![Staffordshire County Council]

Prosperous Overview and Scrutiny Committee

Thursday 9 November 2023
10:00
County Buildings, Stafford

The meeting will be webcast live and archived for 12 months. It can be viewed at the following link: https://staffordshire.public-i.tv/core/portal/home

John Tradewell
Deputy Chief Executive and Director for Corporate Services
1 November 2023

Agenda

1. **Apologies**

2. **Minutes of meeting held on 17 October 2023** (Pages 1 - 4)

3. **Declarations of Interest**

4. **Community Learning Self-Assessment Report 2022 - 2023** (Pages 5 - 46)

   Report of Deputy Leader and Cabinet Member for Economy and Skills

5. **Annual Street Works Permit Scheme Reports and Draft Traffic and Network Management Plan** (Pages 47 - 144)

   Report of Cabinet Member for Highways and Transport

6. **Work Programme** (Pages 145 - 166)

7. **Date of Next Meeting - Wednesday 22 November 2023 at 2.30 pm**

8. **Exclusion of the Public**

The Chairman to move:

"That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below".

_____

Part Two
(All reports in this section are exempt)

Nil.

Membership	
Charlotte Atkins	Peter Kruskonjic (Vice-Chair (Overview))
Tina Clements (Chair)	
Hannah Gallimore	Rev. Preb. M. Metcalf
Philippa Haden	David Smith
Philip Hudson	Samantha Thompson
Graham Hutton	Ross Ward (Vice-Chair (Scrutiny))
	Bernard Williams

Notes for Members of the Press and Public

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Minutes of the Prosperous Overview and Scrutiny Committee Meeting held on 17 October 2023

Present: Tina Clements (Chair)

Attendance	
Charlotte Atkins	Peter Kruskonjic (Vice-Chair (Overview))
Philippa Haden	
Graham Hutton	Samantha Thompson
	Bernard Williams

Also in attendance: Darryl Eyers, Jonathan Lindop and David Williams

Apologies: Philip Hudson, David Smith and Ross Ward

Part One

22. Declarations of Interest

There were no Declarations of Interest made.

23. Minutes of meeting held on 28 September 2023

RESOLVED - That the minutes of the meeting held on 28 September 2023 be confirmed and signed by the Chairman.

24. Avanti West Coast Mainline Rail Services

The Committee considered an oral report and PowerPoint presentation (slides attached at Appendix 1 to the signed minutes) of Avanti West Coast's (AWC) Regional Growth Manager regarding his Company's performance in operating rail services along the west Coast Mainline through Staffordshire.

The meeting was attended by Mark Osbourne, AWC's Regional Growth Manager.

County Councillor Jeremy Pert also attended the meeting and spoke, at the invitation of the Chairman, owing to his request for the Committee to scrutinise this matter in line with the provisions of the Constitution.

During his report and presentation the Regional Growth Manager explained: (i) How the Rail Industry Attributed Delays/Cancellations (amongst the various operators along the line); (ii) AWC's Recent Performance (since their current contract began in December 2019) and; (iii) AWC's Future Plans.

Members noted that AWC had entered into an Emergency Recovery Measures Agreement (ERMA) with the Government's Office of Rail and Road in March 2020 owing to poor performance. However, according to the statistics presented (for percentage of Trains cancelled and on-time), performance had improved since December 2022 and during the period 20 August to 16 September 2023 the Company had outperformed the Industry Average. Furthermore, they noted that AWC had moved from the ERMA onto a National Rail Contract on 15 October 2023 for a three-year term with the possibility of an extension for a further six years dependant on satisfactory performance.

During the full and wide-ranging discussion which ensued, Members scrutinised and held AWC to account over the performance of their services specifically in Staffordshire asking questions, seeking clarification and raising areas of concern as necessary including:- (i) the overall decline in passengers numbers since 2020 and AWC's efforts to increase rail usage through new initiatives eg Superfare; (ii) the likely impact of the Government's recent announcement regarding HS2 Phase 2; (iii) AWC performance compared Virgin Trains, the previous operator of the West Cost Mainline route; (iv) the frequency of services at Staffordshire's Railway Stations; (v) the price of rail tickets from Staffordshire to London and; (vi) the need to re-build trust and confidence amongst passengers and prospective rail users.

In conclusion, the Committee were encouraged by news of AWC's improved performance. However, they remained concerned over its sustainability and in comparison to previous years in terms of passenger numbers. They therefore requested AWC's Regional Growth Manager to provide them with a progress update in six-months' time and for representatives of Network Rail and HS2 to be invited to attend the meeting so that they could better understand the implications of recent Government announcements on rail services in the County in particular, the Hanchurch Interchange.

RESOLVED – (a) That the report be received and noted.

(b) That news of Avanti West Coast's improved performance along the West Coast Mainline in Staffordshire be welcomed.

(c) That Avanti West Coast provide a progress update on their performance in six-month's time having regard to the Committee's on-going concerns.

(d) That Network Rail and HS2 be invited to attend the above-mentioned meeting so that the Committee can better understand the implications of recent Government announcements on rail services in the County.

25. Work Programme

RESOLVED – That, subject to the re-scheduling of the 'North Staffordshire Air Quality Action Plan Ministerial Direction – Update' item (currently listed for their 2 February 2024 meeting) as necessary, following advice received from the Cabinet Member for Highways and Transport, the updated Work Programme (schedule 1 to the signed minutes) be approved.

26. Date of Next Meeting - Thursday 9 November 2023 at 10.00 am, County Buildings, Stafford

RESOLVED – That the date, time and venue of the next meeting be noted.

Chair

Staffordshire
County Council

Prosperous Overview and Scrutiny Committee - Thursday 09 November 2023

Community Learning Self-Assessment Report 2022 - 2023

Recommendations

I recommend that the Committee:

a. scrutinise the performance and quality assurance of commissioned and directly delivered Community Learning provision, as set out in the draft self-assessment report,

b. and provide ideas and suggestions for future focus or areas for improvement to support the Council's Community Learning Service in continuing to meet the needs of Staffordshire residents.

Local Member Interest:

N/A

Report of Cllr Philip White, Deputy Leader and Cabinet Member for Economy and Skills

Summary

What is the Overview and Scrutiny Committee being asked to do and why?

1. The Skills and Employability department delivers on a range of education and training opportunities to meet the needs of Staffordshire residents and their families, the economy and the wider community. This report is about the Community Learning and Multiply provision delivered across the eight (8) districts of Staffordshire during the 2022-2023 academic year.

2. The Committee is asked to scrutinise the annual performance of Community Learning, to further improve the quality of the service's provided, the outcomes for learners and in supporting the Council in remaining a good learning provider. The Committee is asked to contribute to and agree improvement priorities.

Report

Background

3. Performance and the annual self-assessment of Community Learning is reported annually to Committee members, who provide challenge and recommendations to support the development of the service. In 2022 the service secured an additional £4.2m (over a 3-year period) from the Department for Education to deliver the Multiply programme, in addition to the existing annual £1.6m from the Education and Skills Funding Agency to deliver Community Learning. Previous committee meetings, covering the four-year Community Learning procurement framework, are outlined below.

   a. [Wednesday 22nd March 2023, Community Learning annual Self-Assessment 2021-2-22](), Members received the report and gave detailed scrutiny to the self-assessment and recent Ofsted inspection, asking questions, seeking clarification, in regard to increasing participation in digital learning, tracking of destinations, effectiveness information and advice given to residents completing their course and moving into employment or further learning.

   b. [Friday 28th February 2022, Community Learning annual Self-Assessment 2020-2021](), Members received the report and gave detailed scrutiny of the results of the self-assessment and were satisfied with the performance of the Service and welcomed the additional investment to expand the curriculum. Members acknowledged the fall in participation but looked forward to seeing an increase in the number of residents engaging in adult learning in the 2021-2022 academic year. This included a request of further measures to be adopted to encourage participation in further education by those who had undertaken Community Learning courses.

   c. [Monday 15th April 2021, Community Learning annual Self-Assessment 2019-2020](). Members agreed the case for future online, blended and face-to-face delivery had been demonstrated and recommended making more use of community buildings to re-introduce face-to-face learning and that future reports are to include appraisal of outcomes. The report also outlined the effectiveness of a Digital Equipment Fund to combat digital exclusion.

   d. [Friday 24th July 2020]() a briefing paper was presented to the Committee to consider in-year performance in response to the pandemic. The paper detailed the introduction of online learning and less engagement in the districts of Staffordshire Moorlands, Newcastle and South Staffordshire. Members shared concerns about households without access to IT equipment being at a disadvantage and asked for consideration of loaning of equipment and accessing library facilities

to help combat digital exclusion and identified wellbeing issues for some families.

e. [Thursday 25th April 2019](), the Committee considered the annual self-assessment of the Service and the Community Learning strategy and priorities for the Service for 2019-2023. Members were pleased the strategy aligned to the Council's strategic priorities but did seek clarification if targets were challenging enough.

Self-Assessment 2022-23

4. The self-assessment report contains our judgements against the Ofsted Education Inspection framework (2019) and, once approved, is submitted to Ofsted.

5. In February 2023, Ofsted inspected the provision and judged the service to be good. [Staffordshire County Council - Inspection Report Feb 2023]()

6. To support the judgements within Community Learning, we also measure the achievement of Key Performance Indicators (KPIs) as outlined below:

KPIs	Attendance Rate (90%)	Retention Rate (96%)	Pass Rate (98%)	Achievement Rate (94%)
Community Learning (non-accredited)				
All white learners (2480 enrolments)	91%	97%	98%	95%
All other ethnicities (151 enrolments)	91%	97%	99%	96%
Accredited				
All white learners (101 enrolments)	70%	81%	95%	77%
All other known ethnicities (60 enrolments)	59%	75%	89%	67%
Headline data	**88%**	**96%**	**98%**	**94%**

7. On evaluating the service, the following key strengths have been identified:

a. clear strategy and priorities, well-aligned to local needs, the intent is matched by the impact,

b. good leadership and robust management of sub-contracted providers, including for the sustainability of the service,

c. effective safeguarding practice and policy,

d. learners' improved wellbeing, confidence and development of personal skills is excellent,

e. teaching, learning and assessment in Community Learning non-accredited courses is good with areas of excellent practice, and support for learners' needs,

f. learners make good progress towards their subject-specific learning outcomes.

8. This evaluation has identified the following key areas for improvement in 2023-24:

a. significant rapid improvement in outcomes for learners on English for Speakers of Other Languages (ESOL) and digital courses, especially for Black and minority ethnic learners; managers must implement relevant strategies to support and improve attendance,

b. effective information and advice and clearer progression pathways,

c. personalised learning goals and outcomes to provide sufficient challenge, especially for more able learners, to demonstrate the progress learners make on-course and towards longer-term aspirations,

d. use of effective initial and diagnostic assessments to develop appropriate English and Maths learning outcomes.

9. We expect to see improvement in all of the above by December 2023, and will continue to monitor, share and consolidate good practice throughout the remainder of the academic year.

10. The Quality of Education judgement considers our intention, implementation and the impact of this.

a. Our intent is clear and well-aligned to council priorities and local needs. We effectively reach our target learners by working with a wide range of local partners, including areas of the county council: 74% of enrolments come from learners who have a learning disability/difficulty and/or low qualifications and/or are unemployed and looking for work.

b. In Community Learning, learners achieve well: they attend regularly, make good progress and achieve their aims. This leads to significant outcomes for individuals in terms of their wellbeing, confidence, skills to support their families and to move towards employment and volunteering opportunities.

c. In accredited provision not all learners attend regularly. Significant staff absence has also contributed to low completion rates on courses, so although the pass rate for qualifications remains relatively high at 94%, improvements need to be made to ensure more learners complete and pass their course.

d. The vast majority of learners have a good quality experience. Our sub-contracted providers offer excellent facilities, equipment and resources, often in inspiring surroundings in the Staffordshire countryside.
e. Tutors are well qualified and experienced, and plan courses that meet learners' individual needs, enable them to progress in the subject, and develop their wider skills.
f. A minority of learners would benefit from clearer support for their longer-term aspirations and for their English and maths skill development.

11. The Behaviours and Attitudes, and Personal Development judgements focus on how effectively we support learners to get the most from their learning experience.

a. All staff have high expectations of learners' behaviour and attitudes. Tutors involve learners in setting expectations and developing effective strategies for learning.
b. The provision offers very good support for learners' wider personal development. Learners report that their wellbeing is better, and they feel more confident to connect to others in their community and keep their families safe and healthy. This clearly demonstrates the wider value of Community Learning.
c. The service offers effective information and advice for learners' next steps, and providers put in place a range of comprehensive support to enable learners to progress into volunteering, or further learning.

12. The Leadership and Management judgement considers how well the service is governed and managed.

a. Governance and sub-contracting arrangements are effective.
b. Leadership and contract management is robust, ensuring there is a drive for continual improvement, and that performance and quality key performance indicators are met for the vast majority of contracts.
c. A few actions for improvement must be more timely.
d. Support for delivery partners and tutors is effective in ensuring tutors are reflective and develop their practice.
e. Safeguarding arrangements are effective.

Multiply

13. December 2022 saw the introduction of the Multiply programme for Staffordshire, following on from the Department for Education's approval of the council's investment plan.

14. Outreach provision has resulted in 43% of learners returning to engage in substantive provision of more than 2 hours. Substantive provision is delivered via a variety of models including 1-1, classroom and online, and in collaboration with employers and community organisations. We are successfully engaging key target groups such as care leavers, and those furthest away from the labour market.

15. Quality of Education is good, with evidence of learners reporting positive impacts on their ability and confidence with family budgeting, progressing into accredited learning and community learning, and making steps towards employment.

16. Overall learner recruitment has been slower than anticipated. This challenge is being reported nationally by other local authorities. Actions to mitigate this are planned for Q3 of year 2 onwards including:

    a. targeting schools who need to improve their KS2 maths results,
    b. reprofiling suppliers to allow for more outreach work,
    c. the direct delivery team will be delivering some innovative courses to support the cost-of-living challenges,
    d. re-development of the curriculum to present a more accessible and creative approach.

Link to Strategic Plan

17. Community Learning provision contributes to the achievement of the Council's outcomes and priorities:

    a. have access more good jobs and feel the benefit of economic growth,
    b. live in thriving and sustainable communities,
    c. be healthier and more independent,
    d. encourage good health and wellbeing, resilience and independence,
    e. offer every Staffordshire child and young person the best start in life, and the chance to achieve their potential.

Community Impact

18. A Community Impact Assessment (CIA) has been completed and reviewed. The CIA accompanied the report presented to Cabinet 22nd July 2022 seeking approval of the Community Learning procurement arrangements 2023 – 2027.

List of Background Documents/Appendices:

Appendix 1 – Community Learning SAR 2022-23
Appendix 2 – Quality Improvement Plan 2023-24

Community Impact Assessment

Contact Details

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Staffordshire Community Learning Self-Assessment Report 2022-23

Contents

Background and Context

Staffordshire County Council's Community Learning Service is funded by a £1.6m allocation from the Education and Skills Funding Agency's (ESFA) Adult Education Budget and is responsible for the delivery of the provision as the Lead Provider. The provision is led and managed by staff in the County Council's Skills and Employability team. The team also lead and manage the new Multiply delivery for maths provision.

The Community Learning Strategy and Commissioning Plan sets out our purpose and vision:

➢ Our purpose is to improve the lives of Staffordshire residents and meet the needs of the local economy by providing a range of lifelong learning opportunities. Our vision is to offer a service of outstanding quality, to ensure significant impact for learners, and other stakeholders, with efficient use of funding.

The Strategy and Commissioning Plan also defines our outcomes and priorities - based on strategic needs analysis and aligned with the Staffordshire County Council Strategic Plan - and identifies our target learners. The Community Learning service provides a range of formal and informal learning opportunities for Staffordshire residents to support them to gain the skills they need to progress in the world of work and give their children the best start in life. In particular, the service supports and develops individuals and groups for whom formal learning may have been a barrier in the past and works with them to build confidence and realise their true potential in a competitive world.

The service is partly delivered by the Council's Direct Delivery team, with the majority of provision sub-contracted to 18 local learning providers, consisting of schools, independent training providers, third sector organisations and local community groups. The providers deliver a range of learning opportunities for adults, families, and communities in local venues and online across Staffordshire. The delivery requirements are set out in the Community Learning Specification and Quality and Performance Framework which also describes how the delivery will be monitored and quality assured.

During 2022-23, our direct delivery team and sub-contracted providers delivered a total of 301 courses, across the 8 districts of Staffordshire in over 50 venues and online (See

[Community Learning Providers](#) and curriculum areas), to 1855 adult learners, who made 2942 enrolments.

The service was inspected by Ofsted, in February 2023 and was judged to be a good service, and was audited under the ESFA's new sub-contracting standard, with which we are compliant.

During this academic year, the team also ensured the sustainability of the service through the development of (i) the Community Learning Strategy 2023-27 and new Procurement Framework 2023-27 and (ii) the new ESFA Accountability Statement, informed by the new Local Skills Improvement Plan, and Stoke and Staffordshire Local Enterprise Partnership and Skills Advisory Panel priorities. The Accountability Statement was approved by Cabinet on 21 June 2023, [Decision - Community Learning Ofsted Inspection and Accountability Agreement 2023-2024 - Staffordshire County Council](#).

Key judgements and summary

The self-assessment process

This self-assessment report summaries the judgements that we make about our service, based on the following key areas of evidence:

- Feedback from key stakeholders, including learner feedback, and focus groups, and surveys of sub-contracted providers and tutors
- Evaluations from each of the direct delivery and sub-contracted partners own self-assessment reports
- Quality assurance from monitoring of teaching, learning and assessment
- Performance data from contract monitoring, and learner achievement data
- Data from learner destination survey
- Monitoring progress against our Quality Improvement plan 2022-23
- Conclusions and learning from the Ofsted inspection in February 2023

Key Judgements

Judgements are made according to the Ofsted scale for the Education Inspection Framework:

1. Outstanding
2. Good

3. Requires Improvement
4. Inadequate

Ofsted Education Inspection Framework Area	Community Learning Judgement
Quality of Education	Good
Personal development of learners	Good
Behaviour and Attitudes of learners	Good
Leadership and Management	Good
Safeguarding	Effective
Overall effectiveness	Good

Key Strengths

The key strengths of the Community Learning provision are:

- Clear strategy and priorities, well aligned to local needs, the intent is matched by the impact,
- Good leadership and robust management of sub-contracted providers, including for the sustainability of the service,
- Effective safeguarding practice and policy,
- Learners' improved wellbeing, confidence and development of personal skills is excellent,
- Teaching, learning and assessment in Community Learning non-accredited courses is good with areas of excellent practice, and support for learners' needs,
- learners make good progress towards their subject-specific learning outcomes.

Key Areas for Development

Key areas for development in 2023-24 are:

- significant rapid improvement in outcomes for learners on English for Speakers of Other Languages (ESOL) and digital courses, especially for Black and minority ethnic learners; managers must implement relevant strategies to support and improve attendance,
- effective information and advice and clearer progression pathways,
- personalised learning goals and outcomes to provide sufficient challenge, especially for more able learners, to demonstrate the progress learners make on-course and towards longer-term aspirations,
- use of effective initial and diagnostic assessment to develop appropriate English and Maths learning outcomes.

The Intent and impact of the Community Learning Service

Our intent is clearly described in our Community Learning Strategy and Commissioning Plan and is well-aligned to local needs and priorities. We aim to provide a range of excellent lifelong learning opportunities that meet the needs of the local economy and local residents in particular those who require first-steps back into learning, development of digital and study skills, wellbeing, and a reduction in social isolation.

Ofsted February 2023: Leaders successfully work with a range of subcontractors to shape their curriculum. They ensure that curriculum planning takes account of relevant local council priorities. Leaders prioritise their provision to take place in areas of high deprivation. As a result, leaders positively support the focus for economic prosperity across the communities in which they work. Leaders work closely with key stakeholders to select the content of their curriculum.

Our Specification and Quality and Performance Framework ensure that this intent is implemented effectively, and quality and value for money are assured throughout the year. Stakeholders, including learners, value the accessibility and flexibility of our curriculum offer, particularly for those learners returning to learning after a significant break.

We engage with potential learners through online promotion of our courses and have well-established working relationships with a wide range of local partners who provide services for our target learners, for example Shaw Trust, Restart, Job Centre Plus, social prescribers and local libraries. This allows us to effectively reach our target learners.

The total number of enrolments overall from Staffordshire residents was 2942 compared to 2714 in 2021-22, an increase of 8%. Given there was a reduction in the number of providers contracting with us, this evidences the positive impact of partnership working to increase participation and achieve service key performance indicators. There were a minimal number of enrolments (14) that were not funded due to the learners living outside the county boundary – these were mainly learners from Walsall. There was an increase in the number of enrolments in accredited ESOL learning from 139 in 2021-22 to 173 in 2022-23, an increase of 24%, which suggests an increase in confidence and resilience to engage in services following the pandemic.

In 2022-23, 59% of enrolments were from learners below full level 2, up from 55% in the previous year. 43% of enrolments were from learners living in the targeted wards, down from 50% last year. This means that significantly more learners have lower qualifications, and live in the target wards, than is average in the Staffordshire population. Enrolments were mostly weighted in favour of the districts with more priority needs although Newcastle was under-represented. One partner established a new relationship with John Hall Wellness Garden (Rethink) in order to increase access to learning in the Staffordshire Moorlands area.

The service continues to effectively target provision at vulnerable learners: 55% of learners have learning difficulties or disabilities, including long-term mental ill-health, up from 50% in 2021-22. 47% of enrolments are from learners in the 30-49 age band, and 27% from males. 85% of enrolments were made by white British learners, compared to 94% in the Staffordshire district population as a whole, with the ESOL provision in Stafford and East Staffordshire boosting the proportion of learners from diverse ethnic groups.

Learners make progress into positive destinations overall. 38% learners on the accredited Essential Digital Skills qualification courses had started on a non-accredited course first. The same proportion of learners on ESOL courses had progressed from courses in previous years, and during 2022-23 did an average of 1.5 courses each, focusing in turn on reading, writing and speaking and listening skills. This has enabled them to integrate in their communities and access services, and will enable them to go on to a higher level in the following academic year.

From the overall enrolment figure of 2942, 17% of enrolments were from people who were unemployed and looking for work at the start of their course (well above the Staffordshire average, and up from 14% in 2021-22). At the end of the course, 60% of these reported intending to continue with another course, with only 5% intending to go directly into paid employment, indicating that we are reaching those in early stages of their journey towards employment. On average learners completed 1.6 courses during the year. 18% of enrolments were from learners who had done more than 2 courses, and up to 8, with the range of courses completed by individuals demonstrating the progress they are making. For example, many learners from Upper Moreton Rural Activities, Chase Aqua Rural Enterprise, Staffordshire Care Farming and Growing Rural Enterprise initially did a course focusing on wellbeing or craft skills and then progressed onto courses more focussed on maths skills, skills for self-employment, personal development, or more specific Science Technology Engineering and maths (STEM) skills such as animal care, woodworking or floristry science.

