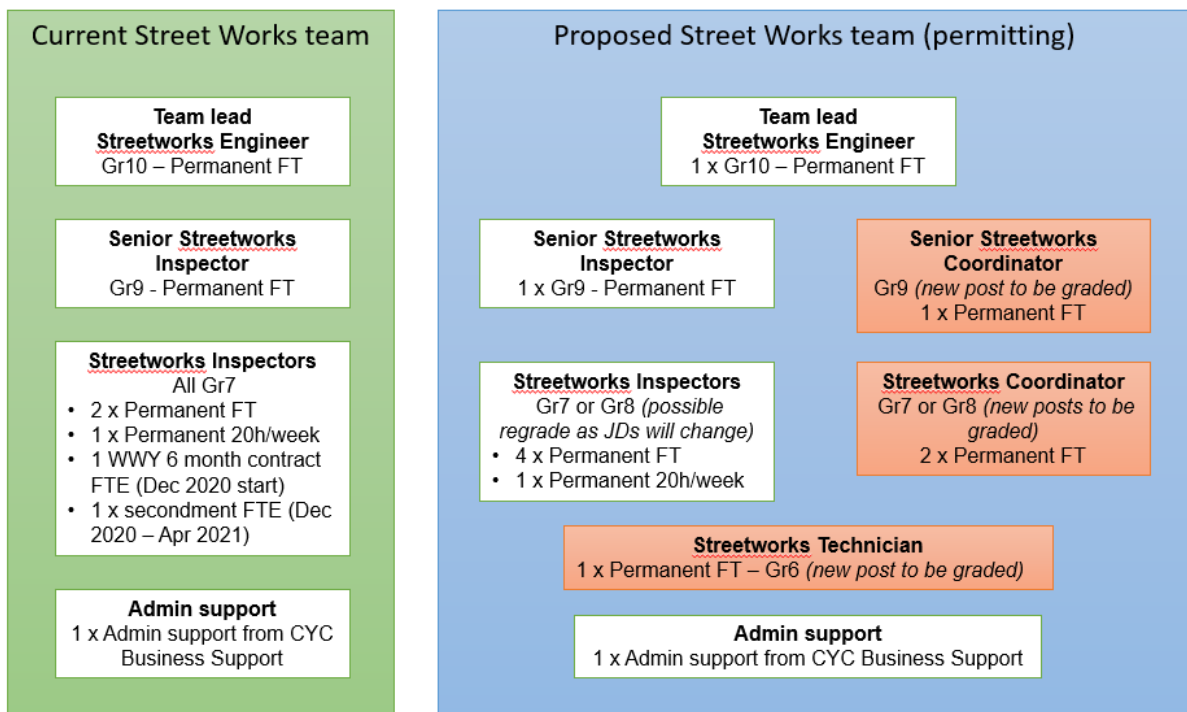
	
COUNCIL MANAGEMENT TEAM	Date of meeting
Report of the Director of Economy and Place	XXXXXX

Street Works – Changing from noticing to a permitting scheme

Annex F – Proposed team structure

DRAFT SUBJECT TO FINANCE & HR REVIEW

The diagram below shows the current and proposed team structure for CYC’s Street Works team.



This shows the following key changes:

- A new Street Works coordination team composed of:
 - One new Senior Streetworks Coordinator post (assumed Grade 9);
 - Two new Streetworks Coordinator posts (assumed one Grade7 and one Grade 8);
- A new Street Works technician post (assumed Grade 6); and
- A consolidation of Streetworks Inspector posts from a reliance on temporary contracts and secondments to increase the number of permanent posts to enable the authority to run an effective permit scheme.

The table below summarises the key elements of each role and indicates what proportion of the role has been assumed to be spent on permitting activities. This will be reviewed as the scheme is implemented, in line with the requirements of the statutory guidance and applicable regulations.

