended at 11.35 a.m.

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 25 April 2019 at 10.00 a.m.

- Present: Councillors Ian Cochrane (Chair), Bob Pollock, Alec Clark and Philip Saxton (all South Ayrshire Council); and Councillors Tom Cook, John McGhee, Douglas Reid and Jim Roberts (all East Ayrshire Council).
- Attending: Catriona Caves, Head of Regulatory Services; and Kevin Carr, Executive Manager – Place Directorate (both South Ayrshire Council); Stewart Turner, Head of Roads, and Kerr Chalmers, Traffic and Road Safety Manager (both Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

Opening Remarks

It was noted that the APSE Award photo call which had been scheduled to take place at the start of the meeting had been cancelled due to two of the award winners undertaking an exam today. The photo call would be re-arranged at another time.

1. Declarations of Interest.

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The Minutes of 15 February 2019 ([issued](#)) were submitted and approved.

Matters arising.

In relation to the use of drone technology to undertake bridge inspections, it was noted that this technology had now been used successfully on a number of bridge sites with its use being continued on future inspections.

3. Risk Report and Register.

There was submitted a report ([issued](#)) of 27 March 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the management of risk associated with the Ayrshire Roads Alliance.

The Head of Roads advised that the Register had been updated as per the discussion at the previous meeting on 15 February 2019. He commented on the ongoing discussions with Transport Scotland in relation to Britain exiting the EU. A full discussion took place around the exit from the EU including matters such as potential queuing at ports and congestion on road networks. In terms of staffing matters and obtaining goods and products such as fuel, salt and vehicle parts, it was noted that there should be little risk to the ARA. Any road impacts on the trunk roads were the responsibility of Transport Scotland. In terms of the Scottish Transport Strategy, it was asked whether there was scope to strengthen the case around the road networks in light of Britain leaving the EU.

The Head of Roads would further discuss any impacts emerging from the Ports, including the Port of Ayr, with Transport Scotland although it was thought that the risk could be minimal. Members would be updated at a future meeting as the leaving date and exit situation became clearer.

A question was asked by a Member of the Joint Committee in relation to whether risks associated with grass / forest fires should be incorporated within the Risk Register and the Head of Roads advised that he would include this within the Register.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the risk register presented in the report;
- (2) to continue to receive updates on progress including a new risk associated with grass / forest fires; and

4. Business Case Update.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress being made against the Ayrshire Roads Alliance Business Case.

The Head of Roads presented the report and gave an overview of progress made at the half way stage of the Business Case which had another five years to run. He commented that although budgets had reduced over the time of the ARA, performance had been improving partly due to the introduction of new technology and sharing arrangements.

Following various questions by Members of the Joint Committee, the Head of Roads responded as follows:-

- (1) in relation to the sharing of equipment and whether the savings from this arrangement could be used, for example, to cut hedge growth around signage, the Head of Roads commented that savings were utilised for a prioritised work programme and that there was also a sign cleaning programme in place. It was noted that other / additional pieces of equipment were being reviewed for purchase leading to greater effectiveness as well as further efficiencies. It was suggested that resultant savings should be re-invested into ARA;
- (2) in respect of the purchase of new equipment / replacements and whether this was part of the Business Case, the Head of Roads advised that fleet was contained within the Business Case and that the service were currently reviewing a move to the use of electric vehicles. It was noted that there was a Fleet Management Business Plan. In terms of plant / machinery, this came from revenue budgets. Although included within reports, future reporting would highlight these matters;
- (3) in terms of community work locations to boost local economies, the Head of Roads commented on the concept of smarter and flexible working which would support this approach;

- (4) in relation to signage, sandbags etc. left on site once contractors had completed work and, as this was not the fault of ARA, could uplift costs be recouped. The Head of Roads advised that this was a problem not only with contractors but also with other public bodies / utilities, possibly through forgetting to uplift signage. It was noted that the charging approach could be undertaken but currently was not due to resources. It was suggested that a 'sign-off' approach by a Clerk of Works could assist in this matter and the Head of Roads would investigate this option; and
- (5) in terms of self-promotion and publicity to celebrate the winning of awards and other good news stories, it was noted that efforts were made to publicise and officers would try to be more proactive in this regard.

Further questions were asked about the white lining and hot box vehicles and the Head of Roads responded on the current provision.

A discussion took place in relation to the replacement LED lighting programme and the progress being made by the Project Manager with each design conforming to the British Standard.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (a) to request further updates at a future stage in relation to the delivery of the Ayrshire Roads Alliance Business Case;
- (b) to note the significant progress made to deliver the Business Case which had been presented to both Councils on 27 June 2013;
- (c) to note, from a financial perspective, that the budgets had been realigned to ensure the Business Case savings targets of £8.634 million would be achieved; and
- (d) to note that regular progress updates would continue to be provided to the Joint Committee on Works Programmes; Service Performance; Risk Issues; and progress against the Service Plan.

5. Update on Transport (Scotland) Bill.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made on the Transport (Scotland) Bill.

A full discussion took place in relation to Part 4 of the Bill relating to Pavement Parking and Double Parking and how could this be implemented in practice and who would enforce it. It was noted that some residential streets were narrow and it would be difficult for a bus / bin lorry to negotiate around parked cars, otherwise. The Traffic and Road Safety Manager commented that similar concerns had been raised with the Parking Standards Group and that further detail on this matter would be sought over the next month.

Comments were made in relation to Part 5 – Road Works regarding roadwork inspections and the quality of works with a view to recovering charges where works have not been completed satisfactorily. Further comments were made in respect of Council employees exposed to roadside dangers when uplifting rubbish from verges and, if this was as a result of work undertaken by Transerve, then would it have responsibility for uplift.

Concerns were made in respect of Part 2 – Bus Services and whether local councils might have to subsidise routes where bus companies were not providing an adequate service.

It was noted that Officers would keep the above comments and concerns in mind as discussions evolved with the Scottish Parliament on the next stages of the Bill.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to instruct the Head of Roads to continue engagement with the Scottish Parliament on this matter; and
- (2) to request further updates as the position on the developing Transport (Scotland) Bill became clearer.

6. Roadworks Programme 2018/19.

There was submitted a report ([issued](#)) of 9 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the final position with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

Various questions were raised by Members of the Joint Committee and the Head of Roads advised that he would provide an update in due course to relevant members on matters raised. He would also circulate details around the costs associated with the LED programme.

Following a question, it was noted that white lining requirements were not included in this programme as this was undertaken by sub-contractors and, therefore, classed as revenue expenditure. The Head of Roads asked members to advise him though of any white lining issues.

The Joint Committee, having otherwise noted the content of the report

Decided: to note the Ayrshire Roads Alliance works progress for 2018/19.

Councillor Saxton left the meeting during consideration of the above item

7. Update on Performance Scorecard.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress made to date against the Performance Scorecard.

A question was asked about complaint tracking within the WDM system and the Head of Roads responded that this element was to be installed and the system was work in progress.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the performance scorecard presented in this report; and
- (2) to continue to receive performance scorecard updates.

8. Development Control Update – Road Bonds.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance providing an update on the position regarding road bonds held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council as outlined within the appendices to the report.

A discussion took place in relation to various road bonds and the Traffic and Road Safety Manager advised of a number of legacy issues associated with some of these bonds which were being actively pursued. He commented on a key change to the procedures whereby the road construction consent would no longer be issued to a developer until the associated road bond security was lodged with ARA.

A question was asked about damage to existing road infrastructures by developers. The Head of Roads commented on additional monies. Also, it was noted that there were planning and transport protocols around site obligations by developers as per the Roads (Scotland) Act 1984.

In terms of governance arrangements and following a request from the Head of Regulatory Services, the Head of Roads advised that he would include her in future information sharing between officers from ARA and both internal audit sections for East and South Ayrshire Councils.

The Joint Committee, having otherwise noted the content of the report

Decided: to note

- (1) the position regarding road bonds currently held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council;
- (2) the recommendations from the internal audit of road bonds;
- (3) the updated development control and road bond procedures put in place to address the matters raised in the internal audit report;
- (4) that progress updates would be provided to future meetings of the Joint Committee on an annual basis.

The meeting ended at 12 noon.

South Ayrshire Council

**Report by Head of Regulatory Services
to Ayrshire Shared Services Joint Committee
of 14 June 2019**

Subject: Ayrshire Civil Contingencies Team

1. Purpose

- 1.1 The purpose of this report is to advise the Joint Committee on progress made against the 2019/2020 Ayrshire Civil Contingencies Team Work Plan.

2. Recommendation

It is recommended that the Joint Committee:

- 2.1 Approve the progress made against the current work plan for 2019/2020. This is outlined in detail on the updated Work Plan provided at Appendix 1.
- 2.2 Note the Ayrshire Local Resilience Partnership Annual Report 2018/2019, which is attached at Appendix 2.

3. Background

- 3.1 The ACCT continues to meet quarterly with the 3 Ayrshire Steering Group comprising the Head of Service from each Council with the responsibility for civil contingencies. This provides an opportunity for monitoring and scrutiny on all civil contingency matters.
- 3.2 There are also routine meetings scheduled on a one to one basis with each of the Steering Group members; these meetings allow for more detailed discussion relative to the respective Local Authority.
- 3.3 The ACCT works closely with local emergency services and NHS partners who form the core membership of the Ayrshire Local Resilience Partnership (ALRP).
- 3.4 On a biannual basis the Chief Executives and senior emergency services commanders meet as the Strategic ALRP to discuss resilience matters relating to Ayrshire.

4. Proposals

- 4.1 It is proposed that the Joint Committee approves the progress made against the 2019/2020 ACCT Work Plan, detail of which is attached as Appendix 1. Some highlights with regard to recent work activity are detailed in the following paragraphs;

- 4.2 The training programme for multi-agency partners who could respond to an off-site nuclear incident at EDF's Hunterston B Power Station continues into 2019. There have been several site visits arranged, a Familiarisation Training Day in the Hunterston Strategic Coordinating Centre (HSCC) at Liberator House in Prestwick Airport, as well as other specialised training for those with specific roles. The training and visits provide an opportunity for response partners to become more aware of the scale of the site, the HSCC facilities, the Off-Site Contingency Plan and the response arrangements which would be coordinated from the HSCC. On 12 June; Exercise Aquila will take place, this is a live exercise taking place within the HSCC. It will demonstrate the validity of these arrangements and the Off-site Contingency Plan.
- 4.3 For the first quarter of 2019, the ACCT along with internal and external partners worked together to develop local EU Exit Response Arrangements. This contingency plan was developed to provide guidance to Ayrshire resilience partners on the planning, command and control arrangements for monitoring and responding to the consequences of the EU Exit.
- 4.4 A new Multi-Agency Incident Response Guide was developed for Ayr Race Course; this was validated with a Workshop and table-top Exercise on 15 March.
- 4.5 On 18 March Glasgow Prestwick Airport hosted Exercise Buckhurst, which was both a live play and table top exercise with a Counter Terrorism scenario. This was well received with lessons learned being fed back to the organisers.
- 4.6 A light review was given by partners to the 'Safer Shores Response Arrangements'. These are designed to mitigate foreseeable incidents in connection with significant numbers travelling to Ayrshire beaches in the summer months and are aimed at providing comfort to partners that any emergency arrangements which may be required have been considered and rehearsed.
- 4.7 HMP Kilmarnock hosted an exercise on 10 April to test their multi-agency contingency plan, lessons identified will be reviewed and where appropriate amendments will be made to the Plan.
- 4.8 The ACCT continues to support the development of a Safety Advisory Group process with colleagues in North and South Ayrshire Councils.
- 4.9 Looking ahead the Care for People Arrangements will be validated in South Ayrshire on 24 May, East Ayrshire on 27 August and North Ayrshire later in the year. These exercises will involve training and an element of live role play, with participants coming from Housing Services, the Health and Social Care Partnerships and Environmental Health representatives. Support will also be given by the British Red Cross and the emergency services where resources allow.

5. Legal and Procurement Implications

- 5.1 The recommendations in this report are consistent with legal requirements.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 Rejecting the recommendations may give rise to external criticism, breach of statute or legal challenge.

9. Equalities

9.1 The proposals in this report allow scrutiny of performance. The report does not involve proposals for policies, strategies, procedures, processes, financial decisions and activities (including service delivery), both new and at review, that affect the Council's communities and employees, therefore an equality impact assessment is not required.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to the delivery of all Council strategic objectives.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report

Person to Contact Carol Boyd, Service Lead – Risk and Safety
Newton House
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Date: 10 May 2019

This document reflects the updated position from the Ayrshire Civil Contingencies Service Plan (2019/2020) approved by the Shared Services Panel in December 2018. It outlines key contingencies tasks, plans, exercises and events for 2019/2020. The Ayrshire Civil Contingencies Team (ACCT) are either leading on these or providing support on their development. The work activities of the team are tailored to reflect the strategic objectives of the West of Scotland Regional Resilience Partnership (WoSRRP) which are outlined as follows;

Strategic Objective 1 - Risk & Capability

Assess risk of emergencies occurring across the widest area and determine levels of preparedness and capability

- 1.1 Existing community risk registers compared and reconciled
- 1.2 Local and regional risk assessment completed using new guidance
- 1.3 Local and regional preparedness/capability assessment completed using new guidance
- 1.4 Production of a multi-agency Risk & Preparedness Assessment
- 1.5 Production of a public facing Community Risk Register

Strategic Objective 2 - Training, Exercising & Learning

Have in place trained and practiced responders working to an up-to-date framework of plans

- 2.1 A coordinated training programme based on local needs
- 2.2 An integrated programme of regional and local exercises that also exploits synergies with national exercise initiatives
- 2.3 An integrated framework for the capture, sharing and implementation of lessons identified from exercises, near misses and actual emergencies

Strategic Objective 3 - Planning & Response Arrangements

Enhance levels of resilience planning and response within responder organisations and across sectors

- 3.1 Existing multi-agency emergency plans reviewed, compared and rationalised under common format and naming conventions
- 3.2 Development of common arrangements across Regional Resilience Partnership (RRP) and Local Resilience Partnerships (LRPs) which should be prioritised against risk and capability gaps
- 3.3 Have in place necessary plans to respond to and deal with emergencies at local and regional levels, tested and published wherever possible

Strategic Objective 4 - Inter-Agency Communications

Have in place arrangements to share information between responders at all levels

- 4.1 Relevant staff security cleared to appropriate levels
- 4.2 Existing information sharing arrangements and protocols reviewed and gaps in procedure and compliance identified
- 4.3 Information sharing platform(s) available to local and regional levels
- 4.4 Resilient systems in place to allow communication during response

Strategic Objective 5 - Warning & Informing

Have in place arrangements at local and regional levels to advise, warn and inform the public about emergencies

- 5.1 Public communication activity before, during and after emergencies clearly integrated with local arrangements
- 5.2 Common and consistent pre-scripted messaging to shape public expectation ahead of specific forecast events
- 5.3 Review and amalgamation of Communication and Media plans
- 5.4 Well defined and tested mutual aid arrangements at regional level
- 5.5 Local and regionally applied tactics for making best use of social media in an emergency

Strategic Objective 6 - Community and Business Resilience

Embed community and business resilience across the RRP

- 6.1 A regular forum and process in place for identifying, comparing and sharing best practice in business resilience
- 6.2 A regular forum and process in place for identifying, comparing and sharing best practice in community resilience
- 6.3 A strategy for promotion of business resilience developed and implemented
- 6.4 Voluntary sector involved directly in planning, response and recovery
- 6.5 Analysis of voluntary services supply and demand completed
- 6.6 Local and regional skills and asset register produced.

Ayrshire Civil Contingencies Team

Work Plan 2019 / 2020

Task / Plan /Exercise	Lead	Target Date for completion / Next Review due	Linked to Strategic Objective/ Outcome
Ayrshire Local Resilience Partnership (ALRP) • Provide Secretariat to quarterly meetings • Develop and review ALRP Resilience Direct Pages (extranet)	ACCT	On going	4
Community Resilience (providing advice and support to local community councils)	ACCT	On going	6
Care for People – Emergency Support Centres Guidelines (Review & Exercise)	ACCT	On going	2 & 3
Mobile Telephone Privileged Access System (MTPAS) (Annual Review)	ACCT	April 2019	4
Emergency Control Centre Guidelines– NAC (Review & Exercise)	ACCT	May 2019	2 & 3
Marine Pollution Response Plan - Girvan Harbour (Notification Exercise)	ACCT	May 2019	3
Emergency Contact Directories (biannual updates June and December)	ACCT	June 2019	3
Defence Munitions Beith External Contingency Plan (Review & Exercise)	ACCT	Aug 2019	3
ALRP Disruptive Weather Response Arrangements (Review)	ACCT	Sept 2019	3
Hunterston B Offsite Contingency Plan (Review and Exercise)	ACCT	Dec 2019	3
Hunterston B Offsite Contingency Plan (Redacted Version)	ACCT	Dec 2019	3
DSM (Dutch State Mining) Nutritional Products External Contingency Plan – Dalry (Review & Exercise)	ACCT	March 2020	3
Major Accident Hazard Gas Pipelines - Ayrshire Plan (Review and Exercise)	ACCT	2019	3
Emergency Control Centre Guidelines – SAC (Exercise)	ACCT	2019	2 & 3
Animal Health MAIRGs (Review)	ACCT	2019	3
Elearning package for Civil Contingencies Awareness (Review)	ACCT	2019	2
Civil Contingencies Response & Recovery – EAC (Review & Exercise)	ACCT	2019	2
Civil Contingencies Response & Recovery – NAC (Review & Exercise)	ACCT	2019	2
Local Incident Room / Emergency Control Centre – EAC (Training & Exercise)	ACCT	2019	2 & 3
Chivas Brothers – Balgray and Willowyard (Review & Joint Exercise)	ACCT	2020	3
Civil Contingencies Response & Recovery - SAC (Review)	ACCT	2020	2
Elearning package for Emergency Support Centres - Care for People (Review)	ACCT	2020	2
Wm Grants External Contingency Plan (Review & Exercise)	ACCT	2020/2021	3
Chemring, Stevenston External Contingency Plan (Review & Exercise)	ACCT	2020/2021	3
Marine Pollution Response Plan - Girvan Harbour (Plan & Table Top Exercise Carrick)	ACCT	2021/2022	3

MAIRG = Multi-agency Incident Response Guide

Ayrshire Civil Contingencies Team Work Plan 2019 / 2020

Supported Tasks (Review Arrangements/Plan & Exercise)		Target Date for completion	Linked to Strategic Objective/ Outcome
Community and Business Resilience Sub Group (developing and sharing best practice)	WoSRRP	On going	6
Hunterston B – Training and Exercising Prog	EDF	On going	2
Business Continuity Plans and Exercises	Councils	On going	6
Safety Advisory Group (Event Management)	Councils	On going	3
Training, Exercising and Learning Sub Group (developing and sharing best practice)	WoSRRP	On going	2
Warning and Informing the Public – Media Plans, Websites	Councils	On going	5
CONTEST Implementation Plan – Prepare and Protect Sub Group (6 monthly review)	Police	On going	3
Glasgow Prestwick Airport Contingency Plan (Exercise)	Airport	May 2019	3
HMP Kilmarnock (Plan & Exercise)	HM Prison	May 2019	3
Barony Universal MAIRG	Barony	May 2019	3
Ayr Race Course MAIRG (Plan and Workshop)	Ayr Race	May 2019	3
Kilmarnock FC Contingency Plan (Review and Exercise)	KFC	August 2019	3
Arran Multi-Agency Response Plan	NHS	October 2019	3
Glasgow Prestwick Airport Aircraft Diversionary Receipt Plan (Exercise)	Police	Dec 2019	3
Acute Hospital Evacuation Multi-agency Plan	NHS	2019	3
ALRP EU Exit Response Arrangements (new)	Councils	2019	3
Animal Health – national response arrangements	APHA	2019	3
Ayr and Troon Harbour Contingency Plans	Assoc Ports	2019	3
Ayr Clinic and Woodland View MAIRG	NHS	2019	3
Ayrshire Safer Shores Initiative Response Arrangements	Police	2019	3
Black Start (total loss of electrical power)	SPEN/SSEN	2019	3
Critical/Significant Infrastructure (new)	Police	2019	2
CBRN (Chemical, Biological, Radiological and Nuclear) Arrangements	Fire	2019	3
Fuel Disruption Plan - Business Continuity Plans Fleet Management	Councils	2019	6
Maritime Mass Casualties Rescue – Operational Arrangements	HMCG	2019	3
NATS Prestwick Contingency Plan	NATS	2019	3
Oil Pollution Response Plan	MCA	2019	3
Pandemic Influenza – Additional Deaths BC Plan	Councils	2019	3
Pandemic Influenza – Community Plan	NHS/HSCP	2019	3
WoSRRP Mass Fatalities Arrangements - (Review and Exercise)	WoSRRP	2019	3
Community Risk Register and Risk Preparedness Assessment	SFRS	March 2020	1
Seaport Plan	NHS / EH	March 2020	3
Radiation Monitoring Unit Arrangements	NHS	March 2020	3
Joint Health Protection Plan	NHS / EH	2020	3
Pandemic Influenza - LRP Plan	NHS	2020	3
Major Water Services Incident Arrangements	Scottish Water	2020	3

Supported Events	Lead	Target Date for completion	Linked to Strategic Objective/ Outcome
Marymass (Parade/ Gala Week)	NAC	August 2018	Y
Millport Country Music Festival	Promoter & NAC	Sept 2018	Y
Vikingar (Festival)	NAC	Sept 2018	Y
Others – TBC by licencing as arranged	SAC,NAC & EAC		Y

Ayrshire Local Resilience Partnership

Annual Report 2018/19

Date: March 2019

1. Background

The Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 and accompanying non-legislative measures came into force on the 14th November 2005. This Act aimed to deliver a single framework for civil protection in the United Kingdom capable of meeting the challenges of the twenty-first century. The Act is separated into two substantive parts: Local Arrangements for Civil Protection (Part 1) and Emergency Powers (Part 2).

The Act lists the Police, Fire, Ambulance, Coastguard, Scottish Environment Protection Agency, NHS and Local Authorities as Category one responders, and as such places duties as follows:

- assess the risk of emergencies occurring and use this to inform contingency planning;
- put in place emergency plans;
- put in place Business Continuity Management arrangements;
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- share information with other local responders to enhance co-ordination;
- co-operate with other local responders to enhance co-ordination and efficiency.

Multi-agency co-ordination is supported through the Regional Resilience Partnerships (RRPs). Within Scotland there are currently three RRP; the North, West and East. Within each of these RRP, there are a number of Local Resilience Partnerships (LRPs). The RRP and LRP bring together all the relevant organisations in the area to develop an effective approach to deal with emergencies in accordance with the principles of subsidiarity and proportionality.

Within Ayrshire the Ayrshire Local Resilience Partnership (ALRP) meets to coordinate and drive the resilience agenda at the more local level. The ALRP is where local plans, training and exercises are coordinated, developed and reviewed. The ALRP meets both at strategic and tactical level.

The West of Scotland RRP resilience structure chart is attached at Annex A for ease of reference.

2. The Aim of the Annual Report

The aim of the Annual Report is to report progress during 2018/19, outline the priorities for 2018/19 and provide assurance on compliance with the Civil Contingencies Act and other statutory regulations.