Our courses are designed to offer well-sequenced development of skills, with clear outcomes for learners. Learners achieve a good standard of work, progress well and are confident to discuss the impact courses are having on their daily lives. Whilst retention and pass rates remain on target at 96% retention and 98% pass rate for all learner groups in non-accredited learning, these rates have slipped below target overall. This is driven by lower attendance and retention in accredited learning. Whilst learners across the range of ethnicities have good outcomes in Community Learning (non-accredited) provision, in accredited learning drop-out rates are particularly high for those from Black, Asian and other ethnic minorities. There have been significant challenges in the team that deliver accredited learning which are being addressed with the appointment of a manager, a more appropriate curriculum offer, and better support for pre-enrolment information and advice to ensure learners enrol on the right course to meet their needs. We have implemented more effective strategy to record early leavers in 2023-24 to ensure we track and benchmark this measure appropriately.

	Key Performance Indicators			
Headline data	Attendance Rate	Retention Rate	Pass Rate	Achievement Rate
Target	90%	96%	98%	94%
Total 2022-23	88%	96%	98%	94%

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Total 2021-22	89%	97%	99%	96%
Total 2020-21	90%	98%	99%	97%

Community Learning (non-accredited)	Attendance Rate	Retention Rate	Pass Rate	Achievement Rate
2022-23 all white learners (2480 enrolments)	91%	97%	98%	95%
2022-23 all other ethnicities (151 enrolments)	91%	97%	99%	96%

Accredited	Attendance Rate	Retention Rate	Pass Rate	Achievement Rate
2022-23 all white learners (101 enrolments)	70%	81%	95%	77%
2022-23 all other known ethnicities (60 enrolments)	59%	75%	89%	67%

NB Not all learners declared their ethnicity and these have not been included.

Outcomes are very good for learners in the largest areas of non-accredited provision: Supported Learning, STEM and Community Learning Responsiveness Fund, also in Family Learning (albeit with a dip in retention in term 3). Many learners in these areas have benefitted from the emphasis on sustainable and low-cost living for example, making free play resources for children from recycled items around the home, or reducing waste from cooking.

Learner feedback shows that learners are happy with their course, and tutor, that they feel safe (99% positive responses from learner feedback survey) and that they appreciate the range of benefits of Community Learning.

We work closely with local partners to ensure that learners have information and advice they need about their wider support needs, and next steps, for example, with local colleges and Staffordshire Jobs and Careers brokers. One provider has specifically developed maths courses in response to learner requests this year, and over 40 learners have progressed from Community Learning into Multiply maths provision. Learner feedback indicates that 98% of learners agreed "the tutor helped me to know what to do next". We must continue to share good practice and strategies to ensure that all learners receive effective information and advice about the progression pathways available to them, and that this is recorded appropriately.

Following the completion of courses, we commission a research company to telephone learners to find out what they have gone on to do after the course, and if the course helped them achieve their goals. We successfully contacted [XX (1160 in 2021-22)] learners in this way in November, and analysis of the data shows that [XX% (96% in 2021-22)] achieved their intent in enrolling on the course. At that time [XX% (51% in 2021-22)] were in work/voluntary work, including [XX% (30%)] who were looking for work at the start of their course, were in employment at this point. **TBC 2022-23 data expected December 2023.**

Implementation

Teaching, learning and assessment are good overall with quality assurance activity reporting that 83% class monitoring visits were good or better, with issues identified at other visits being addressed during the academic year.

In the February 2023 report, Ofsted inspectors noted that "…learners benefit from teaching and support from well-qualified and experienced tutors, who use their knowledge and experience effectively to teach them the knowledge, skills and behaviours they need to progress"

Tutors and managers plan well-sequenced courses so that learners build their knowledge and skills. In the best cases, learner voice is used to develop the curriculum. Initial assessment is usually effective in identifying learners' starting points, so that tutors can plan to support and challenge learners appropriately. However, in some cases, tutors should take more note of learners with more experience or higher aspirations so that their learning goals provide sufficient challenge.

Nearly a quarter of enrolments were for online courses, allowing learners from all districts including remote areas to take part. Although online provision was introduced in response to the covid pandemic in 2020, we recognise the need to continue to provide access to learning in this way; across all provision, 40% of learners reported that they had improved their digital skills whilst on the course, demonstrating the value of the provision to the digital inclusion agenda. Four key providers, working with learners who experience mental ill-health, organise transport for to their care farm venues to increase access, particularly for those from urban environments who wouldn't otherwise access the countryside. All learners have access to excellent facilities, equipment, and resources delivery and this ensures that learners are highly motivated and engaged by their surroundings.

Tutors expertly demonstrate new knowledge and skills. Innovative use of learning technologies in many courses helps learners access learning and collaborate, as well as embedding digital skills. Learners benefit from high levels of support from staff and peers, which enables them to engage effectively, and learners are well motivated. Tutors provide regular opportunities to recap and recall new learning, and for learners to practice and apply their new skills. Learners often develop their personal skills alongside the course subject, including understanding of issues such as sustainability or British Values. Many tutors provide good support for the development of English and maths skills where relevant. This practice should be further shared so that the impact of skills development is more consistent. In most cases, tutors use assessment strategies well to check learning and use this information effectively to help close any gaps in learners' knowledge and skills. Learner work is of a good standard, and most achieve their goals.

Approaches to Recognising and Recording Progress and Achievement (RARPA) are well developed in the majority of cases and designed to fully engage learners, being well embedded within the delivery of the course. 20/26 RARPA audits were compliant, with 3 that were less than good showing improvement at a subsequent re-audit or class visit bringing the total that were compliant in-year to 88%. Two providers with small learner numbers required minor improvement but were not reaudited. However, in a few cases, personalised learning goals and outcomes are under-developed, with an emphasis on activities rather than knowledge and skills, and do not provide sufficient challenge, especially for more able learners, or do not clearly demonstrate the progress learners have made.

Behaviour and Attitudes

Providers have high expectations for learners' behaviour and conduct; many negotiate a group charter or ground rules with learners to ensure that all learners are engaged in setting the expectations, resulting in high levels of respect between learners and tutors in safe, inclusive and productive learning settings. A Learner Handbook, and online accessible version of this, supports learners to understand the requirements and opportunities of their learning.

Ofsted report, Feb 2023: Tutors support learners to develop positive attitudes to their learning. Tutors create a positive environment for learning that harnesses respect. This supports them to share new ideas, which helps them to develop new knowledge further.

For the vast majority of learners, attitudes to learning are exceptionally positive. With around 55% having a learning disability or difficulty, including mental ill health, many learners have overcome significant barriers in order to attend, but they are, on the whole, committed and resilient. Where learners are absent or late tutors usually take effective measures to re-integrate learners into the group, and catch-up. This is sometimes supported by the effective use of digital tools, or support buddies or volunteers who model expected behaviour and demonstrate positive progressions. Learners demonstrate high levels of resilience, motivation and pride in their work, especially where they have produced items such as pieces of art or crafts.

Overall, attendance is well-monitored and effective strategies to support attendance deployed. However, there needs to be an improvement in attendance rates in ESOL, employability and digital provision in particular. Managers need to regularly support tutors and learners with effective strategies to ensure motivation remains high, and to tackle practical barriers to attendance for some learners, and where their new knowledge and skills have benefited their families, for example in parenting courses.

Case study: learner on Families First Pram to Primary course who had benefited greatly from course, while child was on waiting list for CAMHS referral. "…it calmed things down…we talk more as a family, partner and I work together".

Personal development

Opportunities for personal development of learners are exceptionally good on Community Learning courses, thanks to the design of the curriculum. Providers are very invested in delivering wellbeing outcomes to learners who need this support. Learner feedback evidences that many feel they have gained more than they expected from the course. Many providers offer opportunities for learners to get involved in their local communities or charities such as Sudbury Gasworks, support for Ukrainian families living in Staffordshire, and the Transforming the Trent Valley project. Other opportunities offered include enterprise projects and group visits, or guest speakers. As a result, learners develop their confidence, wellbeing, employability and social skills.

Case study: Upper Moreton Rural Activities learner who reported course helped her enormously as she was dealing with bereavement.

Leaner feedback data – Wider benefits of Community Learning		
	2022-23	2021-22
wellbeing is better	76%	67%
made new friends	66%	64%
more positive about the future	60%	67%

more confident to keep family safe	54%	52%
more confident to support my family	51%	50%
healthier	44%	44%
confident to use community facilities	40%	42%
more confident to take active role in community	39%	36%
more independent	38%	39%

The service is matrix accredited for its information and advice services and providers deliver effective information and advice to ensure learners are on the right course. At many providers this involves 1-1 conversations pre-enrolment; the effectiveness of this is evidenced by the retention rate of 95%. This is followed up by a range of effective information and support during the course to encourage learners to understand and move towards their next steps.

More targeted support, information and advice is given in some cases. For example, job brokers from the Staffordshire Jobs and Careers service have visited learners at Upper Moreton Rural Activities, and Chase Aqua Rural Enterprise to inform them about the range of opportunities and support available to them. In a number of organisations (Chase Aqua Rural Enterprise, Direct Delivery team, Upper Moreton Rural Activities, Families First) learners are taken on as volunteers or learning buddies to support their peers and develop their volunteering skills. A number of providers offer a wide range of training and, in some cases, a volunteer passport scheme which recognises the skills and achievements of ex-learner volunteers to support them further in this journey. In 2023-24 we aim to share and build on this good practice to ensure all volunteers have an excellent experience and outcomes.

Case studies: a learner has developed from volunteering at Chase Aqua Rural Activities to enrolling on a Level 3 Award in Education and Training course and supporting in delivery.

Community Forest Services learner who has been able to sell her artwork, following on from creativity in Nature course.

Growing Rural Enterprise learners who took art in Dragons Den activity resulting in being commissioned to produce planters for local garden centre.

Ofsted: Learners gain significant benefits from their courses. Those studying ESOL, who previously felt isolated, feel more confident to communicate with their children's school or access their local doctor's surgery. Learners benefit from well-developed links with local community organisations. Staff nurture effective links with a range of partners […]. They support learners to get quick access to the critical services they need to support their wider lives.

In most areas, there are opportunities for learners to further develop employability skills including English, maths and digital. For example, 8 ESOL learners developed their digital skills through a bespoke course in term 3. Although only approximately 9% of courses are in the Digital Skills curriculum area, learners on most courses develop their digital skills through use of learning technologies. Other learners develop maths skills as applied in woodwork or animal care courses. In some cases, this is effective, however in a minority of cases there is not enough focus on developing *new* skills in these areas, rather than using existing skills. Tutors should work with learners to develop specific learning outcomes for English, maths and digital where this contributes to their long-term aspirations.

> **Leaner feedback data – Wider benefits of Community Learning**

	2022-23	2021-22
developed digital skills	40%	39%
developed English skills	32%	33%
developed maths skills	18%	22%
more confident to start new job/career	24%	26%
upskill/progress in career	16%	17%

In some cases, tutors have not sufficiently challenged learners who have more experience, or higher starting points, resulting in some learners not having goals that are appropriately challenging. This should be addressed through more effective personalised goal setting based on thorough initial assessment, and effective adaption of learning activities where relevant.

In term 3 approximately 100 learners took part in focus groups exploring British Values, at 7 different providers, and covering 5 different curriculum areas, including learners with long-term mental ill health and learning difficulties/disabilities. The sessions were a useful insight into learners' own values and how they were able to identify British Values, as these are demonstrated in the delivery of their courses. The focus groups helped learners to extend their understanding, and served as a model for tutors to use in future for exploring this topic. In addition, they provided us with input from learners on the importance of respect and kindness as key values.   It was notable that a number of learners referred to how they felt accepted despite differences in their groups and that they appreciated the non-judgmental ethos. The learner voice is fundamental in the development of a renewed Diversity, Equity and Inclusion statement which is planned for 2023-24.

Leadership and Management

Local needs are at the heart of the Community Learning Service; leaders have a clear focus for the curriculum which is strongly aligned to local needs because we have made good use of local intelligence to plan the curriculum offer. We work with relevant partners to develop the curriculum offer to achieve the council's objectives and priorities and have established stable relationships with these partners. Our next steps will be to develop our communications strategy to ensure all partners can get the information they need about our service.

Governance and sub-contracting arrangements are effective. We have a well-designed and effective Quality and Performance Framework which we use to clarify our high expectations for internal and sub-contracted providers. We set challenging key performance indicators for the provision and monitor performance and quality regularly, agreeing actions with sub-contracted providers, when necessary, at regular contract management meetings, to ensure the targets are achievable.

Managers report on quality and performance regularly, through Skills and Employability Management Team and Economy, Infrastructure and Skills Business Delivery Plan and Performance Reports. Our Quality Improvement Plan records and tracks progress against the outcomes we have set ourselves; actions have been made SMART-er during the year to ensure clear lines of responsibility and timely completion.

Through the analytical use of learner achievement and feedback data, we evaluate the effectiveness of provision and give effective support and challenge to sub-contracted providers and tutors.

We deliver effective support and challenge to tutors through a range of interventions. Good practice is shared through regular Provider Engagement updates and events, and a number of providers continue this collaboration independently. We also provide a well-used and comprehensive Teaching

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and Learning Blog to ensure tutors understand the expectations of their role, and Continual Professional Development sessions which have included LGBTQ+ awareness, how to support learners with dyslexia, and how to increase learners' awareness of British Values. In 2022-23 we implemented a more collaborative approach for working with individual or small groups of tutors - following Education and Training Foundation (ETF) training, our officers provided a Mentoring programme, to develop tutors' practice; this will be further developed in 2023-24 to ensure all actions are SMART and the impact monitored in a timely manner.   70% of tutors engage with the CPD offered by the service and overall, find the service to be supportive of their development.

Providers are committed to the development of their own staff teams, and tutors undertake a wide variety of other CPD relevant and sufficient to their own needs, for example, national FE Sustainability Community of Practice, workshops to support learner wellbeing, and learner engagement, ETF Visualising Maths course, and qualifications in Information, Advice and Guidance Level 2, First Aid awareness, Mental Health First Aid, Autism awareness.

Tutors take pride in and get a sense of achievement from what they do. Of the respondents to our Tutor feedback survey 100% agreed that they understood how their work relates to Staffordshire Community Learning and Council priorities, that they get a sense of achievement from this work, that they feel respected and valued for the work they do, and that leaders and managers in their organisation are considerate of their workload and well-being.

Safeguarding

There is a high regard for safeguarding, and practice is effective.

Leaders and managers are fully committed to their duty to safeguard learners and staff and implement the Prevent Duty. Effective policy and procedures are in place to ensure safe learning and recruitment practices. All tutors and staff are subject to regular DBS checks and required to regularly update their Safeguarding & Prevent Duty training. Senior managers who take the role of Designated Safeguarding Lead (DSL) and Deputy DSL are well-qualified in Safeguarding at Level 4. They work effectively with local partners, for example the Staffordshire Safeguarding Children Board, and Staffordshire Prevent Board, and communicate key messages to provider staff through termly Safeguarding and Prevent Updates, Briefing sessions for tutors at the start of the academic year and in monthly Provider Updates. The DSL and deputy respond appropriately and promptly to concerns raised, and maintain accurate records and a Safeguarding and Prevent Action Plan through the year to monitor progress on emerging issues. Safeguarding is reported via Performance Briefings to the Director of Economy, Infrastructure and Skills (EIS) and Deputy Leader of the Council. Safeguarding is also reported at monthly Strategic Manager Meetings.

Learners have an appropriate understanding of safeguarding in most cases, thanks to information they receive from tutors. Tutors follow clear guidelines about Safeguarding, Prevent Duty and Health and Safety to introduce these concepts at induction, and continue to discuss them through delivery of courses. For example, in some practical courses, learners are involved in devising risk assessments for the learning activities. Nearly all learners responding to the Learner feedback survey (99%) state that they feel safe in the learning environment, as in previous years. The very few individuals not feeling safe were more likely to be learners with mental ill health or learning difficulties, and experiencing low confidence or anxiety.

The vast majority (99%) of respondents knew what to do if they did not feel safe, (98% in 2021-22, and 2020-21). Learner feedback results show that over 97% said they were informed how to protect

themselves from risks associated with radicalisation and extremism, across all equality groups; this is an improvement on the previous years (96% in 2021-22, and in 2020-21).

Through strong partnership working, providers are able to identify existing safeguarding concerns with individual learners at an early stage, and learners are confident to discuss with tutors challenges they face in their wider lives.

Tutors ensure that appropriate support is in place for vulnerable learners.   In particular, some Family Learning provision has a strong role in safeguarding. Families First provision is targeted at learners who have not engaged in learning for some time, have low levels of qualifications or who have low confidence and self-esteem. Some learners come to the organisation as referrals from Early Help and family support services across Staffordshire. The courses aim to develop parents' understanding of child development and positive parenting models, and the impact of these courses is particularly strong.

Multiply

Background

In 2022 the UK government made improving maths skills the first priority of the UK Shared Prosperity Fund, allocating £430m over 3 years to support the Levelling Up mission by providing bespoke adult numeracy programmes via the Multiply programme.

The Government commissioned Employer Skills Survey (ESS) showed that over a third (37%) of employers with skill-shortage vacancies identified basic numeracy skills as difficult to obtain from applicants. In addition, a quarter (24%) of employers felt that basic numeracy skills needed improving. Staffordshire has generally higher demand for STEM skills including numeracy due to our strong manufacturing base and associated industries which are a priority for growth locally.

In Staffordshire latest DfE participation and achievement data provides an indication of current learner demand, with the overall trend showing a gradual decline in maths participation and achievements over the last five years of available data. Between 2014-15 and 2018-19 Staffordshire has seen a 51% decline in maths participation compared to 42% decline nationally and a 50% decline in maths achievements compared to 37% decline nationally.

Leadership and Management

The county council established a Multiply Programme Board to oversee the development of the Investment Plan, tendering process and overall management of the Multiply programme. The board is chaired by the Head of Adult Learning & Skills and includes officers from Skills & Employability, Finance, Legal, Audit, Communications, Care leavers team, and District Strategic Delivery. The board has a reporting link to the Council's Economic Recovery Cabinet, Senior Leadership Team and Cabinet.

Effective engagement activity took place in the summer of 2022 with residents, employers and local stakeholder organisations, and a working party was established, resulting in education providers submitting expressions of interest which informed the Investment Plan. The Investment Plan was approved by cabinet. We successfully secured £4.2m for programmes to be delivered across the Spending Review period 2022-23 to 2024-25.

The aim of the funding is to increase engagement in numeracy across Staffordshire by providing a range of bespoke high-quality numeracy-based skills interventions. The interventions are delivered flexibly and implement a bitesize approach to reach out to parts of local communities and employers

and their staff who do not engage well with traditional classroom-based learning and/or Adult Skills or Community Learning provision as their starting point.

The provision delivers opportunities for individuals to improve their confidence with the use of numbers to a level that will allow them to have greater control over their daily lives or motivate them to progress onto further programmes or qualifications. To support skill development and progression the Multiply provision will consist of engagement, non-accredited and accredited numeracy programmes with a flexible coherent pathway, including where appropriate onto local Adult Education Budget provision.

The Multiply provision did not perform fully in Year 1 in terms of recruitment of learners and expenditure of the funding, but the project was able to launch, with operational processes and communication strategy established in collaboration with sub-contracted partners. The learning from Year 1 continues to inform improvement and development for Year 2 delivery and onwards. For example, in developing approaches to working with care leavers, schools, and other residents who need to increase their confidence to taking their first steps back into learning.

Comparison with local authorities across the country indicates that our challenges are common to other areas, particularly in engaging successfully with employers to support employees to upskill and progress in their career.

Thorough due diligence measures ensured that contracts were awarded to providers who had the capability to deliver a good quality service. The quality is assured through class monitoring visits, and officers collaborating with providers to thoroughly review the contract on a monthly and quarterly basis.

Impact – meeting the needs of learners

In Year 1 (April 2022-March 2023), delivery started in December 2022. Eight providers delivered learning across 7 intervention types, and one provider also delivered outreach provision. The outreach provision was successful in engaging 124 people in year one, often the "hard-to-reach" and including learners with learning difficulties and with English as a second language, and a good proportion (43%) of these went on to substantive learning.

The most successful providers worked well with community groups, charities and organisations such as Job Centre Plus to engage learners.   Engagement via employers has been less effective than anticipated. Word-of-mouth proved to be the most effective recruitment strategy, and we will continue to work collaboratively with providers and the Council's Communications team to develop strategy to ensure stakeholders are aware of the offer, and that residents find the offer appealing.

Providers' performance in recruiting learners varied considerably, leading to 3 providers not delivering any learning in Year 1 and some declining contracts in Year 2. During Year 2, Quarter 1 performance was again lower than expected. A revision of the Investment Plan and further procurement activity has been planned to mitigate the impact of this on final year 2 performance.

Quality of Education

During Year 1 providers developed their curriculum offer to make it more relevant to residents, for example making courses for parents more focussed on practical family life and including activities for children. Delivery was of good quality overall, with experienced providers able to deliver courses that meet learners' needs, and ensure they are ready for their next steps. Whilst some delivery is based on 1-1 interventions that support individuals in a very targeted way, other delivery is delivered to groups of learners in classroom or community settings. Officers were able to support

tutors where necessary to improve RARPA practice where this had not been well-established initially in Year 1. Year 2 quality monitoring activity reflects good practice now in place.

Learner feedback from Quarter 1 Year 2 indicates that learners are (97% of respondents) enjoying their learning and are happy with their tutor (100%), 100% of respondents feel safe and would know what to do if they did not. 100% of respondents also report that their tutor had helped them to understand what they can do next. 26% are intending to continue with further learning.

Learner feedback/success stories

Community Learning learner feedback

My child loved having me coming to school and doing activities with him, we both really looked forward to it every week! I've noticed that since we started, he's a lot more motivated to read with me at home and he wants me to ask him maths questions!'

The course was far more useful than I had anticipated. Not only did it give understanding about how my daughter is learning, but also gave me understanding of how my mind works too! It was a bit of a revelation for me.

The course has been instrumental in my journey through bereavement, it has been better for me than counselling,

I am now confident in dropping him off so I can go to work. I am going to get myself some more support for my dyslexia so I can keep reading to him.

During and after covid I was extremely anxious and unable to mix or go out much socially. This course got me out regularly and helped me forget my problems. The other members of the group were friendly & I enjoyed their company.

Wellies has helped me to build my confidence and independence so much that I am now able to start university next term. There is no way I would have been emotionally, mentally, or physically ready to go to uni without Wellies.

Brilliant tutor on iPad course, very patient with me and helping me to understand this course.

Loads of great ideas shared in a friendly and inspiring manner.

It's a fantastic place and everyone makes me feel welcome. I always feel better after.

I am more confident in meeting and engaging with new people, using public transport and sticking to a time frame/management/team building.

Doing this course has improved my family life and relationships.

Thank you for such a positive friendly + well run course. My wellbeing + my daughter's learning has improved so much from the course tutor was fantastic.

Simply Play has given us lots of idea to aid learning and development and information to help keep us all safer and healthier.

Volunteers' success stories

I get a sense of achievement out of my volunteering especially by helping others. I can relate to others by having a lived experience – I remember what it is like to feel life was a struggle. It is good to give back to others and very rewarding to see how people grow in confidence. Everything is positive with my volunteering; it has helped me with my wellbeing – made me realise that there is a way forward.

I've been volunteering for Wellies for the last 2yrs. It has improved my mental health dramatically, I love everything about it and get so much out of it. Love being able to help and support others improve their mental well-being. Volunteering is a great, takes commitment without the pressure of a full time job.

