HMEP Guidance on the Management of Highway Drainage Assets
SUMMARY OF RECOMMENDATIONS

Department for Transport (DfT) have an incentivisation element of funding from 16/17, £578M of the £6Bn available to 20/21 will be distributed according to each authorities self assessed performance across 22 questions covering the following areas:

- Asset Management Policy and Strategy
- Resilience
- Customer
- Benchmarking and Efficiency
- Operational Service Delivery

Full award of the incentivised element will be given to authorities performing at the highest (band 3) level, authorities operating at lower levels will receive a proportion of the funding.

CYC self assessed a band 2 performance for 2016/17 and received 100% of the incentivisation level, however, all authorities will have to evidence Band 3 performance to receive 100% of the funding from 2017. All of the West Yorkshire Combined Authorities are working together to achieve this.

Question 11 of the self assessment requires authorities to evidence their work in accordance with the HMEP Guidance on the Management of Highway Drainage Assets, the below recommendations are made in the guidance document and commentary is given regarding CYC works that will be used to evidence our performance in this area. The approaches detailed in the above Gulley Management Strategy Update report directly contribute to 9 of the 12 recommendations (recommendation 1, 3, 4, 5, 6, 8, 10, 11 12) and wider work of the team deliver the requirements of the remaining recommendations.

Recommendation 1 - Effective use of limited budgets
Adopt highway drainage asset management strategies based on information held.

Current maintenance strategy is prioritised on gritting routes to ensure that high risk locations are cleansed annually, all others reactively.

Surface water flood risk locations have been identified (8th March 2016 paper to the Executive Member for the Environment Decision Session) and a proactive cleanse for all other assets will be spread over numerous years. A reactive budget is retained for issues that arise within this programme.

Further survey and investigation work is underway and an asset data capture tool has been developed, this will be used to develop a smarter future gulley maintenance strategy based on an effective usage of available funds.

Reviews and investigations are managed through annual capital funding allocations evidenced by the CYC surface water management plan and post event investigations.

Recommendation 2 - Understanding evolving duties and responsibilities
New regulations bring new obligations. These evolving responsibilities will have an effect on budgets and operations. Understand and adapt to these changes.

CYC has an adopted Local Flood Risk Management Strategy and Surface Water Management Plan, Flood Risk Engineers have annual investigation and reinstatement funding to address key issues in the network. All aspects of the Flood and Water Management Act (2010) are delivered through this team.

Gulley maintenance responsibilities were transferred to the team in 2015 and works are underway to update the service in line with wider flood risk and highways maintenance requirements – see 1 above.

Recommendation 3 - Selection of highway drainage asset survey equipment
Before selecting equipment, have a detailed equipment requirement specification and evaluation check-list to ensure that equipment being trialled is done in an objective and consistent manner. Allow sufficient time for the trial. Ensure mobile GPS software complies with the latest National Marine Electronics Association (NMEA) protocols.

CYC Flood Risk Management team have a range of investigation tools and survey equipment available, all are managed and procured through wider Highways processes and contracts. Gulley tankers are managed by Fleet Services and new technology is procured appropriately via this service.

New technologies for data capture and management are being developed in partnership with CYC ICT GIS team and linkages are being made with the emerging CYC CRM update.

Recommendation 4 - Involvement of colleagues in selecting technology
Understand your authority's information technology procurement processes, purchasing documentation requirements and get the appropriate council staff (finance, IT GIS etc.) involved early on.

All current approaches are being developed in-house and in full partnership with ICT colleagues. All built around CYC GIS provision and links to the Bentley/Exor asset management system.

Recommendation 5 - Data Integration
Link systems to maintenance activities, focus future activities and map 'hotspots'. Address the causes of problems as opposed to symptoms.