3. Serious Organised Crime and Counter Terrorism

3.1 Counter Terrorism

CONTEST is the UK's Strategy for Counter Terrorism. The most recent version of the CONTEST strategy was released in June 2018 by the Home Secretary, Sajid Javid. The strategy is organised around four work streams, each comprising a number of key objectives:

- Pursue: to stop terrorist attacks
- Prevent: to stop people becoming terrorists or supporting terrorism
- Protect: to strengthen our protection against a terrorist attack
- Prepare: to mitigate the impact of a terrorist attack

Following the release of the revised CONTEST Strategy, the Scottish Government has developed a Delivery Framework to support the delivery of CONTEST in a Scottish landscape. Consultation between the Scottish Government and various partner agencies took place on the 4th of February 2019 and this framework will be a valuable resource to allow local implementation of the CONTEST strategy in Ayrshire.

The Multi-Agency CONTEST group (chaired by Superintendent Joe McKerns) continues to meet with the next meeting expected in May 2019. Three other sub groups run in Ayrshire and meet quarterly. These are;

- Prevent Sub Group – Chaired by Lorette Dunlop (NHS) Ayrshire Prevent Lead.
- Protect and Prepare Sub Group – Chaired by PC Mark Higgins (CTLO Ayrshire)
- CT Governance Sub Group (Police only group)

4. Plans and Procedures

During 2018/19 the Ayrshire LRP partners have worked together to review a large number of the multi-agency contingency plans including:

- ALRP Care for People Arrangements
- ALRP Disruptive Weather Response Arrangements
- ALRP Safer Shores Response Arrangements
- Marine Pollution Response Plan - Girvan Harbour
- Major Water Services Incident Response Guidance
- Chemring Energetics, Stevenston External Plan (COMAH)
- Wm Grants & Sons, Girvan External Plan (COMAH)
- Prestwick Airport Contingency Plan;
 - Scottish International Air Show 2018 Contingency Plan
- HM Prison Kilmarnock

In addition there have been a couple of new multi-agency plans introduced, including the development of the ALRP EU Exit Response Arrangements. These arrangements will be valid from end of March until late summer; the arrangements detail how LRP members will share information during the initial post EU Exit period.

5. Training, Exercising and Learning

Training and exercising is a key part of our ALRP Work Schedule and this year we have been involved in a large number as highlighted below.

The ability of staff to accurately log information and decisions during an incident is an important aspect of incident response. The Learning & Development Co-ordinator from the West of Scotland Regional Resilience Partnership delivered Loggist Training in May on behalf of the ALRP.

Several Site Familiarisation visits took place at the EDF Hunterston B power station for ALRP members during 2018/2019 (22 June 2018, 27 June 2018, 26 February 2019 and 14 March 2019). Further visits will be arranged after the exercise in June 2019, as part of the ongoing training programme in preparation for the next exercise in 2021.

Exercise Dark Day: a “Black Start” exercise developed by NHS Ayrshire and Arran but also delivered to HSCP staff

The annual notification and cascade call out test Exercise Busby for Hunterston B took place on 28 June 2018. The purpose of this is to ensure that organisations can be alerted immediately, enabling them to respond to an accident arising at this site.

Exercise Carrick 2018 took place on 13 September 2018, partners representing all of the local response organisations attended. The lessons identified fed into the review process for the Maritime Pollution Plan for Girvan Harbour.

A full day familiarisation event took place in the Hunterston Strategic Coordination Centre (HSCC) on 19 September 2018, this training aimed to provide an opportunity for response partners to become more aware of the HSCC facilities, the Off-Site Contingency Plan and the response arrangements which would be coordinated from the HSCC during an offsite nuclear incident at the power station. This training is now carried out annually to ensure that there are a high number of people familiar with the centre. This was also held on 13 March 2019, in preparation for Exercise Aquila.

On 26 September, Exercise Zeus was a table top exercise, over 100 participants attended from across the LRP organisations, speakers were invited from areas affected by the “Beast from the East” attended to share their learning from this Disruptive Weather event.

A Workshop to promote the revised ALRP Care for People Affected by Emergencies documents was held on 1 November, speakers also attended from Police Scotland and British Red Cross sharing their learning from various incidents where these types of arrangements would be required.

The RADSAFE exercise for Hunterston took place on 28 November 2018. This was very successful and included a live play element of a RADSAFE incident at Scottish Fire and Rescue’s Cambuslang Training Centre.

A Civil Contingencies Working Together event was delivered on 4 December to over 80 people; it was deemed to be worthwhile with evaluation forms recording positively the benefits of the practical learning in a multi-agency setting. It is hoped that this will be held on a regular basis.

On the 4th March 2019, NHS Ayrshire & Arran hosted a Mass Casualties Conference. This brought multiagency partners from across the ALRP and the Regional Resilience Partnership. There were a number of presentations throughout the afternoon including: Dr Tim Parke, Associate Medical Director, and Scottish Ambulance Service who presented on the Trauma Network and pre-determined Casualty Distribution Plan. This was followed by Dr Martin Smith, Consultant in Emergency Medicine, Salford Royal Foundation Trust, and Clinical Director Greater Manchester Major Trauma Network who presented on “The Manchester Arena Bombing 2017- A Network Response”. Ms Naomi Davis, Consultant Paediatric Orthopaedic Surgeon from the Manchester Children’s Hospital, who shared her experience presenting “Caring For Children Injured in the Manchester Arena Bombing”

Finally, Ms Lisa Reynolds, Lead for NHS Greater Glasgow & Clyde Psychological Trauma Service, shared her experience from responding to a number of incidents including the terror attack in Tunisia, the Clutha helicopter Major Incident and the Manchester bombing.

6. Events

East Ayrshire Council have had a Safety Advisory Group (SAG) process in place for over a year now and have a dedicated Team who oversee Event Notifications and liaise with Event Organisers ensuring the safe running of events in EAC.

ACCT have been involved supporting both North and South Ayrshire Council in the development of their Safety Advisory Group process. Whilst a lot of work has been carried out in developing a suitable process, the SAC process has still to be finalised, then the ALRP partners will be invited to give their input into the process. NAC on the other hand have a SAG process that is now up and running, although this process is still evolving and may change based on user experience.

Over the year the ALRP has been involved in supporting the planning of a number of events. After each event it is recommended that a multi-agency debrief is held to ensure any learning is captured and used to inform future planning for events.

6.1 East Ayrshire Events

The Illuminight event was held at Dean Park in Kilmarnock, from 24th October until 18th November 2018. The event was well attended with patrons embarking on an illuminated walk around Dean Park during allocated 90 minute time slots. Up to 1000 patrons were on site at any one time.

6.2 North Ayrshire Events

The Happy Daze festival took place on Millport on 23rd June 2018.

The annual Marymass Festival was held in Irvine over the last week in August 2018. The festival involves different events including fireworks and 2 parades with horse racing and a funfair on the town moor.

Running since 1980 the Vikingar Festival took place in Largs over the 8th / 9th September with over 10,000 people attending. Events include a parade, fireworks, a Viking Village and a Festival of Fire with torchlight parade.

The Millport Country Music festival took place in Millport over the weekend of the 7th / 9th September.

6.3 South Ayrshire

The Scottish International Air Show was held on Saturday 1st and Sunday 2nd September with the flying taking place over Ayr beach on both days. On the Saturday, the crowd along the shore front watching the air display was estimated to be in the region of 80,000 - 100,000. There were a number of sub groups established for this event including event planning, contingency planning and exercise planning as well as a medical group to ensure the correct level of medical provision at the event to limit the impact on NHS resources.

The air show in particular requires a considerable amount of input from ALRP members in the event planning stages and an exercise was held to test the contingency plans. Other events required a lesser commitment from members to ensure the events passed off safely.

7. Incidents/Risks – Police and Fire

During the summer on several occasions at Ayr, Troon and Irvine Beaches, the Ayrshire Safer Shores procedures were required following an influx of young people acting in an anti-social manner. These procedures have since been further refined and validated through an Exercise.

The ALRP responded to a number of incidents, which required additional discussion, multi-agency debriefing and further resilience planning these have been noted below.

- Craigiehill Quarry, Kilmarnock - Multi Agency attendance at incidents of interest involving water between May and August 2018. SFRS attended with specialist equipment and resources. Partners involved in multi-agency liaison to prevent access to this site.
- Bogside Golf Course (waste ground) deep seated peat fires in June 2018. This required significant resources from SFRS over a sustained period of time and involvement of specialist forestry unit. Multi-agency awareness and education provided.
- Marine Drive, Irvine – significant grass fires requiring level 2 response from SFRS and assistance from multi-agency partners in July 2018
- Russell Drive – Storm Ali – 19th September 2018. Roof blown off of dwelling flats in Russell Drive, Ayr resulting in damage to parked vehicles, damage to gas pipes causing gas leaks, risks to residents and public. Multi-agency partners involved in full evacuation of affected block of flats and re-housing of residents. Debrief requested by SFRS and undertaken via ACCT to identify learning points.

8. Top Priorities for 2019/20

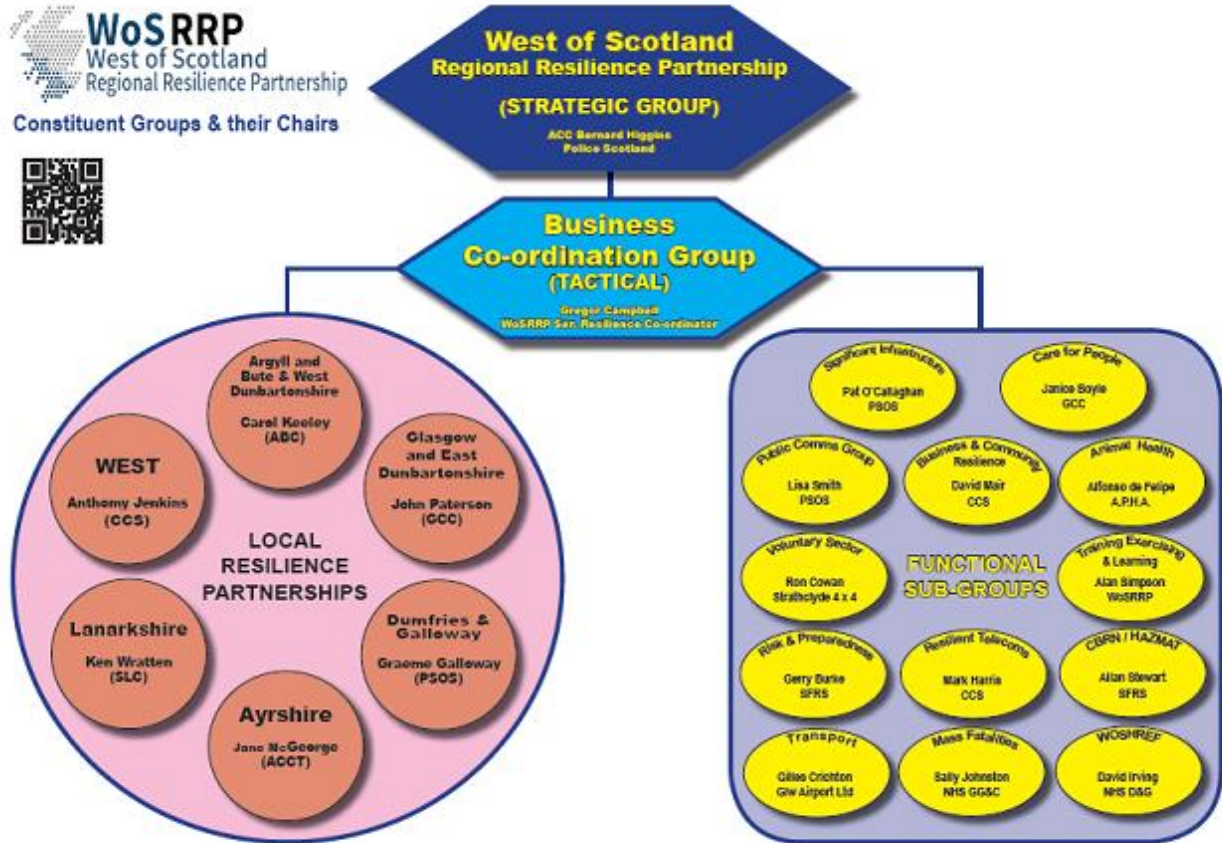
Our top priorities for the coming year are to:

- Arrange a Workshop for Black Start/Power Resilience event
- Implement the CONTEST Delivery Plan;
- Develop a plan for a full evacuation of an acute hospital
- Deliver a multi-agency test of the off-site arrangements for Hunterston B during Exercise Aquila
- Review the Hunterston B Off-site Contingency Plan with EDF and response partners following the revision of the REPPiR Regulations 2019.
- Develop a local Plan using the national Radiation Monitoring Unit template
- Conclude the three yearly modular Glasgow Prestwick Airport training programme with Exercise Quattro 5 in November
- Multi-Agency Incident Response Guide (MAIRG) for building formerly known as The Station Hotel, Ayr currently being produced by SFRS

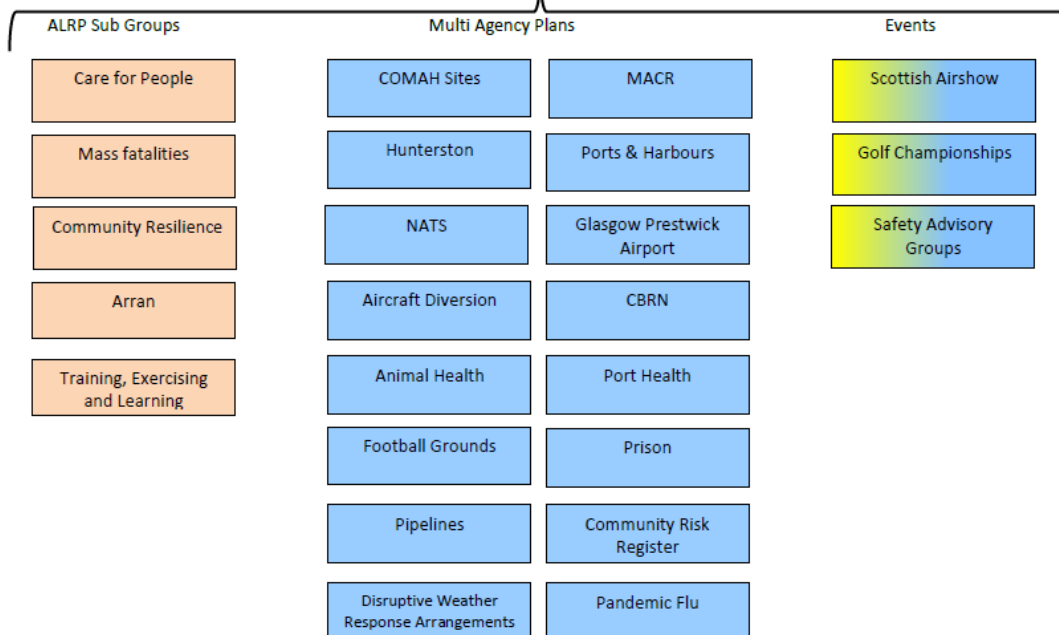
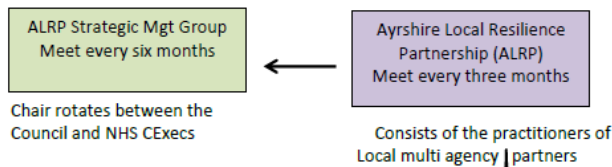
9. Conclusion

In conclusion, progress continues to be made by the Ayrshire Local Resilience partners in relation to resilience with the majority of the work identified completed within the agreed timescale.

The above report highlights the ongoing work and progress made throughout of the year and notes planned activity and development for 2018/19.



ALRP is represented on each RRP Sub Group



Glossary of Terms	
ACCT	Ayrshire Civil Contingencies Team
ALRP	Ayrshire Local Resilience Partnership
CT	Counter Terrorism
H&SCP	Health and Social Care Partnerships
LRP	Local Resilience Partnership
RRP	Regional Resilience Partnership
STAC	Scientific Technical Advice Cell
SPOC	Single Point of Contact
UHA	University Hospital Ayr
UHC	University Hospital Crosshouse
WRAP	Workshop for Raising Awareness of Prevent

14 JUNE 2019

**AYRSHIRE ROADS ALLIANCE
ROADWORKS PROGRAMME 2019/20**

Report by the Head of Roads - Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this report is to advise the Joint Committee of the progress made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2019-2020.

BACKGROUND

2. The East Ayrshire Council programme for the roads asset management investment programme for 2019/20 was approved on 1 May 2019. A three year LED street lighting replacement programme commenced in April 2018 which will increase the current number of LED units from around 25% towards 100%.
3. The available East Ayrshire budgets for 2019/20 are £4.75 million for carriageways; footways £0.150 million; street lighting £0.250 million; traffic & road safety £0.265 million; bridges £1.4 million; CWSS (Cycling Walking and Safer Streets) £0.199 million; Smarter Choices, Smarter Places £0.112 million; SPT £1.42 million; and Sustrans funding still to be confirmed.
4. The South Ayrshire Council Road Improvement Programme for 2019/20 was approved by Leadership Panel on 14 May 2019. A two year LED street lighting replacement programme commenced in April 2018. This will increase the current number of LED units from around 30% towards 100%.
5. The available South Ayrshire budgets for 2019/20 are £2.5 million carriageway resurfacing; street lighting £0.250 million; LED Lighting £3.85 million; 20mph infrastructure for rural villages £0.260 million; bridges £0.240 million; CWSS £0.184 million; Smarter Choices, Smarter Places £0.103 million; Sustrans £0.680 million; and SPT £0.355 million; Girvan Harbour £0.300 million; Traffic Signals £0.140 million and Newton Coastal Protection £0.146 million.

DETAIL

6. The programmes for 2019-2020 are contained within Appendixes One and Two. The Ayrshire Roads Alliance understands the need to monitor and manage the extensive programme of works for 2019-20. For the road surfacing schemes in East Ayrshire and South Ayrshire two weekly programme meetings are chaired by the Operations Manager and attended by the Head of Roads and other relevant operational staff. For the traffic, road safety, structures and externally funded schemes, four weekly meetings are

chaired by the Operations Manager and attended by the Head of Roads, Traffic & Road Safety Manager, Design & Environment Team Manager and other relevant operational staff.

7. A fortnightly update is provided to all elected members in East Ayrshire and South Ayrshire together with an update for Corporate Communications.
8. Scottish Timber Transport bids have been made for C11 Patna £0.074 million, U759 Dalmellington £0.075 million, C90 Afton Road New Cumnock £0.088 million and for the U27 Deils Elbow £0.168 million.
9. 20mph schemes for rural villages in South Ayrshire are ongoing with designs complete for;
 - Barrhill - two further meetings held with the Community Council who requested and they are provided with additional information on speed activated signals as per the A75 Springholm model. No further action other than 20mph variable message signs at village extremities plus implementation of the 20mph TRO.
 - Colmonell – design complete and second Community Council meeting held on 22 January 2019. No further action at this village other than a reduced speed limit and 20mph variable message signs at village extremities and 20mph TRO.
 - Minishant – design complete and presentation meeting held with Community Council on 29 January 2019. Design approved work and programmed with 20mph TRO.
 - Crosshill, Straiton and Kirkmichael – design complete and presentation meeting held on 26 February 2019. Ongoing consultation.
 - Dailly - design complete and presentation meeting with Community Council held on 6 March 2019. Design approved works programmed with 20mph TRO.
 - Kirkoswald, Maidens and Turnberry - design complete and presentation meeting held on 26 March 2019. Awaiting feedback from Community Council
 - Pinwherry – design complete and request for presentation meeting made. Further meeting arranged with Community Council for August 2019.
 - Dundonald – design almost complete and request for presentation meeting made. Design approved works to be programmed with 20mph.
 - Barr, Monkton and Dunure speed survey work is ongoing.

10. The LED replacement programme for East Ayrshire has commenced in the Doon Valley with Dalmellington complete; New Cumnock complete and Patna complete. Our contractor - SSE have completed 100% of the replacement programme in Drongan, Ochiltree and Dalrymple.
11. The LED programme for South Ayrshire has commenced with works complete in Maidens, Tarbolton and Annbank. Works are on-site in Prestwick, Maybole, Girvan and Troon

POLICY/COMMUNITY PLANNING ISSUES

12. A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
13. The matters referred to in this report contribute to the South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome of 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

14. By virtue of the relevant statutory provisions, principally detailed within the Roads (Scotland) Act 1984, the Council as local roads authority is required to manage and maintain all publicly adopted roads within its area other than those which are maintained and managed by the Scottish Ministers.

HUMAN RESOURCES IMPLICATIONS

15. The work programmes have direct impact on human resources and the Alliance will ensure all works are suitably resourced to maintain satisfactory progress.

EQUALITY IMPACT IMPLICATIONS

16. An equality impact assessment is not needed because the proposal does not have a differential impact on any of the protected characteristics.

FINANCIAL IMPLICATIONS

17. The Ayrshire Roads Alliance will deliver the strategic and local services as stated in the Service Plan. The budget is provided by East Ayrshire Council, South Ayrshire Council, and other external organisations. Appropriate scrutiny arrangements are in place to manage these budgets.

RISK IMPLICATIONS

18. The Ayrshire Roads Alliance Risk Register is reviewed and presented to every Joint Committee.

19. The Works Programmes, Service Plan and the Risk Register do not expose either Council to an increased risk as they have been developed from existing budgets and existing service commitment.

TRANSFORMATION STRATEGY

20. This report aligns with the following design principle stated in the “Transformation Strategy 2017-2022” by maximising value for our communities by ensuring the road network is well managed.

RECOMMENDATIONS

21. It is recommended that the Joint Committee:
- (i) Notes the Ayrshire Roads Alliance works progress for 2019/20,
 - (ii) Otherwise, notes the contents of this Report

Stewart Turner
Head of Roads - Ayrshire Roads Alliance
20 May 2019

LIST OF APPENDICES

Appendix 1 - Ayrshire Roads Alliance South Ayrshire Programme 2019/20

Appendix 2 - Ayrshire Roads Alliance East Ayrshire Programme 2019/20

BACKGROUND PAPERS

East Ayrshire Council Cabinet Report - 2019/20 Roads Asset Management Plan – Investment and Programme -1 May 2019

South Ayrshire Council Leadership Panel Report - Road Improvement Plan 2019/20 - 14 May 2019

For further information on this report, please contact Stewart Turner
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Key for Materials Column

Abbreviation	Description
DBM	Dense Bitumen Macadam
DBM Enriched	Dense Bitumen Macadam with enriched bitumen binder.
AC/10	10mm close graded Bitumen Macadam
HRA	Hot Rolled Asphalt (& Pre-coat)
55%	55% High Stone Content Asphalt
30/14 F	30% Hot Rolled Asphalt
Micro asphalt	A thin coat surface laid over an existing road. Returns skid- resistance of road & seals the carriageway against the ingress of water.
Anti-skid	A thin coat of a high friction surfacing or bauxite chippings.