After talking to my tutor about my options I decided to support the Simply Play courses, helping the tutor to support the parents and their children. I had a DBS and initial training via the Volunteering Co-ordinator through the Council. I have also taken a Breastfeeding Peer Support course and have my first appointment this week with a new parent. The Pram to Primary course helped us as a family and volunteering is giving me more confidence in my abilities."

Multiply learner feedback

I can support my son better with his Maths

The course has given me hope for the future and pushed my confidence up overall.

The impact of attending Lichfield Campus for the college course has been quite significant. It has taught me a good work ethic, structured days of the week, and improved my well-being a lot. I have become more confident. It takes an hour to get there each day which has showed me that if you make the effort, it is worth it.

Confidence, social and maths skill have come such a long way.

A lot more confident using maths to work out household spending and bills. More understanding of how Universal Credit works.

I am more confident to apply for a better career stage in the company where I work now.

I really enjoyed this course I'm sad that it has come to an end, I've learnt so much, about money management and, what is more important, to keep me out of debt.

Data

Community Learning Providers and curriculum areas

Provider	Curriculum Area	Districts
Direct Delivery	Digital Skills, Employability - ESOL	Tamworth, Stafford, Newcastle, East Staffordshire, Lichfield, Cannock, Staffordshire Moorlands
Sub-contracted Providers	**Community Learning Framework providers Curriculum Area**	**Districts**
Acorn Training	Employability, Digital Skills	Newcastle, East Staffordshire, Staffordshire Moorlands
Chase Aqua Rural Activities	Supported Learning, Employability, Digital Skills. STEM	Stafford, South Staffordshire, Cannock
Community Forest Services	STEM, Family Learning, Leisure, Health and Wellbeing	Cannock Chase South Staffs Stafford
Families First	Family Learning	All districts
Growing Rural Enterprise	STEM	East Staffs Lichfield Tamworth
Staffordshire Care Farming	Supported Learning	East Staffs Lichfield Tamworth
Upper Moreton Rural Activities	Supported Learning	Cannock Chase Stafford
Victoria School Primary	ESOL and Health	East Staffs
Ashcroft Primary	Family Learning - Parenting	Tamworth
Beam Staffordshire	Supported Learning	Stafford
Chase Terrace Academy	STEM	Lichfield
Dyslexia Association of Staffordshire	English and Maths	All districts

Gartmore Riding School	Supported Learning	Lichfield, Tamworth
Horton Lodge Special School	Supported Learning	Staffs Moorlands
Liberty Jamboree	Supported Learning	Lichfield
Staffordshire Venture	Supported Learning	Stafford
Two Gates Primary	Family Forest School	Tamworth
Pulse for Music	Supported Learning	East Staffs

Table showing enrolments per district over years:

District and share of adult population (2021)	Number of targeted wards	Enrolments in 2021-22 number of enrolments	% of total 2021-22 enrolments	Enrolments in 2022-23 number of enrolments	% of total 2022-23 enrolments
Cannock Chase (12%)	8	385	14%	528	18% ⬆
East Staffordshire (15%)	7	559	21%	490	17%
Lichfield (12%)	4	351	13%	333	11%
Newcastle-under-Lyme (14%)	13	237	9%	277	9%
South Staffordshire (12%)	1	197	7%	174	6%
Stafford (15%)	6	490	18%	507	17%
Staffordshire Moorlands (10%)	4	157	6%	261	9% ⬆
Tamworth (9%)	7	347	13%	384	13%

Staffordshire Community Learning Self-Assessment Report 2022-23 v1

Multiply Data

Types of intervention and Enrolments Year 1

Intervention	Number of people engaging with outreach	Target	Target % against Actuals	Number of learners participating in substantive learning	Target	Target % against Actuals
A	124	125	99%	114	523	22%
B	0	0	0%	82	350	23%
C	0	0	0%	16	478	3%
D	0	0	0%	0	152	0%
E	0	0	0%	8	101	8%
F	0	0	0%	21	792	3%
G	0	0	0%	0	0	0%
H	0	0	0%	0	35	0%
I	0	0	0%	36	181	20%
J	0	0	0%	19	70	27%
TOTAL	124	125	99%	296	2682	11%

Learner Achievement

	Enrolments	Completed	Withdrawn	Passed	Not passed	Attendance	Retention	Pass	Achieved
2022-23 Q4	261	241	20	234	7	69%	92%	97%	90%
2023-24 Q1 total	52	45	7	44	1	80%	87%	98%	85%

NB Does not include learners who are continuing in learning to date. Final enrolment figures will be higher.

Quality Improvement Plan – End of Year RAG ratings

Area for development 2022-23	End of year position
Participation - maximise funding, ensuring that the contract is feasible for sub-contractors, and that the full curriculum offer attracts our target learners, whilst ensuring our learners are representative of the demographics of Staffordshire and of our target learners. **Outcome: funding performance at 97%**	Amber
RARPA - Aspects of RARPA in a minority of courses need development, to support learner reflection on the progress of their skills, and fully recognise their personal development to raise aspirations, fully stretch learners whose starting points are higher. **Outcome: 100% of RARPA audits compliant**	Green
Progression - We need to make clearer progression routes for learners to support their progression towards work, including clearer links with Further Education providers and employers to raise aspirations. **Outcome: Increase learners going into further learning following course (destinations survey data).**	Awaiting data
Attendance, retention and Quality of education - We need to implement a further range of improvements in the Quality of Education in **Digital skills, Employability, and Adult Skills** courses to ensure existing good practice is consistent throughout. **Outcome: Attendance 90%, retention 96%**	Amber
Maintain effective safeguarding practices and Prevent practices **Outcome: increase % of learners report they have been informed of how to protect themselves from risks associated wiht radicalisation and extremism**	Green
On-going development of performance management **Outcome: good quality data**	Green
On-going development of quality management **Outcome: high tutor satisfaction with support**	Green
Addressing learners' needs and goals in relation to the development of their English and maths skills **Outcome: RARPA audits and class visits to report good practice in place**	Green

Objective	Action	Person Responsible	Status Oct 2023
Community Learning - increase Participation	Implement and embed new Community Learning Strategy 2023-27, new sub-contractors and new curiculum offer	AD, CR	started
Community Learning - increase Participation	Continue to develop Comms strategy and to expand work with partners including internal SCC partners	AD, CR, contract managers	started
Community Learning - significantly improve attendance and retention in ESOL, especially for ethnic minority learners	Develop business continuity in Direct Delivery team, develop curriculum including non-accredited and Multiply offer and monitor thoroughly to address barriers	NH	started
Community Learning - significantly improve learner progress in lower level ESOL courses especially for ethnic minority learners	Continued CPD with staff	NH, quality team	started
Community Learning - information and advice, Promote Progression pathways	Work with providers to develop strategies for long-term learners, and ensure learners have relevant information and advice re aspirational destinations	CR, quality team	not yet started
Community Learning - consistently good practice in challenging learning outcomes for more able learners, including embedding English and Maths outcomes in delivery	Continue to share and build on good practice in development of English and Maths, initial assessment and information and advice	CR, quality team	started
Multiply - increase participation	Develop further outreach provision across all interventions, including further application rounds for new suppliers	WW	started

Staffordshire County Council

Community Impact Assessment

Community Learning Framework 2023 - 2027

Author: Amanda Darlington

Date Tuesday, 31 October 2023

➢ **Equality Assessment**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Age - older and younger people	**All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.**	**Some individuals may find the provision less accessible.**	**Undertake market engagement to ensure the provision is inclusive and accessible, including ensuring those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.**
Disability - people who are living with different conditions and disabilities, such as: mental illnesses, long term conditions, Autism and other	**All adults 19+ are eligible to engage in Community learning provision. All people**	**Some individuals may find the provision less accessible.**	**Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups**

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Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
neurodiverse conditions, learning disabilities, sensory impairment and physical disabilities.	**will benefit from engagement and participation.**		**are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.**
Gender reassignment - those people in the process of transitioning from one sex to another	**All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.**	**Some individuals may find the provision less accessible.**	**Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
			suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.
Marriage & Civil Partnership - people who are married or in a civil partnership should not be treated differently at work	**All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.**	**Some individuals may find the provision less accessible.**	**Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.**
Pregnancy & Maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	**All adults 19+ are eligible to engage in Community learning**	**Some individuals may find the**	**Undertake market engagement to ensure the provision is inclusive and accessible, including those**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
	provision. All people will benefit from engagement and participation.	provision less accessible.	from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.
Race - people defined by their race, colour, and nationality (including citizenship) ethnic or national origins	All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.	Some individuals may find the provision less accessible.	Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
			to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.
Religion or Belief - people with any religious or philosophical belief, including a lack of belief. A belief should affect a person's life choices or the way they live for it to be considered	All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.	Some individuals may find the provision less accessible.	Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.
Sex - men or women	All adults 19+ are eligible to engage in	Some individuals may find the	Undertake market engagement to ensure the provision is inclusive

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
	Community learning provision. All people will benefit from engagement and participation.	provision less accessible.	and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.
Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	**All adults 19+ are eligible to engage in Community learning provision. All people will benefit from engagement and participation.**	**Some individuals may find the provision less accessible.**	**Undertake market engagement to ensure the provision is inclusive and accessible, including those from underrepresented groups are encouraged and supported to participate. The procurement process and ITT Questionnaire will demonstrate how each supplier has considered the equalities impact, the relevant affected groups, based upon protected characteristics and any**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
			measures it proposes in response to these impacts. Appoint suppliers of services who have well qualified teaching staff to ensure learners with protective characteristics are just as likely to achieve outcomes as other learners.

➢ **Health and Care Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
Improved health & Wellbeing	**Community learning programmes support people to engage in learning to develop their personal confidence and improve their wellbeing.** **Healthy lifestyles are encouraged through course content.**	**Increase in health related issues.**	**Through market engagement and consultation the curriculum offer to include relevant health and wellbeing themes: five steps to wellbeing, accessing local health and wellbeing services and other community activities that are relevant to each of the 8 districts of Staffordshire.**

➢ **Communities Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
Community Learning provision is delivered across the eight districts of Staffordshire.

ESOL provision is readily available in districts. | Targeted provision delivered in areas of need across districts.

Provision delivered online and within venues with digital equipment, ie, libraries | Tender does not attract suppliers of services for Staffordshire Moorlands, Newcastle, South Staffordshire

Lack of Public transport

Direct Delivery Unit lack of capacity to deliver ESOL provision across all districts. | Positively promote applications for the identified districts. Continue regular dialogue with Strategic Delivery Managers to ensure timely identification of key issues and to ensure providers of services are well placed to meet the dynamics and demographics of districts.

Use local knowledge of Elected members to understand need and promote Community Learning.

Engage with potential suppliers who deliver ESOL provision. |

Key consideration	Benefits	Risks	Mitigations / Recommendations
			Ensure provision is delivered on public transport routes – with consideration to rural communities.

➤ **Economic Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
Developing skills and qualifications	Residents will develop skills for everyday life and achieve qualifications that enable them to access better jobs. Provision raising aspirations for individuals and families.	A break in delivery at the end of the current Community Learning Framework. Procurement not attracting suppliers of service across all districts.	Align provision with strategic priorities, specifically those for health, wellbeing, employment and skills plans. Providing clear pathways for progression to improve skills and aligned to each district priorities and needs. Provide accessible low-level learning leading to formal higher-level learning. Wider skills development and study skills embedded in

Key consideration	Benefits	Risks	Mitigations / Recommendations
			provision, so learners are well prepared for progression to further learning, employment and volunteering. Targeted communication to attract suppliers of services.

Climate Change Assessment

Key considerations	Benefits	Risks	Mitigations / Recommendations
Contribute to the climate change agenda	Sharing and raising awareness with learners/residents. Sharing the UN Sustainable Development goals through Education for Sustainable Development (ESD)	None identified	Online delivery of programmes reducing travel. Learners well informed of climate change agenda. Deliver Sustainability courses and/or embed in wider subject areas.

➢ **Environment Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
Learning taking place across the county.	Giving learners the opportunity to participate in their natural environment and local communities	Transport to and from venues	Utilise providers with minibus facilities. Use green spaces and venues on public transport routes.

Prosperous Overview and Scrutiny Committee – Thursday 9th November 2023

Annual Street Works Permit Scheme Reports and Draft Traffic and Network Management Plan

Recommendations

I recommend that the Committee:

a. Review the Year 1 and 2 Annual Street Works Permit Scheme Report.

b. Comment on the draft format and approach taken with the proposed Traffic and Network Management Plan (TANMP)

Local Member Interest:

N/A

Report of Cabinet Member for Highways and Transport

Summary

What is the Overview and Scrutiny Committee being asked to do and why?

1. Confirm the Year 1&2 and Year 3 Annual Street Works Permit Scheme Reports reflect delivery of the objectives set by cabinet when approving a move to a Street works Permit Scheme from noticing.

2. Confirm whether the committee wish to review these statutory reports every 3 years before publication going forward.

3. Scrutinise and comment on the draft format and approach taken with the proposed Traffic and Network Management Plan (TANMP) so that work on this can continue.

Report

Background

4. The proposal of introducing a Street Works Permit Scheme was first raised at Cabinet on Wednesday 16th October 2013. And it was decided that the County Council proceeds towards the introduction of a permit scheme for street works, that the final decision to proceed with the scheme be delegated to the Cabinet Member for Economy and Infrastructure.

5. In 2019 the Department for Transport wrote to all remaining highway authorities operating under Noticing to advise that they would be required to adopt a Street Works permit scheme to ensure they were working in line with the compulsory Street Manager system they were developing to support permit activity across England.

6. Staffordshire County Council, in August 2019, received cabinet approval, in exercise of its powers conferred by section 33A (2) of the Traffic Management Act 2004 and all other enabling powers will commence operating a permit scheme on all publicly maintained roads within its authority boundary, as set out in the Schedule to the Order in terms commonly known as the "West and Shires Permit Scheme". The objectives set out by Helen Fisher, Cabinet Member for Highways and Transport are:

   a. Value for money
   b. Greater control over works
   c. Promotion of better working practices
   d. Improved coordination and quality of works
   e. Better informed residents and highway users
   f. Reduced impact whilst essential works to the highway or utility apparatus is taking place

7. On Wednesday 18th March 2020 Cabinet made the decision to agree that the County Council becomes a permit authority for road and street works under the Traffic Management Act 2004 (TMA) from 1st April 2020.

8. Part 3 of the Traffic Management Act 2004 allowed the introduction of a Permit Scheme to enable the better management of work activities on the highway. In particular, it aimed to improve the ability of local authorities to control and coordinate utility company's street works and its own highway works in order to minimise disruption and congestion.

9. The New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA), supported by relevant regulations and

codes of practice, provide a legislative framework for street works by undertakers (including utility companies) and the road works carried out by highway authorities – to the extent that these must be co-ordinated by street authorities. Highway authorities are the street authorities for the public road network. The aim of this code of practice is to balance the statutory rights of highway authorities and undertakers to carry out works with the right of road users to expect the minimum disruption from works.

10. NRSWA sets out the objectives of the co-ordination function:
    a. to ensure safety
    b. to minimise inconvenience to people using a street, having regard, in particular, to the needs of people with a disability
    c. to protect the structure of the street and the apparatus in it

11. The County Council elected to join the already established "West and Shires Permit Scheme" which our neighbouring highway authorities were already part of including Shropshire, Telford & Wrekin, Cheshire East, Warwickshire, Coventry and Worcestershire. The benefits to this were to join an already established scheme and gain access to the expertise and knowledge of the highway authorities operating under this framework.

12. Since April 2020 the Highway Authority has been a Street Works Permit Authority. Prior to April 2020, the Authority was notified of proposed works in the Highway was via Street Works Notices.

13. This means that instead of informing the council (as the Highway Authority) about its intention to carry out works in the area, a Statutory Promoter (including utility companies) would need to book time on the highway through a permit. The same requirement applies to the council (as the Highway Authority) for its own roadworks. The council can either grant a permit, with conditions attached, or refuse the permit application.

14. In Spring 2022 there was a restructure that brought the Network Management Unit, the TMA Assurance team (Parking enforcement and regulation) and the Network Inspections team together, to create one holistic team, which is the current Traffic & Network Management team.

15. The Traffic & Network Management team are responsible for assessing all Street Works permit applications, both from third-parties and the Highway Authority, licence applications, such as skips, scaffolding and Vehicle Access Crossings (VACs), Section 50 applications, these are applications to install third-party apparatus in the highway, Civil Parking Enforcement, Traffic Regulation (both permanent and temporary), on-street Permit Parking Schemes and Pay & Display schemes, Network

Inspections, typically of ongoing utility works, reinstatements of utility works and Section 81s (which are defective utility apparatus in the highway) and Staff Parking.

16. In 2019/20, the final year of a Notice regime being in place, approximately 18,000 notices were received.

17. Since the Permit Scheme went live in April 2020, the number of permit applications and variations have significantly increased, with figures for 2022/23 being 4,766 PAAs, 36,393 permit applications and 22,074 permit variations, each of which requires a positive action to be taken by the highway authority within set timescales in order to charge a fee for assessment.

18. It is a requirement of The Traffic Management Permit Scheme (England) Regulations 2007 as amended in 2015, Regulation 40 that an Annual Report be produced for each of the first three years that the scheme is in operation and then each third year thereafter, and that permit schemes operate on a 'cost neutral' basis with all funds generated being used for the operation of the permit scheme exclusively. The format for these reports is provided by HAUC England via an Advice Notes published in January 2016.

19. The Annual Permit Scheme Report outlines the permit volumes, varying transactions, penalties & fines and the highway authority's assessment of this data along with identifying key improvement/focus areas for future years whilst ensuring the statutory duties outlined in the New Roads and Street Works Act (NRSWA) 1991 and the Traffic Management Act (TMA) 2004 are observed.

20. The Traffic and Network Management Plan is intended to formalise this at a higher level and identify points of intersection with other policies such as the Highway Infrastructure Asset Management Plan (HIAMP) and the Bus Service improvement Plan (BSIP) and how the approach of the Traffic & Network Management Team feeds into the Local Transport Plan (LTP) which is currently under review.

Link to Strategic Plan

21. The Strategy primarily relates to the 'Fix more roads, and improve transport and digital connections'. Strategic Plan priority and all the associated priorities. My managing the activities taking place on the network more effectively and with a clear direction and focus, the aim is to minimise disruption and ensure residents and businesses have access to all relevant utilities including superfast broadband. There are cross-cutting elements to a lesser degree into 'Support Staffordshire's economy

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23. It is a key aim that disruption to all road users is minimised wherever possible and that communities and businesses that could be affected by Street Works or Road Works or other activities on the highway network are kept informed and engaged where appropriate and that people with disabilities are being considered and catered for by works promoters. This links into the 'Fix more roads, and improve transport and digital connections' priority.

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Appendix 3 – Traffic and Network Management Plan Draft

Contact Details

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E-Mail address: Hayley.fletcher@staffordshire.gov.uk

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Staffordshire County Council

West and Shires Permit Scheme Performance & Evaluation Report

Years 1 & 2: 1st April 2020 to 31st March 2022

Contents

1

1. Executive Summary

Staffordshire County Council joined the already established West and Shires Permit Scheme on 1st April 2020, the scheme has now been operating for 2 years and we are soon to complete our third year of operation.

The WaSP scheme replaces the current 'noticing' system under the New Roads and Street Works Act 1991 ("NRSWA") for works taking place on the highway. The WaSP scheme allows those participating authorities ("Permit Authority") to better manage activities on the highway and minimise disruption and inconvenience.

The scheme is intended to be used as a tool to improve network management through more proactive control of roadworks.

The data displayed in this report may not depict an accurate picture of the usual highway activity on the Staffordshire County Council Highways Network due to the Coronavirus pandemic affecting the volumes and type of activities that could be carried out due to the various restrictions and lockdowns that were implemented by Central Government at the time.

The restrictions and lockdowns that were observed during the reporting period covered in this report are available to view here and in Appendix A: timeline-lockdown-social (instituteforgovernment.org.uk)

During the first year of operation (1st April 2020 to 31st March 2021) the council received 66,496 applications for permits, of which 53,943 were granted. 28,726 of these works were our own highway works.

In year 2 (1st April 2021 to 31st March 2022) a total of 65,428 permit applications were received, of which 52,108 were granted. 19,971 of these were highway works.

There is a consistent spread of permits being granted across the various industry sectors with all promoter types having over 80% of their permit applications granted.

On average over the first 2 years the number of works that have overrun has been around 5% with 93% of all extension requests being granted which has prevented a second period of disruption occurring by instructing the works promoter to clear site and come back at a later date when the works will cause less disruption.

Requests for early starts from works promoters reduced from 5% to 3% in year 2, Staffordshire County Council continue to assess these on a case-by-case basis; these are never refused without good cause.

Staffordshire will continue to review the performance of the permit scheme and the benefits and control of the network this brings over Noticing.

2. Introduction

The Traffic Management Act 2004 (TMA), Part 3 Sections 32 to 39, and the Traffic Management Permit Scheme (England) Regulations 2007 make provision for Permit Schemes to be introduced in England. The West and Shires Permit Scheme (WaSP) was adopted by Staffordshire County Council on 1st April 2020 and has been revised to reflect the requirements introduced in the 2015 Permit Scheme Regulation amendments[1].

This report sets out an overview of the scheme's operational performance in its first two years. The report provides analysis of the available data in relation to street works and road works activities in Staffordshire for the primary purpose of:

- Demonstrating the introduction of the WaSP scheme has and will continue to provide the benefits stated in the objectives; and

- Outlining any changes required by Staffordshire County Council to improve the operation of the scheme.

Data has been collected, collated and presented in either graphical or tabulated format for each of the defined Key Performance Indicators (KPIs) or Operational Measures. Commentary is also provided to expand on noteworthy trends in the data.

[1] The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015, 2015/958

3. Objectives of the West and Shires Permit Scheme

The scheme's primary objectives are:

- to increase the efficient running of the highway network by minimising the disruption and inconvenience caused by road works and other highway events and activities through proactive management of activities on the highway

- to improve the quality and timeliness of information received from all activity promoters to increase and improve the publicly available data for integration into the Council-wide travel information

- to encourage a proactive approach to planning and undertaking of works on the highway from promoters and thus lessen the impact of activities on road users

- to protect the structure of the street and the integrity of the apparatus in it

- to ensure safety of those using the street and those working on activities that fall under the Scheme, with particular emphasis on people with disabilities

- to ensure parity of treatment for all activity promoters particularly between statutory undertakers and highway authority works and activities

The successful performance of the Scheme has brought a number of subsidiary benefits. These include:

- maximising the safe and efficient use of road space

- providing reliable journey times

- improving the resilience of the network

- minimising inconvenience to all road users

- improving public satisfaction

4. Fee Structure, costs and benefits

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority shall give consideration to whether the fee structure needs to be adjusted in light of any surplus or deficit.

Staffordshire County Council have set the fee levels in accordance with the Department for Transport guidance and within the maximum fee levels specified in Regulation 30. Current fee levels are given in the table below.

Table 1.0

Activity Type	Category 0-2 roads or Traffic Sensitive Streets	Category 3-4 roads or non-Traffic Sensitive Streets
Provisional Advance Authorisation (PAA)	£105	£75
Major Activities greater than 11 days or TTRO*	£196	£150
Major Activities (4-10 days duration)	£130	£75
Major Activities (up to 3 days duration)	£65	£45
Standard Activities	£51	£45
Minor Activities	£36	£28
Immediate Activities	£50	£40
Permit Variation	£45	£35

*TTRO – Temporary traffic Regulation Order

The fee levels set by Staffordshire County Council ensure that the permit scheme is able to be operated in a robust and effective manner by ensuring we have the resource levels to assess all permit applications in a timely manner to minimise the disruption activities on the network are causing. The fees set also allow us to invest in innovation and explore new ways of working with works promoters.