Full review of current systems as per recommendation 1, updated drainage strategy taken to Executive member in March, further paper detailing continued survey and investigation taken to 5th September 2016 Executive Member Decision Session, both use advanced data to develop the service – S/W flood map data and modelling and detailed asset survey and cleansing data via handheld tablet devices. In addition to the gritting route analysis carried out as part of the CYC Winter Maintenance Plan this will allow future programmes to be developed on need rather than systematic cleansing based on last inspection dates etc.

Capital funding in place to deliver and develop this review.

Recommendation 6 - Data Use
Use highway drainage asset data to focus, support and inform maintenance activities. These should be linked to the overall asset management objectives for local highways.

The data collected as part of the survey process includes the full range of metrics regarding the asset type, condition on arrival and the condition after leaving, cleansing frequencies can be determined based on the condition of the asset and its needs.

Recommendation 7 - Partnerships
Form partnerships with all relevant bodies, such as the Environment Agency and water companies, to address water management issues and to cooperate in service delivery and information sharing.

CYC work closely with the EA and YWS on all aspects of drainage and flood risk management, quarterly Flood Risk Partnership meetings are held and all contribute to the quarterly Regional Flood and Coastal Committee meetings. The CYC LFRMS identifies the roles of all partners and the action plan contains the works of all partners.

CYC work closely with all Highways Authority partners through the West Yorkshire Combined Authority asset management group and CYC head up the WYCA Drainage Group that reports to the asset group.

Recommendation 8 - Data Sharing
Drainage data must be transferable between owners and stakeholders who understand its value and make use of it.

Data sharing protocols are agreed with the Environment Agency and Yorkshire Water, this is further underpinned by responsibilities in the Flood and Water Management Act. All data sources are available from standard GIS/asset database products for electronic transfer and sharing.

All current gulley management investigations and metrics are available across the in-house CYC GIS products.

Recommendation 9 - Understanding demand and service delivery requirements
Develop a clear understanding of the demand or service delivery level for the drainage asset, as this will clarify and focus activities and budgets to deliver efficient and effective service.

Review papers to Executive Member show how the drivers for a review of the CYC gulley maintenance strategy have been considered, further investigation and survey will provide additional data across the network to deliver a long term review and an efficient service.

The new CYC CRM has provided easy reporting access for customers to identify gulley issues and defects, this information will be used by operational teams to deliver reactive cleansing requirements and to further evidence the future strategy.

Recommendation 10 - Use peoples knowledge
In many cases the organisation's employees are the best source of asset management information. Ensure local knowledge of drainage assets held by long service experienced staff is captured and incorporated into data records.

The CYC Flood Risk Management team maintain flood risk and drainage data on the CYC GIS system detailing information about all key assets including gulley information. All of the current investigation work is further developing this information.

The CYC SWMP in 2012 provided information on surface water flood risk locations and GIS data has developed a range of locations where this needs to be incorporated in the gulley cleansing programme. All councillors and the public were consulted as part of this process and consultation outputs from the LFRMS publication in 2014 further evidence this.

The Winter Maintenance plan has been developed to identify gritting routes and has incorporated a range of data and knowledge of users across the Highways team.

Recommendation 11 - Resourcing

Allocate resources and funds to routes, sections, or specific areas or assets where most needed. Monitor the maintenance of these assets and require contractors to provide details of the condition of assets; for example, gully cleansing records that details the location of the asset and amount of material removed.

All of the work in the current Gully Maintenance Strategy is aligned to the development of a programme based on asset need driven by an assessment of the risks and drivers on the network and the data collected on its condition and need. Current capital funding is driving the investigations and future delivery of maintenance programmes will be amended in line with these findings.

Recommendation 12 - Solutions

Do not let the management tool become more important than the job deliverables and recommend simple solutions that do not require a great deal of maintenance or administration.

The development of an in-house solution to data gathering and analysis is allowing quick and simple approaches to be developed that mimic many of the commercially available tools that exist.

The updated CRM has gulley maintenance reporting as a key issue and the data will be readily available for operatives as part of the whole package of CRM reportables.