Appendix 1 - South Ayrshire Council- Ayrshire Roads Alliance

Carriageway Structural Maintenance Programme 2019/20

Route No	Town	Description	Work Type	Estimated Cost	Cost to date	Variance +/-	Comments	Status
A719	Ayr	Main Street/King Street	Resurfacing	£101,400				Programmed
Uncl	Ayr	Carrick Ave	Resurfacing	£72,105				Programmed
Uncl	Ayr	Boswell Park	Resurfacing	£59,800				Complete
A713	Ayr	Castlehill Road	Resurfacing	£47,190				Programmed
Uncl	Prestwick	Marina Road	Resurfacing	£51,480				Complete
B741		Girvan Dailly from A77 to Railway Bridge	Resurfacing	£67,500				Complete
B741		Straiton to Junction Rowantree Toll	Resurfacing	£131,868				Programmed
B734		Barr / Pinmore	Resurfacing	£97,678			Full Length	Programmed
B7049	Troon	Templehill	Resurfacing	£147,290				Programmed
A759	Troon	Portland Street, Troon	Resurfacing	£56,560				Programmed
B746	Troon	Beach Road, Troon	Resurfacing	£117,000			From joint at Beach Road to Joint near Barassie Bank Lane	Programmed
B743		Mossblown/Mauchline	Resurfacing	£109,440			(From Hannah to A77)	On site
B744		B744 Garden Street/Tarbolton - Council Boundary	Resurfacing	£56,340				Programmed
A79	Prestwick	Main Street	Resurfacing	£89,908			(Kirk Street to Kyle Street)	Programmed
Uncl	Prestwick	Waterloo Road	Resurfacing	£41,366			(No 15 to Ayr Rd and No 76 to Adamton Rd)	Programmed
A70		Ayr/Coylton	Resurfacing	£94,202			(B744-Roodlea	Programmed

A719	Ayr	Sandgate	Resurfacing	£68,302				Programmed
C74		McNairston Road Phase 1	Resurfacing	£75,000			(Crem -B742 screeding) Various	Programmed
U77	Coylton	Hole Road	Resurfacing	£53,040			(A70 -Garvine Road)	Programmed
A719		Maidens / Ayr Phase 1	Resurfacing	£166,250			Fisherton to Bottom of Hill at Lagg Farm	Programmed
A719		Maidens / Ayr Phase 2	Resurfacing	£133,000			Drumshang to Fisherton	Programmed
Uncl	Ayr	Merkland Road	Resurfacing	£88,894				Programmed
B734		B734 Hawkhill Road/Old Dailly - A77(T) Roundabout	Resurfacing	£127,205			B734	Programmed
B741		B741 Junction of A77(T) At Bridge Mill - Main Street/Dailly	Resurfacing	£185,250			Killgrammie area to Dailly Br at C29 HRA Ditching + drainage	Programmed
U66		South Balloch	Screed	£85,950			Barr to Junction U25 overlay + screed Phase 1	Programmed
Various	Various	Cattle Grid Replacement Programme		£20,000			Various	Programmed
		Estimated Total		£2,344,018				

South Ayrshire Council - Ayrshire Roads Alliance

Footway Programme 2019/20

Route No	Town	Location	Description	Estimated Cost	Costs to date	Variance +/-	Comments	Status
Uncl	Troon	St Meddans Street	Troon	£17,052				Programmed
Uncl	Dundonald	Cochrane Avenue		£9,585				Programmed
Uncl	Troon	Cessnock Road		£13,905				Programmed
Uncl	Mossblown	Sloan Avenue		£15,030				Programmed
Uncl	Ayr	Alderston Avenue		£18,900				Programmed
Uncl	Mossblown	Mossbank Place		£8,123				Programmed
Uncl	Ayr	St Andrews Street	Phase 1	£39,750				Programmed
Uncl	Ayr	Mount Charles Crescent	1	£33,930				Programmed
B741	Straiton	Main Street		£17,679				Programmed
C421	Girvan	The Avenue		£28,740				Programmed
Estimated Total				£202,694				Programmed

South Ayrshire Council-Ayrshire Roads Alliance

Lighting Programme 2019/20

Route No	Town	Description	Work Type	Estimated Cost	Costs to Date	Variance +/-	Status
Uncl	Prestwick	Calveston Rd/Outdale Ave	Lighting replacement & Infrastructure Improvement	£150,000			Programmed

Uncl	Troon	Templehill Incl Bank Street	Lighting replacement & Infrastructure improvement	£50,000			Programmed
Uncl	Mossblown	Arcon Avenue	Lighting replacement & Infrastructure improvement	£50,000			Programmed
		Estimated Total		£250,000			

South Ayrshire Council-Ayrshire Roads Alliance

LED Lighting Programme 2019/20

Route No	Town	Description	Costs to Date	Variance +/-	Status
-	Prestwick Phase 1	LED Replacement			On site
-	Prestwick Phase 2	LED Replacement			On site
-	Troon Phase 1	LED Replacement			On site
-	Troon Phase 2	LED Replacement			On site
-	Girvan/Maybole	LED Replacement			On site
-	Ayr Phase 1	LED Replacement			On site
-	Ayr Phase 2	LED Replacement			On site
-	Ayr Phase 3	LED Replacement			On site
-	Ayr Phase 4	LED Replacement			On site
-	Coylton	LED Replacement			On site
-	St Quivox /Mossblown/Annbank/Dundonald	LED Replacement			On site

South Ayrshire Council- Ayrshire Roads Alliance

Traffic and Transportation Programme 2019/20

Calculated Funding Totals	Sub-Bid	Total Bids	Project Description	Stage	Bid Status	Costs to Date	Variance +/-	Status
SPT	£50,000	£355,000	Alloway to Burton Underpass	Enabling works and PU diversions	Confirmed			
	£25,000		A77(T)/ Doonholm Road	Construction	Confirmed			
	£50,000		Dundonald to Barassie link	Detailed Design/ Pre-construction	Confirmed			
	£100,000		Access for all review - Coylton	Detailed Design/ Construction	Confirmed			
	£80,000		Loans to Troon Railway Station	Detailed Design/ Construction	Confirmed			
	£50,000		Ayr & Prestwick SQP - bus infrastructure imp	Design/ Construction	Confirmed			
Sustrans – Places for Everyone	£50,000	£680,000	Alloway to Burton Underpass	Enabling works and PU diversions	Prospective			
	£50,000		Access for all review - Dunure	Detailed Design	Prospective			
	£20,000		Annbank to Mossblown Shared Use Link	Feasibility/ Concept Design	Prospective			
	£10,000		A78 Underpass at Dutch House	Feasibility/ Concept Design	Prospective			

	£10,000		Longhill Avenue Link Path	Feasibility/ Concept Design	Prospective			
	£100,000		Access for all review - Coylton	Detailed Design/ Construction	Prospective			
	£60,000		Prestwick Placemaking	Engagement/ Detailed Design	Prospective			
	£80,000		Loans to Troon Railway Station	Detailed Design/ Construction	Prospective			
	£50,000		Dundonald to Barassie link	Detailed Design/ Pre-construction	Prospective			
	£250,000		A759 Footway Enhancements (Loans to Barassie)	Construction	Prospective			
SCSP	£103,000	£103,000	Active Travel Hub, Year 5	Ongoing Project Delivery	Confirmed			
CWSS	£184,000	£184,000	To provide match funding to a number of the projects listed above	Various	Confirmed			
ESTIMATED TOTAL		£1,322,000						

South Ayrshire Council - Traffic and Transportation Signal Replacement 2019/20

Signal No	Town	Description	Work Type	Estimated Cost	Costs to Date	Variance +/-	Status
SAS40/1	Troon	Barrassie Street/Portland Street Junction	Signal Replacement	£55,000			Design

SAS41	Troon	Ayr Street/Portland Street	Signal Replacement	£55,000			Design
SAP3	Ayr	Dalmellington Road/Kincaidston	Signal Replacement	£29,700			Design
		Estimated Cost		£140,000			

South Ayrshire Council - Ayrshire Roads Alliance

Structures Capital Programme 2019/20

Route No	Town	Description	Work Type	Estimated Programme Cost	Costs to Date	Variance +/-	Status
C2/10		Bridge of Coyle	Bridge Strengthening	£180,000			Tender Preparation
U28/10		Drumlanford Bridge	Bridge Strengthening	£50,000			On site
		Newton Shore	Coastal Protection	£146,000			Out to Tender
		Girvan Harbour	Sheet Piling	£300,000			Tender to be issued
			Estimated Cost	£796,000			

APPENDIX 2 Carriageway Structural Maintenance Programme 2019/20

Road	Type	Location	Estimated Cost	Costs to Date	Variance +/-	Status
A713	Rural	A713 Polnessan	£36,792			Programmed
A713	Rural	Dalmellington Road, Waterside to Patna	£182,427			Programmed
A713	Rural	Carsphairn Road, Dalmellington	£102,251			Programmed
A71	Urban	A71 Newmilns to C133 to King Street	£70,518			Programmed
A70	Rural	A70 at Coalhall to U74 Bardarroch	£306,600			Programmed
A70	Rural	A70 from South Section of the U751 Tardoes Darnhunch, Muirkirk	£306,600			Programmed
A736	Rural	North Ayrshire Boundary to A735 Dunlop Road	£306,600			Programmed
A736	Rural	Lochlibo Road, Lugton	£39,858			Programmed
A736	Rural	Lochlibo Road, Lugton	£99,645			Programmed
A735	Rural	A735 from U29 Halket to U21 Brockwellmuir, Lugton	£70,518			Programmed
A735	Rural	A735 at Clerkland Junction, Stewarton	£106,084			Programmed
A735	Rural	A735 from B769 at Wardhead, Stewarton	£90,447			Programmed

A735	Rural	A735 from Kirkton Road to C117 Kilmarnock/Stewarton, Kilmaurs	£30,660			Programmed
A735	Urban	A735 Kilmaurs Road, Kilmarnock Western Road to C117	£105,777			Programmed
A719	Rural	A719 from A76 at Crossroads	£306,600			Programmed
B730	Rural	B730 at Stair to South Ayrshire Boundary at Stair	£132,000			Programmed
B730	Rural	B730 from Drongan to Knockshinnoch	£144,000			Programmed
B713	Rural	B713 From B705 near Catrine to C65 South Logan, Catrine	£21,600			Programmed
B7037	Rural	B7037 from Galston to Sornhill, Galston	£190,800			Programmed
B743	Rural	Ayr Road, Mauchline	£189,000			Programmed
B7037	Rural	B7037 from Galston to C103 Galston	£129,600			Programmed
B778	Urban	Vennel Street, Stewarton	£24,318			Programmed
B7038	Urban	Glasgow Road, Castle Drive to Knockinlaw Road, Kilmarnock	£44,604			Programmed
B7072	Urban	Hurlford Road, Kilmarnock	£157,920			Programmed
C83	Rural	C83 from B730 to B7046	£236,376			Programmed
C65	Rural	C65 from B713 to B705	£125,496			Programmed

C97	Rural	C97 Skares/ Orchardton from A70 near Ochiltree to B7046, Ochiltree	£112,812			Complete
C77	Rural	C77 Netherlands/Drumdroch from B744 at Drumdroch to A76(T) near Bargower, Galston	£112,266			programmed
C76	Rural	C76 Lawersbridge from B744 to B7037 near Crosshands, Mauchline	£103,698			Programmed
C61	Rural	C61 Darntaggart/Brentwood from A70 to B7046 Near Skares, Ochiltree	£156,786			On site
U37	Rural	U37 Milton from New Farm Loch to A719 at Loudoun Castle, Galston	£81,060			Programmed
U30	Rural	U30 East Newton from A719 to U33 Woodhead, Newmilns	£138,138			Programmed
U1	Rural	U1 Galston Moor from U2 Branfield to C104 Sornhill/Newmilns, Newmilns	£288,000			Programmed
U55	Rural	U55 Threepwood & Cairnhill from C104 at Sornhill to U56 Meikle Carleith, Galston	£107,784			Programmed
U56	Rural	U56 Meikle Carleith from B7037 to U1, Galston	£176,316			Programmed
U56	Rural	U56 Meikle Carleith from B7037 to U1, Galston	£26,040			Programmed
U77	Rural	U77 Boghead from U719 Whitehill to U723 Friendlesshead, Galston	£66,024			Programmed
U732	Rural	Station Road, Mauchline	£23,800			Programmed
	Urban	Hamilton Avenue, Mauchline	£27,200			Programmed
	Urban	Alexander Terrace, Mauchline	£23,800			Programmed

	Urban	Auld Avenue, Mauchline	£6,800			Programmed
	Urban	Mill Road, Newmilns	£16,643			Programmed
			£5,024,258			Programmed

Appendix 2; Footway Structural Maintenance Programme 2019/20

Section	Street Name	Location	Environment	Estimated Cost	Costs to Date	Variance +/-	Status
Auchinleck	Beechwood Avenue	No. 2 Beechwood Avenue to No. 21 Boswell Drive	Residential	£10,240			Programmed
Cumnock	McQueen Avenue	Cul-de-sac	Residential	£10,560			Programmed
Cumnock	Hearth Place	Emrys Avenue to Car Road	Residential	£20,672			Programmed
Cumnock	Glaisnock Street	Greenholm Road to Paper Shop	Commercial	£5,400			Programmed
Catrine	Montgomerie Street	Shawlands Street to Sorn Street Both Sides	Residential	£11,520			Programmed
Mauchline	Nursery Lane	Whole Street	Residential	£12,800			Programmed
Mauchline	Loch Road	At 116	Residential	£2,880			Programmed

Ochiltree	Douglas Brown Avenue	No. 2 to No. 32	Residential	£12,416			Programmed
Ochiltree	Mauchline Road	No. 28 to No. 46	Residential	£10,240			Programmed
Ochiltree	Gallowlea Avenue	Main Street to Broom Crescent	Residential	£7,360			Programmed
Kilmarnock	Loreny Drive	No 91 to No 171	Residential	£29,156			Programmed
Kilmarnock	Moorfield Avenue	Full length	Residential	£13,320			Programmed
Kilmarnock	Moorfield Avenue	Full Length	Residential	£13,320			Programmed
Kilmarnock	Western Road	Railway Bridge to Hill Street	Commercial	£43,660			Programmed
Kilmarnock	West Netherton Street	Armour Street to Mill Street	Commercial	£7,680			Programmed
Dunlop	Kirkland Road	No. 25 to Allanvale	Residential	£2,880			Programmed
Dunlop	Main Street	Kilkland Road to A735	Residential	£9,600			Programmed
Stewarton	Nether Robertland Area	Albert Court/Cairnduff Place Area	Residential	£36,000			Programmed
New Cumnock	Loch View	A76 to No. 46	Residential	£4,992			Programmed
New Cumnock	Loch View	A76 to No. 5	Residential	£17,920			Programmed

APPENDIX 2: Environmental Improvement Programme

Year	Project	Description of Works	Benefit	Estimated Cost
2019/20	Hayhill, by Drongan, Environmental Improvement	Kerb, upgrade verge and form parking bay	Improve environment in village and road safety by formalising parking area.	£15,000
2020/21	Craigie Avenue, Kilmarnock	Form Lay-by - street parking bays	Improve environment and road safety by reducing on street parking problems.	£15,000
Future Years	Wellpark Crescent Kilmarnock, widen road.	Re-kerb and widen over-run grassed area	Improve environment and road safety by reducing on street parking problems.	£7,000
Future Years	Kilmarnock Rd Service Rd Crosshouse, widen road.	Re-kerb and widen over-run grassed area	Improve environment and road safety by reducing on street parking problems.	£8,000
Future Years	Hillcrest, Bellsbank, Dalmellington Parking Bays	Form 6 No Off-Street parking bays	Improve environment and safety by reducing on street parking problems.	£15,000
Future Years	North Hamilton Place Kilmarnock, parking bays.	Additional Parking Area	Improve environment and road safety by reducing on street parking problems.	£8,000
Future Years	Gateside Road, Galston, widen road.	Re-kerb and widen over-run grassed area	Improve environment and road safety by reducing on street parking problems.	£7,000

APPENDIX 2: Street Lighting Programmes 2019/2020

Location	Estimated Cost	Costs to Date	Variance +/-	Status
Catrine, Sloan Street, John Street, James Taylor Avenue and Fourfields	£70,000			On site
New Cumnock, Polquheys Rd, Lochview Area	£50,000			On site
Dalmellington, Macaterick Drive and Shalloch Place	£40,000			Programmed
Dunlop, Allanvale Area	£55,000			Programmed
Auchinleck, Barony Road/Auchinleck Road Cumnock	£35,000			Programmed
Total	£250,000			

East Ayrshire Council-Ayrshire Roads Alliance

LED Lighting Programme 2019/20

Route No	Town	Description	Costs to Date	Variance +/-	Status
-	Stewarton	LED Replacement			Programmed
-	Kilmaurs	LED Replacement			Programmed
-	Fenwick/Waterside/Moscow	LED Replacement			Programmed
-	Dunlop	LED Replacement			Programmed
-	Crosshouse	LED Replacement			Programmed
-	Galston	LED Replacement			Programmed
-	Newmilns	LED Replacement			Programmed
-	Darvel	LED Replacement			Programmed
-	Muirkirk	LED Replacement			Programmed
-	Hurlford	LED Replacement			Programmed
-	Kilmarnock Ph1,2 &3	LED Replacement			Programmed

APPENDIX 3: Bridge and Culvert Strengthening Programme

Structure Reference	Structure Name	Proposed Works	Estimated cost	Costs to Date	Variance +/-	Status
	Bridge Strengthening and Replacement					
U22/10	Burnfoot Bridge, near Darvel	Replacement – Consultant appointed to undertake design; land acquisition required. Construction future year programme	£36,000			Design
U26/10	West Clerkland Bridge, near Stewarton	Replacement – currently closed to traffic; near tender ready; land acquisition to be concluded. Construction funded over two Financial years	£210,000			Design
B730/10	Littlemill Bridge, near Rankinston	Replacement - near tender ready; land acquisition to be concluded; construction in future year programme	£12,000			Design
A71/280/C80	Mathews Burn Culvert, West Donnington St, Darvel	Replace section of culvert below West Donnington Street; design ongoing and near tender ready, land acquisition to be concluded	£4,000			Design
A735/20	Brackenburn Bridge, near Kilmaurs	Replacement of boundary bridge – East Ayrshire Council lead authority; water main diverted in advance and contract awarded with site start May 2019. North Ayrshire Council funding 50%	£60,000			Start July 2019
Various	Investigative Works	Topographical and Ground Investigation works at future proposed bridge replacement locations and various other slope failure sites on the road network	£10,000			Programmed
C108/00/C44	Gateside Farm Culvert	Replacement - Design	£10,000			Programmed
U32/10	Clearmount Bridge	Bridge refurbishment – currently closed to traffic; consultant appointed to undertake design. Construction in Financial year	£200,000			Design

U15/10	Assloss Bridge	Contract awarded and works started March 2019	£75,000			On site
U40/01/CG07	Muir Burn Cattle Grid, Hareshawmuir Road	Replacement - design in 2019/20 and construction in future year programme	£20,000			Design
U40/04/CG08	Carlin Stone Cattle Grid, Hareshawmuir Road	Replacement - design in 2019/20 and construction in future year programme	£20,000			Design
A70/40	Coyle Bridge, near Coalhall	Drainage repairs and scour protection to abutments	£12,000			Programmed
U3/20	Braidley Bridge	Strengthening and masonry repairs - design in 2019/20 and construction in future year programme	£40,000			Design
A735/130/C58	Gills Burn Culvert, Dunlop	Part deck replacement and Retaining Wall Repairs - design in 2019/20 and construction in future year programme	£10,000			Programmed
U45/10	Kirkland Bridge, Springside	Replacement of boundary bridge - North Ayrshire Council is lead authority. East Ayrshire Council funding 50% in 2019/20	£70,000			Programmed
F/DARV/10	Waterhaughs Footbridge, Darvel	Replacement - future year programme	£20,000			Programmed
C90/35/CG02	Craig Farm Cattle Grid	Replacement - (Design by Alliance and funded by Afton Wind Farm developer; constructed in 2019/20)	Nil			Design
	Upgrade Works identified from inspections					
B705/10/C91	Cowan Place Culvert, Catrine	Masonry repairs/scour repairs - future year programme				Programmed
B705/20	Shellies Bridge, Catrine	Scour repairs; masonry training wall repairs – future year programme				
B705/10/C37	Mill Lead Culvert	Strengthen/infill - future year programme				

A71/300	Priestland Bridge	Retaining Wall strengthening – design in 2019/20	£20,000			
U764/10	Glenmuir Bridge	Take down and rebuild damaged masonry parapet and other masonry repairs	£48,000			
U/NEWM/46C	Isles Burn Culvert, Newmilns	Site works substantially complete	£35,000			
A70/130/W31	Thornwood Wall, Lugar	Replacement - Design in 2019/20	£30,000			
	Queens Crescent Retaining Wall repairs, Newmilns	Near tender ready; site access to be confirmed - future year programme	£120,000			
	Galston to Newmilns Cyclepath – River Irvine erosion	Consultant appointed to undertake design - future year programme	£180,000			Design
	B741 Coal Glen Embankment Slip, near Dalmellington	Contractor appointed to undertake ground investigation which starts April 2019. Remedial works to be determined and funded from future year programme.	£55,000			Design
A735/60/C84	Lochridge Culvert, Near Kilmaurs	Masonry and drainage repairs - future year programme				Programmed
B705/20/C68	Smithy's Culvert, near Catrine	Replace with box units - future year programme				Programmed
B741/40/C79	Polmathburn Bridge, near Dalmellington	Replace damaged deck slabs - future year programme				Programmed
W/NCUM/10	Burnside Retaining Wall, Burnside	Replacement of retaining wall	£60,000			Design
	Parapet Upgrades					
A713/90	Dunaskin Bridge, Waterside	Widening to create footway - design ongoing - future year programme				Design

C125/00/C36	Spout Lynn Bridge, near Stewarton	Masonry arch refurbishment including upstream parapet	£40,000			Design
A735/20	Victoria Bridge, Kilmarnock	Consultant appointed to prepare design & tender documents to replace substandard vehicle parapets; deck expansion joints; and paint superstructure. Design in 2019/20 and works in future year programme	£20,000			Design
B743/80	Cleuch Bridge, Sorn	Upgrade of parapets - future year programme				Programmed
A713/70/C53	Drumgrange Bridge, near Patna	Pressure point arch barrel and other masonry repairs - future year programme				Programmed
	Rail Incursion					
C23/10	Rigg Road Rail Bridge, Cumnock	Safety fencing - future year programme				Programmed
		TOTAL	£1,417,000			

APPENDIX 4; Traffic, Transportation and Road Safety Programmes 2019/20

(i) Road Safety Programme

Town/Route	Location	Comments	Costs to Date	Variance +/-	Status
A71/B7064	Moorfield Roundabout	Review of signing and road markings			
Kilmarnock	A735 Kilmaurs Road at Ashdale Road	Junction review			
Galston	B7037 Titchfield St junction with Riverside Road	Junction review			
B730 Drongan	Burnbrae	Speed reduction measures			
A713	North of Polnessan	Accident investigation & prevention measures			
Hurlford	A71/B7073 roundabout	Junction review			
Stewarton	Cutstraw Road	Speed reduction measures and pedestrian facilities			
A70 Lugar	Lugar village	Speed reduction measures			
Auchinleck	Barony Road	Speed Limit extension and bus stop lighting improvements			
Various	Various locations	Minor low-cost safety schemes to be implemented to deal with emerging problem locations.			