Post	Key elements of role	Proportion of FTE spent on permitting activities
Team Lead Streetworks Engineer	<p>Provide line management for the Street Works team.</p> <p>Ensure the implementation and continued successful operation of the CYC Permit Scheme.</p> <p>Ensure consistency and compliance with legislation, processes and procedures and best practice.</p> <p>Lead on dispute resolution, performance management.</p> <p>Lead policy development and implementation.</p>	50%
Senior Streetworks Inspector	<p>Manage all works within the highway to minimise the impact on traffic and other highway users, ensuring compliance with the CYC Permit Scheme, NRSWA code of practice specifications and health & safety legislation.</p> <p>Provide line management for the inspection team.</p> <p>Liaison with utility companies including attendance at site meetings.</p> <p>Investigate, respond and action complaints and enquiries from members of the public, councillors and others within set timescales.</p>	70%
Streetworks Inspector	<p>Inspect all aspects of public utility and highway authority work carried out in the public highway to ensure compliance with the CYC Permit Scheme, the New Roads and Streetworks Act (1991) and the Traffic Management Act (2004) and associated codes of practice.</p> <p>Undertake sample and investigatory inspections, Section 74 and Section 81 inspections and responsible for gathering and collating evidence in relation to the enforcement of NRSWA and submission of</p>	65%

Post	Key elements of role	Proportion of FTE spent on permitting activities
	<p>evidence to statutory undertakers.</p> <p>Liaison with utility companies including attendance at site meetings.</p> <p>Record outcomes of inspection visits and other information on appropriate software so information can be used for site meetings, resolving disputes and the issuing of penalty charges.</p> <p>Monitor remedial works resulting from defective reinstatements and ensure defect fees are issued accordingly.</p>	
<p>Senior Streetworks Coordinator</p>	<p>Provide senior professional co-ordination advice and make complex decisions in the management of street and road works</p> <p>Analyse the provisional advance applications (PAA) for major works and permit applications to ensure a coordinated approach is used to minimise traffic disruption.</p> <ul style="list-style-type: none"> • Oversee and deal with conflicts and find solutions • Impose variations on permits • Add works comments to permits • Grant or refuse PAAs • Analyse and agree Permit modification requests • Analyse and then respond to traffic signal applications <p>Instigate/supervise follow up actions for enforcement of permits.</p> <p>Manage and review the co-ordination processes to ensure that the Authority meets its duty (e.g. Traffic Management Act 2004) and that the co-ordination team operates within the CYC permit scheme.</p> <p>Provide line management for the co-ordination team.</p> <p>Contribute to policy development and implementation.</p> <p>Communicate with stakeholders at all levels including multi agency partners, Councillors, MPs, utility companies, public transport</p>	<p>70%</p>

Post	Key elements of role	Proportion of FTE spent on permitting activities
	providers, senior managers as well as members of the public.	
Streetworks Coordinator (one Coordinator and one Assitant)	<p>Analyse permit applications to ensure a coordinated approach is used to minimise traffic disruption.</p> <p>Issue site inspections to check works durations and compliance within permit scheme.</p> <p>Issue, log and monitor Defect notices as well as Fixed Penalty Notices in relation to NRSWA inspections.</p> <p>Instigate follow up actions for enforcement of permits.</p> <p>Communicate with stakeholders at all levels including multi agency partners, Councillors, MPs, utility companies, public transport providers, senior managers as well as members of the public.</p>	70%
Streetworks Technician	<p>Provide day-to-day general support for coordination and inspection teams.</p> <p>Investigate and draft responses to enquiries or complaints.</p> <p>Compile and provide reports for Street Works Co-ordination meetings, Permit Scheme monitoring and evaluation, etc.</p> <p>Produce reports to invoice re-chargeable costs/fees to the appropriate statutory undertakers.</p> <p>Maintain LSG data, particularly in relation to Section 50 & 58 notices</p> <p>Consider applications for Section 50 licences (installing private apparatus in the public highway)</p>	70%
Admin Support	<p>Respond to customer queries, provide day to day office support, prepare invoices and follow up any payment issues.</p>	50%