The Traffic & Network Management team within Staffordshire County Council have recently undergone a large restructure in order to ensure a robust & resilient service is being provided to works promoters, residents, businesses and road users of the Staffordshire highway network. Due to this change and the fact the first year of the permit scheme was operated mostly under national coronavirus lockdowns we are not currently in a position to assess whether the permit fees need to be adjusted.

Staffordshire County Council propose to monitor this over the next 2-3 years to build up an accurate and detailed understanding of the volumes of permit applications being received against the demands on the network and the operational impact this will have on the Traffic & Network Management Team. It is our intention to revisit this topic as part of subsequent annual reports.

5. Performance Indicators

5.1 KPI 1 - The number of permit and permit variation applications

KPI 1 provides the number of permits and permit variation applications received, the number granted and the number refused.

- The total number of permit and permit variation applications received

- The number of applications granted as a percentage of the total applications made

- The number of applications refused as a percentage of the total applications made

- Split of applications, grants and refusals between statutory Undertakers and Highway Authority

5.1.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #1: Permit Response Report and is available in its original format upon individual request.

The table below shows a breakdown of permit applications received, granted and refused for the first two years of operation in Staffordshire County Council. This data includes any applications that were subsequently cancelled.

Table 2.0

	Year 1 2020-21	Year 2 2021-22
Total of all applications Received	66,496	65,428
Total Permit Applications received	50,298	47,998
Total Permit Variations Received	16,198	17,340
Total permits with status that cannot be determined	7,179 (11%)	6,497 (10%)
Total permits granted or refused	59,317 (89%)	58,931 (90%)
Granted	53,943 (81%)	52,108 (80%)
Refused	5,374 (8%)	6,823 (10%)

The charts below show a breakdown of the data regarding applications received in relation to highway authority works for road purposes and works by utility promoters in Staffordshire County Council for the same periods. The data covers year one (2020/21) and year two (2021/22).

On average, the highway authority generated 43% and utility promoters 57% of the applications received in year one. In year two the highway authority generated 31% and utility promoters 69% of all applications received.

Chart 2.1 (2020/21)
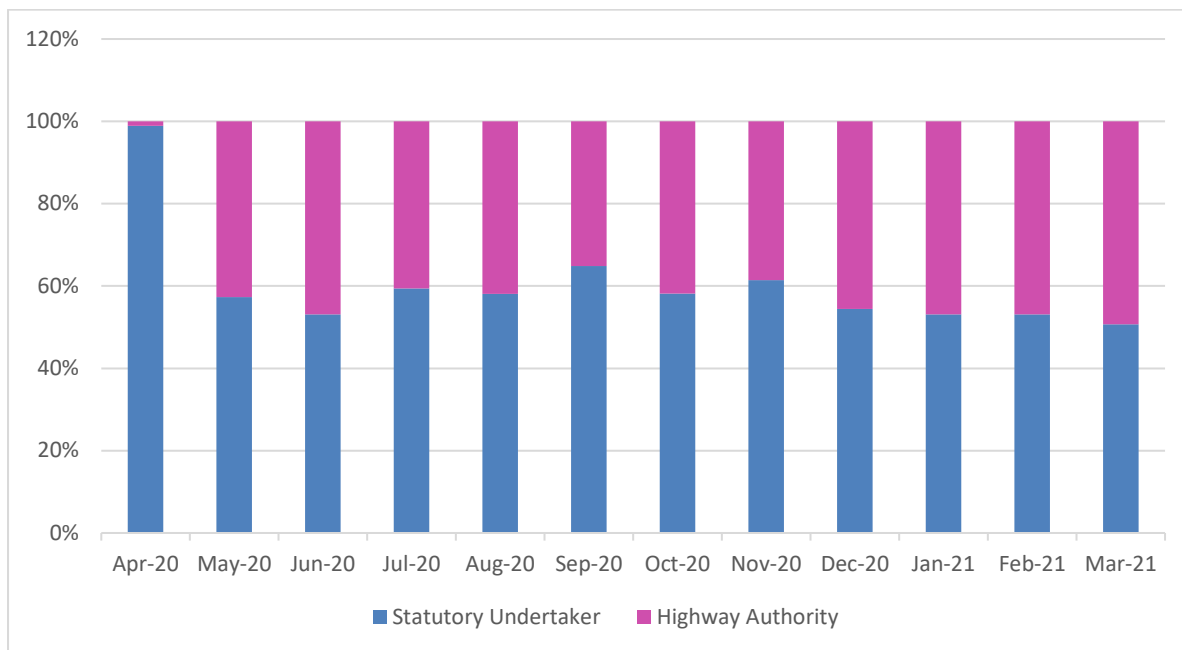
Chart 2.2 (2021/22)
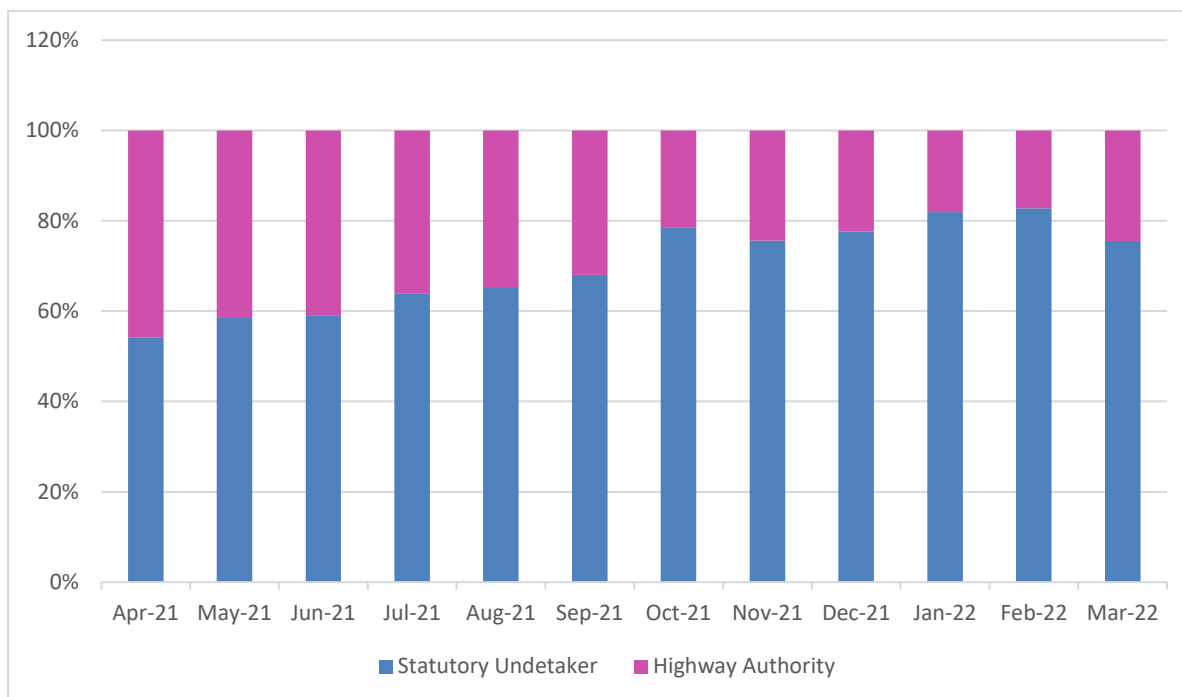
The charts below show the percentage of granted and refused permits for all Statutory Undertakers and Staffordshire County Council Highway Authority works for both year one (2020/21) and year two (2021/22). Also, the data is further broken down by activity type into applications granted and refused.

Chart 2.3 (2020/21)
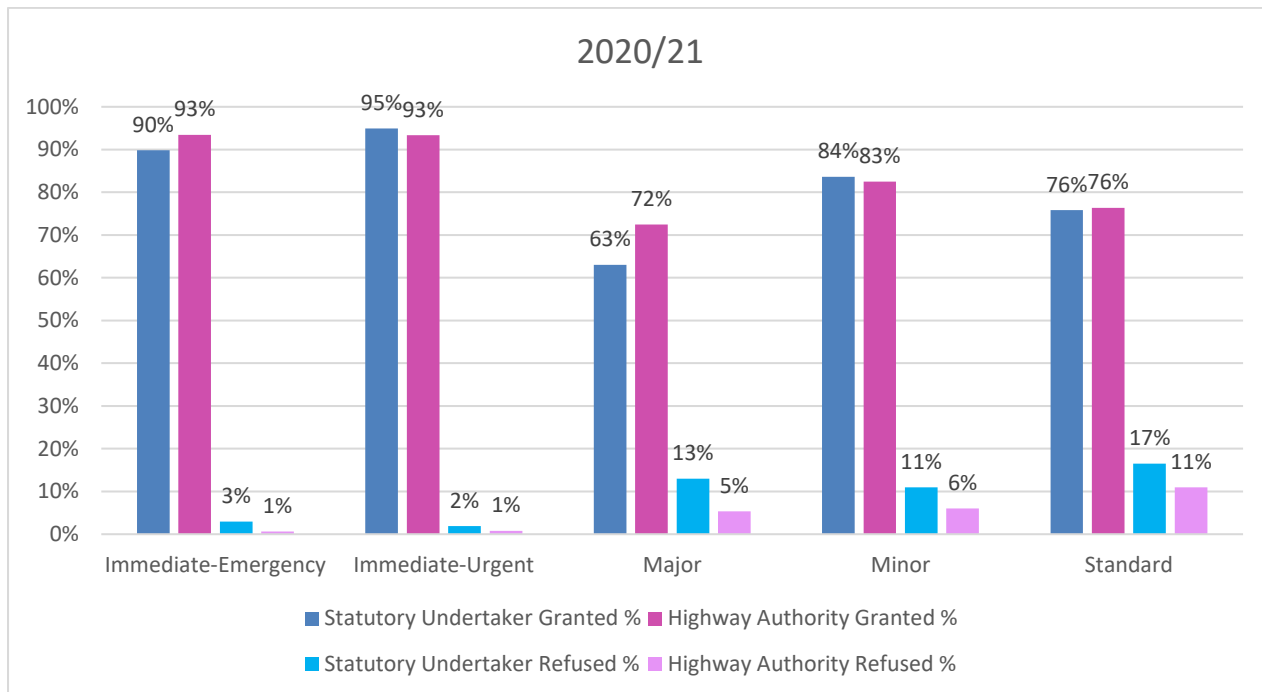
Chart 2.4 (2021/22)
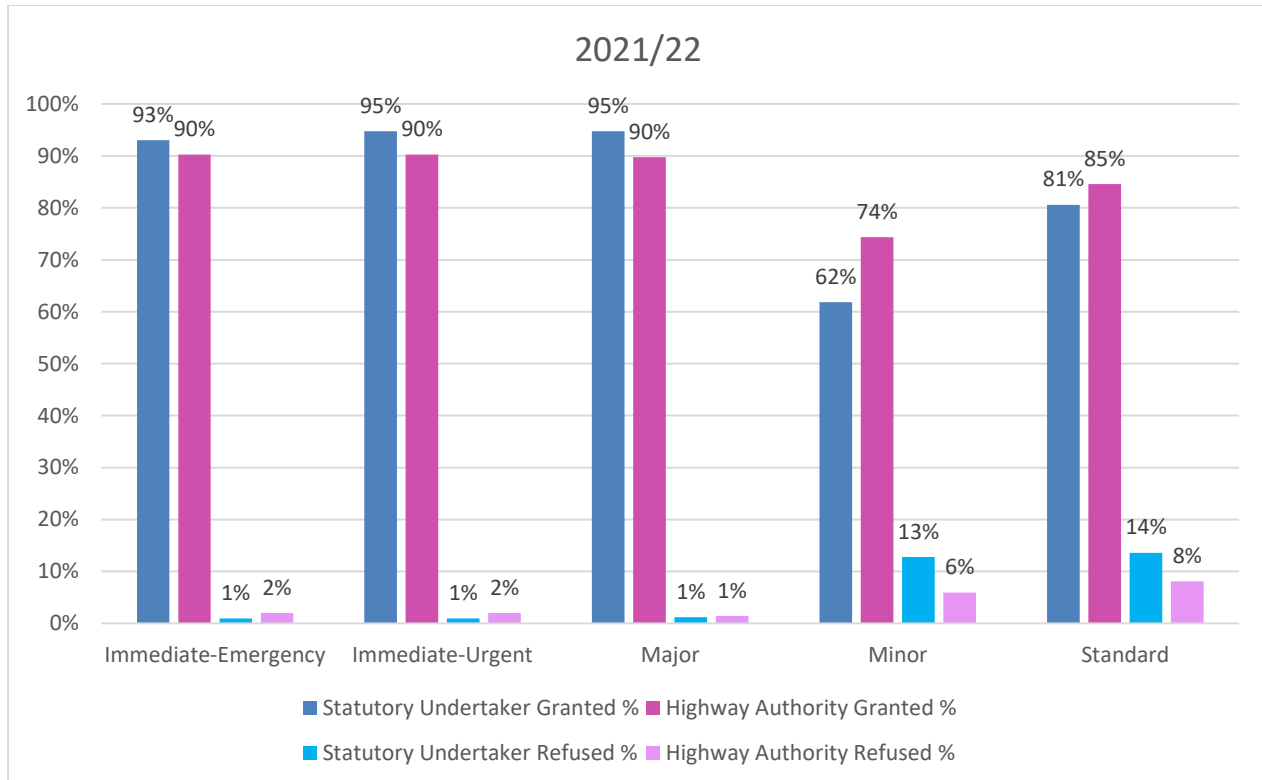
This data has been further interrogated and broken down into different industry types as shown in the charts below. These have been separated into the following industries: Water, Gas, Electric, Telecoms and Highway Authority.

Chart 2.5 (2020/21)

2020/21 Water

Category	Refused No.	Granted No.	Water Total No.
Standard	73	483	588
Minor	701	6,640	7,630
Major	101	639	1,003
Immediate-Urgent	73	3,873	4,076
Immediate-Emergency	8	210	240

Chart 2.6 (2021/22)

2021/22 Water

Category	Refused No.	Granted No.	Water Total No.
Standard	128	388	561
Minor	1,454	8,825	10,770
Major	192	630	1,118
Immediate-Urgent	44	3,877	4,081
Immediate-Emergency	3	113	125

Chart 2.7 (2020/21)

2020/21 Gas

Category	Refused No.	Granted No.	Gas Total No.
Standard	299	1,221	1,698
Minor	196	751	1,022
Major	599	2,356	3,723
Immediate-Urgent	16	243	274
Immediate-Emergency	31	869	965

■ Refused No.   ■ Granted No.   ■ Gas Total No.

Chart 2.8 (2021/22)

2021/22 Gas

Category	Refused No.	Granted No.	Gas Total No.
Standard	194	759	1,046
Minor	93	589	739
Major	119	1,303	1,690
Immediate-Urgent	3	261	277
Immediate-Emergency	6	770	820

■ Refused No.   ■ Granted No.   ■ Gas Total No.

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Chart 2.9 (2020/21)

2020/21 Electric

Category	Refused No.	Granted No.	Electric Total No.
Standard	249	1,167	1,470
Minor	132	582	733
Major	135	795	1,142
Immediate-Urgent	16	1,053	1,097
Immediate-Emergency	1	8	9

Chart 2.10 (2021/22)

2021/22 Electric

Category	Refused No.	Granted No.	Electric Total No.
Standard	405	1,300	1,817
Minor	185	560	772
Major	220	790	1,202
Immediate-Urgent	30	1,163	1,234
Immediate-Emergency	1	19	22

Chart 2.11 (2020/21)

2020/21 Telecoms

Category	Refused No.	Granted No.	Telecoms Total No.
Standard	92	394	550
Minor	903	6,839	8,324
Major	88	647	1,052
Immediate-Urgent	17	1,144	1,196
Immediate-Emergency	8	372	408

Chart 2.12 (2021/22)

2021/22 Telecoms

Category	Refused No.	Granted No.	Telecoms Total No.
Standard	219	966	1,326
Minor	1,613	9,873	12,350
Major	450	1,971	3,176
Immediate-Urgent	4	1,043	1,102
Immediate-Emergency	3	336	363

Chart 2.13 (2020/21) Highways

2020/21 Highway Authority

- Standard: Refused No. 189; Highways Total No. 1,718
- Minor: Refused No. 906; Granted No. 12,343; Highways Total No. 14,690
- Major: Refused No. 458; Highways Total No. 8,574
- Immediate-Urgent: Refused No. 16; Highways Total No. 2,081
- Immediate-Emergency: Refused No. 10; Highways Total No. 1,663

■ Refused No.   ■ Granted No.   ■ Highways Total No.

Chart 2.14 (2021/22) Highways

2021/22 Highway Authority

- Standard: Refused No. 184; Granted No. 1,054; Highways Total No. 1,407
- Minor: Refused No. 834; Granted No. 8,741; Highways Total No. 10,334
- Major: Refused No. 358; Granted No. 4,498; Highways Total No. 6,048
- Immediate-Urgent: Refused No. 16; Granted No. 1,009; Highways Total No. 1,124
- Immediate-Emergency: Refused No. 21; Granted No. 955; Highways Total No. 1,058

■ Refused No.   ■ Granted No.   ■ Highways Total No.

The following considerations must be noted in relation to this data:

1. Each application has an appropriate response period which means that the number of applications received in any one period does not correspond to the permits granted and refused within that same period. In other words, a permit application received in one period may be responded to within the next reporting period.
2. The permitting software used by Staffordshire County Council did not allow the authority to grant or refuse Immediate permit applications where a works stop was received before an

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authority could respond to the initial application. This was particularly prevalent where works were undertaken at weekends or out of normal working hours.

These issues mean that there are a number of permit applications, the status of which, cannot be determined.

5.1.2 Analysis

Permits Granted and Refused

Average grant and refusal rates for the two-year period appear to be fairly consistent across all industry types as demonstrated below. There is a slightly higher percentage of Highway Authority permits being granted which is believed to be due to the permit assessors having a better understanding of the work being undertaken by the operational department and a proportion of the work being low impact which ties in with the reduction of permit applications for highways work seen in year two.

There were slightly fewer permits granted in year two than in year one which is believed to be attributed to the knowledge of the Highway Authority Officers assessing the permit applications increasing coupled with network demand increasing again as the coronavirus lockdowns were lifted, which were present for most of year one of the permit scheme; this also had the effect of seeing a slight increase in refusals.

53,943 permits were granted overall in year one with this reducing to 52,108 in year two, in comparison 5,374 permits were refused in year one with an increase to 6,823 in year two.

Table 2.15

Average % over 2 years	Granted	Refused
Water	81%	9%
Gas	80%	10%
Electric	81%	13%
Telecoms	80%	9%
Highway Authority	84%	6%

Number of Permit Applications

The volume of permit applications was slightly lower in year two than in year one, but a significant increase was seen in permits received from the telecoms industry of over 6,700, this was offset by a reduction of over 8,700 Highway Authority permits and over 3,100 gas industry permits.

The telecoms industry is currently growing at a rapid rate and with a list of new providers set to enter the Staffordshire County Council network over the next 8 years we expect this trend in permit volumes to continue as the demand from existing works promoters to install and maintain their apparatus will remain.

The significant reduction in highway Authority permits is due to a proportion of the works being carried out being identified as non-permittable and adjustments to permitting criteria being agreed following a very strong start in issuing permits for work that were not required.

5.2 KPI 2 - The number of conditions applied by condition type

This will be shown as:

- The number of permits granted
- The number of conditions applied, broken down into condition types. The number of each type being shown as a percentage of the total permits issued

5.2.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #2: Permit Conditions Report and is available in its original format upon individual request.

The charts below show the percentage of permit conditions applied against permit applications in relation to works for road purposes and streets works undertaken by statutory undertakers on the basis of the 13 standard EToN conditions. This has been split into two charts, one for Year 1 (2020/21) and one for Year 2 (2021/22)

Table 3.0

Year 1 - Condition Type	Statutory Undertaker	Highway Authority
NCT01 – Date Constraints	10%	85%
NCT02 – Time Constraints	54%	94%
NCT03 – Out of Hours Work	1%	1%
NCT04 – Material & Plant storage	9%	4%
NCT05 – Road Occupation Dimensions	24%	29%
NCT06 – Traffic Space Dimensions	43%	86%
NCT07 – Road Closures	7%	35%
NCT08 – Light Signals and Shuttle Working	30%	84%
NCT09 – Traffic Management Changes	20%	5%
NCT10 – Work Methodology	52%	87%
NCT11 – Consultation & Publicity	21%	84%
NCT12 – Environmental	1%	0.1%
NCT13 - Local	0.01%	0%

Table 3.1

Year 2 - Condition Type	Statutory Undertaker	Highway Authority
NCT01 – Date Constraints	45%	75%
NCT02 – Time Constraints	50%	90%
NCT03 – Out of Hours Work	0%	0%
NCT04 – Material & Plant storage	10%	7%
NCT05 – Road Occupation Dimensions	23%	19%
NCT06 – Traffic Space Dimensions	47%	77%
NCT07 – Road Closures	6%	37%
NCT08 – Light Signals and Shuttle Working	30%	68%
NCT09 – Traffic Management Changes	23%	9%
NCT10 – Work Methodology	49%	81%
NCT11 – Consultation & Publicity	55%	78%
NCT12 – Environmental	1%	0%
NCT13 - Local	0%	0%

Chart 3.2

2020/21

- NCT13 - Local: Highway Authority 0%, Statutory Undertaker 0.01%
- NCT12 - Environmental: Highway Authority 0.10%, Statutory Undertaker 1%
- NCT11 - Consultation & Publicity: Highway Authority 84%, Statutory Undertaker 21%
- NCT10 - Work Methodology: Highway Authority 87%, Statutory Undertaker 52%
- NCT09 - Traffic Management Changes: Highway Authority 5%, Statutory Undertaker 20%
- NCT08 - Light Signals and Shuttle Working: Highway Authority 84%, Statutory Undertaker 30%
- NCT07 - Road Closures: Highway Authority 35%, Statutory Undertaker 7%
- NCT06 - Traffic Space Dimensions: Highway Authority 86%, Statutory Undertaker 43%
- NCT05 - Road Occupation Dimensions: Highway Authority 29%, Statutory Undertaker 24%
- NCT04 - Material and Plant Storage: Highway Authority 4%, Statutory Undertaker 9%
- NCT03 - Out of Hours work: Highway Authority 1%, Statutory Undertaker 1%
- NCT02 - Time Constraints: Highway Authority 94%, Statutory Undertaker 54%
- NCT01 - Date constraints: Highway Authority 85%, Statutory Undertaker 10%

■ Highway Authority (%) ■ Statutory Undertaker (%)