(ii) Safer Neighbourhoods

Town	Location	Details	Costs to Date	Variance +/-	Status
Knockentiber	B751 through village, including Plann Road and Barr Avenue	New 20mph zone for whole village. Improved gateways and upgrading of existing traffic calming			
Patna	Dallowie Road	Traffic calming measures			
Hayhill & Sinclairston	Through both communities	Traffic management and footway improvements.			

(iii) Rural Route Action Plans

Route	Location	Costs to Date	Variance +/-	Status
B778	B778 Fenwick to Stewarton Route Study			

(iv) Cycling, Walking and Safer Streets (CWSS)

Location	Project	Costs to Date	Variance +/-	Status
B7081 Irvine Road, Kilmarnock	Install Toucan crossing to facilitate safe crossing between Bonnyton area and Annanhill park.			
B7038 Dean Street, Kilmarnock	Install Puffin crossing near Campbeltown Avenue to replace previously removed Zebra crossing			
B7073 London Road, Kilmarnock	Measures to facilitate safer pedestrian crossing opportunities			
Various	Zebra crossing upgrades			
Fenwick	Footpath upgrade, street lighting, and crossing point at Fenwick Primary School			

Crookedholm	Grougar Road localised road widening and Main Rd/Grougar Road traffic signals - Subject to determination of planning application 16/0956/PP			
Various	Feasibility study to investigate potential community links identified within the Community-Led Action Plans			

AYRSHIRE SHARED SERVICE JOINT COMMITTEE

14 JUNE 2019

**AYRSHIRE ROADS ALLIANCE
RISK REPORT AND REGISTER**

Report by the Head of Roads - Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this Report is to advise the Joint Committee on the management of risk associated with the Ayrshire Roads Alliance.

BACKGROUND

2. A report detailing the general approach to the Risk Report and Risk Register was presented to the Joint Committee on 21 August 2014, where it was agreed that the Risk Report and Risk Register would be a standing item on the agenda. This would ensure that the risks are monitored and scrutinised at a minimum of a quarterly basis.

MAIN REPORT/MAIN ISSUES

3. The management of risk aims to enable confident decision making on risk and innovation, reduce waste and inefficiency, and lead to fewer unanticipated problems and crises that could undermine the performance and operation of the Ayrshire Roads Alliance.

4. The risk register is contained in Appendix 2.

The following risks have been updated since the last Joint Committee Report.

Risk 5 – Adverse weather. As requested at the previous Joint Committee meeting, this risk now includes forest and moorland fires. The residual risk has not been amended.

Risk 10 – Failure to provide an adequate Roads Inspection System. This has been amended to reflect the new Inspection Manual based on the Well Managed Highway Infrastructure Code of Practice which commenced on 1 April 2019. The residual risk has not been amended.

Risk 12 - Business Continuity/Emergency Planning. The Ayrshire Roads Alliance continues to engage with Transport Scotland to take account of the potential impact of the United Kingdom exit from the European Union. The narrative has been amended to reflect the specific impacts on the transport network including the A77 and A76; and the ScotRail network. The residual risk has not been amended.

- 5 The revised risk register illustrates the red, amber and green status using a new key, and also illustrates whether the risk severity relates to time, indicated by [T] or cost, indicated by [C].

POLICY/COMMUNITY PLAN IMPLICATIONS

- 6 A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
- 7 The matters referred to in this report contribute to South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

- 8 The Risk Register is a management tool and this will not replace the existing statutory returns for risk and performance related information.

HUMAN RESOURCES IMPLICATIONS

- 9 The Risk Register has no direct impact on human resources.

EQUALITY IMPACT IMPLICATIONS

- 10 The Risk Register complements the Equality Impact Assessment by ensuring that any issues arising are adequately prioritised, managed and either eliminated or mitigated.

FINANCIAL IMPLICATIONS

- 11 The Risk Register facilitates the existing scrutiny arrangements to manage, prioritise, and review the budget provided by East Ayrshire Council and South Ayrshire Council to the Ayrshire Roads Alliance.

RISK IMPLICATIONS

- 12 The Risk Register assists in the prioritisation of risks that need to be mitigated by the Ayrshire Roads Alliance in order to reduce the overall risk to either Council and to comply with the Community Plan/Council Plan in both partner bodies.

TRANSFORMATION STRATEGY

- 13 This report aligns with the following design principle stated in the Transformation Strategy 2017-2022 by maximising value for our communities by ensuring risk is well managed.

RECOMMENDATIONS

- 14 It is recommended that the Joint Committee:
- i Notes the risk register presented in this report;
 - ii Continues to receive updates on progress; and
 - iii Otherwise, notes the content of the report.

Stewart Turner
Head of Roads – Ayrshire Roads Alliance
22 May 2019

APPENDICES

1. Risk Register Scoring Matrix
2. Ayrshire Roads Alliance Risk Register

Background papers

None

Members requiring further information should contact Stewart Turner, Head of Roads – Ayrshire Roads Alliance on 01563 503164, or at stewart.turner@ayrshireroadsalliance.org

Appendix 1: Risk Register Scoring Matrix

The Risk Matrix for deciding each of the risk factors (Likelihood x Severity) in a 5 by 5 matrix are illustrated in Table 1 below:

Table 1: Risk Factors in Practical Form

		Risk Likelihood				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Risk Severity	Catastrophic (5)	! 5	! 10	✘ 15	✘ 20	✘ 25
	Very Serious (4)	✓ 4	! 8	! 12	✘ 16	✘ 20
	Moderate (3)	✓ 3	! 6	! 9	! 12	✘ 15
	Minor (2)	✓ 2	✓ 4	! 6	! 8	! 10
	Insignificant (1)	✓ 1	✓ 2	✓ 3	✓ 4	! 5

Following on from Table 1, the following Summary Risk Profile is colour coded to highlight the risk classification:

Table 2: Summary Risk Profile

Assessed Risk (LxS)	Action Required
Low Risk: 1 to 4	Acceptable/ can be accepted provided risk is managed.
Medium Risk: 5 to 12	Undesirable/ must be avoided if reasonably practicable.
High Risk: 15 to 25	Unacceptable risk - must be eliminated or moved to a lower level.

APPENDIX 2: AYRSHIRE ROADS ALLIANCE RISK REGISTER

KEY	
RED	X
AMBER	!
GREEN	✓

Probability (Likelihood)			
Value	Scale	Typical Range	
		Min	Max
1	Rare	0%	25%
2	Unlikely	26%	45%
3	Possible	46%	65%
4	Likely	66%	85%
5	Almost Certain	86%	100%

Severity (Liability, Impact)					
Value	Scale	Cost (£)		Time	
		Min	Max	Min	Max
1	Insignificant	£0	£100,000	0	1 week
2	Minor	£100,001	£500,000	1 week	2 weeks
3	Moderate	£500,001	£500,000	2 weeks	1 month
4	Very Serious	£500,001	£1,000,000	1 month	6 months
5	Catastrophic	£1,000,001		6 months	

RISK ID	RISK CATEGORY	DESCRIPTION	LIKELIHOOD	IMPACT	INHERENT RISK	PROXIMITY	RISK RESPONSE	ACTION TAKEN TO MITIGATE RISK	LIKELIHOOD	IMPACT	RESIDUAL RISK	RISK OWNER	DATE OF LAST REVIEW	ADDITIONAL COMMENTS		
1	Street Lighting & Traffic Signals	Extended loss of Public Electricity supply creating issues with Street Lighting and Traffic Signals.	2	5 [T]	10 !	AMBER	<3 yrs	Risk Mitigation	Some temporary traffic signals may be provided at key locations determined by the Traffic Management Section should these issues arise. Temporary traffic signals deployed by RMU. Contingency measures detailed in Business Continuity Plans.	2	3 [T]	6 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	We consider that the overall risk is medium due to the mitigation measures that could be put in place.
2	Fuel Shortage	Loss or restriction due to relief events. Relief Event: Any event that has an effect on the cost of performing the Services, or the date of their completion, including the occurrence of risks both foreseen and unforeseen e.g. industrial action.	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Mitigation	Mitigation measures would be put in place to prioritise front line services as detailed in the specific Business Continuity Plans for office, depot, and harbour, as applicable.	2	4 [T]	8 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	Continuation of public support will be dependent on outcomes, though expect some mixed reaction.
3	Failure to align with Budget requirements	Level of investment required in road repairs and resurfacing and resulting cost of treatment higher than anticipated. Reduced budget could lead to the deterioration in the roads network, an increase in accidents, and insurance costs.	3	5 [C]	15 X	RED	< 3 yrs	Risk Mitigation	Introduction of a uniform claims handling system aligned with the uniform Roads Inspection and Maintenance policy implemented on 1 st April 2015. Appropriate financial and performance monitoring arrangements are in place to mitigate the risk. Regular meetings with and within partners Councils to advice on further resource and funding requirements.	3	3 [C]	9 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	Adequate control measures are in place, specifically, monthly meetings held with budget holders to review revenue budget and take appropriate corrective actions to bring budgets within tolerance limits. Monthly meeting with service managers to review capital budgets and programmes.
4	Transfer of Shared Services – Ayrshire Roads Alliance	Any failure in Service provision would adversely affect the resilience of the Roads services.	3	3 (T)	9 !	AMBER	< 3 yrs	Risk Mitigation	Extensive negotiations have taken place to ensure that the proposed joint service meets stakeholders needs	2	2 (T)	4 !	GREEN	Head of Roads – Ayrshire Roads Alliance	20/5/19	The new service is over four years old and it is considered that the initial transfer of the shared service has been completed. Nevertheless there will always remain issues on transfer issues which may still arise.

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RISK ID	RISK CATEGORY	DESCRIPTION	LIKELIHOOD	IMPACT	INHERENT RISK		PROXIMITY	RISK RESPONSE	ACTION TAKEN TO MITIGATE RISK	LIKELIHOOD	IMPACT	RESIDUAL RISK		RISK OWNER	DATE OF LAST REVIEW	ADDITIONAL COMMENTS
5	Adverse Weather	Winter, flooding, high winds, impact of forest/moorland fires and their impact on road conditions. Risk of adverse impact on overall reduction of network and infrastructure, with potential for additional maintenance and repairs costs.	5	5 [C]	25 X	RED	< 3 yrs	Risk Mitigation	Robust and test measures exist for the most likely weather events. Ensure sufficient contingency within Road Maintenance Unit for ancillary safety inspections and repairs. Identify potentially areas prone to flooding and make provision for stockpiles of sandbags as flood barrier for distribution or collection by homeowners/occupiers, subject to available resources & sufficient advanced warning from the weather forecasts.	3	5 [C]	15 X	RED	Head of Roads – Ayrshire Roads Alliance	20/5/19	It is not possible to forecast where these conditions will occur, and therefore we are unable to reduce the likelihood of such events occurring. We will however use our best endeavours to minimise the impact of these events e.g. through enabling increased community resilience.
6	Adverse Weather	Reduction and /or loss of salt stock materials for Winter Service operations.	5	5 [T]	25 X	RED	< 3 yrs	Risk Mitigation	There is adequate salt stock resilience and conservation control measures. Transport Scotland has strategic salt stock piles.	1	5 [T]	5 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	The Service has a framework salt supplier with a 14 day call down delivery. There is a joint agreement with other Councils to share available salt stocks. The existing weather service provides long term forecast indicating extreme and prolonged weather conditions.
7	Adverse Weather	Lack of trained and competent personnel including operatives and drivers to provide full complement required to fulfil all gritting routes due to lack of volunteers for existing staff, flu pandemic, mass resignation, strike action and breach of Working Time Directive and Driver Hours Legislation.	4	5 [T]	20 X	RED	< 3 yrs	Risk Mitigation	Procedures are in place to manage a short / medium disruption of Driver / Operative Personnel including banking workers and overtime working as required. Over the long term there would be recruitment / procurement of the necessary experience to fill the gaps.	2	4 [T]	8 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	Rolling programme established to ensure ongoing Health and Safety training. Appropriate and applicable checks are conducted on all new drivers to ensure that all reasonable precautions are taken to safeguard the 'O' licence, insurance payments and reputation. The service has extended the use of external companies to provide the winter service to increase resilience
8	Personnel Shortage	Loss of trained and competent personnel including operatives and drivers due to flu pandemic, mass resignation, strike action and breach of Working Time Directive and Driver Hours Legislation	5	5 [T]	25 X	RED	< 3 yrs	Risk Mitigation	Procedures are in place to manage a short / medium disruption of Technical / Supervisory Personnel including re-assignment of duties and overtime working as required. Over long term there would be recruitment / procurement of the necessary experience to fill the gaps.	1	4 [T]	4 ✓	GREEN	Head of Roads – Ayrshire Roads Alliance	20/5/19	We consider overall risk is low due to a combination of recruitment and selection to fill existing vacancies. In addition there is increased resilience from the external service providers for winter

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9	Council's Waste Transfer Licence	Loss of / restrictions on waste transfer licence for all depots	3	3 [C]	9 !	AMBER	< 3 yrs	Risk Mitigation	Robust management systems and procedures in place to comply with Environmental legislation, permit conditions and health and safety	1	3 [C]	3 GREEN ✓	Head of Roads – Ayrshire Roads Alliance	20/5/19	We consider the overall risk is low, due to the current waste management systems in operation.	
10	Failure to provide an adequate Roads Inspection System	Failure to provide an adequate Risk based approach and Inspection System in accordance with the approved, Inspection Manual: Road Safety Inspections and defect categorisations in accordance with the Well-Managed Highway Infrastructure: A Code of Practice.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Retention	There are procedures in place to manage this process: <ol style="list-style-type: none"> 1. Short term by prioritising and reducing other works activities and realigning budgets; 2. Medium / long term there would be a request for additional budgets; 3. Operatives can be assigned from other duties and overtime working approved. 	2	4 [C]	8 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/05/19	Following implementation of the Inspection Manual: Road Safety Inspections and defect categorisations from 1 April 2019 in accordance with the Well-Managed Highway Infrastructure: A Code of Practice the Ayrshire Roads Alliance the following actions are undertaken <ol style="list-style-type: none"> a) Inspects the entire road network within East Ayrshire and South Ayrshire, with performance measured in relation to the percentage of safety inspections carried out within the timescale being reported to the Joint Committee under the Performance Scorecard standing item on the agenda. b) Categorise defects in accordance with a risk based approach ranking defects one to four as detailed in the Inspection Manual: Road Safety Inspections and defect categorisations c) Issue repair lines for defects on carriageways and footways with target response times determined by the category of defect, as identified in the Inspection Manual: Road Safety Inspections and defect categorisations d) Complete the vast majority of Category 1 defects within the target response time of two hours.

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11	Personnel Shortage	Loss of trained and competent professional staff, through retirement.	3	3 [T]	9 !	AMBER	< 3 yrs	Risk prevention	Procedures are in place to manage short term issues by prioritising and reducing other works activities and realigning budgets.	3	3 [T]	9 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	The staff numbers are reviewed whenever there are significant changes in staffing level. The Ayrshire Roads Alliance has Modern Apprentices who are providing a strong foundation for future staffing levels.
12	Business Continuity / Emergency Planning	Incident affecting one or more of the Ayrshire Roads Alliance service functions (including ICT Failure).	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Retention	Development of business continuity plans for Roads Maintenance (including the Winter Gritting Programme); Lighting Maintenance Unit; Network; Design and Traffic and Road Safety facilities within East Ayrshire and South Ayrshire. In addition the Ayrshire Roads Alliance continues to engage with Transport Scotland to take account of the potential impact of the United Kingdom exit from the European Union on the transport network including the A77 and A76; plus the ScotRail network.	2	5 [T]	10 !	AMBER	Head of Roads – Ayrshire Roads Alliance	20/5/19	The overall risk is high due to the unknown nature of such an incident and because of the potential reputational damage and adverse effect on the service delivery, including discharge of statutory responsibilities.
13	Benefits Realisation	Ayrshire Roads Alliance does not deliver the expected benefits outlined in the Detailed Business Case of June 2013.	2	5 [C]	10 !	AMBER	4 to 10 yrs	Risk Mitigation	Benefit Realisation Plan to track the delivery of each benefit and take corrective action where appropriate it has been developed.	2	3 [C]	6 !	AMBER	Senior Management Team	20/5/19	The overall risk is medium due to the various reviews outlined in the Benefits Realisation Strategy and Plan now progressing towards fruition. Internal management reports to be prepared reflecting on progress against Benefits Realisation Strategy. As at 1 April 2018 had realised budget savings of £2.031m against a target of £1.510m
14	Performance	Performance Metrics are missed.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Retention	A Performance Scorecard has been developed which has been communicated to all staff and stakeholders and is used to monitor performance and take appropriate corrective action.	2	5 [C]	10 !	AMBER	Senior Management Team	20/5/19	Performance metrics are reviewed and developed with the Pentana system being used to review performance. Performance is reviewed at every Management Meeting.
15	Transfer to Shared Services – Ayrshire Roads Alliance	Ayrshire Roads Alliance cannot get partners to agree and follow standardised processes.	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Retention	A standardised operational process and procedures has been developed to ensure efficient and effective processes and verification measures are in place.	1	4 [T]	4 !	GREEN	Senior Management Team	20/5/19	To date all developed procedures have been standardised across the Alliance, but further development is in hand.

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16	Procurement	Insufficient due diligence carried out by the Ayrshire Roads Alliance in the procurement of goods and services.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Retention	Standardised operational processes and procedures have been developed to ensure efficient and effective processes and verification measures are in place.	1	5 [C]	5 !	AMBER	Senior Management Team	20/5/19	Managed Risk.
17	Programme Management	Programme scope, schedule, objectives, cost and deliverables are not clearly defined or understood.	3	5 [C]	15 X	RED	< 3 yrs	Risk Prevention	Clear definition of scope, schedule, objectives, cost, and deliverables through Service Improvement Plan, Benefits Realisation Strategy & Plan, and Customer Service Strategy.	1	5 [C]	5 !	AMBER	Senior Management Team	20/5/19	Managed Risk.
18	Programme Management	Estimating and / or scheduling errors.	3	5 [C]	15 X	RED	< 3 yrs	Risk Prevention	A Programme Plan has been developed which illustrates key activities, team, timing, milestones, and delivery of products.	1	5 [C]	5 !	AMBER	Operations Manager	20/5/19	Managed Risk.
19	Programme Management	Unplanned work that must be accommodated.	1	5 [C]	5 !	AMBER	< 3 yrs	Risk Retention	Incorporate unplanned work within Programme Plan and minimise impact on delivery of products through parallel processes when feasible.	1	5 [C]	5 !	AMBER	Operations Manager	20/5/19	
20	Programme Management	Lack of co-ordination / communication	1	5 [T]	5 !	AMBER	< 3 yrs	Risk Prevention	Programme co-ordination and communication conducted in accordance with Programme governance structure and in accordance with PRINCE 2 principles.	1	3 [T]	3 ✓	GREEN	Business Support Manager	20/5/19	Managed risk, hence reducing.
21	Programme Management	Underestimated support resources or overly optimistic delivery schedule.	3	5 [C]	15 X	RED	< 3 yrs	Risk Mitigation	Support resources and delivery schedule developed from robust Programme Plan and previous experience of similar Programmes.	1	5 [C]	5 !	AMBER	Operations Manager	20/5/19	Introduction of the appropriate Project Management software to deliver a unified programme across the Ayrshire Roads Alliance whilst utilising plant / resources efficiently.
22	Programme Management	Unresolved Programme conflicts not escalated in a timely manner.	3	5 [T]	15 X	RED	< 3 yrs	Risk Mitigation	Programme conflicts recorded in Issues Log and progressed in accordance with reporting arrangements for project team.	2	5 [T]	10 !	AMBER	Operations Manager	20/5/19	Managed Risk.
23	Programme Management	Unanticipated escalation in Programme costs as a result of uncontrolled changes or continuous inflation of a project's scope beyond initial remit.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Retention	Escalation of Programme costs addressed through appropriate and applicable corrective actions and control measures.	1	5 [C]	5 !	AMBER	Operations Manager	20/5/19	Managed Risk.

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24	Programme Management	Unanticipated delays in Programme timescale as a result of uncontrolled changes or continuous inflation of a project's scope beyond initial remit.	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Retention	Delay of Programme timescale addressed through appropriate and applicable corrective actions and control measures.	1	5 [T]	5 !	AMBER	Operations Manager	20/5/19	Managed Risk.
25	Programme Management	Delay in earlier Programme phases jeopardises ability to meet programmed delivery commitment.	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Mitigation	Incorporate delays within updated Programme Plan and minimise impact on delivery of products through parallel processes when feasible.	1	5 [T]	5 !	AMBER	Operations Manager	20/5/19	Managed Risk.
26	Programme Management	Communication Strategy to engage public awareness not planned on a joint Ayrshire basis	2	5 [T]	10 !	AMBER	< 3 yrs	Risk Prevention	Ensure that a robust Communication Strategy and response network is developed during planning stages of Programme which incorporates sufficient key review stages to ensure effective communication of key messages regarding deliverables and progress.	1	3 [T]	3 ✓	GREEN	Head of Roads, Ayrshire Roads Alliance	20/5/19	Managed risk, hence reducing.
27	Programme Management	Unforeseen agreements required to proceed with or conclude Programme.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Retention	Engage all appropriate and applicable requirements to ensure that amicable arrangements are put in place.	1	5 [C]	5 !	AMBER	Operations Manager	20/5/19	Managed Risk.
28	Programme Management	Priorities change on existing service delivery.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Mitigation	Ensure that changes on existing service delivery are communicated in accordance with the existing Service Level Agreement, namely that all parties agree and will abide by the philosophy of operating as a whole under the principle of what is best for the Council Tax payer, not necessarily the individual authority.	1	5 [C]	5 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Managed Risk.
29	Programme Management	Inconsistent cost, time, scope and quality objectives resulting in time delays and further costs.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Prevention	Ensure that cost, time, and scope estimates along with quality objectives are evidence based on experience from previous comparable Programmes.	2	4 [C]	8 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Managed Risk.
30	Programme Management	Affordability of future service payments.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Prevention	Ensure that East Ayrshire Council and South Ayrshire Council are fully aware of the budgetary implications required to meet the on-going cost of service provision, as detailed in the DBC, and have fully committed sufficient financial resources following Business Case sign-off.	2	5 [C]	10 !	AMBER	East Ayrshire Council and South Ayrshire Council	20/5/19	Continue to present revenue financial monitoring report to Joint Committee. Four weekly meetings are held to discuss revenue and capital position of the Ayrshire Roads Alliance.

