

	
COUNCIL MANAGEMENT TEAM	Date of meeting
Report of the Director of Economy and Place	XXXXXX

Street Works – Changing from noticing to a permitting scheme

Annex G – Implementation tasks and programme

DRAFT SUBJECT TO REVIEW

Key tasks required to implement a permit scheme (if approved):

- IT and systems
 - Review of local street gazetteer information and road categories, 1 month consultation on updated list required before implementation (guidance document [available here](#)).
 - Move to permits within Street Manager and Yotta Mayrise – Yotta support already secured through existing contract
- HR and staff training
 - Review existing job descriptions (JDs) and prepare new JDs
 - JD grading
 - Recruitment (authorisation and recruitment process)
 - Staff training on permit scheme and SM/Mayrise used for permits (existing and new staff)
 - Training for internal teams who will need to submit permits (highway asset management and major project teams)
- Permit scheme order
 - Draft and seal the order to make the scheme - The scheme will come into force through the powers conferred by Section 33A (2) of the TMA by an Order made by the Authority

High level programme for permit scheme implementation (if approved)#

Key tasks	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Governance						
CMT decision to submit proposed scheme to Executive approval						
Executive approval						
Order prepared and sealed						
IT and systems						
LSG review						
Consultation on updated LSG						
LSG update implementation						
Move to permits in Street Manager and Yotta Mayrise						
HR and staff training						
Review existing job descriptions (JDs) and prepare new JDs						
JD grading						
Recruitment (authorisation and recruitment process)						
Staff training on permit scheme and SM/Mayrise used for permits (existing and new staff)						
Training for internal teams who will need to submit permits (highway asset management and major project teams)						