Chart 3.3

2021/22

- NCT13 - Local: Highway Authority 0%, Statutory Undertaker 0%
- NCT12 - Environmental: Highway Authority 0%, Statutory Undertaker 1%
- NCT11 - Consultation & Publicity: Highway Authority 78%, Statutory Undertaker 55%
- NCT10 - Work Methodology: Highway Authority 81%, Statutory Undertaker 49%
- NCT09 - Traffic Management Changes: Highway Authority 9%, Statutory Undertaker 23%
- NCT08 - Light Signals and Shuttle Working: Highway Authority 68%, Statutory Undertaker 30%
- NCT07 - Road Closures: Highway Authority 37%, Statutory Undertaker 6%
- NCT06 - Traffic Space Dimensions: Highway Authority 77%, Statutory Undertaker 47%
- NCT05 - Road Occupation Dimensions: Highway Authority 19%, Statutory Undertaker 23%
- NCT04 - Material and Plant Storage: Highway Authority 7%, Statutory Undertaker 10%
- NCT03 - Out of Hours work: Highway Authority 0%, Statutory Undertaker 0%
- NCT02 - Time Constraints: Highway Authority 90%, Statutory Undertaker 50%
- NCT01 - Date constraints: Highway Authority 75%, Statutory Undertaker 45%
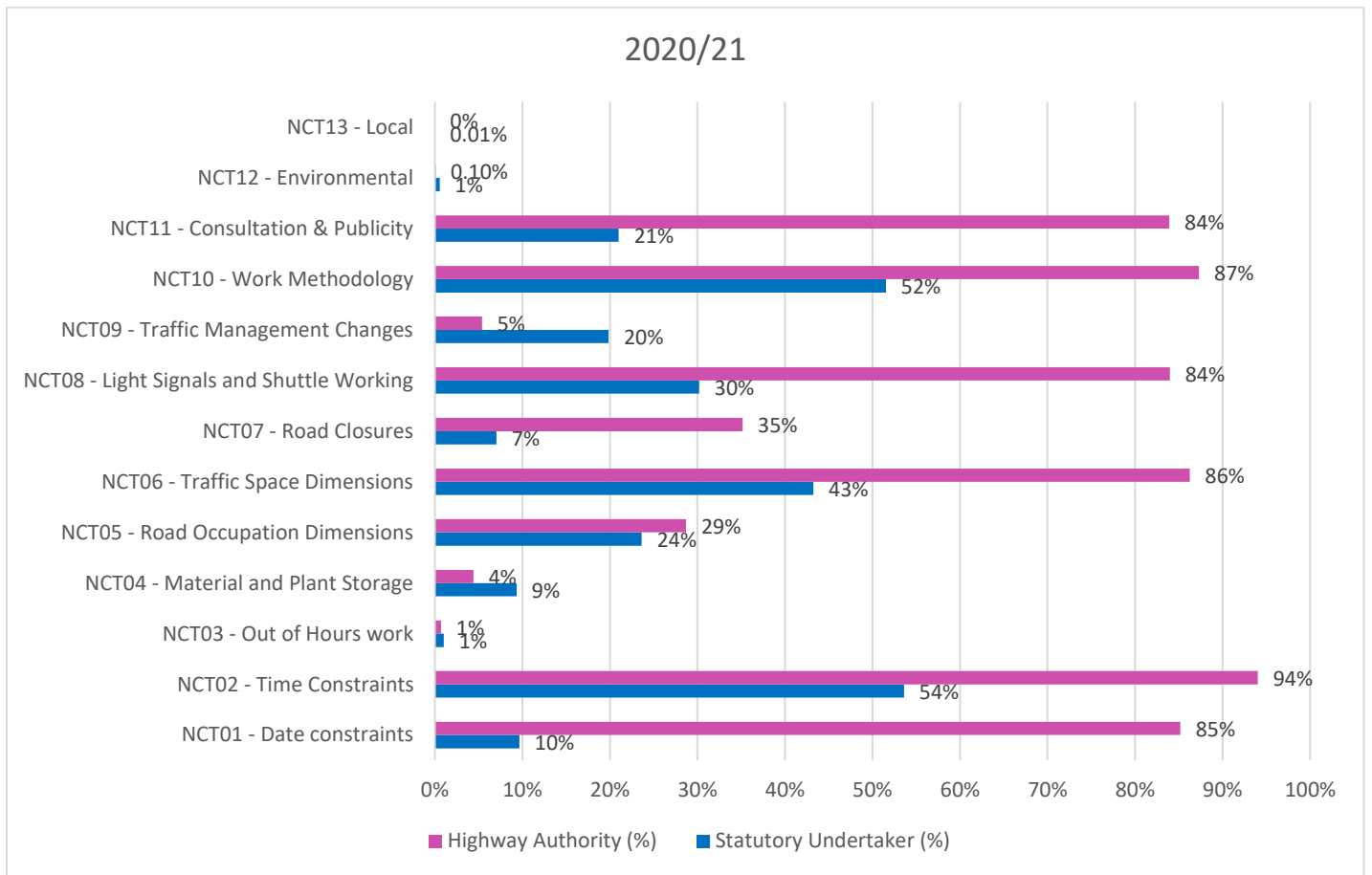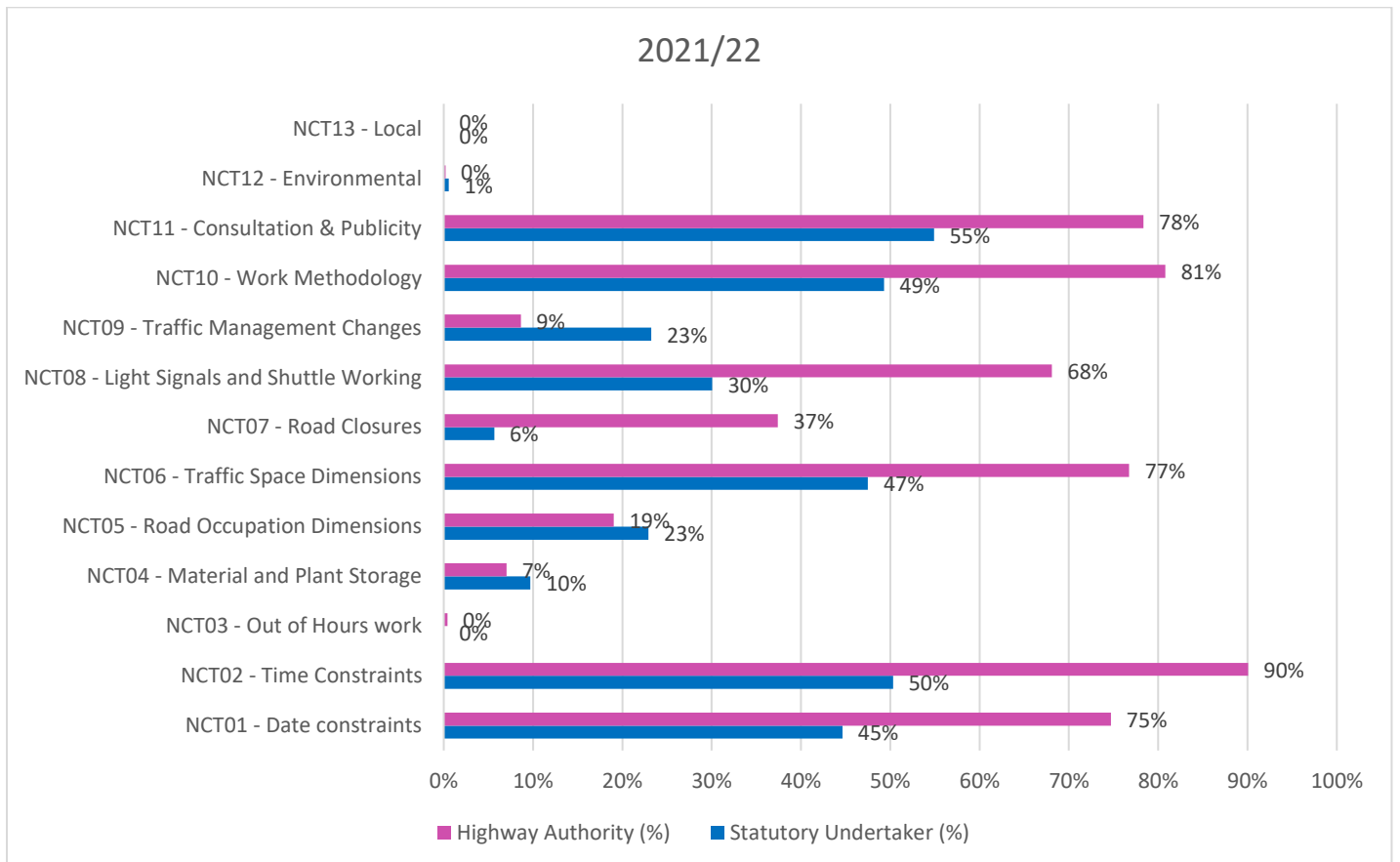
■ Highway Authority (%) ■ Statutory Undertaker (%)

5.2.2 Analysis

The data for NCT01 can be disregarded as this is a nationally applied condition that is mandatory on all permits. NCT11 will include the mandatory condition for NCT11a which is to display a permit board on site. Having interrogated this data further we have established that in Year 1 (2020/21) there were 27 instances of NCT11b being applied to permits for Statutory Undertakers and 66 on highway Authority permits. In year 2 these figures were 2760 for Statutory Undertaker permits and 297 for Highway Authority permits.

In Year 1 the top 3 permit condition types added were:

- NCT02 – Time Constraints
- NCT06 – Traffic Space Dimensions
- NCT10 – Works Methodology

In Year 2 the top 3 permit condition types had shifted slightly to the following:

- NCT02 – Time Constraints
- NCT10 – Works Methodology
- NCT11 – Consultation & Publicity

We believe the above is due to the Highway Authority Officers who are assessing the permit applications received becoming more experienced in assessing and understanding the scope of the work being carried out by undertakers, then taking into consideration the impact this work has on communities and applying conditions to ensure that communities, businesses and residents are being kept informed about disruptive work in their areas via letter drops and advance warning signs.

NCT10 is a particularly important condition as the works methodology can drastically affect the traffic management used and duration of the work on site, therefore this is commonly requested and applied to permits where it is deemed appropriate to do so.

The high percentage of permits with condition NCT02 from the Highway Authority can be attributed to the close working relationship between the SCC Highways Operational Control Room who plan in the majority of highway repair work and the Traffic & Network Management Team with regards their understanding the need, wherever possible, to work outside of Traffic Sensitive times to minimise disruption to the network.

The higher percentages of permits with conditions NCT07 and NCT08 for Highway authority works will be due to a higher percentage of the work they are required to submit permits for having a larger impact on the network and traffic flow, meaning higher forms of traffic management are required over the majority of Statutory Undertaker work.

Due to the work carried out by the Highway Authority typically being better understood with regards to the remaining carriageway widths required and due to good internal communication lines, there is less need for condition NCT09 to be applied whereas this is slightly more unknown with Statutory Undertaker work depending on the industry and permit type and what work is being undertaken on site.

5.3 KPI 3 - The number of approved revised durations

This will be shown as:

- the total number of unique permits granted
- the number of requests for revised durations shown as a percentage of permits issued
- the number of agreed revised durations as a percentage of revised durations applied for

5.3.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #3: Approved Extensions Report and is available in its original format upon individual request.

Table 4.0 – Year 1 2020/21

Month	Permits Issued	Extension Requests	Approved Extensions
Apr-20	1,714	72	60
May-20	2,534	152	137
Jun-20	3,377	329	233
Jul-20	4,532	149	140
Aug-20	3,551	147	136
Sep-20	4,449	163	158
Oct-20	3,837	115	104
Nov-20	4,424	181	174
Dec-20	4,018	148	137
Jan-21	4,370	247	230
Feb-21	4,845	288	264
Mar-21	5,114	271	250
Total	46,765	2,262	2,023

Table 4.1 – Year 2 2021/22

Month	Permits Issued	Extension Requests	Approved Extensions
Apr-21	4,145	183	171
May-21	4,133	161	147
Jun-21	4,977	159	156
Jul-21	4,354	166	160
Aug-21	4,031	212	205
Sep-21	3,972	175	168
Oct-21	3,149	149	147

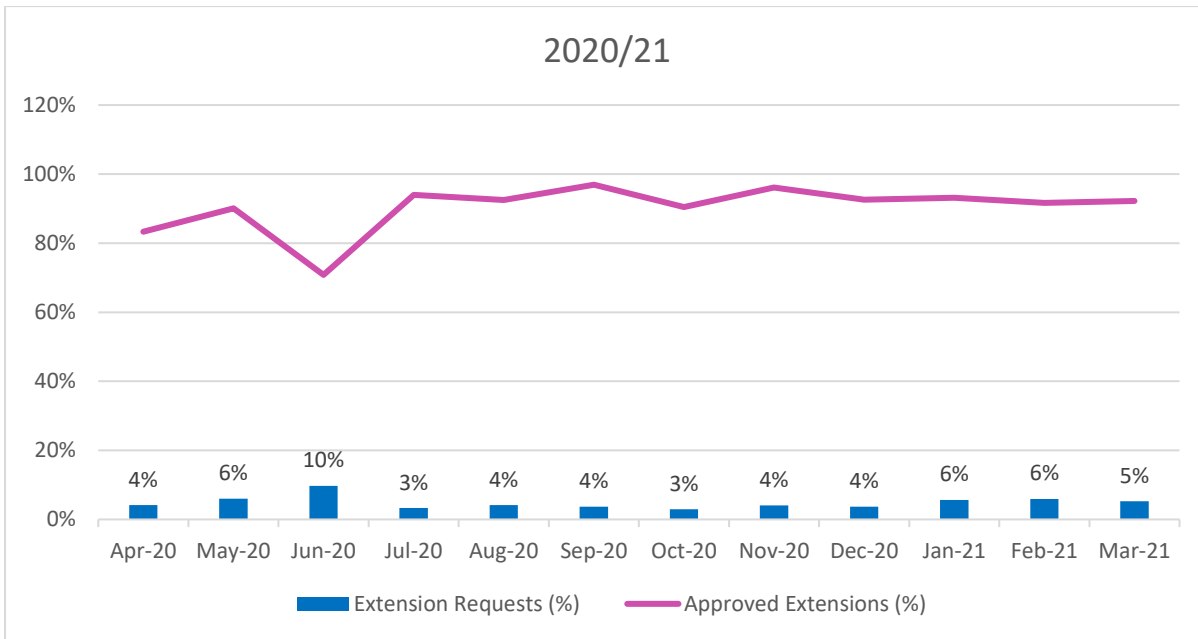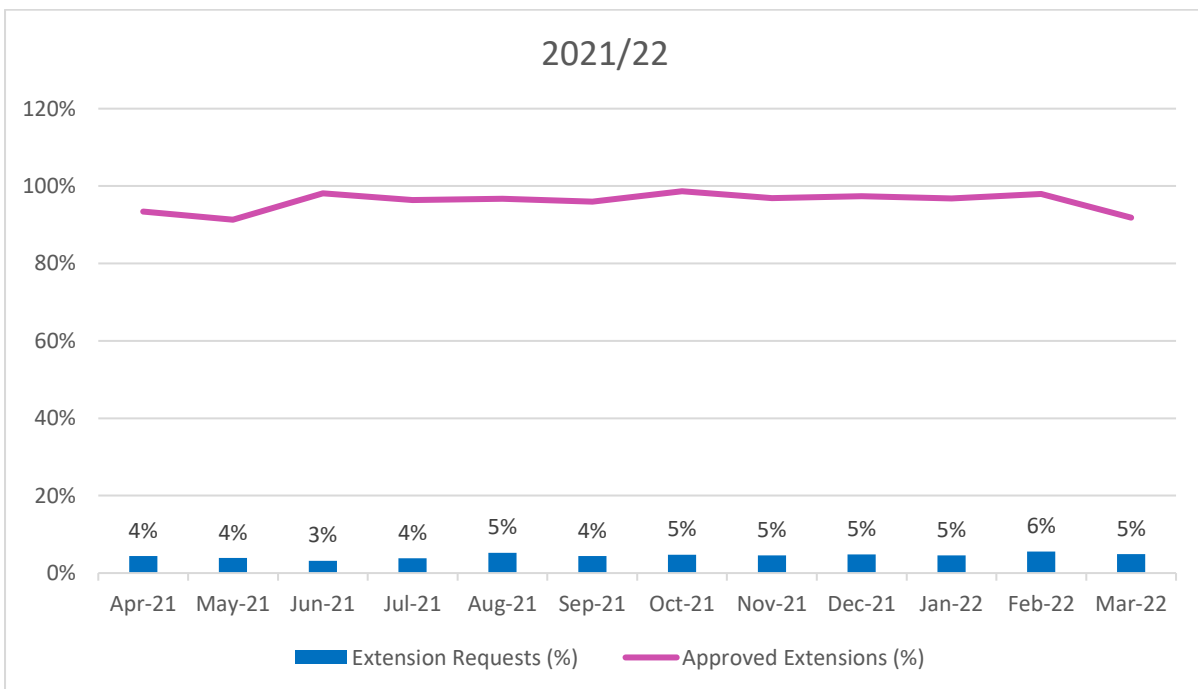|			
Nov-21	3,512	160	155
Dec-21	3,199	153	149
Jan-22	3,412	156	151
Feb-22	3,521	197	193
Mar-22	4,493	220	202
Total	**46,898**	**2,091**	**2,004**

Chart 4.2

Chart 4.3

5.3.2 Analysis

The main consideration when reviewing this information is that extensions can be requested for a variety of reasons and need to be assessed on their individual merits based on the circumstances at a particular site, the challenges being faced by the works undertaker and the disruption and complaints the work is generating. Generally, the least disruption is caused by allowing works already in progress to continue rather than instructing a site be cleared for the undertaker to come back at a later date and cause a second period of disruption on the network. On average over the previous 2 years 5% of permits had an extension requested on them, of which 93% were granted.

6.4 KPI 4 - The number of occurrences of reducing the application period

Also known as "early starts," this will be shown as:

- The total number of permit and permit variation applications made
- The number of agreements to reduce the notification period as a percentage of requests made

5.4.2 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #4: Reduced Application Period Report and is available in its original format upon individual request.

Table 5.0

Month	Applications Received	Early Start Applications Agreed
Apr-20	2,828	172
May-20	4,025	269
Jun-20	5,533	363
Jul-20	6,699	557
Aug-20	4,982	461
Sep-20	6,098	503
Oct-20	5,245	278
Nov-20	5,919	187
Dec-20	5,375	158
Jan-21	6,011	136
Feb-21	6,633	140
Mar-21	7,148	183
Total	66,496	3,407

Table 5.1

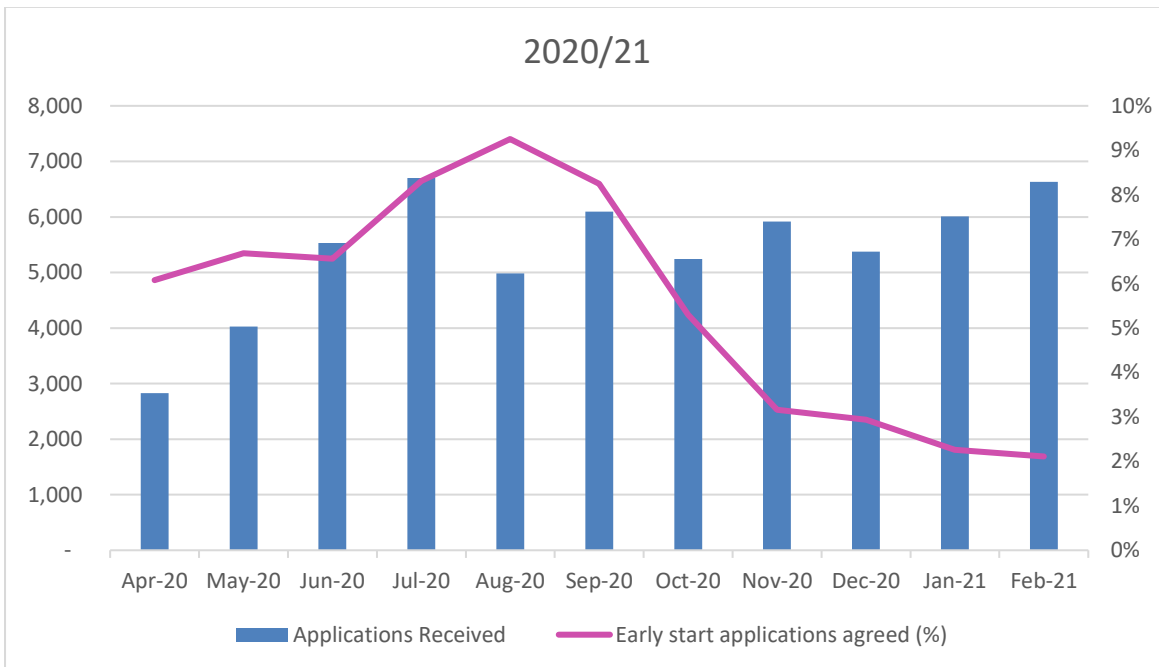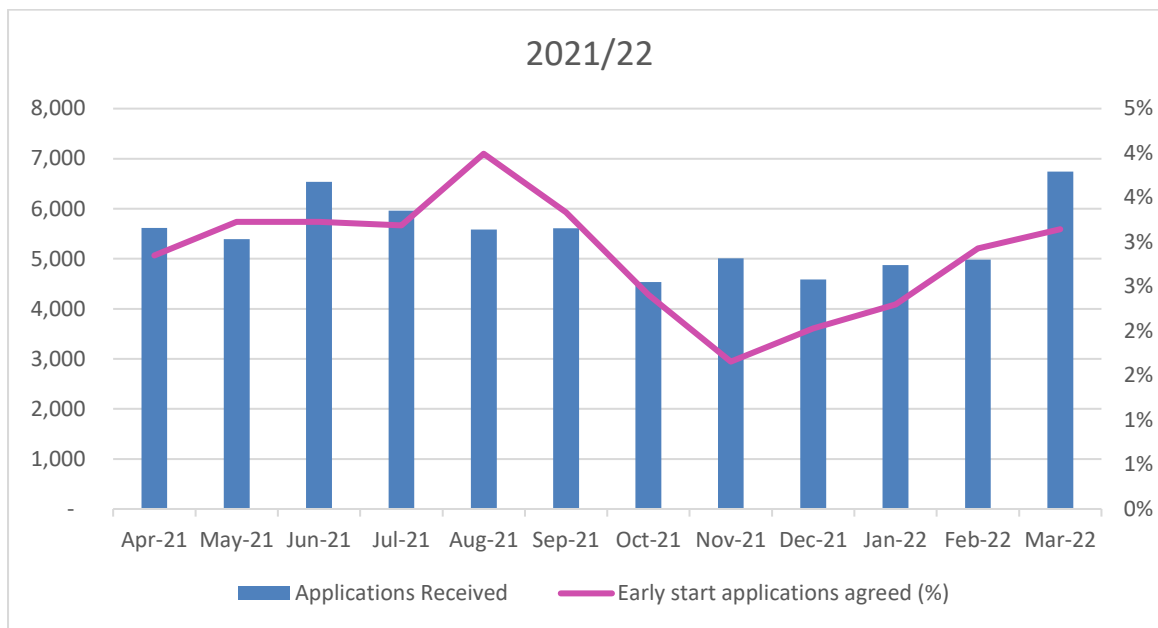| Month	Applications Received	Early Start Applications Agreed
Apr-21	5,613	160
May-21	5,393	174
Jun-21	6,539	211
Jul-21	5,960	190
Aug-21	5,585	223
Sep-21	5,609	187
Oct-21	4,532	109
Nov-21	5,011	83
Dec-21	4,585	93
Jan-22	4,874	112
Feb-22	4,983	146
Mar-22	6,744	212
Total	**65,428**	**1,900**

Chart 5.2

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Chart 5.3

2021/22

5.4.2 Analysis

This measure was considered to be in relation to the number of times promoters were allowed by Staffordshire County Council to start their works without having to comply with the minimum permit application lead-in period, commonly known as an early start agreement.