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31	Programme Management	Councils withdraw or cannot provide sufficient support, or agreed level of input is not provided resulting in Programme delays	2	5 [T]	10	AMBER	< 3 yrs	Risk Prevention	Early identification of problems, and dialogue with Council.	1	5 [T]	5	AMBER	East Ayrshire Council and South Ayrshire Council	20/5/19	Managed Risk.
32	Council's Operators Licence ('O' Licence)	Loss off / restrictions on Council's 'O' Licence.	3	5 [C]	15	RED	< 3 yrs	Risk Mitigation	There are the correct management controls in place, and these are robust and appropriate. Paperwork issued to Road Traffic Commissioner for transfer of 'O' Licence.	2	4 [C]	8	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Continue to work with fleet service in East Ayrshire Council.
33	Health & Safety / Risk & Insurance	Insufficient investment, resources and on-going maintenance to resolve issues identified in Health & Safety surveys of depots and harbour are on-going. The Ayrshire Roads Alliance operates from and manage risk of enforcement action and penalties should HSE become involved.	4	5 [C]	20	RED	< 3 yrs	Risk Prevention	Issues identified in Health and Safety Surveys are recorded on Issues Log along with corrective actions to rectify / bring up to the required standard.	3	4 [C]	12	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	South Ayrshire Council continues to have ownership for and maintenance of depots and harbours within their area. Responsibility of funding the various mitigation actions identified in the Issues Log sits solely within the control of South Ayrshire Council. East Ayrshire Council has ownership and responsibility for their depots.
34	Development Control – Road Bonds	Inadequate coupon values of Road Bonds exposes the Roads Authority to a potential shortfall if the roads works have to be completed by them in the event that a developer defaults.	3	5 [C]	15	RED	< 3 yrs	Risk Prevention	The coupon value of Road Bonds that are more than three years old are reviewed to determine their adequacy. Where a shortfall is identified, the developer will be advised to increase the value of the Road Bond held when an application is made for an extension to the Road Construction Consent (RCC), which is normally valid for three years.	2	5 [C]	10	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	If the road authority is required to complete a development road then only the cost up to the value of the Road Bond can be recovered from the provider. Any shortfall has to be met by the roads authority. A complete review of the process of delivering road bonds has been completed
35	Connect Roads	Residential loss of income to the Ayrshire Roads Alliance and expenditure incurred as a lighting maintenance subcontractor to Connect Roads on the M77, amount of exposure for Ayrshire Roads Alliance is up to £50,000 per year for the main contractor	3	1 [C]	3	GREEN	< 3 yrs	Risk Prevention	Ayrshire Roads Alliance will reduce exposure by limiting the amount owing to us at any one time. Ayrshire Roads Alliance will insist on payment by contractual terms or stop doing the work.	2	1 [C]	2	GREEN	Head of Roads, Ayrshire Roads Alliance	20/5/19	

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36	Bridges and Structures	Inadequate inspection of bridges and culverts for deterioration due to aging, increased live loads, cracking, corrosion, environmental effects (freeze and thaw cycles) and fatigue	2	5	10 !	AMBER	< 3 yrs	Risk Prevention	All principal bridge inspections currently up to date in South Ayrshire, with a rolling programme being developed for East Ayrshire along with additional resource for principal inspection work. All General Bridge inspections are up to date across both East Ayrshire and South Ayrshire. Weak bridges are monitored on a regular basis. The Ayrshire Roads Alliance provides increased resilience in this matter.	3	5	15 X	RED	Head of Roads, Ayrshire Roads Alliance	20/5/19	Bridges and culverts are defined as structures with a span in excess of 900mm. Peter Brett Associates have commenced principal bridge inspection work.
37	Bridges and Structures	Inadequate maintenance of structures, bridges and culverts due to aging, increased live loads, cracking corrosion, environmental effects (freeze and thaw cycles) and fatigue	2	4	8 !	AMBER	< 3 yrs	Risk Prevention	Rolling programme of repair, rehabilitation or replacement (for weak bridges) through Council Capital Budgets.	2	4	8 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Bridges and culverts are defined as structures with a span in excess of 900mm.
38	Flooding	Potential loss of all Grant Aided Expenditure funding for flooding mitigation schemes administered by SEPA.	2	5 [C]	10 !	AMBER	< 3 yrs	Risk Mitigation	Seek capital funding from Council(s) for priority flooding mitigation schemes declared in Flood Risk Management Plan.	2	4 [C]	8 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	The Councils have a legal duty under the Flood Risk Management (Scotland) Act 2009 to implement flooding mitigation schemes declared in the Flood Risk Management Plan.
39	Flooding	Receipt of less Grant Aided Expenditure funding than anticipated for flooding mitigation schemes administered by SEPA.	4	5 [C]	20 X	RED	< 3 yrs	Risk Mitigation	Seek capital funding from Council(s) to bridge funding gap for flooding mitigation schemes declared in Flood Risk Management Plan.	4	3 [C]	12 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	The Councils have a legal duty under the Flood Risk Management (Scotland) Act 2009 to implement flooding mitigation schemes declared in the Flood Risk Management Plan.
40	Flooding	Potential lack of sufficient funding for flooding mitigation schemes if cost of schemes exceeds Grant Aided Expenditure (GAE) due to Relief Events or Force Majeure.	3	3 [C]	9 !	AMBER	< 3 yrs	Risk Mitigation	Seek capital funding from Council(s) to bridge funding gap for flooding mitigation schemes declared in Flood Risk Management Plan.	3	2	6 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Only 80% of principal funding for flooding mitigation scheme. However increased costs due to relief events or force majeure is not funded.

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RISK ID	RISK CATEGORY	DESCRIPTION	LIKELIHOOD	IMPACT	INHERENT RISK	PROXIMITY	RISK RESPONSE	ACTION TAKEN TO MITIGATE RISK	LIKELIHOOD	IMPACT	RESIDUAL RISK	RISK OWNER	DATE OF LAST REVIEW	ADDITIONAL COMMENTS		
41	Financial	Potential swift decline in value of Pound Sterling due to Force Majeure or material adverse change resulting in increased costs in terms of fuel prices, interest rates and insurance premiums.	4	4 [C]	16 X	RED	< 3 yrs	Risk Mitigation	Mitigation measures would be put in place to prioritise front line services as detailed in the specific Business Continuity Plans for office, depot and harbour, as applicable.	4	3	12 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Managed Risk. The impact of the United Kingdom exit from the European Union has still to be evaluated. On-going discussions with Transport Scotland and Ayrshire Roads Alliance on the impacts on the transport network.
42	Contractual Agreement	Potential swift decline in value of Pound Sterling followed by market volatility over the short to medium term resulting in suppliers and contractors terminating agreements due to Force Majeure or material adverse change.	3	4 [C]	12 !	AMBER	< 3 yrs	Risk Mitigation	Mitigation measures would be put in place to prioritise front line services as detailed in the specific Business Continuity Plans for office, depot and harbour, as applicable.	3	3	9 !	AMBER	Head of Roads, Ayrshire Roads Alliance	20/5/19	Managed Risk. The impact of the United Kingdom exit from the European Union has still to be evaluated. On-going discussions with Transport Scotland and Ayrshire Roads Alliance on the impacts on the transport network.
43	GDPR	The existing Data Protection Act is being brought about by the General Data Protection Regulation (GDPR) which is an EU Regulation that sets out the changes that the UK will implement in a new Data Protection Act.	2	4	8	AMBER	< 3 yrs	Risk Mitigation	Follow Corporate Procedures	1	4	4	GREEN	Head of Roads, Ayrshire Alliance	20/5/19	

**AYRSHIRE ROADS ALLIANCE
UPDATE ON PERFORMANCE SCORECARD**

Report by the Head of Roads – Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this Report is to advise the Joint Committee on progress made to date against the Performance Scorecard.

BACKGROUND

2. The purpose of the performance management and benchmarking is to work collaboratively to deliver tangible and sustained improvements within the Ayrshire Roads Alliance in order to manage the on-going development and delivery of benchmarking frameworks.
3. Improved performance management is fundamental to supporting the Ayrshire Roads Alliance. This drives change and improvement within the fully integrated roads service and support improved outcomes, better performance, and more effective use of resources.
4. The Performance Indicators are regularly refreshed when new useful performance measures are introduced by the Ayrshire Roads Alliance or there is an agreement to include a specific indicator. This is a regular item for the Ayrshire Shared Service Joint Committee to review.

MAIN REPORT/MAIN ISSUES

5. This scorecard is used to:
 - monitor the progress in meeting the Ayrshire Roads Alliance's objectives;
 - help managers to have performance-related conversations with staff; and
 - identify any problem areas that need addressed.
6. Some indicators are collated at different frequencies and so these will be included as appropriate.
7. The Performance Scorecard is presented in Appendix 1. Commentary against the specific red and amber performance measures is included in Appendix 1. There are a number of green performance measures which should be highlighted, especially:

- Finance with respect to the percentage of invoices paid within 30 calendar days, this is currently at 99% for this financial year.
 - Principal Inspections with respect in East Ayrshire, all 551 structures have been visited and inspections completed by Peter Brett Associates.
 - Traffic Light Repairs with respect to the percentage of traffic lights repairs completed within timescale. This is currently above target for this financial year.
 - Category 1 to 4 Defects with respect to the percentage of defects completed within timescale. This has been above target for this financial year for all types of repair.
8. The Process Improvement and Integration Plan continues to identify improvements to a number of existing processes for re-design within the Ayrshire Roads Alliance.

POLICY/COMMUNITY PLAN IMPLICATIONS

9. A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
10. The matters referred to in this report contribute to the South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome of 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

11. The Performance Scorecard summarises the pertinent Statutory Performance Indicators and this does not replace the existing statutory returns for performance information.

HUMAN RESOURCES IMPLICATIONS

12. The Performance Scorecard has no direct impact on human resources.

EQUALITY IMPACT IMPLICATIONS

13. The Performance Scorecard complements the Equality Impact Assessment by ensuring that any issues arising are adequately prioritised, managed and either eliminated or mitigated.

FINANCIAL IMPLICATIONS

14. The Performance Scorecard facilitates the existing scrutiny arrangements to manage, prioritise, and review the budget provided by East Ayrshire Council and South Ayrshire Council to the Ayrshire Roads Alliance.

RISK IMPLICATIONS

15. The Performance Scorecard assists in the prioritisation of risks that need to be mitigated by the Ayrshire Roads Alliance in order to reduce the overall risk to either Council and to comply with the Community Plan/Council Plan in both partner bodies.

TRANSFORMATION STRATEGY

16. This report aligns with the following design principle stated in the Transformation Strategy 2017-2022 by maximising value for our communities by ensuring risk is well managed.

RECOMMENDATIONS

17. It is recommended that the Joint Committee:
 - i Notes the performance scorecard presented in this report;
 - ii Continues to receive the performance scorecard updates; and
 - iii Otherwise, notes the content of the report.

Stewart Turner
Head of Roads - Ayrshire Roads Alliance
20 May 2019

APPENDICES

1. Performance Scorecard

Background papers

None

Members requiring further information should contact Stewart Turner, Head of Roads – Ayrshire Roads Alliance on 01563 503164 or at stewart.turner@ayrshireroadsalliance.org

AYRSHIRE ROADS ALLIANCE PERFORMANCE SCORECARD DETAILED MONITORING REPORT

UPDATE : JOINT COMMITTEE - 14 JUNE 2019

ANNUAL PERFORMANCE INDICATORS (CALENDAR YEAR)		AYRSHIRE ROADS ALLIANCE													
		2014	2015	2016	2017	2018	Comments								
Number of people killed or seriously injured in road accidents per 100,000 population		25	29	29	33	59									
Number of slightly injured casualties per 100,000 population		147	176	138	150	181									
ANNUAL PERFORMANCE INDICATORS (FINANCIAL YEAR)	APSE Average 2015/16	EAST AYRSHIRE COUNCIL							SOUTH AYRSHIRE COUNCIL						
		2011/13	2012/14	2013/15	2014/16	2015/17	2016/18	2017/19	2011/13	2012/14	2013/15	2014/16	2015/17	2016/18	2017/19
% of A Class roads that should be considered for maintenance	27.06%	29.70%	26.20%	24.60%	21.30%	19.10%	19.80%	21.20%	38.40%	41.60%	42.20%	40.50%	38.60%	38.20%	36.10%
% of B Class roads that should be considered for maintenance	31.89%	37.80%	37.80%	36.90%	34.20%	34.00%	35.70%	32.20%	47.90%	49.70%	50.40%	48.90%	43.90%	40.70%	38.10%
% of C Class roads that should be considered for maintenance	34.22%	42.10%	46.50%	45.50%	40.30%	38.50%	40.50%	40.60%	43.20%	48%	49.50%	43.90%	40.20%	41.40%	42.40%
% of unclassified roads that should be considered for maintenance	39.84%	43.60%	45.00%	44.10%	44.90%	45.60%	44.00%	43.70%	44.90%	46.20%	42.00%	43.30%	43.30%	41.40%	42.90%
Overall % of road network that should be considered for maintenance	-	40.60%	41.70%	40.80%	39.40%	39.10%	39.00%	38.40%	44.50%	46.80%	45.00%	44.10%	42.30%	41%	41.30%

AYRSHIRE ROADS ALLIANCE							
MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	Target	Current Status	P1	P2	P3	Comments
FINANCE							
No of invoices paid within 30 days	-	98%	↑	686			
No of invoices Received				691			
% of invoices paid within 30 days				99%			
Average Year to date of Number of Invoices paid within 30 days				99%			
HEALTH AND SAFETY							
Number of ARA Safety Inspections Completed within Timescale	92.02%	90%	↑	51			
Number of ARA Safety Inspections Scheduled				51			
% of ARA Safety Inspections Completed within timescale				100%			
Average Year to Date of ARA Safety Inspections Completed within timescale				100%			
Number of Health and Safety Incidents Reported to the Health and Safety Section	-	5	↑	3			
Average Number of days to report an incident to the Health and Safety Section				1.3			
ABSENCE MONITORING							
Average days lost per employee	-	-	↑	0.44			Four weekly meetings take place with HR to review all absences and adhere to the Sickness Absence Management Policy. The acceptable level of absence is 0.62 days.
WELL ENGAGED							
Visits to the ARA Website every month	-	49,000 per annum	↑	4,148			
Number of Visits to the ARA Website Year to date				4,148			
No of Twitter Followers every month				2,656			

Number of Twitter Followers Year to date				2,656			
Monthly visits to the website from social media	-	1,800 per annum	↑	447			
Number of visits to the website year to date				447			

MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	EAST AYRSHIRE COUNCIL					SOUTH AYRSHIRE COUNCIL					Comments
		Target	Current Status	P1	P2	P3	Target	Current Status	P1	P2	P3	
EAGER												
Number of staff who have received annual EAGER/PDR review				113					78			
% of staff who have received annual EAGER / PDR review	-	100%	↑	94%			100%	-	93%			
% of EAGERS completed Year to Date				94%					93%			
Parking												
Number of parking appeals accepted				20					24			
Number of parking appeals received	-	-	↑	35			-	-	81			
% of parking appeals accepted				57%					30%			
Number of parking appeals accepted Year to Date				57%					30%			
Roadworks Programme												
Physical % of Roadworks Programme Completed	-	100%	↑	0%			100%	↑	0%			Roadworks Programme for 2019 commenced on 13/5/19
Physical % of Roadworks Programme Year to date				0%					0%			
Bridges												
Number of General Bridge Inspections	-	435	↑	56			448	↑	161			
Number of General Bridges Inspected Year to Date				56					161			
Number of Special Bridge Inspections	-	372	↑	10			150	↑	6			
Number of Special Bridge Inspections Year to Date				10					6			
Number of Principal Bridge Inspections	-	88	↑	0			56	↑	18			Peter Brett carried out 551 Principal Inspections in East area over the previous 12 months. 280 reports submitted to ARA to review. The remaining reports are at various stages of completion
Number of Principal Bridge Inspections Year to Date				0					18			
Category 1 Defects												
Number of Category 1 Road Emergency defect repairs made safe within 2 hours				4					1			The new Code of Practice - Well Managed Highway Infrastructure was approved at Joint Committee on 7 December 2018
Number of Category 1 Repair Lines issued	91.20%	75%	↑	4			75%	↑	1			
% of Category 1 Road Emergency defect repairs made safe within 2 hours				100%					100%			
Running Average Year to date of Category 1 Lines made safe within 2 hours				100%					100%			
Category 2 Defects												

MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	EAST AYRSHIRE COUNCIL					SOUTH AYRSHIRE COUNCIL					Comments
		Target	Current Status	P1	P2	P3	Target	Current Status	P1	P2	P3	
Number of Category 2 Road Emergency defect repairs made safe within 5 working days	76.23%	50%		9			50%		6			The new Code of Practice - Well Managed Highway Infrastructure was approved at Joint Committee on 7 December 2018
Number of Category 2 Repair Lines issued				14					8			
% of Carriageway Category 2 Defects repaired within 5 working days				64.20%					75%			
Running Average Year to date of Category 2 Lines made safe within 5 working days				64.20%					75%			
Category 3 Defects												
Number of Category 3 Road Emergency defect repairs made safe within 45 working days	-	50%		149			50%		24			The new Code of Practice - Well Managed Highway Infrastructure was approved at Joint Committee on 7 December 2018
Number of Category 3 Repair Lines issued				161					29			
% of Carriageway Category 3 Defects repaired within 45 working days				92.50%					82.76%			
Running Average Year to date of Category 3 Lines made safe within 45 working days				92.50%					82.76%			
Category 4 Defects												
Number of Category 4 Road Emergency defect repairs repaired and made within 28 days	-	50%		120			50%		118			The new Code of Practice - Well Managed Highway Infrastructure was approved at Joint Committee on 7 December 2018
Number of Category 4 Repair Lines issued				138					152			
% of Carriageway Category 4 Defects Repaired within 28 days				86.96%					77.63%			
Running Average Year to date of Category 4 Lines made safe within 28 days				86.96%					77.63%			
Street Lighting												
Number of Street Lighting repairs completed within 7 working days	88.07%	95%		96			95%		114			Lighting performance for East area marginally fell below the target of 95% owing much to the lower overall number of faults at this time of the year. Of the 6 late repairs, five were for remote footpaths which require the use of mobile scaffold
Number of Street Lighting Repair Lines Issued				102					115			
% Street Lighting repairs completed within 7 working days				94%					99%			
Running Average Year To date of Street Lighting Repairs				94%					99%			
Traffic												
Number of Traffic light repairs completed within 48 hours	88.23%	95%		29			95%		23			
Number of Traffic light repair lines issued				29					24			
% of Traffic light repairs completed within 48 hours				100%					96%			
Running Average Year to date of Traffic Light repairs completed within 48 hours				100%					96%			
Complaints												
Number of Stage 1 Complaints responded to within allotted timescales				2					1			

MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	EAST AYRSHIRE COUNCIL					SOUTH AYRSHIRE COUNCIL					Comments
		Target	Current Status	P1	P2	P3	Target	Current Status	P1	P2	P3	
Number of Stage 1 Complaints received	-	100%	↑	2			100%	↑	1			
% of Stage 1 Complaints responded to within allotted timescales				100%					100%			
Running Average Year to date of Stage 1 Complaints responded to within allotted timescales				100%					100%			
Number of Stage 2 complaints responded to within allotted timescales	-	100%	↑	-			100%	↑	1			
Number of Stage 2 complaints received				0					1			
% of Stage 2 complaints responded to within allotted timescales				-					100%			
Running Average Year to date of Stage 2 Complaints responded to within allotted timescales				-					100%			
Enquiries												
Number of enquiries responded to within allotted timescales	83.44%	80%	↑	137			80%	↑	55			
Number of enquiries received				147					62			
% of enquiries responded to within allotted timescales				93%					88%			
Running Average Year to date of enquiries responded to within allotted timescales				93%					88%			
Freedom of Information												
Number of FOI & EIR requests responded to within 20 working days	88.52%	100%	↑	11			100%	↑	12			
Number of FOI & EIR requests received				11					12			
% of FOI & EIR requests responded to within 20 working days				100%					100%			
Running Average Year to date of FOI & EIR requests responded to within 20 working days				100%					100%			
Public Liability Claims												
Number of Public Liability claims closed	-	-	-	22			-	-	12			
Number of Public Liability claims received				13					0			
Total number of open claims				0					17			
Running Average Year to date of open claims				0					5			
Number of Public Liability Claims that were successful				1					0			
% of Public Liability Claims that were successful				11%					0%			
Running Average Year to date of Public Liability Claims that were successful				11%					0%			

14 JUNE 2019

**AYRSHIRE ROADS ALLIANCE
ROADS PROCESS IMPROVEMENT PLAN**

Report by the Head of Roads – Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this Report is to advise the Joint Committee about the progress made to date against the Roads Process Improvement Plan.
2. The Plan documents and analyses various processes and determines where improvements can be made to allow the implementation of appropriate improvement measures.

BACKGROUND

3. The Plan was developed in June 2018 to review existing processes and to deliver a standardised service delivery across the Ayrshire Roads Alliance in relation to work practices.
4. The Plan identifies process improvement areas within sections including Traffic, Design and Road Maintenance to be reviewed over a 12 to 18 month period. In order to ensure engagement with the various teams, workshops were established with relevant staff. This ranged from managers to front line staff from across the Service. The staff workshops were viewed as an integral part for improving service delivery while promoting staff empowerment throughout the process.
5. Over the course of a number meetings, the teams re-designed existing processes to ensure that there was standardisation of service delivery. An innovative tool of process mapping was utilised to standardise the new procedures. This created a multi-faceted document which comprehensively centralised the various information sources required to understand the new procedures. Appendixes 1 and 2 provide examples of process maps now used.
6. At the end of the process re-design, the feedback from staff indicated they considered this to be a worthwhile exercise in that it created greater collaboration and standardisation across the service.

MAIN REPORT/MAIN ISSUES

7. This Plan is collated and updated by the Business Support Manager and used to:

- monitor the progress in meeting the Ayrshire Roads Alliance’s objectives;
 - help managers to have process improvement related conversations with staff and managers;
 - identify any problem areas that need addressed.
8. Quality audit checks are implemented to measure efficiency while identifying further areas of improvements.
9. The Plan continues to identify improvements to existing processes within the Ayrshire Roads Alliance.

Listed below is an illustration of the various projects the Ayrshire Roads Alliance has completed over an 18 month period.

Project	Improvements
Road Construction Consent / Road Bonds	Standardisation of processes, reduction in the potential financial risk to the organisation by ensuring that all road bonds are received prior to construction consents being issued, more robust financial processes established ensuring less pressure on service budgets
ARA Blog	Created a blog on the Ayrshire Roads Alliance website to improve our public information sharing. Blog is updated regularly in conjunction with the Communications Team.
Track My Gritter Website	Created a Track my Gritter website to provide live regular updates on the winter gritting operations across the Service. This enhanced public relations by establishing a user friendly service. Invited to present at the Scotland and UK Cold Comfort Events where this innovative approach has been recognised, and other local authorities are considering purchasing the software.
Alexa App Track My Gritter	First in the UK to have a voice activated app for instant communication and updates on gritting operations.
Temporary Traffic Orders	Standardisation of processes which enhanced efficiencies and promoted greater collaboration across the Service.
Disabled Parking Bays	Significant reduction in the process time from approval to completion for disabled parking bays. The applicant is now advised that this work will be completed within a four week time period.

Statutory Notifications	Standardisation of existing systems and processes which enhances the efficiency of this service.
Planning Applications	Established a collaborative working approach with an aim to standardise planning conditions across both authorities.
Bridge Inspection	Provided training for bridge inspectors to introduce WDM (inspection software) to their everyday working practice. Standardised processes across the service.
Roads Costing System	Worked in collaboration with the software developer to improve the performance of the existing system. This allowed for more detailed analysis of information which focused on specific areas of expenditure, for example cost of pothole repairs in any location throughout both authorities.

The Plan is an ongoing exercise which is regularly updated with any future areas of development identified with an aim to continually raise levels of quality and improved public service across the service.

POLICY/COMMUNITY PLAN IMPLICATIONS

10. A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
11. The matters referred to in this report contribute to the South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome of 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

12. There are no legal implications in relation to the Process Improvement Plan.

HUMAN RESOURCES IMPLICATIONS

13. The Process Improvement Plan has no direct impact on human resources.

EQUALITY IMPACT IMPLICATIONS

14. The Process Improvement Plan complements the Equality Impact Assessment by ensuring that any issues arising are adequately prioritised, managed and either eliminated or mitigated.

FINANCIAL IMPLICATIONS

15. The Process Improvement Plan facilitates the existing scrutiny arrangements to manage, prioritise, and review the budget provided by East Ayrshire Council and South Ayrshire Council to the Ayrshire Roads Alliance.

RISK IMPLICATIONS

16. The Process Improvement Plan assists in the prioritisation of risks that need to be mitigated by the Ayrshire Roads Alliance in order to reduce the overall risk to either Council and to comply with the Community Plan/Council Plan in both partner bodies.

TRANSFORMATION STRATEGY

- 17 This report aligns with the design principle stated in the Transformation Strategy 2017-2022 by maximising value for our communities; by ensuring risk is well managed.

RECOMMENDATIONS

18. It is recommended that the Joint Committee:
 - i Notes the process improvements presented in this report;
 - ii Otherwise, notes the content of the report.

Stewart Turner
Head of Roads - Ayrshire Roads Alliance
27 May 2019

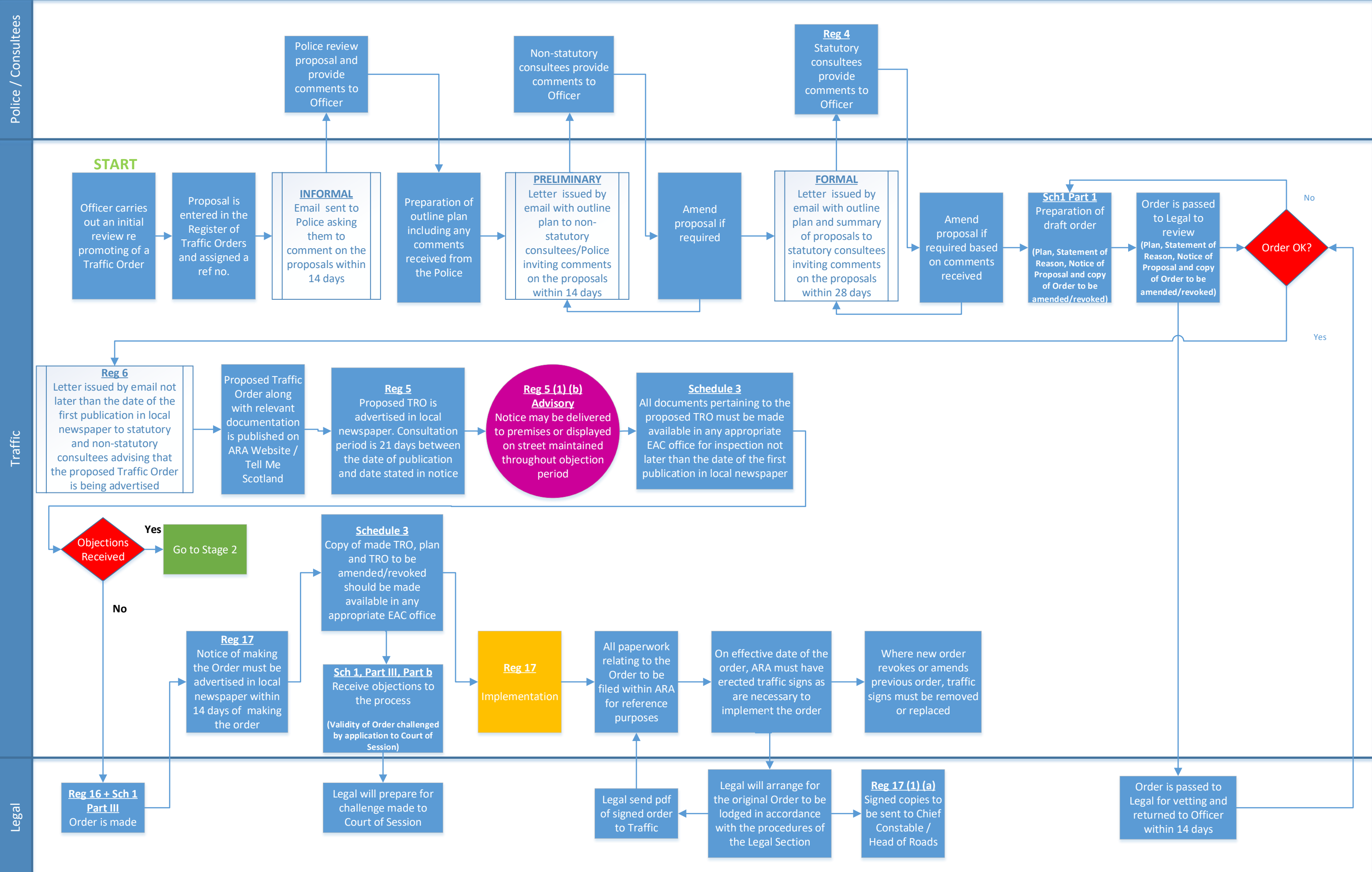
APPENDICES

1. Temporary Traffic Order Process Flow Charts – East Ayrshire Council
2. Temporary Traffic Order Process Flow Charts – South Ayrshire Council

Background Papers

None

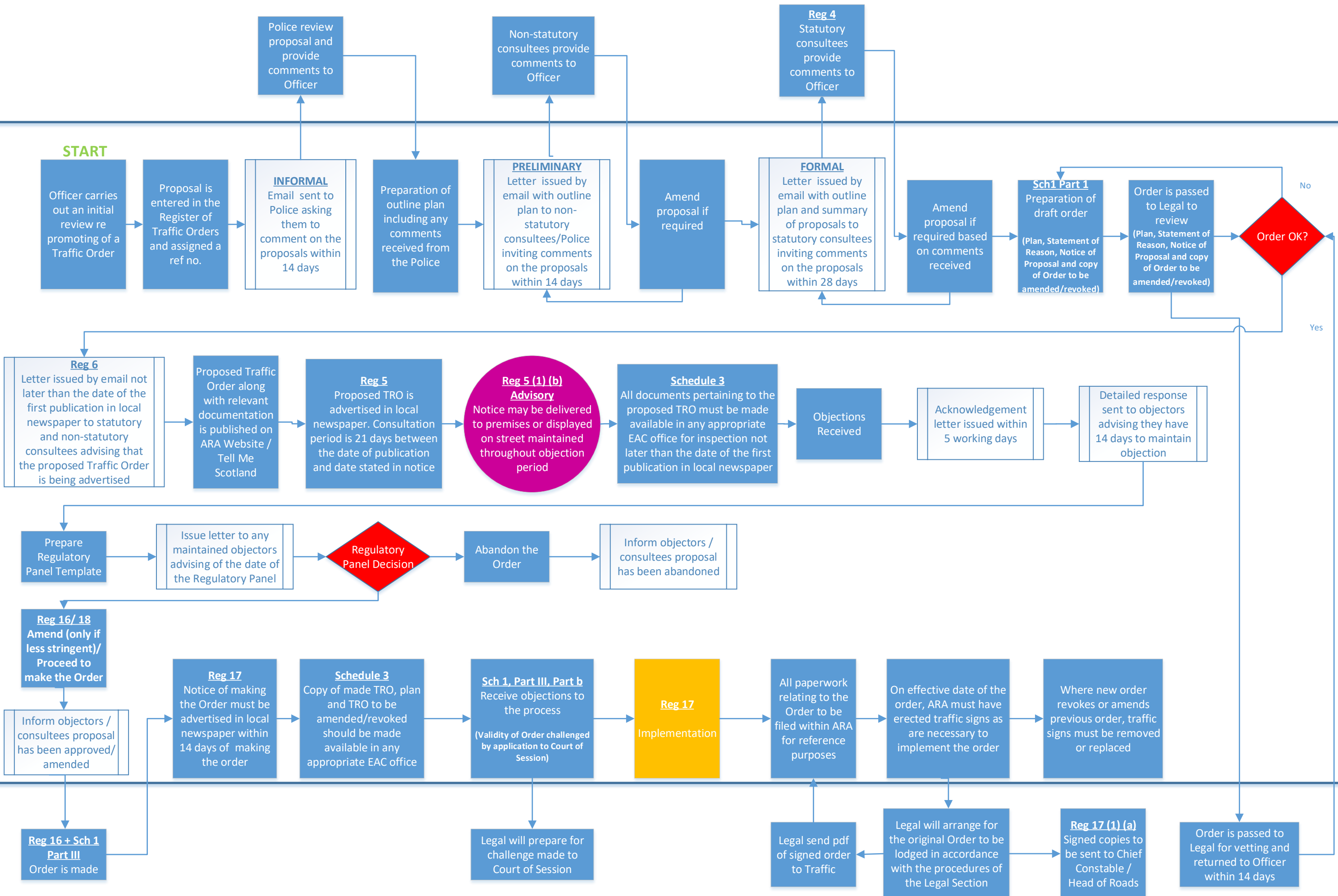
Members requiring further information should contact Stewart Turner, Head of Roads – Ayrshire Roads Alliance on 01563 503164 or at stewart.turner@ayrshireroadsalliance.org



Police / Consultees

Traffic

Legal



AYRSHIRE SHARED SERVICE JOINT COMMITTEE

14 JUNE 2019

**SCOTTISH WATER -
MAINTENANCE AGREEMENTS FOR SHARED DRAINAGE SYSTEMS**

Report by the Head of Roads - Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this Report is to advise Joint Committee of the Scottish Government's desire to ensure that the maintenance of surface water drainage systems is carried out by Public Bodies in the future.

BACKGROUND

2. Under Section 7 of the Sewerage (Scotland) Act 1968, a roads authority and Scottish Water may enter into an agreement on the provision, management and maintenance of Sustainable Urban Drainage Systems (SUDS), sewers and drains.
3. The maintenance responsibility for surface water drainage from housing developments is divided between Scottish Water who are responsible for drainage outwith the property curtilage, while the responsibility for drainage of public roads rests with the roads authority.
4. Agreements under Section 7 of the Sewerage (Scotland) Act 1968 enable these systems to be combined and, through the sharing of costs, the maintenance burden is reduced for each party.
5. At present it is not uncommon for SUDS features such as basins or ponds to remain un-adopted following completion of housing developments. (Currently as part of the Development Control procedure, it is a requirement that the developer employs a Factor to maintain these items funded by the residents.)
6. Whilst this means that the Council do not incur any costs maintaining the feature, there is no certainty that the feature will be kept in a serviceable condition and there is the possibility that a failure of the drainage system could cause localised flooding.
7. The Section 7 agreements ensure that such features will be maintained in perpetuity by a public body.
8. A working group was formed comprising members from the SCOTS Roads Group, SCOTS Flood Group and Scottish Water. They drafted a Memorandum of Understanding (MOU) outlining the high-level principles of working together to minimise the costs to all parties.

DETAIL

9. Under the MOU, the surface water from roads and from outwith the curtilage of properties within the development will be accommodated within a shared system with the maintenance responsibility shared between the roads authority and Scottish Water.
10. Individual maintenance agreements would be signed for each development following the principles in the MOU.
11. The proposed maintenance split would involve Scottish Water maintaining those parts of the shared drainage system which lie below ground while the roads authority would maintain those parts above ground.
12. In addition, Scottish Water would renew the shared drainage system at the end of its life at their own expense.
13. This arrangement would ensure that each party undertakes the work appropriately suited to their expertise, and this would achieve a roughly equal proportion of costs over the life of the development.
14. Proposed Maintenance responsibilities of the drainage network;
 - Gullies and tails - Local Authority
 - Swales or ponds grass cutting - Local Authority
 - All carrier pipework/ Manholes and Chambers - Scottish Water
 - Outlets and flow control devices - Scottish Water.
15. A letter endorsing the proposals is detailed in Appendix 1.
16. The Memorandum of Agreement is detailed in Appendix 2
17. The individual agreement format is detailed in Appendix 3.
18. An illustrative guide to the adoption principles is detailed in Appendix 4.
19. Projected whole life costs, if the site were solely maintained by a Local Authority are detailed in Appendix 5.
20. The current status of the Local Authority MOU is contained in Appendix 6.
21. There are legacy sites across the Ayrshire Roads Alliance Network. These sites are not part of the Section 7 MOU agreements. However, Scottish Water propose to approach these locations using the same principal, and each will be individually agreed with the Ayrshire Roads Alliance.
22. Currently the number of potential legacy sites identified by Scottish Water and the Ayrshire Roads Alliance for each area is as follows: East Ayrshire 38 (including 9 Atrium sites); and South Ayrshire 36 sites.

23. If East Ayrshire Council and South Ayrshire Council opt not to enter into this mitigating agreement then they would be faced with a three pipe system.
24. Essentially this means that there would be separate pipes and SUDS systems (ponds) for road water and Scottish Water curtilage water, resulting in a liability to the Local Authority in the order of £9,000 rising to £17,000 after 10 years (pipe clearance/repair costs).

POLICY/COMMUNITY PLANNING ISSUES

25. A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
26. The matters referred to in this report contribute to the South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome of 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

27. By virtue of the relevant statutory provisions, principally detailed within the Roads (Scotland) Act 1984, the Council as local roads authority is required to manage and maintain all publicly adopted roads within its area other than those which are maintained and managed by the Scottish Ministers.

HUMAN RESOURCES IMPLICATIONS

28. The work programmes have direct impact on human resources and the Alliance will ensure all works are suitably resourced.

EQUALITY IMPACT IMPLICATIONS

29. An equality impact assessment is not needed because the proposal does not have a differential impact on any of the protected characteristics.

FINANCIAL IMPLICATIONS

30. The Ayrshire Roads Alliance delivers the strategic and local services as stated in the Service Plan. The budget is provided by East Ayrshire Council, South Ayrshire Council, and other external organisations. Appropriate scrutiny arrangements are in place to manage these budgets
31. Entering into joint maintenance agreements for new shared drainage systems will involve additional routine maintenance costs. However, these costs would be minimal compared to those falling to the Councils under the alternative scenario of assuming sole liability for the maintenance of systems draining road surface water only.

RISK IMPLICATIONS

32. The Works Programmes, Service Plan and the Risk Register do not expose either Council to an increased risk as they have been developed from existing budgets and existing service commitment.
33. Section 7 agreements will ensure that responsibility for the maintenance of appropriate SUDS will pass to public bodies. This should reduce the likelihood of localised flooding arising from poorly maintained or neglected drainage systems.

TRANSFORMATION STRATEGY

34. This report aligns with the following design principle stated in the "Transformation Strategy 2017-2022" maximising value for our communities by ensuring the road network is maintained.

RECOMMENDATIONS

35. It is recommended that the Joint Committee:
 - (i) Approves the Memorandum of Agreement.
 - (ii) Otherwise, notes the contents of this Report.

Stewart Turner
Head of Roads - Ayrshire Roads Alliance
24 May 2019

LIST OF APPENDICES

Appendix 1 - Scottish Government Letter
Appendix 2 - MOU
Appendix 3 - Blank individual site agreement format
Appendix 4 - Illustrative maintenance agreement drawing
Appendix 5 - Whole Life Cost spreadsheet
Appendix 6 - LA MOU Current Status

BACKGROUND PAPERS

There are no background papers

For further information on this report, please contact Stewart Turner
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Implementation Officer: Kevin Braidwood,
Operations Manager - Ayrshire Roads Alliance on 01563 576441, or at
kevin.braidwood@ayrshireroadsalliance.org

APPENDIX 1



6 February 2017

«Title_1» «Name_1» «Name_2»
«Council»
«Address»
«Column2»
«Column3»
«Column4»

Castle House 6
Castle Drive
Carnegie Campus
Dunfermline KY11
8GG

Dear «Title_1» «Name_2»,

Memorandum of Understanding regarding the provision of surface water drainage from housing developments

Over the last year, representatives from the SCOTS Roads Group, SCOTS Flood Group and Scottish Water with support from the Scottish Government, have worked in partnership to develop a collaborative framework that enables shared sustainable drainage systems designed to treat and convey road drainage and surface water from the roofs and curtilages of buildings.

The framework is in the form of a memorandum of understanding (MOU) which outlines the principles of working together to minimise the costs to roads authorities, Scottish Water and developers. Under these principles the surface water drained from the roads and the curtilage of houses within the development will be accommodated within a shared system, with the maintenance responsibilities shared between the two authorities.

Although not legally binding, all Local Authorities are encouraged to adopt the framework and enter into a maintenance agreement with Scottish Water under Section 7 of the Sewerage (Scotland) Act 1968 for individual developments. Should Scottish Water or a Local Authority decide not to do so, they will have to ensure the provision of, and meet the full costs of maintaining, their own separate drainage systems for new developments.

We are content that a fair and reasonable arrangement has been achieved and are fully in support of this proposal. This type of co-operation and collaboration is fundamental to integrated surface water management and will also be a significant step towards meeting the obligations of Local Authorities and Scottish Water to help facilitate the implementation of sustainable flood risk management in Scotland.

With this in mind, the framework represents the preferred arrangement for all new housing developments. The signatories wish to encourage Local Authorities to adopt and apply this framework with immediate effect as set out in the accompanying documentation.

Yours sincerely,

Douglas Millican
Chief Executive
Scottish Water

Neil Ritchie
Head of Natural Assets and Flooding
Scottish Government

Scott Allan
Executive Chair
SCOTS

Enc. Documentation package



Appendix 2

Memorandum of Understanding regarding the provision of surface water drainage from housing developments

1. When proposals are received from a developer of a new housing development to which the Security for Private Road Works (Scotland) Regulations 1985 apply to incorporate into the development as part of its overall drainage design a section which carries surface water from both the curtilage of houses and other buildings within the development and the roads serving the development (this section being the “shared drainage system”), the authorities responsible for drainage (SW), roads (RA) and flood risk management (FRM) at the development will work together to agree the technical aspects of the shared drainage system to ensure it meets the requirements of each of the authorities involved, liaising with other authorities with statutory responsibility in relation to the development as required.
2. The approvals given to the developer to allow the developer to proceed will include conditions to ensure the shared drainage system (1) is constructed to the agreed technical standards, and (2) can vest in SW on its completion independently from the remainder of the drainage system of which it forms a part.
3. Subject to any change in law over the period in question, the technical standards will not be revised over the period of time given to the developer to complete the development. If the developer seeks an extension to the timescale for completion, RA will liaise with SW and FRM on the proposal, and the three authorities will agree any revised technical standards to be imposed.
4. Where the development comprises a phase of a larger development, the developer must include a stand-alone drainage system in the first phase to be completed, and either an individual stand-alone drainage system or integration by agreement into a completed drainage system for each subsequent phase.
5. RA will take a security to construct the road in accordance with the terms of the relevant construction consent. This will include an amount sufficient to construct the shared drainage system to the agreed standard.
6. The shared drainage system will vest in SW on completion in accordance with agreed standards.
7. In the event of RA being required to construct the road in accordance with the provisions of the 1985 regulations, SW will allow RA access onto land it has acquired to house the shared drainage system to allow RA to complete the infrastructure. As required by the 1985 regulations, RA will adopt the road on completion.
8. SW’s vesting process will result in SW being legally responsible for maintaining the shared drainage system. Once vested, SW will maintain that shared drainage system. Where the road is not constructed by RA, RA will adopt the road as and when it is required to do so in accordance with the provisions of section 16(2) of the Roads (Scotland) Act 1984. When the road is adopted by RA, SW and RA will share the cost of maintenance of the shared drainage system on a basis to be agreed. The agreed sharing of costs will be set out in a maintenance agreement under section 7 of the Sewerage (Scotland) Act 1968. RA will become liable for its share of maintenance under the maintenance agreement relating to that road from the date of its adoption of the road.
9. The maintenance agreement will be specific to each development, and be based on a standard framework, as follows –
 - 9.1 SW will maintain the ‘below ground’ components of the shared drainage system,
 - 9.2 RA will maintain the ‘above ground’ components of the shared drainage system,

- 9.3 the 'below ground' and 'above ground' components will be identified on the drawing forming part of the maintenance agreement, and
- 9.4 SW will meet the cost of renewing the shared drainage system or any part thereof at the end of its life.
10. If a developer proposes to add discharge to an existing shared drainage system, SW, RA and FRM will liaise over the proposal and agree a response.
11. Should damage or an incident be caused by a third party which affects any part of the shared drainage system, SW and RA will co-operate fully and openly in investigating the incident, together with, where necessary, any relevant regulator, and join in seeking to recover the costs of repair from that third party, if both consider that action is reasonable and proportionate.
12. Where a road is stopped up or de-listed, RA will no longer be responsible for its share of the maintenance of any shared drainage system serving that road. If all connections from the curtilage of houses and other buildings into a shared drainage system are removed, SW will no longer be responsible for its share of the maintenance of that shared drainage system.
13. In their dealings with each other and other stakeholders in relation to the application of these principles, SW, RA and FRM will endeavour always to act in a reasonable manner and a spirit of co-operation. In addition, SW and RA will keep under review the terms of any maintenance agreement they enter into, and will endeavour to ensure it always reflects a fair and equitable division of the overall maintenance costs.
14. If a difference of opinion on any issue covered by these principles or a maintenance agreement cannot be resolved through internal escalation procedures agreed between SW and RA, the matter will be referred to the Scottish Ministers for determination, and that determination is final.
15. It is acknowledged these principles will evolve over time to reflect changes in legislation and practice. SW, RA and FRM agree to review these principles from time to time at the instigation of any of the authorities.