Early start requests are considered individually on their own merits by Staffordshire County Council and are never refused without a valid reason. In Year one 5% of early start requests were granted on average with this decreasing in Year 2 to 3%.   We believe this will be due to increased demand for road space on the network following the lifting of Coronavirus restrictions and a greater number of promoter activities resuming.

6. TPI measures

This section outlines the Permit Indicators (TPI) contained as Annex A within the Statutory Guidance for Highway Authority Permit Schemes.

These indicators for permit schemes are additional to the general TMA Performance Indicators (TPIs), which are already being produced.

6.1 TPI1 Works Phases Started (Base Data)

6.2 TPI2 Works Phases Completed (Base Data)

6.3 TPI3 Days of Occupancy Phases Completed

6.4 TPI4 Average Duration of Works

6.5 TPI5 Phases Completed on time

6.6 TPI6 Number of deemed permit applications

6.7 TPI7 Number of Phase One Permanent Registrations

7. Authority Measures

In addition to the above measure. Staffordshire County Council has collated its own data.

These measures should reflect the business case and objectives put forward in the scheme submission documentation.

7.1 – Number of overrun incidents

The number of activities that are logged by the Permit Authority as overrunning their agreed end date is an indicator of how well the activity promoters are managing their activities and lessening the impact of their works on road users.

- The number of overrun incidents shown as a percentage of permits issued

Whilst this measure sheds light on the effort of works promoters to complete works within agreed timescales, it is not considered that it is a measure that is reflective of the success or failure of permitting.

7.1.1 Results

The data provided in this section has been obtained from running the Confirm Street Work Occupation Report and is available in its original format upon individual request.

Table 6.0

Month	Overrun incidents	Permits Issued	% Overrun
Apr-20	14	2097	0.67%
May-20	24	3128	0.77%
Jun-20	28	4335	0.65%
Jul-20	53	5383	0.98%
Aug-20	37	3956	0.94%
Sep-20	59	5091	1.16%
Oct-20	37	4393	0.84%
Nov-20	32	4970	0.64%
Dec-20	35	4442	0.79%
Jan-21	37	4997	0.74%
Feb-21	63	5418	1.16%
Mar-21	77	5733	1.34%
Total	**469**	**53943**	**0.89% (average)**

Table 6.1

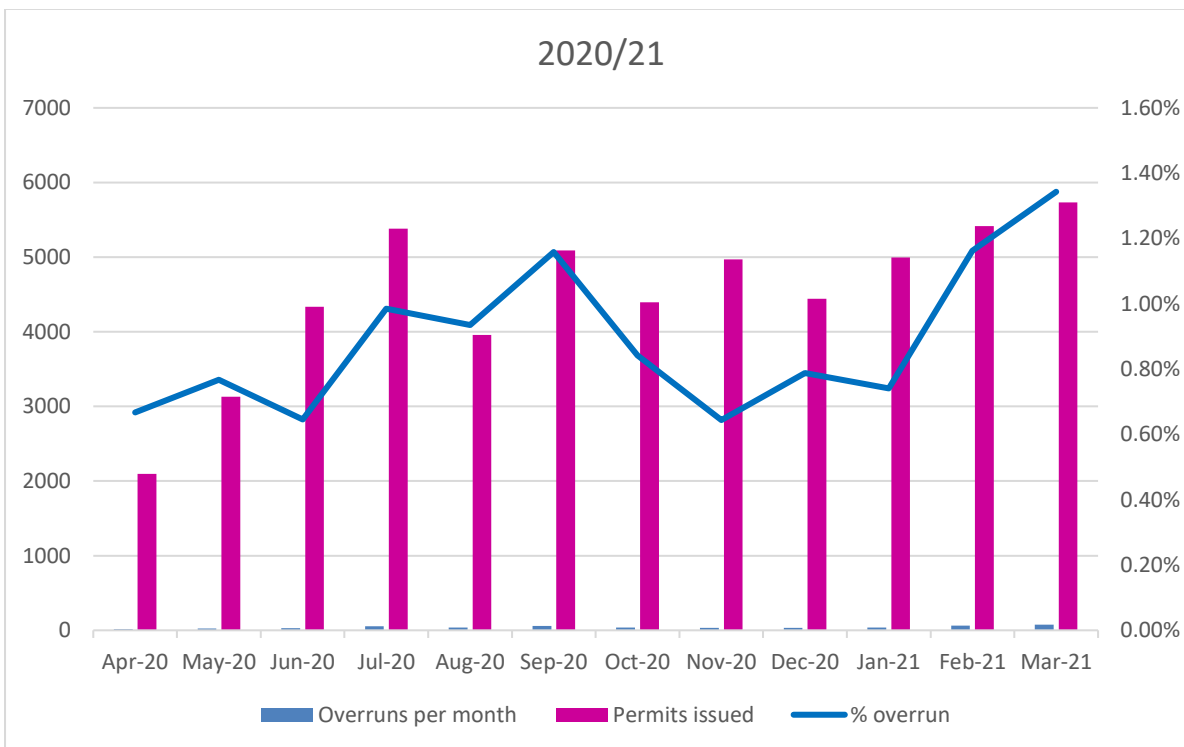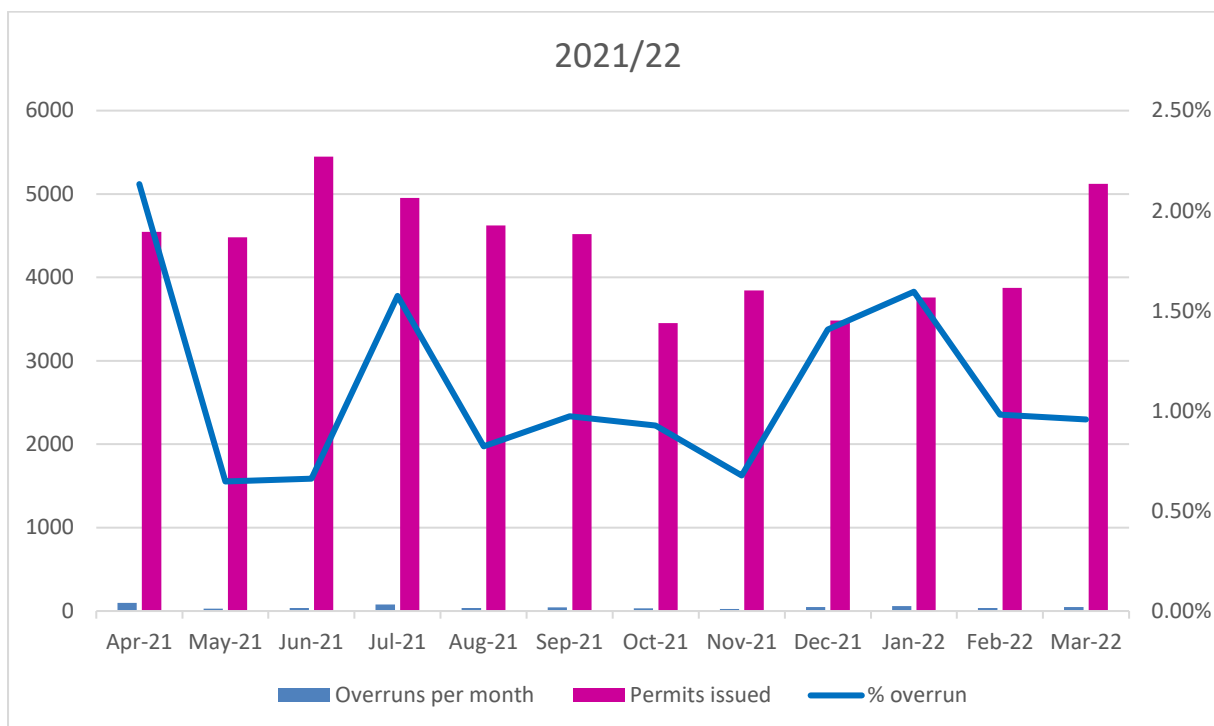| Month	Overrun incidents	Permits Issued	% Overrun
Apr-21	97	4548	2.13%
May-21	29	4481	0.65%
Jun-21	36	5450	0.66%
Jul-21	78	4954	1.57%
Aug-21	38	4623	0.82%
Sep-21	44	4519	0.97%
Oct-21	32	3451	0.93%
Nov-21	26	3842	0.68%
Dec-21	49	3483	1.41%
Jan-22	60	3760	1.60%
Feb-22	38	3874	0.98%
Mar-22	49	5123	0.96%
Total	576	52108	1.11% (average)

Chart 6.2

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Chart 6.3

2021/22

7.1.2 Analysis

The number of overrunning works is very low and fairly consistent over the 2-year period of 2020/21 & 2021/22 though there was a significant increase in April 2021 as the only month where this has risen to above 2%.

In 2020/21 the average Statutory Undertaker overrun incident rate was 40 per month and 1 per month Highway Authority overrun incidents.

In 2021/22 the overrun incident rate for Statutory Undertaker work increased to an average of 47 per month whilst the Highway authority Incident rate remained at 1 per month on average.

7.2a – Average road occupancy

One of the benefits of permits is that works durations can be judged more effectively and the use of conditions is a greater driver for tighter processes from all activity promoters to reduce their occupation of the highway. Additionally, analysis of permit durations shows how the Permit Authority and activity promoters are reducing the overall impact of activities on the highway.

7.2.1 Results

The data provided in this section has been obtained & collated by Staffordshire County Council from running reports from Street Manager to accurately reflect the true duration of works. Please note that the data for year 1 (2020/21) starts in July 2020 due to the release of Street Manager being delayed due to the coronavirus pandemic & national lockdowns.
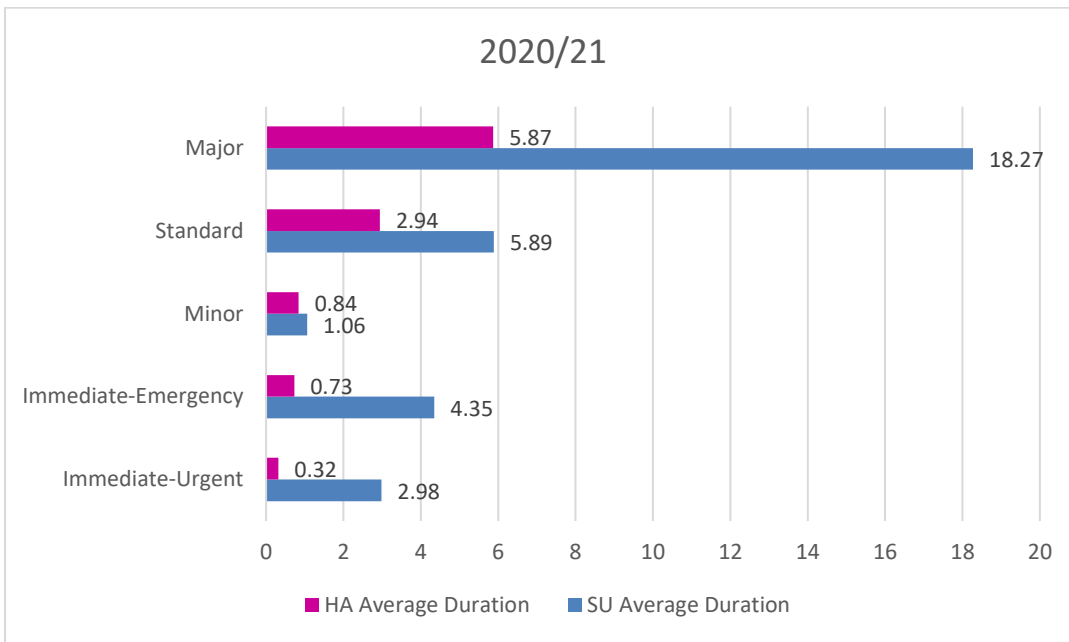
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Chart 7.0

2020/21

Category	HA Average Duration	SU Average Duration
Major	5.87	18.27
Standard	2.94	5.89
Minor	0.84	1.06
Immediate-Emergency	0.73	4.35
Immediate-Urgent	0.32	2.98

■ HA Average Duration   ■ SU Average Duration

Chart 7.1

2021/22

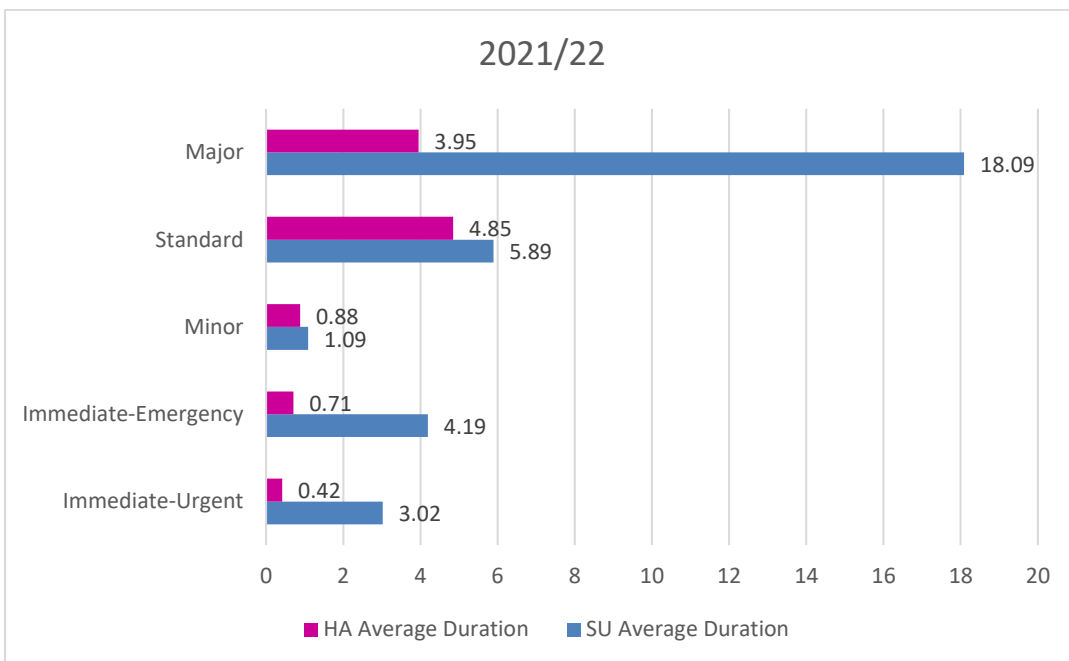| Category	HA Average Duration	SU Average Duration
Major	3.95	18.09
Standard	4.85	5.89
Minor	0.88	1.09
Immediate-Emergency	0.71	4.19
Immediate-Urgent	0.42	3.02

■ HA Average Duration   ■ SU Average Duration

This data has been further interrogated and broken down into different permit & industry types as shown in the table below. These have been separated into the following: Water, Gas, Electric and Telecoms

Table 7.2

Year 1 (2020/21)	Immediate-Urgent	Immediate-Emergency	Minor	Standard	Major
Gas	5.46	7.95	1.46	6.75	25.94
Water	2.93	0.90	1.34	5.02	9.02
Electric	4.80	2.38	0.94	6.17	23.04
Telecoms	1.28	1.45	0.37	5.09	4.59
Highway Authority	0.32	0.73	0.84	2.94	5.87

Table 7.3

Year 2 (2021/22)	Immediate-Urgent	Immediate-Emergency	Minor	Standard	Major
Gas	4.36	7.13	1.48	5.62	24.49
Water	2.96	2.83	1.08	5.14	11.45
Electric	5.01	1.42	1.25	6.17	31.59
Telecoms	1.20	1.18	1.08	6.19	12.33
Highway Authority	0.42	0.71	0.88	4.85	3.95

7.2.2 Analysis

During year 1 the average duration for Statutory Undertaker work was considerably higher than that of Highway Authority work. In year 2 there was a reduction in average durations for immediate permit work in most industry sectors but a large increase in water work durations. For planned work durations either stayed around the same or decreased slightly but there is a notably large increase in duration for major permit work in the electric sector.

The reductions in duration can be attributed to tighter network management and higher demands for network space following the easing of Coronavirus restrictions and a return to normal working practices.

7.2b - Days of Disruption Saved/ Number of collaborative works

The potential economic benefits from shared working space are considerable. In addition, this measure shows a proactive and positive approach to working together to minimise disruption and occupancy.

This data has been collated using Street Manager reporting and pivoted on the column titled "Is there collaborative working?" As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial & operational year.

7.2.3 Results

The charts below show the total number of works that took place on the Staffordshire County Council network and the number of permits that were flagged as working in collaboration in 2020/21 and 2021/22.
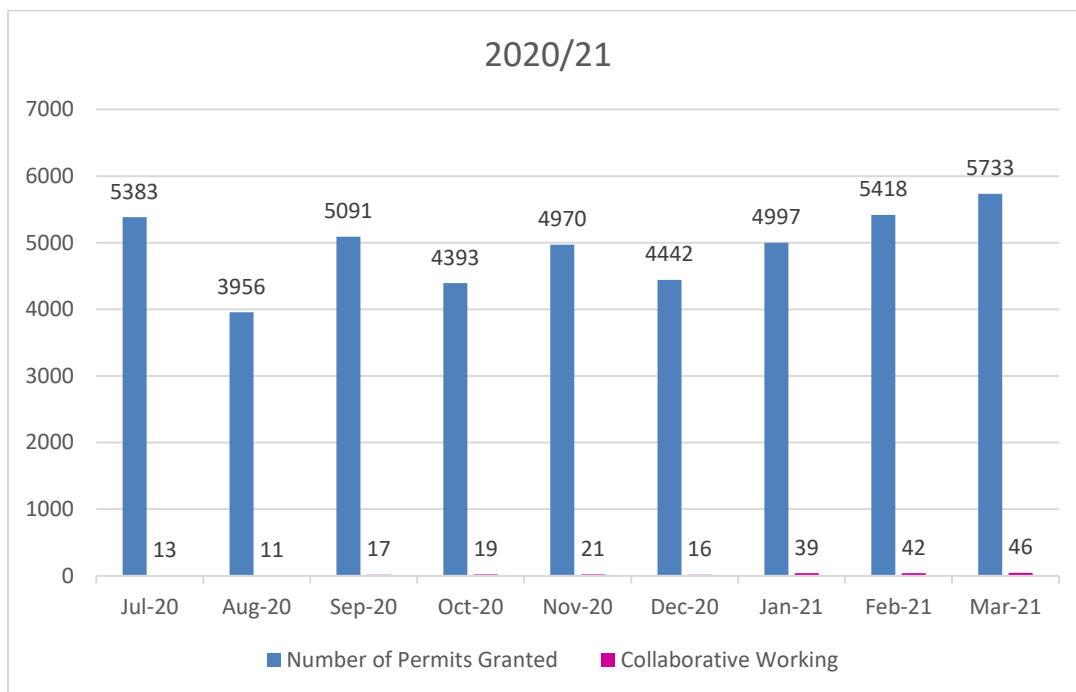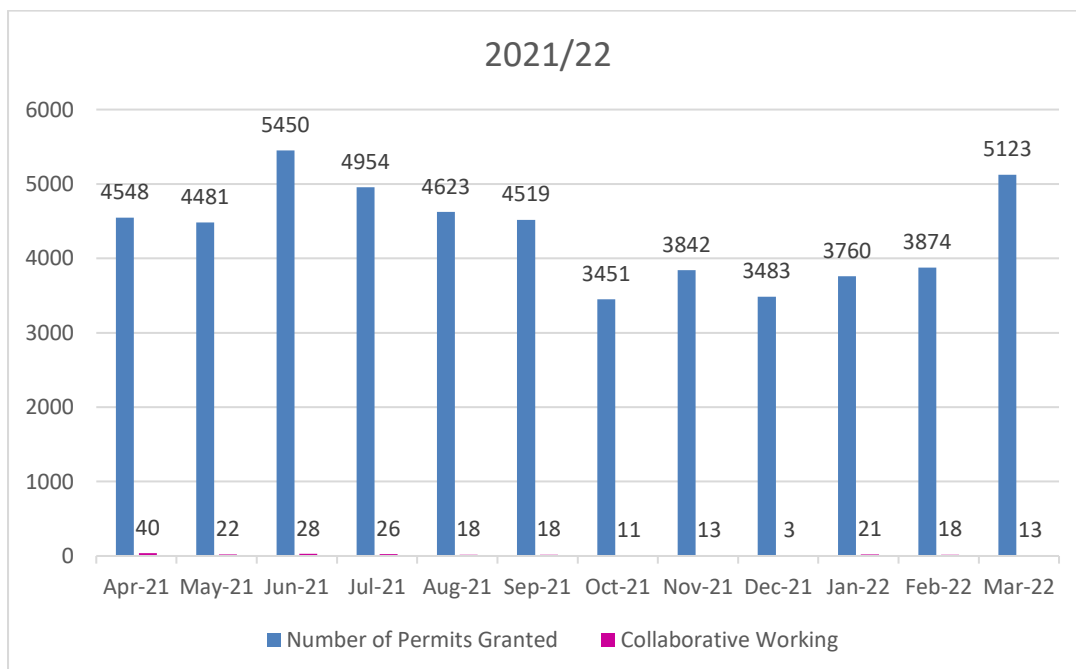
Chart 8.0

Chart 8.1

In 2020/21 there were 338 permits flagged for collaborative working with a combined duration of 1016.64 days and in 2021/22 this increased to 387 permits with a combined duration of 1156.06 days.

Collaborative working is encouraged at Staffordshire County Council to help minimise the disruption and duration of work being carried out on the network though it is recognised that a lot more can be done with regards to increasing the incidences of collaborative working and the authority are placing more of a focus on this going forward where it is reasonably practicable for Statutory Undertakers to consider and implement this. This can be further encouraged by offering discounted permit fees and realised savings on Traffic Management costs by the works promoters.

7.3 Number of refused permits by refusal reason

Monitoring permit refusals shows the common reasons for refusal which is helpful to the activity promoter to identify any particular areas for improvement, this metric is also an indicator of parity.

This data has been collated using Street Manager reporting and pivoted on the column titled "Reasons for Refusal." As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial year.