November 2016

Appendix 3

Cover Sheet – not a page of the agreement

Maintenance Agreement

(under section 7 of the Sewerage (Scotland) Act 1968)

between

Scottish Water

and

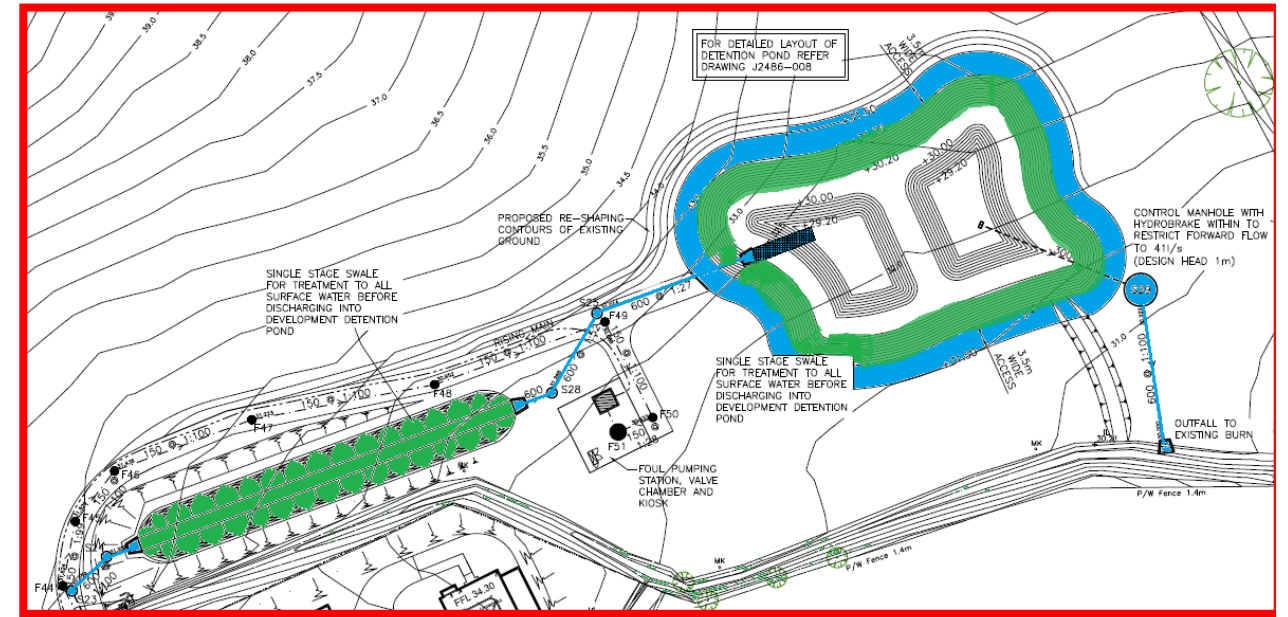
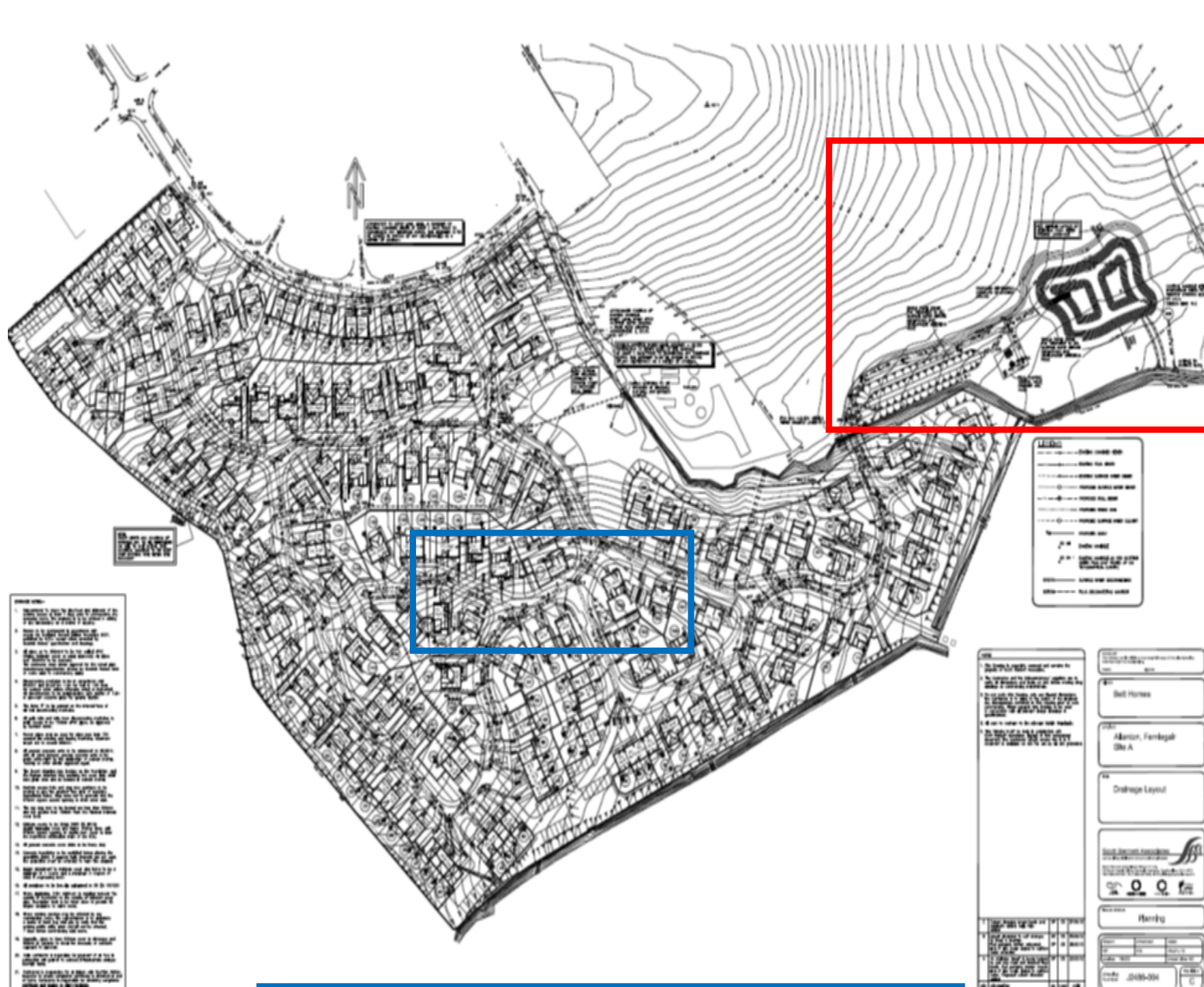
[] Council

(as local roads authority for the local government area of [])

Development []

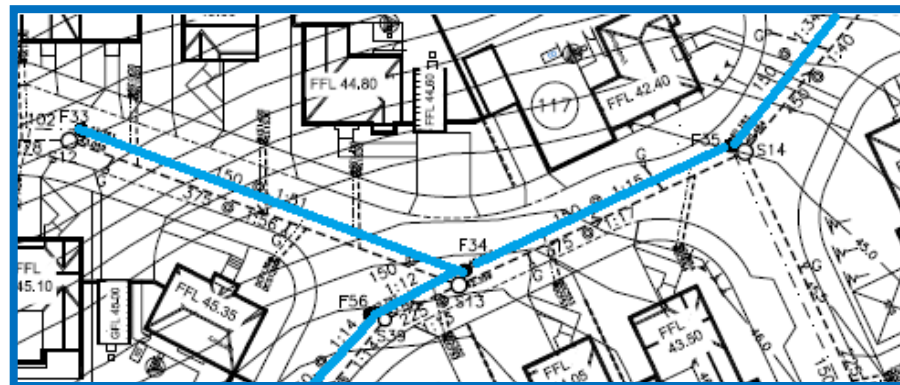
Date of Maintenance Agreement []

Appendix 4: Illustrative maintenance agreement drawing



Legend
Maintenance Responsibilities

- Scottish Water
- Roads Authority



Appendix 5- Whole Life Cost spreadsheet

Total 25 year maintenance profiles			
Year	SW - (Backloaded)	Council	Discount Rate
1	£ 2,241.55	£7,343.00	1.035
2	£ 2,165.74	£7,094.68	1.071225
3	£ 3,111.05	£6,622.96	1.147523001
4	£ 1,953.38	£6,399.00	1.187686306
5	£ 1,887.32	£6,182.60	1.229255326
6	£ 2,805.99	£5,973.53	1.272279263
7	£ 1,761.83	£5,771.53	1.316809037
8	£ 1,702.26	£5,576.36	1.362897353
9	£ 2,530.84	£5,387.78	1.410598761
10	£ 10,493.37	£5,205.59	1.459969717
11	£ 1,535.34	£5,029.55	1.511068657
12	£ 2,282.67	£4,859.47	1.56395606
13	£ 1,433.25	£4,695.14	1.618694522
14	£ 1,384.79	£4,536.37	1.675348831
15	£ 2,058.84	£4,382.96	1.73398604
16	£ 1,292.71	£4,234.75	1.794675551
17	£ 1,249.00	£4,091.54	1.857489196
18	£ 1,856.96	£3,953.18	1.922501317
19	£ 1,165.95	£3,819.50	1.989788863
20	£ 7,438.95	£3,690.34	2.059431474
21	£ 1,674.87	£3,565.54	2.131511575
22	£ 1,051.62	£3,444.97	2.20611448
23	£ 1,016.06	£3,328.47	2.283328487
24	£ 1,510.63	£3,215.92	2.363244984
25	£ 77,350.04	£3,107.17	2.445958559
	SW	LA	
TOTALS	£ 134,955.01	£ 121,511.91	
£ 256,466.92	53%		47%

Local Authority Costs				SW Costs				
		Freq.	Unit Cost	Annual Cost		Freq.	Unit Cost	Annual Cost
Ponds	Grass Cutting, Collection & Disposal	12	£ 150	£ 1,800	Inspect structures, rip rap, clear out/inlets	12	£ 95	£ 1,140
	Weed Management (general vegetation management)	3	£ 60	£ 180	Inlet Clear and desilt	0.3	£ 500	£ 150
	Litter Picking	52	£ 20	£ 1,040	Inspect Valves	2	£ 10	£ 20
	Aquatic plant management	1	£ 100	£ 100	Repair of inlet/outlet, forebay and berm and planting	0.1	£ 5,000	£ 500
Basins	Grass Cutting, Collection & Disposal	12	£ 150	£ 1,800	Inspect Structures, rip rap, clear out/inlets	12	£ 95	£ 1,140
	Weed Management (general vegetation management)	3	£ 60	£ 180	Inlet Clear and desilt	0.3	£ 500	£ 150
	Litter Picking	52	£ 20	£ 1,040	Inspect Valves	2	£ 10	£ 20
					Repair of inlet/outlet, forebay and berm, planting	0.1	£ 5,000	£ 500
Swales	Swale grass cutting	12	£ 25	£ 300	Silt removal	0.3	£ 250	£ 75
	Weed Management (Wetland ditch vegetation management)	3	£ 40	£ 120	Reinstatement of infiltration surfaces	0.1	£ 3,000	£ 300
	Litter Picking	52	£ 20	£ 1,040				

	Refurb Cost (50% +O/Head@15%)	Install Cost	Assumption
	CAPEX25	CAPEX1	
Swales	£ 57,500	£ 100,000	(£20m2 - 5000m2)
Pond	£ 71,875	£ 125,000	(£25m3 - 5000m3)
Basin	£ 57,500	£ 100,000	(£20m3 - 5000m3)

Appendix 6 - LA MOU Current Status

The Highland Council and the Moray Council have agreed the principles.

Perth and Kinross Council will submit shortly to their relevant committee. In the interim, they have sent a letter confirming their agreement to the principles of the MOU.

City of Edinburgh Council agrees the principles with a few changes required to the specification on issues relating to planting rather than grass along with some technical issues.

South Lanarkshire Council has utilised delegated powers and they have fully agreed to work under the MOU principles and they have a few sites progressing. One is now operational using the factoring system described in the briefing.

Clackmannanshire Council agrees with the principles and a pilot has commenced

North Ayrshire Council has committed to working under the MOU principles.

Dundee City Council has committed to working under the principles.

Aberdeenshire Council has intimated they are content to work under the MOU principles.

The Western Isles Council has confirmed they will proceed with a three pipe system if required and they will not be signing up to Section 7.

The Angus Council has committed to working under the principles of MOU.

Aberdeen City Council are currently declining to accept, although they agree this is potentially the way to go. They do not want to commit until they have full confirmation from Scottish Government that no additional funding will be made available. Note: Scottish Government has confirmed at a recent SCOTS meeting that no additional funding will be provided.

14 JUNE 2019

**AYRSHIRE ROADS ALLIANCE
COAL TAR PRESENCE WITHIN THE CARRIAGEWAY
AND FOOTWAY NETWORK**

Report by the Head of Roads - Ayrshire Roads Alliance

PURPOSE OF REPORT

1. The purpose of this report is to advise the Joint Committee of the presence of coal tar within some of the carriageway and footway network and the implications of this material.

BACKGROUND

2. There are two main uses of coal tar:

Medical - Used as an ointment since the early 1800s to treat dandruff and psoriasis

Construction/Industrial - Waterproofing pitch • Asphalt/road tar • Creosote wood treatments. Road tar (derived from coal tar) is classed as a carcinogen which is dangerous to both humans and the environment if not handled properly. Coal tar is an alternative binder to bitumen which is currently used.

3. Polycyclic Aromatic Carbons (PAHs) are known carcinogens and they can be found naturally in some hydrocarbon mixtures deriving from minerals such as coal or petroleum.
4. Exposure to PAHs can be caused by certain processes such as the removal of existing road surfaces and road dressing. The use of tar and pitch has been used historically up until the middle 1980s. Industry protocol has indicated that since then, petroleum distillate alternatives which have a vastly reduced PAH content, have been used resulting in significantly reducing the risk of PAH contamination.

DETAIL

5. Any works involving the removal of large areas of older existing road surfaces have the potential to expose road workers to Coal Tar Pitch Volatiles (CTPV). Coal Tar and its many derivatives, are classed as carcinogenic and contain a variety of hazardous Polycyclic Aromatic Hydrocarbons (PAHs). PAHs are a group of hydrocarbons which occur naturally in some hydrocarbon mixtures and they can also be generated during the combustion processes of organic matter. The compounds released during the combustion processes can be represented by about ten PAHs including naphthalene, fluorine and pyrene. Research has suggested that benzo(a)pyrene was a suitable representative marker of exposure to the full set of ten measured PAHs of concern for CTPV industry use.

6. Current guidance states that any road constructed or surface dressed before 1990 must be assumed to contain coal tar unless proven otherwise. Therefore, the Designer will be required, in relation to the work activity, to establish whether PAHs and in particular, benzo(a)pyrene are present.
7. If the surfacing can be left undisturbed by either in-situ stabilisation or overlay no further action is required other than to record its presence for future works and notification on the Scottish Road Works Register.
8. If the asphalt cannot be left undisturbed, the Ayrshire Roads Alliance must create a plan of action outlining the procedure to be charted (sampling plan). This sampling plan will include the taking of 150mm coring samples at between 25 and 50 metre centres, and the use of PAK Marker to screen for the presence of Coal Tar. Where the dried spray has turned yellow/brown the sample is likely to contain Coal Tar and this will require further procedure and analysis to establish the types and levels of PAHs present. If the dried spray has not turned yellow or brown the asphalt can be classed as non-hazardous waste.
9. To establish the presence of PAHs, a competent UKAS accredited contractor has been appointed to carry out coring and sampling of the affected area. The UKAS accredited contractor will provide the Ayrshire Roads Alliance with a report detailing the presence of benzo(a)pyrene with the concentration levels of benzo(a)pyrene expressed as milligrams per kilogram (mg/kg).
10. In the absence of any published Maximum Exposure Limits (MEL) from the Health and Safety Executive, the industry accepted safe limit is detailed in the 2016 report from the Association of Directors of Environment, Economy, Planning and Transport (ADEPT). The industry accepted limit for classification as non-hazardous is a concentration of benzo(a)pyrene as 50mg/kg or less.
11. Where the concentration has been assessed as 50ppm (mg/kg) or less, the Ayrshire Roads Alliance must:-
 - Inform the relevant internal team or external contractor in writing, of the actual mg/kg concentration of benzo(a)pyrene.
 - Where the concentration has been assessed as less than 50ppm (mg/kg), no additional personal protective measures will be required other than the minimum standards set out in Chapter 8 of the Traffic Signs Manual. For the in-house contractor, this equates to the minimum required personal protective equipment detailed in TE OA 0031 (Personal Protective Equipment and Clothing).
12. Where the concentration levels of benzo(a)pyrene have been assessed and recorded as greater than 50ppm (mg/kg) and they cannot be engineered out, the Designer of the works or their nominated representative must:
 - Inform the relevant internal team or external contractor by means of the Health and Safety information pack, of the existence of a hazardous waste material to include the actual mg/kg concentration of benzo(a)pyrene;

- request in writing, method statements/safe systems of work to indicate how the contractor will protect the road workers and members of the public;
- request in writing, how the waste material will be transported to a SEPA registered tip supported by evidence that the company transporting the waste is registered with SEPA as a waste carrier, broker or dealer:
- request in writing, notifications of any adaptations to the plant/machinery to be used such as positive dust extraction systems or dust suppression systems that will eliminate or reduce exposure to PAHs.
- request in writing, the removal process to be applied e.g. cold milling procedures produce dust particles equating to high risk, whereas percussive removal procedures produce lumps which is low risk:
- monitor and compare actual on-site working practices against the submitted, recorded method statements/safe systems of work.

13. The Ayrshire Roads Alliance resurfacing contracts will be carried out either by the internal service teams - Roads Maintenance Unit (RMU) or by an externally appointed contractor.

The RMU team shall still carry out repairs to much smaller carriageway patches. These patches are considerably smaller and involve different working practices with a significantly reduced risk of contamination from PAHs. It would not be deemed reasonably practicable to apply the same stringent safe systems of work to patching works as will be applied to resurfacing works.

14. For the RMU team the following hierarchy of safe system work must be followed

- where reasonably practicable, no road worker should be in close proximity to any work activity that has the potential to expose and release hazardous PAHs (e.g. during planning operations).
- where it is not reasonably practicable for a road worker to be absent from any work activity that has the potential to expose and release hazardous PAH, or there is a specific requirement for a road worker to be present during the work activity additional personal protective equipment that must be worn includes:
 - Full body protection, such as “one use” disposable hooded coveralls;
 - Eye protection to EN 166;
 - Hand protection to EN 471;
 - Respiratory Protection to FFP3*;

*Only road workers who have had sufficient information, instruction and training and are certificated after passing a “Face Fit Test” can wear the RPE.

15. For bituminous road material under WM3, Guidance on the Classification and Assessment of Waste is classified in the list of wastes as follows;

- 17 03 bituminous mixture, coal tar and tarred products,
- 17 03 01* bituminous mixtures containing coal tar (hazardous),
- 17 03 02 bituminous mixtures other than those mentioned in 17 03 01 (non-hazardous),
- 17 03 03* coal tar and tarred products (hazardous).

The legal hazardous waste threshold for **HP7 carcinogenic** is 0.1% of a Carc 1A H350 substance. Therefore, if the total concentration of all chemicals that form part of the coal tar is equal to or greater than 0.1% then the waste possesses the hazardous property of **HP7 carcinogenic**.

The Environment Agency/SEPA considers that if benzo(a)pyrene is present at a concentration of 50mg/kg or more in the asphalt, the waste should be denoted by the European Waste Catalogue (EWC) code 17 03 01.

Phenol concentration can be assessed in borderline situations

16. **METHODS OF TREATMENT**

In situ stabilisation (Hazardous or Non-hazardous material)

- Road construction milled in situ, mixed with hydraulic binder & re-compacted.
- Consider site emissions and hazards
- Little or no waste generated

Non hazardous material

- Turn into product (with value)
- Process in line with Environment Agency Quality Protocol Aggregates from Inert Waste
- Can be used as a feedstock in hot mix asphalt

Hazardous material

- End product can be encapsulated in cold bound material and installed in Roads
- Ensure binder added to produce dense, non-permeable material
- Cannot be recycled, only re-used

Disposal

- Last resort

- If sent to landfill, need Waste Acceptance Criteria (WAC) testing (leaching potential).

POLICY/COMMUNITY PLANNING ISSUES

17. A well maintained road network will contribute to achieving the Community Plan objectives in relation to Economy & Skills and Safer Communities to maintain good access to our communities within East Ayrshire.
18. The matters referred to in this report contribute to the South Ayrshire Council strategic objective of 'Enhanced Environment through Social, Cultural and Economic Activities' and within that to the outcome of 'Work with partners to improve roads and other infrastructure, to encourage house building and business investment that sustains local communities'.

LEGAL IMPLICATIONS

19. By virtue of the relevant statutory provisions, principally detailed within the Roads (Scotland) Act 1984, the Council as local roads authority is required to manage and maintain all publicly adopted roads within its area other than those which are maintained and managed by the Scottish Ministers.
20. East Ayrshire Council, South Ayrshire Council, Ayrshire Roads Alliance and their contractors and subcontractors all have a legal duty to ensure that waste produced is handled correctly, carried by authorised carriers and disposed of correctly

HUMAN RESOURCES IMPLICATIONS

21. The work programmes have direct impact on human resources and the Alliance will ensure all works are suitably resourced to maintain satisfactory progress and carried out in accordance with recommended guidance.

EQUALITY IMPACT IMPLICATIONS

22. An equality impact assessment is not needed because the proposal does not have a differential impact on any of the protected characteristics.

FINANCIAL IMPLICATIONS

23. The Ayrshire Roads Alliance will deliver the strategic and local services as stated in the Service Plan. The budget is provided by East Ayrshire Council, South Ayrshire Council, and other external organisations. Appropriate scrutiny arrangements are in place to manage these budgets.

RISK IMPLICATIONS

24. The Ayrshire Roads Alliance Risk Register is reviewed and presented to every Joint Committee.

25. The Works Programmes, Service Plan and the Risk Register do not expose either Council to an increased risk as they have been developed from existing budgets and existing service commitment.
26. Additional cost of programmed works associated with the removal and tipping of abnormal material.

TRANSFORMATION STRATEGY

27. This report aligns with the following design principle stated in the “Transformation Strategy 2017-2022” by maximising value for our communities by ensuring the road network is well managed.

RECOMMENDATIONS

28. It is recommended that the Joint Committee:
 - (i) notes, the contents of this Report.

Stewart Turner
Head of Roads - Ayrshire Roads Alliance
20 May 2019

LIST OF APPENDICES

There are no appendices

BACKGROUND PAPERS

There are no background papers

For further information on this report, please contact Stewart Turner
Head of Roads - Ayrshire Roads Alliance on 01563 503164 or at
stewart.turner@ayrshireroadsalliance.org

Implementation Officer: Kevin Braidwood,
Operations Manager - Ayrshire Roads Alliance on 01563 576441, or at
kevin.braidwood@ayrshireroadsalliance.org

14th JUNE 2019

**AYRSHIRE ROADS ALLIANCE
REVENUE FINANCIAL MONITORING REPORT**

Report by Depute Chief Executive & Chief Financial Officer
Economy and Skills

PURPOSE OF REPORT

- 1 The purpose of this report is to update the Joint Committee on the revenue budget monitoring position of Ayrshire Roads Alliance for the year to 31st March 2019.

REVIEW OF FUNDING MECHANISM

- 2 The Joint Committee approved a Report on 23 May 2014 describing the budget monitoring arrangements for the Ayrshire Roads Alliance.
- 3 As part of the Detailed Business Case the service budget is split between strategic service delivery and local service delivery. This separates out the core/recurring costs of service delivery from the local service costs at a single Council level. This ensures that decisions on the level of local spend remain with local Members, and ensures that the local Members retain control of their local roads budgets. Appendix 1 provides a breakdown of this split.
- 4 At its meeting of 19th February 2016, Committee agreed a change to how Strategic Service Delivery would be allocated between the two Councils. A smaller group of core Strategic Delivery staff have been identified and their costs continue to be split equally. The remaining Strategic Delivery costs would be apportioned in line with Local Delivery budget inputs plus actual capital expenditure in-year.