7.3.1 Results

The charts below show the number of refusals broken down by response code.
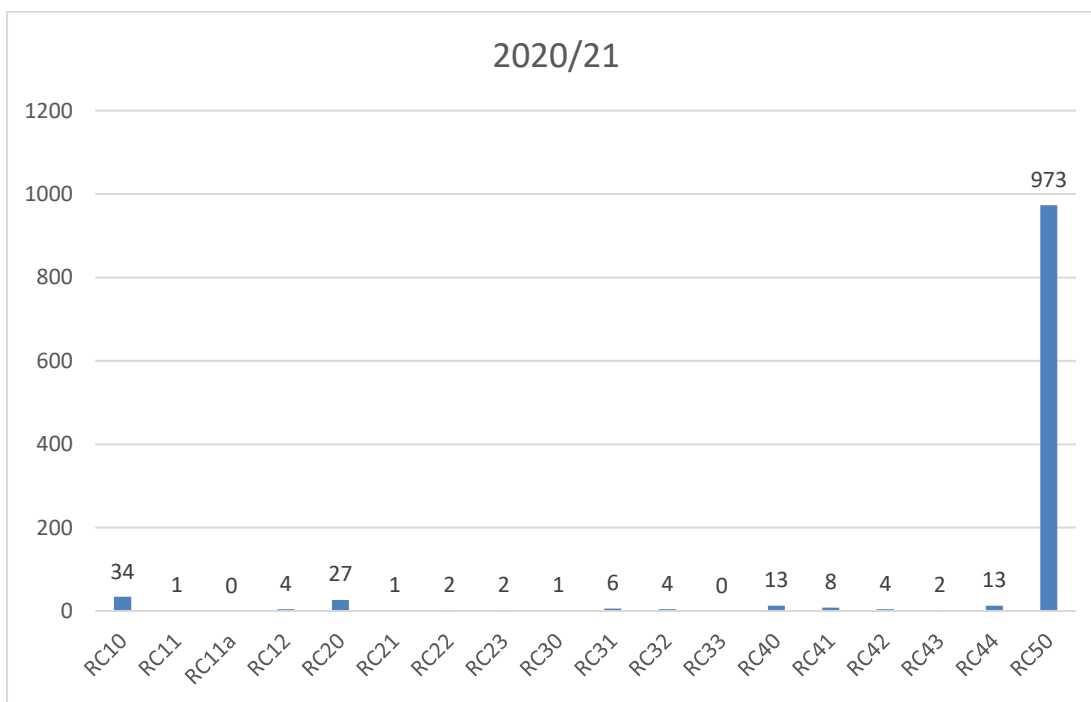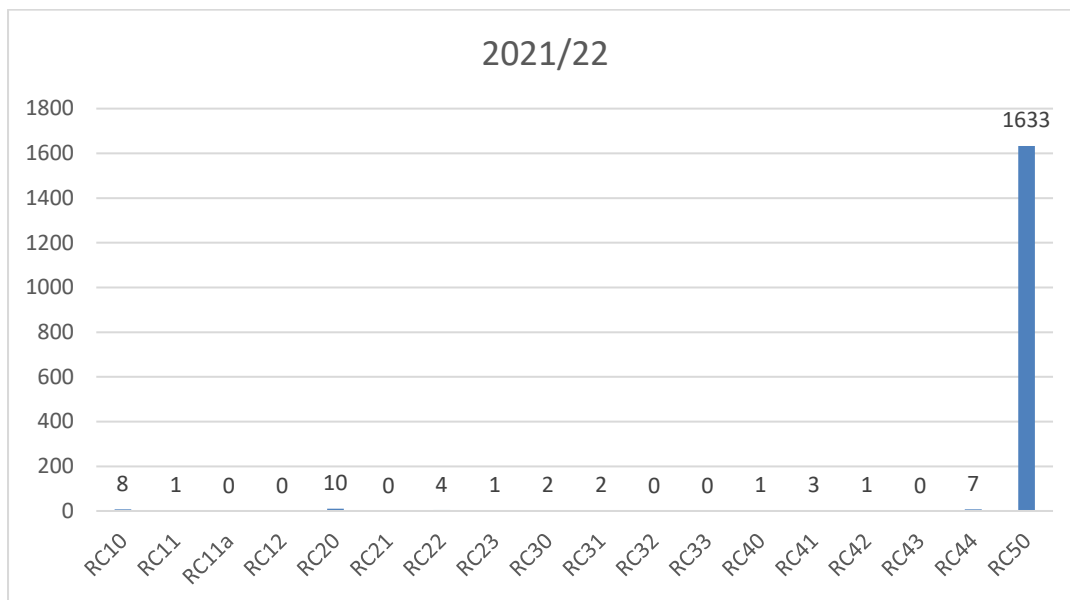
Chart 9.0

Chart 9.1

As the above data does not accurately reflect the refusal reasons for the associated permits Staffordshire have completed a sample manual review of the refusal text provided for 50 permits from each year and the following trends have been identified:

Table 9.2

Year 1 (2020/21)	Sample refusal reason text
RC20 - Incorrect details on permit	3
RC21 - Incorrect primary recipient	7
RC22 - Location issues	1
RC31 - Conflicting activity	5
RC41 - TM not approved	1
RC42 - Early start agreement	23
RC43 - S.58 restriction	3
RC50 – Other	7

Table 9.3

Year 2 (2021/22)	Sample refusal reason text
RC12 - TM details not received	10
RC20 - Incorrect details on permit	4
RC21 - Incorrect primary recipient	9
RC22 - Location issues	2
RC31 - Conflicting activity	9
RC41 - TM not approved	1

RC42 - Early start agreement	13
RC44 - Duration Challenge	1
RC50 – Other	1

7.3.2 Analysis

From the sample data we have collated there is an indication that there is a trend of permits being refused due to:

1. Promoters not submitting applications with the correct legislative lead in times
2. Traffic Management documents not being received in time
3. Permit applications being submitted for private streets
4. Clashes with other work already booked in on the highway

This data has highlighted that refusal reasons have been given in the works comment description text but that the different codes have not consistently been applied by the Officers. In future years Staffordshire County Council will be putting a greater focus on ensuring the reasons for refusal are being accurately captured in order to provide more comprehensive data for analysis.

7.4 Number of cancellations as a percentage of granted permits

To ensure the control of works and to proactively minimise the effect of those activities on many different affected parties, it is important that any booked road space not required is cancelled in a timely manner.

It is not a statutory requirement for promoters to cancel works, either before or after the start date, but the DfT and HAUC support good practice in that promoters should cancel road space bookings if no longer required.

As a permit attracts a fee at the point of application it is anticipated that this will encourage more efficient planning and discourage the cancellation of works and replanning at a later date as each new application will attract a fee. This is a clear improvement over noticing as there were no financial disadvantages to the promoter for replanning works at short notice however, this still poses challenges to the Highway Authority to coordinate activities on the network.

This data has been collated using Street Manager reporting and pivoted on the column titled "Work Status." As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial year.

This measure is expressed as:

- Percentage of permits cancelled compared with number of applications received

7.4.1 Results

The below charts show the number of applications received compared to the percentage of cancellations that were received.
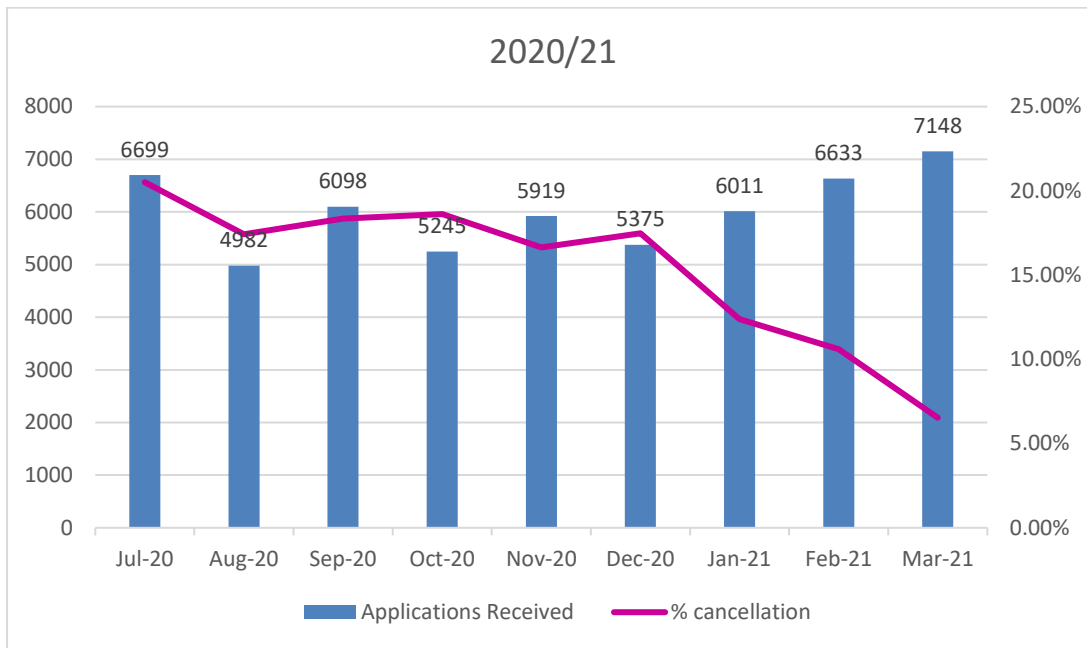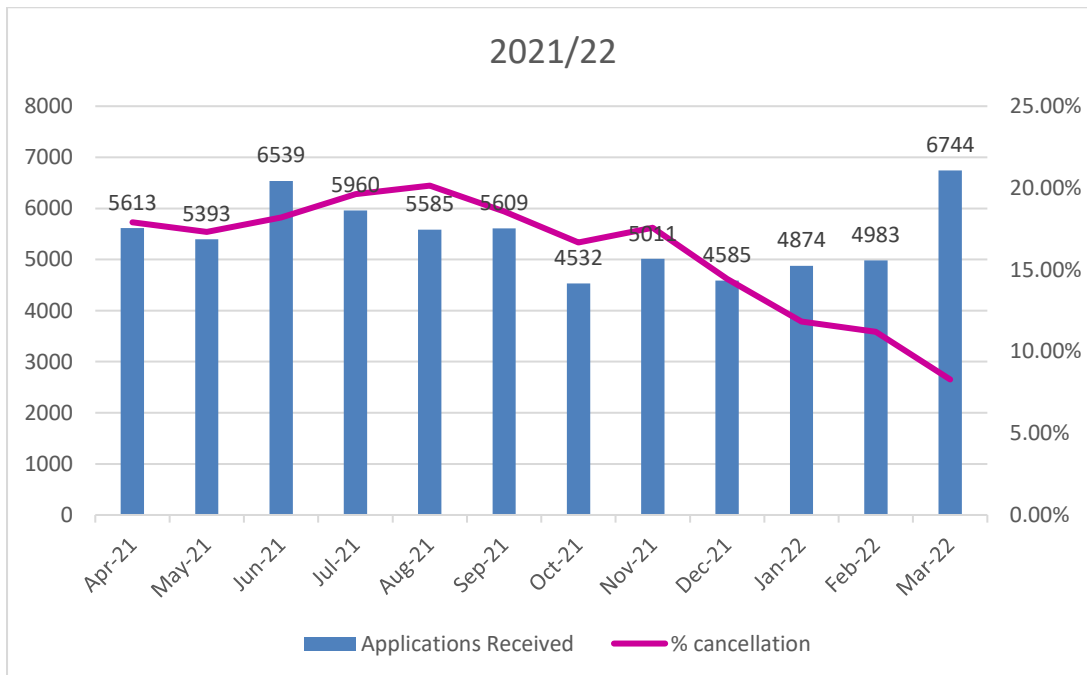
Chart 10.0

Chart 10.1

The split of cancellations in the above data is as follows:

Table 10.2

Industry Type – Year 1*	Percentage of cancellations
Gas	22.81%
Water	12.83%
Electric	7.28%
Telecoms	15.04%
Highway Authority	23.17%

Table 10.3

Industry Type – Year 2	Percentage of cancellations
Gas	13.63%
Water	12.23%
Electric	8.56%
Telecoms	17.96%
Highway Authority	24.38%

*Year 1 data from 1st July 2020 to 31st March 2021 as this has been extracted from Street Manager reports

7.4.2 Analysis

There is a decrease in the cancellation percentages in year 2 for Gas and Water which suggests that the permit scheme is working in driving more efficient planning with established companies within the industry.

The volume of permits Staffordshire County Council receive from the electric sector is relatively small in comparison to other industry types so any slight change in cancellations has a larger impact on the percentage.

There has been a significant increase in telecoms activity due to Central Government focus on fibre deployment across the UK via DCMS funding. As such, this is putting additional demand on the Staffordshire highway network for road space. As we are not able to accommodate all requests for road space, this may have an impact on the cancellation percentage as a number of permits will be cancelled following a permit refusal or modification request.

The overall cancellation rate for year 1 (July 2020-March 2021) was 18.48% and this reduced in Year 2 (April 2021-March 2022) to 17.32% which demonstrates an improvement in planning by the various promoters.

7.5 First time permanent reinstatements

Section 70 of NRSWA 1991 allows statutory undertakers to carry out an interim or a permanent reinstatement. Interim reinstatements must be made permanent within 6 months. Therefore, undertaking a first-time permanent reinstatement can reduce disruption on the highway network, particularly when traffic management is required by taking away the need for the network to be occupied twice. By completing a permanent reinstatement first time there are also significant cost benefits to many statutory undertakers including labour, traffic management and permit fees.

This data has been collated using Street Manager Registered Reinstatements reporting and pivoted on the columns titled "Reinstatement State" and "Date Registered." As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial & operational year.

This measure is expressed as:

- Percentage of interim reinstatements against number reinstatements registered

7.5.1 Results

The below charts display the total number of reinstatements registered and the percentage of these that were registered as interim reinstatements
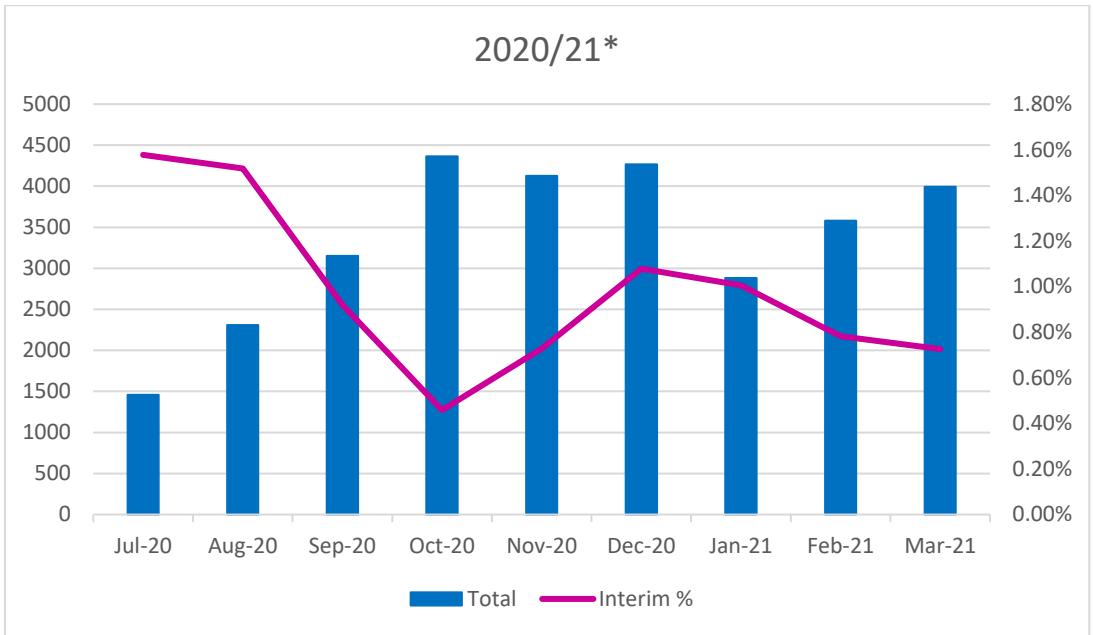
Chart 11.0

Year one runs from July 2020 to March 2021 as the data has been extracted from Street Manager

Chart 11.1
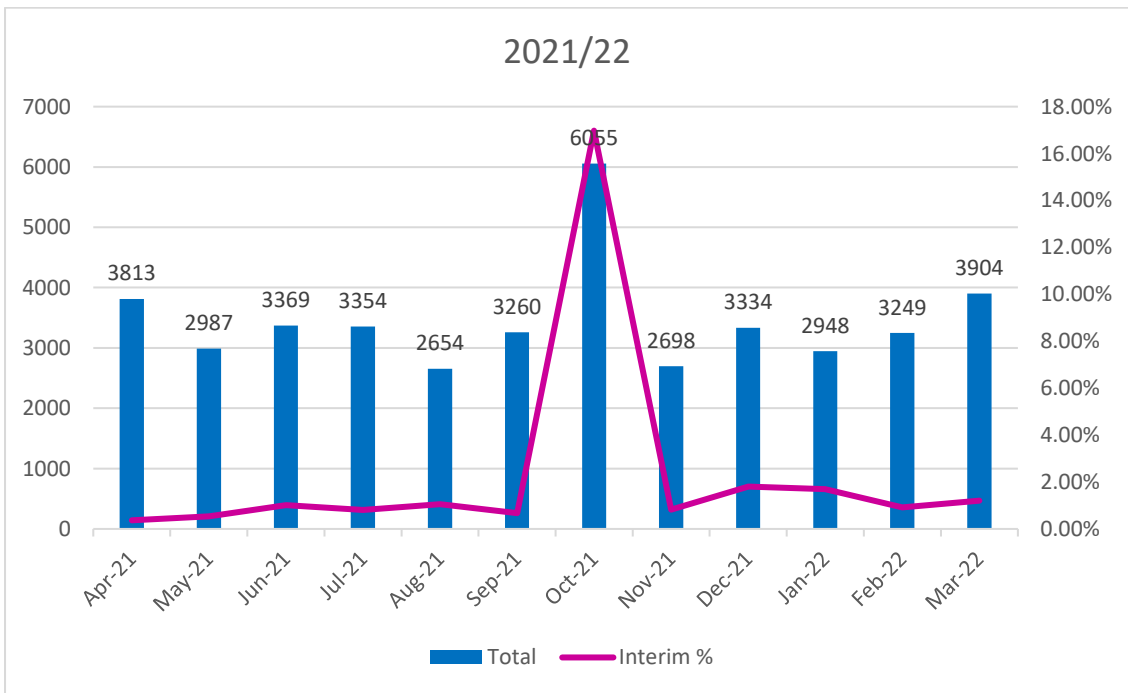
7.5.2 Analysis

The results indicate a generally low percentage of sites being completed to an interim standard, with the average for year 1 being 0.98% overall and the average for year 2 being 2.32%.

However, there is a large anomaly in the data for year 2 in October 2021. This is due to a system issue that one of the Statutory Undertakers experienced, meaning their sites were not recording correctly,

and a large batch of reinstatement information needed to be re-submitted to correct this. If we take the data for October 2021 out of consideration, the average interim reinstatement percentage for year 2 was 0.99%.

The first 2 years of data are indicating that the percentage of interim reinstatements is remaining below 1% and that the permit scheme is helping to incentivise work being completed to a permanent standard first time which, in turn, reduces the disruption caused by road works and street works.

7.6 Category A "in progress" inspection results

Category A inspections described in the NRSWA Code of Practice for Inspections scrutinise the way a site is set up; suitability of traffic management, signing and guarding and site safety. This is not just for vehicular traffic; it has particular significance to the safety of pedestrians and those with a disability. In addition, they may also cover methods of excavation, materials and methods used during the reinstatement.

Category A inspections are part of NRSWA and are a common reporting and performance measure for authorities. It can be argued that this measure is not specific to the permit scheme and does not necessarily provide information on how the permit scheme is being operated. However, this measure has been included within the WaSP scheme because one of the key objectives of WaSP is to ensure the safety of those using the street and those working on activities that fall under the scheme, with particular emphasis on people with disabilities.

This data has been collated using Street Manager Inspections reporting and pivoted on the columns titled "Inspection Outcome" and "Inspection Date." As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial & operational year.

This measure is expressed as:

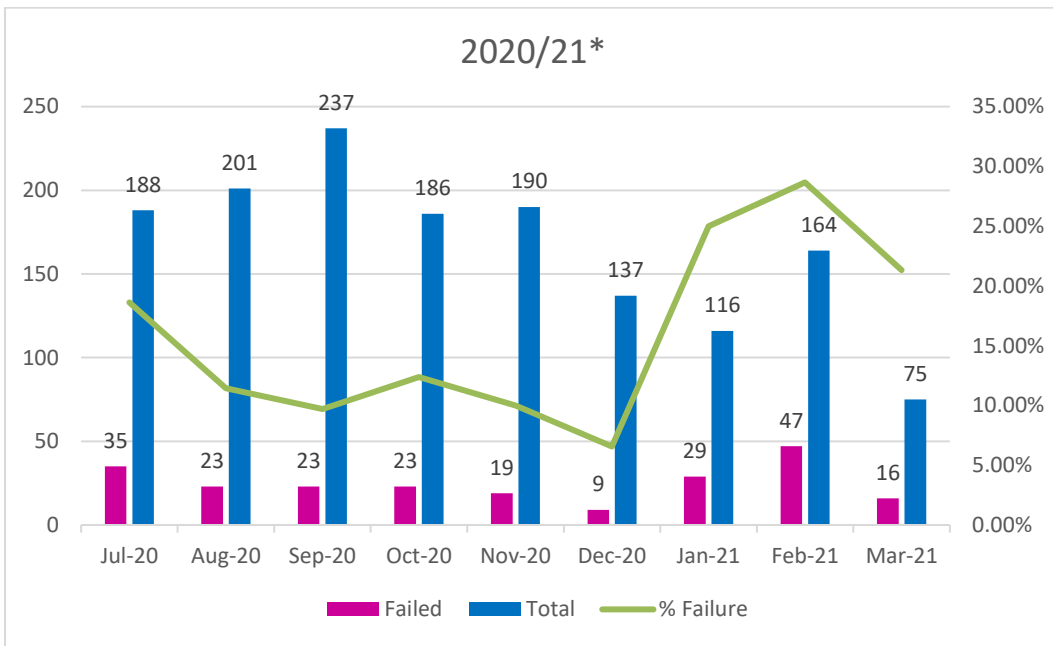- Percentage of failed Category A inspections against the total number of Category A inspections completed.

7.6.1 Results

The following charts display the percentage failure rate on Category A inspections across the county.

Chart 12.0

Chart titled "2020/21*" showing Failed (pink bars), Total (blue bars), and % Failure (green line) by month from Jul-20 to Mar-21.

Month	Failed	Total
Jul-20	35	188
Aug-20	23	201
Sep-20	23	237
Oct-20	23	186
Nov-20	19	190
Dec-20	9	137
Jan-21	29	116
Feb-21	47	164
Mar-21	16	75

Year one runs from July 2020 to March 2021 as the data has been extracted from Street Manager

Chart 12.1

Chart titled "2021/22" showing Failed (pink bars), Total (blue bars), and % Failure (green line) by month from Apr-21 to Mar-22.