BUDGET MONITORING POSITION

- 5 The overall outturn for 2018-19 was £1.190m less than budget.
- 6 The outturn for Strategic Delivery was £0.492m less than budget.

Strategic Service Delivery	Combined (£m)
Annual Budget	4.048
Outturn	3.556
Variance	(0.492)

- 7 East Ayrshire Local Delivery out-turn was £0.080m less than budget and South Ayrshire Local Delivery £0.618m less than budget.
- 8 Summary information is provided in the table below. A full budget monitoring statement, including reasons for major variances is attached at Appendix 2.

Service Division	Annual Estimate 2018/19 £m	Actual to 31/3/19 £m	Variance (Favourable) / Adverse £m
STRATEGIC DELIVERY	4.048	3.556	(0.492)
LOCAL DELIVERY - EAST AYRSHIRE	6.068	5.988	(0.080)
LOCAL DELIVERY - SOUTH AYRSHIRE	5.081	4.463	(0.618)
TOTAL	15.197	14.007	(1.190)

- 9 The position for each Council is shown below:

	EAC (£m)	SAC (£m)	TOTAL (£m)
Strategic Delivery	(0.349)	(0.143)	(0.492)
Local Delivery	(0.080)	(0.618)	(0.698)
2018-19 Variance	(0.429)	(0.761)	(1.190)

TIMBER TRANSPORT

- 10 At the meeting of the Joint Committee on 23rd June 2017, further information was requested in relation to timber transport funding. The undernoted table provides an analysis of relevant project and Timber Transport contributions for 2018-19.

	2018-19 Actual (£m)
East Ayrshire	
Expenditure on Projects	0.357
Timber Transport Contribution	0.245

	2018-19 Actual (£m)
South Ayrshire	
Expenditure on Projects	0.812
Timber Transport Contribution	0.383

BUDGET REALIGNMENT

- 11 In June 2017 South Ayrshire Council Internal Audit issued a report – ***“Ayrshire Roads Alliance: Review of South Ayrshire Council Monitoring Procedures”***.
- 12 The report contains a recommendation *“Executive Director (Economy, Neighbourhood and Environment) to request ARA management to present a budget statement showing any adjustments made between subjective budget headings to the ASSJC for information”*.
- 13 This relates to the setting of 2019-20 ARA budgets. The budget is created by adding inflation and savings targets to a base budget (the base budget being the 2018-19 budget). The budget is then discussed with ARA management who have the opportunity to move funds based on the anticipated spend in the forthcoming year. In order to facilitate this exercise ARA management also considered 2018-19 outturn figures. No changes were made to Strategic, Local Delivery – East or Local Delivery – South net expenditure budget allocations.
- 14 An analysis of budget movement between 2018-19 and 2019-20 budget allocations along with an explanation of those movements is provided at Appendix 3.

FINANCIAL IMPLICATIONS

- 15 The available budget for Ayrshire Roads Alliance for 2018-19 is £15.197m. The budget will continue to be monitored and reported to the Joint Committee.

LEGAL IMPLICATIONS

- 16 The work of the Ayrshire Roads Alliance is undertaken in accordance with relevant legislation.

HUMAN RESOURCES IMPLICATIONS

- 17 The establishment of the Ayrshire Roads Alliance is dependent on the available budget. Available budget and human resource requirements will be reviewed as part of budget monitoring.

COMMUNITY / COUNCIL PLAN IMPLICATIONS

- 18 The work undertaken by the Ayrshire Roads Alliance aligns with the Community Plan for East Ayrshire Council; and the Council Plan for South Ayrshire Council.

RISK MANAGEMENT IMPLICATIONS

- 19** Appropriate financial monitoring arrangements are in place to mitigate risk. This is included in the Ayrshire Roads Alliance Risk Register. Regular meetings are held between relevant finance staff and the Ayrshire Roads Alliance.

RECOMMENDATIONS

- 20** It is recommended that the Joint Committee
- (i) Notes the financial management position of the Ayrshire Roads Alliance.
 - (ii) Notes the analysis of budget movements between 2018-19 and 2019-20
 - (iii) Requests a further financial update at the next meeting of the Joint Committee.
 - (iv) Otherwise, notes the content of this Report

LIST OF APPENDICES

Appendix One - Split between Strategic and Local Service Delivery
Appendix Two - Financial Monitoring Report

BACKGROUND PAPERS

None

For further information on this report, please contact Stewart Turner, Head of Roads - Ayrshire Roads Alliance on 01563 503164

Implementation Officer: Stewart Turner, Head of Roads - Ayrshire Roads Alliance on 01563 503164

Appendix 1 – Split Between Strategic and Local Service Delivery	
Strategic Service Delivery	Local Service Delivery
<p>Transportation, Development Control and Road Safety Local Transport Strategy; Transportation Policy; Road Safety Plan; Travel Planning, Cycling Strategy; Planning Applications; Road Construction Consents; Development Planning, Council/Partner Liaison, Section 75 Agreements; Road Safety Schemes; Road Safety Audits; School Travel Plans; School Crossing Patrol; Road Safety Education.</p>	<p>Transportation, Development Control and Road Safety Maintenance of Bus Shelters; Split Cycle Offset Optimisation Technique (SCOOT) systems (an adaptive control system for controlled road crossings); Development Control; Bus Shelter Advertising; Shopmobility; Construction of Road Safety Schemes.</p>
<p>Asset, Traffic and Parking Asset Management Plan; Roads Improvement Plan; Infrastructure Surveys; Inventory Management; Scottish Roadworks Register; Issue of Permits; Performance Monitoring; Accident Investigation and Prevention; Traffic Orders; Traffic Counts; and Parking Strategy.</p>	<p>Asset, Traffic and Parking Maintenance of Traffic signals, traffic signs, Car Park Maintenance and Parking Enforcement.</p>
<p>Design and Environment Flood Risk Management Strategy; Flood Risk Management Plans; Watercourses; Flood Mitigation; Coastal Protection; Inspection of Piers & Harbours; Bridge Inspections and Maintenance; Structural Assessments; Technical Approval; Abnormal Load Routing; and Design of Major and Minor Road Schemes and Improvements.</p>	<p>Design and Environment Maintenance of Watercourses, Bridges, Retaining Walls, Piers and Harbours.</p>
<p>Operations Carriageway Inspections; Winter Service Planning; Programming of Proactive, Reactive and Cyclic Maintenance; Street Lighting Design and Management; and Festive Lighting.</p>	<p>Operations Proactive, Reactive, Cyclic Maintenance of Roads and Footways; Winter and Weather Emergency Service; Proactive and Reactive Maintenance of Streetlights; Electricity costs for streetlights.</p>
<p>Support Services HR, Finance, ICT, and Administrative Support.</p>	

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AYRSHIRE ROADS ALLIANCE

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SERVICE SUMMARY - OVERVIEW POSITION

The out turn for Ayrshire Roads Alliance at 31st March 2019 was £1.190m less than budget.

Actual Expenditure to P13 £m	Actual Expenditure as % of Ann. Est. £m	Service Division	Annual Estimate 2018/19 £m	Actual to 31/3/19 £m	Variance (Favourable) / Adverse £m
3.715	91.8%	STRATEGIC DELIVERY	4.048	3.556	(0.492)
5.988	98.7%	LOCAL DELIVERY - EAST AYRSHIRE	6.068	5.988	(0.080)
4.886	96.2%	LOCAL DELIVERY - SOUTH AYRSHIRE	5.081	4.463	(0.618)
14.589	96.0%	TOTAL	15.197	14.007	(1.190)
		PROPOSED REDUCTION FOLLOWING LINE BY LINE	0.000	0.000	0.000
		TOTAL FOLLOWING LINE BY LINE REVIEW	15.197	14.007	(1.190)
		EARMARKED FUNDS TO BE CARRIED FORWARD	0.000	0.000	0.000
14.589	96.0%	TOTAL INCLUDING EARMARKED FUNDS	15.197	14.007	(1.190)

STRATEGIC DELIVERY

This variance mainly reflects staff turnover savings due to vacant posts (£0.383m) along with reduced insurance costs (£0.072m), subscriptions (£0.013m) and additional income (£0.046m).

LOCAL DELIVERY – EAST AYRSHIRE

This variance mainly reflects additional maintenance (£0.353m) and street lighting (£0.053m) income, along with reduced expenditure on debt charges (£0.111m), maintenance and lighting materials (£0.138m) and vacancies (£0.258m). This is partly offset by additional expenditure on sub-contractors (£0.558m), winter materials (£0.091m) and insurance excess for pot hole claims (£0.059m).

LOCAL DELIVERY – SOUTH AYRSHIRE

This variance mainly reflects additional income (£0.466m), particularly in relation to the size of the capital programme. Reduced expenditure reflects vacancies, particularly within Roads Maintenance (£0.182m), along with reduced expenditure on transport (£0.116m), maintenance (£0.346m) and street lighting (£0.064m) materials. This is partly offset by increased use of sub-contractors (£0.215m), and additional overtime (£0.101m).

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STRATEGIC DELIVERY

Actual Expenditure to P13 £m	Actual Expenditure as % of Ann. Est. £m	Service Division	Annual Estimate 2018/19 £m	Actual to 31/3/19 £m	Variance (Favourable) / Adverse £m
3.321	90.0%	EMPLOYEE COSTS	3.690	3.321	(0.369)
0.043	100.0%	PREMISES COSTS	0.043	0.043	0.000
0.040	90.9%	TRANSPORT COSTS	0.044	0.041	(0.003)
0.821	91.0%	SUPPLIES & SERVICES	0.902	0.821	(0.081)
0.000	0.0%	THIRD PARTY PAYMENTS	0.000	0.000	0.000
0.020	0.0%	DEBT CHARGES	0.013	0.020	0.007
4.245	90.5%	TOTAL EXPENDITURE	4.692	4.246	(0.446)
-0.530	82.3%	INCOME	-0.644	-0.690	(0.046)
3.715	91.8%	NET EXPENDITURE	4.048	3.556	(0.492)
		PROPOSED REDUCTION FOLLOWING LINE BY LINE	0.000	0.000	0.000
		TOTAL FOLLOWING LINE BY LINE REVIEW	4.048	3.556	(0.492)
		EARMARKED FUNDS TO BE CARRIED FORWARD		0.000	0.000
3.715	91.8%	TOTAL INCLUDING EARMARKED FUNDS	4.048	3.556	(0.492)

PROPOSED TO BE EARMARKED:

No.	Description	£
1		
2		
3		
4		
5		
	Total	0.000

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Projected Variance at 31 March 2019 (£m)	Strategic Delivery
(0.369)	<p>Employee Costs This variance reflects vacancies during the year (£0.383) and a saving on Modern Apprentice costs (£0.006m). This is partly offset by additional training costs (£0.005m), relocation expenses (£0.011m) and apprenticeship levy (£0.005m).</p>
(0.081)	<p>Supplies & Services This variance mainly reflects reduced insurance costs (£0.072m), including a reduction in the insurance premium for ARA-South (£0.058m). Expenditure on subscriptions (£0.013m) and Other Services (£0.013m) were both less than budget. This is partly offset by additional expenditure on road safety, particularly in relation to a bikeability project which is offset by additional income (£0.017m).</p>
0.007	<p>Debt Charges This variance reflects departmental debt charges in relation to the purchase of additional vehicles.</p>
(0.046)	<p>Income This variance mainly reflects additional income from inspection fees, road bonds, penalty notices and temporary road closures (£0.055m), along with additional road safety income, particularly in relation to a bikeability project (£0.019m). This is partly offset by a shortfall in income from Capital Programme (£0.028m).</p>
(0.003)	<p>Other Variances This reflects other non-material variances within Strategic Delivery</p>
(0.492)	Total reported variance

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LOCAL DELIVERY – EAST AYRSHIRE

Actual Expenditure to P13 £m	Actual Expenditure as % of Ann. Est. £m	Detail	Annual Estimate 2018/19 £m	Actual to 31/3/19 £m	Variance (Favourable) / Adverse £m
2.590	89.8%	EMPLOYEE COSTS	2.885	2.590	(0.295)
0.358	101.1%	PREMISES COSTS	0.354	0.358	0.004
0.793	106.0%	TRANSPORT COSTS	0.748	0.793	0.045
3.382	105.8%	SUPPLIES & SERVICES	3.197	3.382	0.185
2.267	132.7%	THIRD PARTY PAYMENTS	1.709	2.267	0.558
0.266	70.6%	DEBT CHARGES	0.377	0.266	(0.111)
9.656	104.2%	TOTAL EXPENDITURE	9.270	9.656	0.386
(3.668)	114.6%	INCOME	(3.202)	(3.668)	(0.466)
5.988	98.7%	NET EXPENDITURE	6.068	5.988	(0.080)
		PROPOSED REDUCTION FOLLOWING LINE BY LINE	0.000	0.000	0.000
		TOTAL FOLLOWING LINE BY LINE REVIEW	6.068	5.988	(0.080)
		EARMARKED FUNDS TO BE CARRIED FORWARD	0.000	0.000	0.000
5.988	98.7%	TOTAL INCLUDING EARMARKED FUNDS	6.068	5.988	(0.080)

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SIGNIFICANT VARIANCES – ANALYSIS & COMMENTS

Projected Variance at 31 March 2019 (£m)	Local Delivery - East Ayrshire
(0.295)	<p><u>Employee Costs</u> This variance mainly reflects operative's vacancies (£0.258m), overtime (£0.014m) and LGE employees (0.022m).</p>
0.045	<p><u>Transport Costs</u> This variance mainly reflects additional hire costs (£0.036m) and non-contractual repairs (£0.016m). This is partly offset by reduced fuel costs (£0.010m)</p>
0.185	<p><u>Supplies & Services</u> This variance mainly reflects additional expenditure on winter materials (£0.091m), insurance excess for pot hole claims (£0.059m), consultancy (£0.028m), weather forecast service (£0.025m), waste materials (£0.018m), computer & telephony (£0.010m) and capital grant (£0.093m)(offset by income). Offset mainly by maintenance and lighting materials (£0.138m), street lighting electricity (£0.014m) and tools & equipment (£0.011m)</p>
0.558	<p><u>Third Party Payments</u> Mainly additional Maintenance contractors (£0.494m) partly due to recruitment issues, along with additional street lighting contractors (£0.045m).</p>
(0.111)	<p><u>Finance Costs</u> This variance mainly reflects reduced charges in respect of vehicle purchases (£0.086m) and CEEF Recycling Fund (£0.025m)</p>
(0.466)	<p><u>Income</u> This variance mainly reflects additional Maintenance and lighting rechargeable work (£0.406m), parking charges (£0.053m) and capital grant (£0.093m). This is partly offset by reduced capital recharges (£0.142m)</p>
0.004	<p><u>Other Variances</u> This variance reflects non-material variances within Local Delivery – East Ayrshire</p>
(0.080)	Total reported variance

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LOCAL DELIVERY – SOUTH AYRSHIRE

Actual Expenditure to P13 £m	Actual Expenditure as % of Ann. Est. £m	Detail	Annual Estimate 2018/19 £m	Actual to 31/3/19 £m	Variance (Favourable) / Adverse £m
2.115	97.4%	EMPLOYEE COSTS	2.172	2.115	(0.057)
0.154	76.2%	PREMISES COSTS	0.202	0.154	(0.048)
0.854	88.0%	TRANSPORT COSTS	0.970	0.854	(0.116)
2.014	90.6%	SUPPLIES & SERVICES	2.223	2.014	(0.209)
1.541	116.2%	THIRD PARTY PAYMENTS	1.326	1.541	0.215
0.070	93.3%	DEBT CHARGES	0.075	0.070	(0.005)
6.748	96.8%	TOTAL EXPENDITURE	6.968	6.748	(0.220)
-1.862	98.7%	INCOME	-1.887	-2.285	(0.398)
4.886	96.2%	NET EXPENDITURE	5.081	4.463	(0.618)
		PROPOSED REDUCTION FOLLOWING LINE BY LINE	0.000	0.000	0.000
		TOTAL FOLLOWING LINE BY LINE REVIEW	5.081	4.463	(0.618)
		EARMARKED FUNDS TO BE CARRIED FORWARD	0.000	0.000	0.000
4.886	96.2%	TOTAL INCLUDING EARMARKED FUNDS	5.081	4.463	(0.618)

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Projected Variance at 31 March 2019 (£m)	Local Delivery - South Ayrshire
(0.057)	<p>Employee Costs This variance mainly reflects vacancies particularly within Roads Maintenance (£0.182m), partly offset by additional overtime (£0.101m), apprenticeship levy (£0.007m) and shift allowance payments to parking wardens (£0.007m).</p>
(0.048)	<p>Premises Costs This variance mainly reflects reduced expenditure on electricity and rates.</p>
(0.116)	<p>Transport Costs This variance reflects savings on vehicle and plant hires (£0.099m) and leasing (£0.139m). This is partly offset by planned (£0.012m) and non-routine (£0.075m) maintenance, along with additional fuel (£0.029m).</p>
(0.209)	<p>Supplies & Services This variance reflects reduced expenditure on maintenance (£0.346m) and street lighting (£0.064m) materials. It is partly offset by expenditure on the purchase and maintenance of parking machines (£0.041m), winter materials (£0.049m), street lighting electricity (£0.058m), traffic signs (£0.021m) and a reduced bad debt provision (£0.012m).</p>
0.215	<p>Third Party Payments This variance mainly reflects additional use of sub-contractors within Roads Maintenance (£0.258m), Coastal Protection (£0.035m) and Traffic (£0.101m). This is partly offset by savings on dredging at Girvan Harbour (£0.032m) and Street Lighting contractors (£0.077m).</p>
(0.005)	<p>Debt Charges This variance reflects debt charges in respect of purchased vehicles.</p>
(0.398)	<p>Income This variance mainly reflects additional recharges to capital reflecting an increase in the size of the capital programme (£0.479m), income relating to work at Station Road, Monkton (£0.126m) and a recharge of costs relating to various bridges (£0.021m). This is partly offset by parking (£0.086m) and maintenance (£0.126m) income.</p>
(0.618)	<p>Total reported variance</p>

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SIGNIFICANT VARIANCES – ANALYSIS & COMMENTS

Appendix 3
Ayrshire Roads Alliance
Analysis of Movements in Budgets 2018-19 to 2019-20

Strategic Delivery

Detail	Annual Estimate 2018/19 £m	Annual Estimate 2019/20 £m	Movement 2018-19 to 2019-20	Explanation of Movement
EMPLOYEE COSTS	3.690	3.747	0.057	Movement reflects payroll inflation (£0.098m) and a budget realignment based on 2018-19 outturn and discussion with the service (£0.035m). This is partly offset by savings package (£0.075m).
PREMISES COSTS	0.043	0.039	(0.004)	Movement reflects 2018-19 year-end budget adjustments in respect on non-domestic rates, utilities and carbon allowances.
TRANSPORT COSTS	0.044	0.040	(0.004)	Movement reflects realignment based on 2018-19 outturn and discussion with service.
SUPPLIES & SERVICES	0.902	0.908	0.006	Movement reflects realignment based on 2018-19 outturn and discussion with service.
THIRD PARTY PAYMENTS	0.000	0.000	0.000	There is no movement to report
DEBT CHARGES	0.013	0.020	0.007	Movement reflects realignment based on 2018-19 outturn and discussion with service.
TOTAL EXPENDITURE	4.692	4.754	0.062	
INCOME	(0.644)	(0.732)	(0.088)	Movement reflects realignment based on 2018-19 outturn and discussion with service (£0.085m) along with fees and charges inflation (£0.003m).
NET EXPENDITURE	4.048	4.022	(0.026)	

Local Delivery - East

Detail	Annual Estimate 2018/19 £m	Annual Estimate 2019/20 £m	Movement 2018-19 to 2019-20	Explanation of Movement
EMPLOYEE COSTS	2.885	2.893	0.008	Movement reflects 2019-20 payroll inflation (£0.086m) and a budget realignment based on 2018-19 outturn and discussion with the service (£0.010m). This is partly offset by East Ayrshire savings package (£0.090m) and one off balance drawdowns and adjustments during 2018-19 (£0.030m).
PREMISES COSTS	0.354	0.324	(0.030)	Movement reflects 2018-19 year-end budget adjustments in respect on non-domestic rates, utilities and carbon allowances (£0.30m).
TRANSPORT COSTS	0.748	0.788	0.040	Movement reflects one-off balance drawdowns in 2018-19 (£0.057m) and East Ayrshire savings package (£0.005m). This is partly offset by a budget realignment based on 2018-19 outturn and discussion with the service (£0.103m).
SUPPLIES & SERVICES	3.197	2.224	(0.973)	Movement reflects one-off balance drawdowns in 2018-19 (£0.950m) and East Ayrshire savings package (£0.033m). This is partly offset by a budget realignment based on 2018-19 outturn and discussion with the service (£0.010m).
THIRD PARTY PAYMENTS	1.709	1.208	(0.501)	Movement reflects one-off balance drawdowns in 2018-19 (£0.531m), partly offset by a budget realignment based on 2018-19 outturn and discussion with the service (£0.030m).
DEBT CHARGES	0.377	0.293	(0.084)	Movement reflects realignment based on 2018-19 outturn and discussion with service.
TOTAL EXPENDITURE	9.270	7.730	(1.540)	
INCOME	(3.202)	(3.456)	(0.254)	Movement reflects East Ayrshire savings package (£0.151m); Fees and Charges inflation (£0.046m) and a budget realignment based on 2018-19 outturn and discussion with the service (£0.067m). This is partly offset by a one-off adjustment in 2018-19 (£0.010m).
NET EXPENDITURE	6.068	4.274	(1.794)	

Local Delivery - South

Detail	Annual Estimate 2018/19 £m	Annual Estimate 2019/20 £m	Movement 2018-19 to 2019-20	Explanation of Movement
EMPLOYEE COSTS	2.172	2.285	0.113	Movement reflects South Ayrshire savings package (£0.075m) along with a budget realignment based on 2018-19 outturn and discussion with the service (£0.188m)
PREMISES COSTS	0.202	0.208	0.006	Movement reflects realignment based on 2018-19 outturn and discussion with service.
TRANSPORT COSTS	0.970	0.882	(0.088)	Movement reflects South Ayrshire savings package (£0.020m) along with a budget realignment based on 2018-19 outturn and discussion with the service (£0.068m)
SUPPLIES & SERVICES	2.223	1.790	(0.433)	Movement reflects South Ayrshire savings package (£0.232m) along with a budget realignment based on 2018-19 outturn and discussion with the service (£0.201m)
THIRD PARTY PAYMENTS	1.326	1.334	0.008	Movement reflects realignment based on 2018-19 outturn and discussion with service.
DEBT CHARGES	0.075	0.071	(0.004)	Movement reflects realignment based on 2018-19 outturn and discussion with service.
TOTAL EXPENDITURE	6.968	6.570	(0.398)	
INCOME	(1.887)	(1.916)	(0.029)	Movement reflects South Ayrshire savings package (£0.100m) partly offset by a budget realignment based on 2018-19 outturn and discussion with the service (£0.071m)
NET EXPENDITURE	5.081	4.654	(0.427)	