Month	Failed	Total
Apr-21	22	166
May-21	20	184
Jun-21	17	174
Jul-21	13	181
Aug-21	19	175
Sep-21	15	138
Oct-21	11	185
Nov-21	6	126
Dec-21	12	71
Jan-22	11	151
Feb-22	24	166
Mar-22	14	222
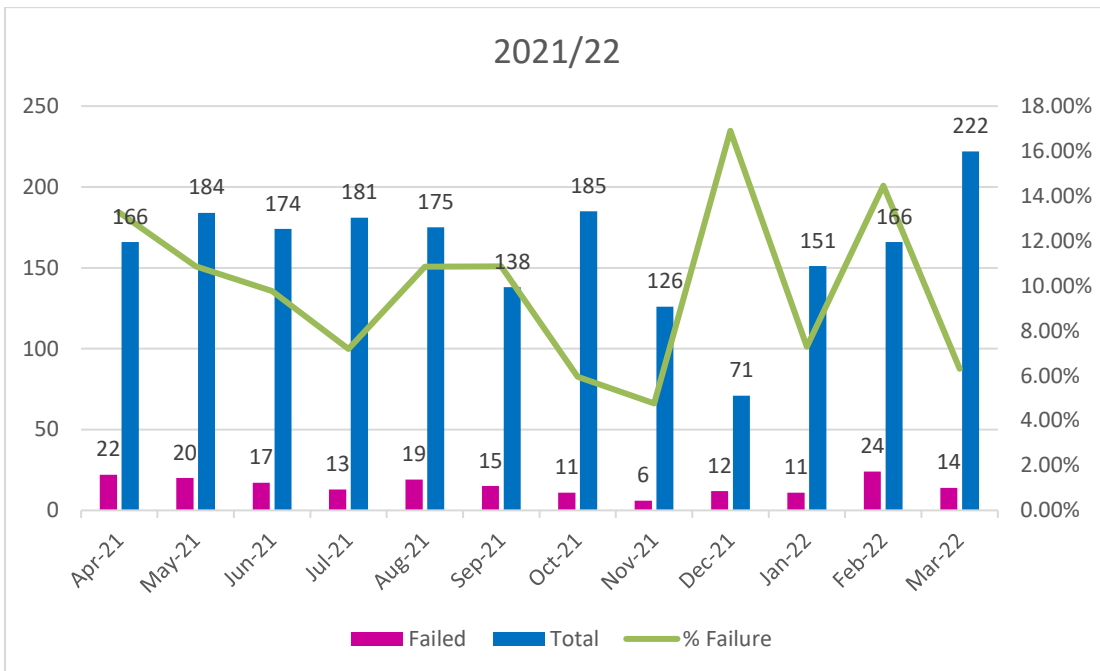
7.6.2 Analysis

The overall rate of inadequacies identified on live sites is slightly higher than expected, 15.97% in year 1 on average and 9.87% in year 2 on average. The failure rate is normally expected to be below 10% (as per the NRSWA Code of Practice for Inspections 2002 Section 7.3).

The downward trend is indicating that the implementation of a permit scheme is having a positive effect on site safety.

The significant increase in site failures in Q4 of year 1 can partly be attributed to one statutory undertaker being placed on a formal improvement plan. The means there was increased scrutiny of

their sites and therefore more failed inspections being completed as Staffordshire County Council worked with them to drive, educate and implement the necessary improvements.

Staffordshire County Council will continue to review this data going forward and work to drive compliance and improvement with the various statutory undertakers operating on the Staffordshire highway network.

7.7 Permit condition inspection results

Street Manager caters for specific permit condition compliance inspections that provide a measure of whether the promoter is working within the terms of their permit.

There is no statutory inspection sample size for condition compliance inspections, however, the expectation is that any site that is inspected for a NRSWA Category A inspection will also have its permit conditions checked (and vice versa).

Regulation 20 created the offence for an undertaker or someone acting upon its behalf to undertake works in breach of a stated condition.

This data has been collated using Street Manager Fixed Penalty Notice reporting and pivoted on the columns titled "Offence Date" and "Offence Code." As before, year 1 includes data from July 2020 onwards due to Street Manager being released part way through the financial year.

This measure is expressed as:

- Total number of FPNs issued under Regulation 20

7.7.1 Results

The below charts demonstrate the number of Fixed Penalty Notices (FPNs) that has been issued to works promoters for breaching their agreed upon permit conditions on site.

Chart 13.0
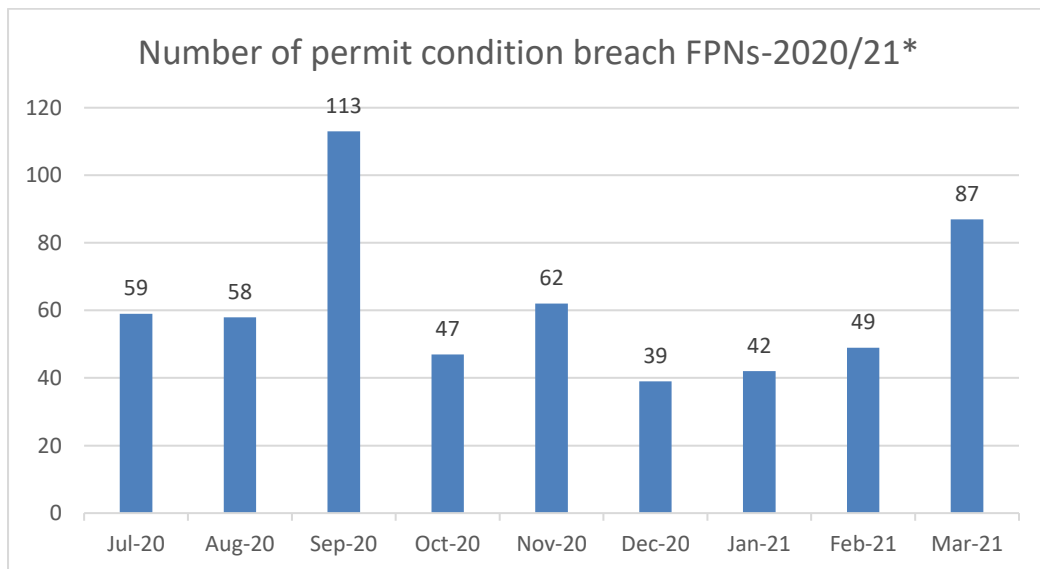
Number of permit condition breach FPNs-2020/21*

Month	Value
Jul-20	59
Aug-20	58
Sep-20	113
Oct-20	47
Nov-20	62
Dec-20	39
Jan-21	42
Feb-21	49
Mar-21	87

***Year one runs from July 2020 to March 2021 as the data has been extracted from Street Manager**

Chart 13.1

Number of breach of permit conditions FPNs - 2021/22
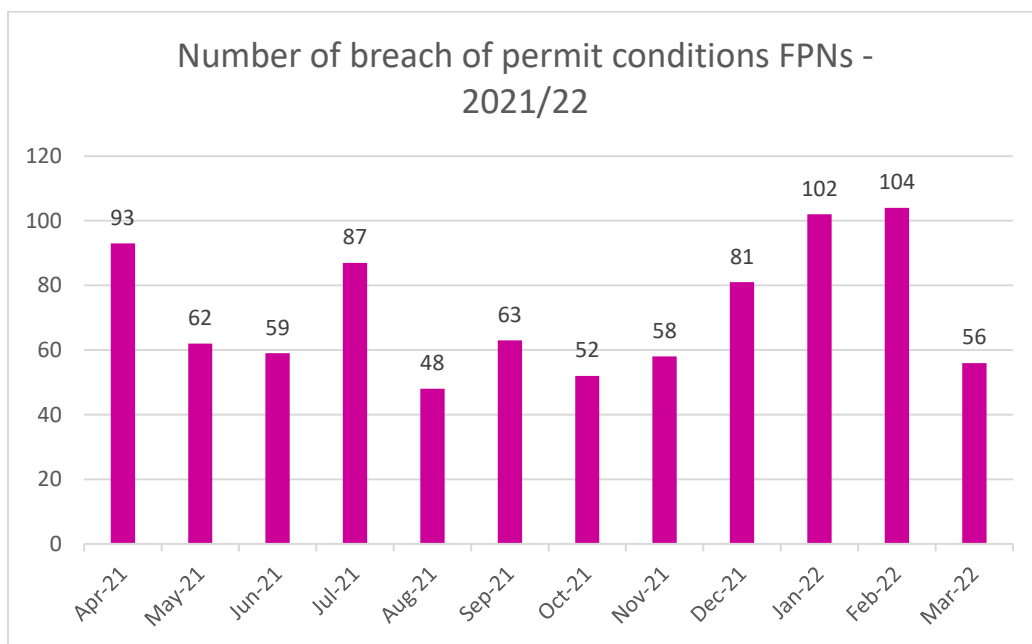
7.7.2 Analysis

The data above demonstrates an increased focus from the Traffic & Network Management Team and Staffordshire County Council on permit conditions being breached by works promoters which has resulted in an increase in FPNs. Sites and permits will continue to be monitored, FPNs will be issued and used as a compliance tool where it is deemed appropriate, to drive the correct behaviours by promoters across the county.

8. Conclusion

Staffordshire County Council implemented the West and Shires Permit Scheme as a tool to allow improved management of all activities on the highway network and to better coordinate work being undertaken by Statutory Undertakers and its own highway contractors. By doing this Staffordshire can minimise the disruption and inconvenience caused by road works and street works amongst other activities.

The data provided demonstrates parity of treatment between statutory undertakers and the highway authority and the positive conclusions drawn from the implementation of the permit scheme are summarised below:

- Better control, planning and coordination of works
- Increased ability to challenge and check on activities on the highway
- Introduction of permit conditions to promote safety and reduce disruption as well and build up a better picture of the true circumstances on a site and how these may affect the general public including pedestrians
- Ability to encourage collaborative working and accurately record this and offer incentives via 50% reduced permit fee applications to promoters

Staffordshire believe the implantation of the scheme to have been mostly successful and have adapted to the challenges presented by the Coronavirus pandemic which impacted communication with various promoters, training and recruitment amongst other things. Below is a summary of the aspects of the scheme which will be given a greater focus by Staffordshire over the coming years.

- Consideration of permit conditions and when these are required and relevant
- Exploring more ways to encourage collaborative working to minimise the amount of time the highway network is subject to disruption
- Ensuring we are accurately recording the reasons for permit applications being refused to allow for better analysis and engagement with the affected promoters to reduce the instances of this
- Further work with promoters to improve the timeliness and quality of data being provided to Staffordshire on permit applications and ensure what is being promoted on the permit is reflected on site
- Consideration to be made with regards to recording permit condition breach data in more detail so this can be further analysed and any concerns addressed with the relevant promoters
- Continue to monitor cancellation volumes with the relevant promoters to achieve a reduction is wasted network space/time.

No significant changes were made to the service operation during this reporting period and no changes to permit fee levels are being proposed at this time.

9. Glossary

EToN system – The Electronic Transfer of Notices, the nationally agreed format for the transmission of notice information.

EToN developers – representatives of the main software developers involved in street works

EToN Strategy Group – responsible for the development of the EToN system

NMD – Network Management Duty, a legal obligation created by the Traffic Management Act 2004 for highway authorities to secure the expeditious movement of traffic

AM – Authority Measure

PAN – Permit Advice Note

TMA – Traffic Management Act 2004

(Sample) Cat A – An inspection undertaken during the progress of the works as defined in Section 2.3.1 of The Code of Practice for Inspections 2002

NRSWA – New Roads and Streetworks Act 1991

FPN – Fixed Penalty Notice

DfT – Department for Transport

HAUC - highways and Utilities Committee

WaSP – West and Shires Permit Scheme

TTRO - Temporary Traffic Regulation Order

Confirm – Streetworks Management System used by Staffordshire County Council

Minor permit – duration of 1-3 working days

Standard permit – duration of 4-10 working days

Major permit – duration of 10 working days+ or road closures

Immediate-emergency permit – used when circumstances present a risk to life or property

Immediate-urgent permit – used when circumstances present a potential significant financial loss to the undertaker, cause interruption to supply, to reconnect supplies or services where the undertaker would be under a civil or criminal liability

Street Manager – National permitting system launched by the DfT on 1st July 2020

HA – Highway Authority

SU – Statutory Undertaker

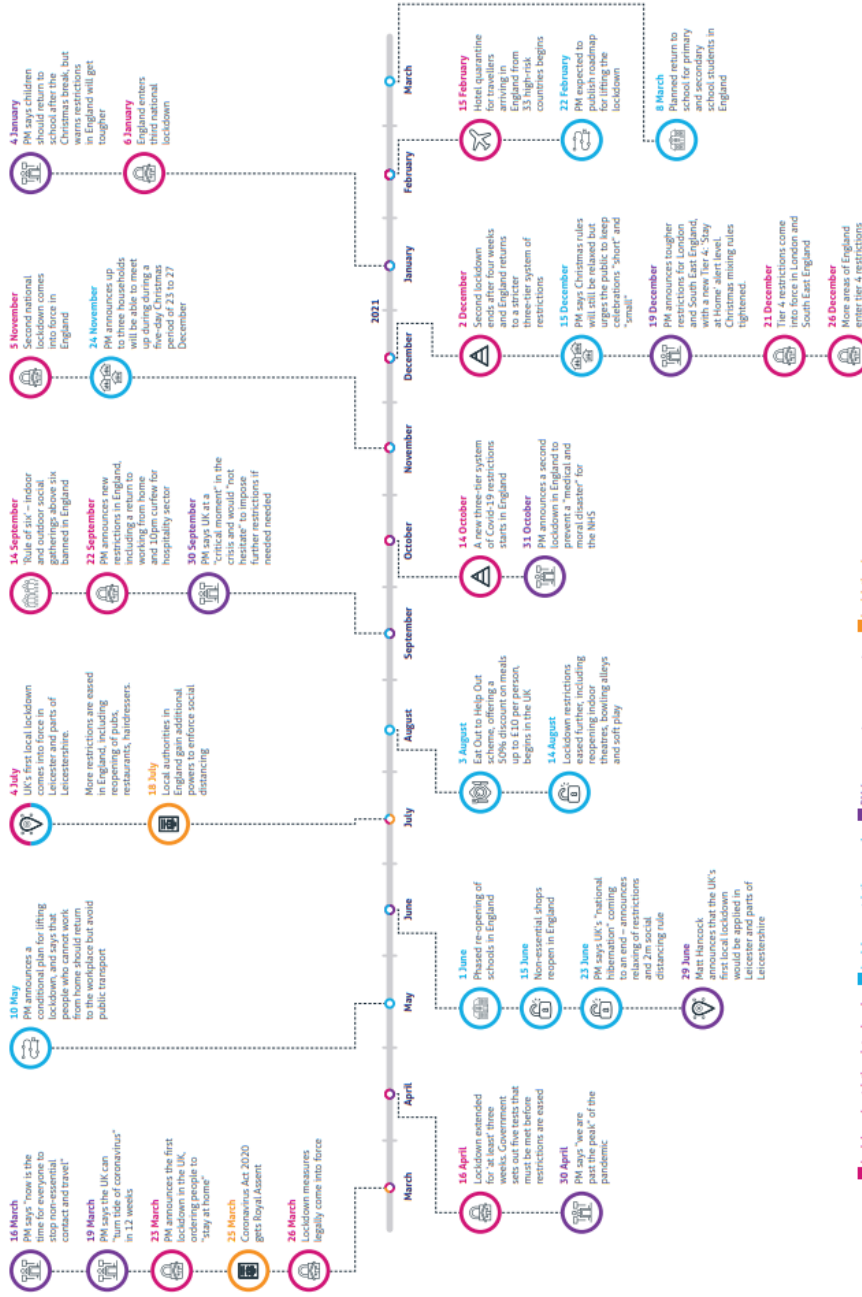DCMS – Department for Digital, Culture, Media & Sport

Working Day – weekdays

SCC – Staffordshire County Council

10. Appendix A

Timeline of UK coronavirus lockdowns, March 2020 to March 2021

IfG

16 March
PM says "now is the time for everyone to stop non-essential contact and travel"

19 March
PM says the UK can "turn tide of coronavirus" in 12 weeks

23 March
PM announces the first lockdown in the UK, ordering people to "stay at home"

25 March
Coronavirus Act 2020 gets Royal Assent

26 March
Lockdown measures legally come into force

16 April
Lockdown extended for 'at least' three weeks. Government sets out five tests that must be met before restrictions are eased

30 April
PM says "we are past the peak" of the pandemic

10 May
PM announces a conditional plan for lifting lockdown, and says that people who cannot work from home should return to the workplace but avoid public transport

1 June
Phased re-opening of schools in England

15 June
Non-essential shops reopen in England

23 June
PM says UK's "national hibernation" coming to an end – announces relaxing of restrictions and 2m social distancing rule

29 June
Matt Hancock announces that the UK's first local lockdown would be applied in Leicester and parts of Leicestershire

4 July
UK's first local lockdown comes into force in Leicester and parts of Leicestershire.
More restrictions are eased in England, including reopening of pubs, restaurants, hairdressers.

18 July
Local authorities in England gain additional powers to enforce social distancing

3 August
Eat Out to Help Out scheme, offering a 50% discount on meals up to £10 per person, begins in the UK

14 August
Lockdown restrictions eased further, including reopening indoor theatres, bowling alleys and soft play

14 September
'Rule of six' – indoor and outdoor social gatherings above six banned in England

22 September
PM announces new restrictions in England, including a return to working from home and 10pm curfew for hospitality sector

30 September
PM says UK at a "critical moment" in the crisis and would "not hesitate" to impose further restrictions if needed

14 October
A new three-tier system of Covid-19 restrictions starts in England

31 October
PM announces a second lockdown in England to prevent a "medical and moral disaster" for the NHS

5 November
Second national lockdown comes into force in England

24 November
PM announces up to three households will be able to meet up during a five-day Christmas period of 23 to 27 December

2 December
Second lockdown ends after four weeks and England returns to a stricter three-tier system of restrictions

15 December
PM says Christmas rules will still be relaxed but urges the public to keep celebrations "short" and "small"

19 December
PM announces tougher restrictions for London and South East England, with a new Tier 4, "Stay at Home" alert level. Christmas mixing rules tightened.

21 December
Tier 4 restrictions come into force in London and South East England

26 December
More areas of England enter tier 4 restrictions

4 January
PM says children should return to school after the Christmas break, but warns restrictions in England will get tougher

6 January
England enters third national lockdown

15 February
Hotel quarantine for travellers arriving in England from 33 high-risk countries begins

22 February
PM expected to publish roadmap for lifting the lockdown

8 March
Planned return to school for primary and secondary school students in England

2021

March · April · May · June · July · August · September · October · November · December · January · February · March

Legend:
■ Lockdown / restrictions introduced
■ Lockdown restrictions eased
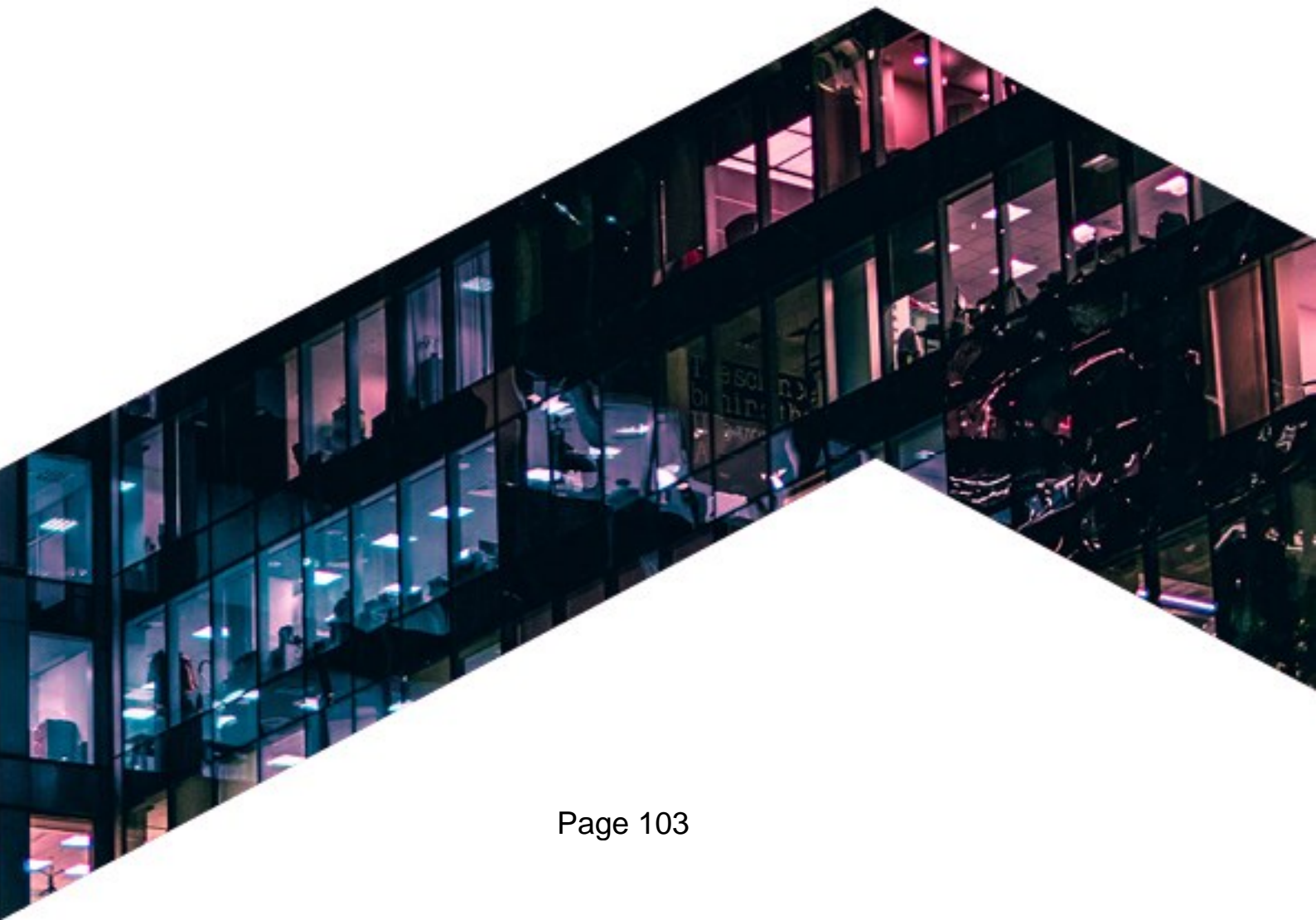■ PM / government announcements
■ Legislation / emergency powers

CC BY-NC

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Staffordshire County Council

West and Shires Permit Scheme Performance & Evaluation Report

Year 3: 1st April 2022 to 31st March 2023

Contents

1. Executive Summary

Staffordshire County Council joined the already established West and Shires Permit Scheme on 1st April 2020, the scheme has now been operating for 3 years.

The WaSP scheme replaced the old 'noticing' system under the New Roads and Street Works Act 1991 ("NRSWA") for works taking place on the highway. The WaSP scheme allows those participating authorities ("Permit Authority") to better manage activities on the highway and minimise disruption and inconvenience.

The scheme is used as a tool to improve network management through more proactive control of roadworks.

During the third year of operation (1st April 2022 to 31st March 2023) the council received 74,319 applications for permits, of which 51,909 were granted. 19,985 of these works were our own highway works.

There is a consistent spread of permits being granted across the various industry sectors with all promoter types having over 70% of their permit applications granted.

On average over year 3, the number of works that have overrun has been around 1.5% with 91% of all extension requests being granted which has prevented a second period of disruption occurring by instructing the works promoter to clear site and come back at a later date when the works will cause less disruption.

Requests for early starts from works promoters increased from 3% in year 2 to 4% in year 3, Staffordshire County Council continue to assess these on a case-by-case basis; these are never refused without good cause.

Instances of collaborative works have risen from 231 in year 2 to 625 in year 3 which demonstrates the work being done by the various works promoters and Staffordshire County Council to minimise disruption to road users wherever practicable.

Staffordshire County Council will continue to review the performance of the permit scheme and the benefits and control of the network this brings.

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2. Introduction

The Traffic Management Act 2004 (TMA), Part 3 Sections 32 to 39, and the Traffic Management Permit Scheme (England) Regulations 2007 make provision for Permit Schemes to be introduced in England. The West and Shires Permit Scheme (WaSP) was adopted by Staffordshire County Council on 1st April 2020 and has been revised to reflect the requirements introduced in the 2015 Permit Scheme Regulation amendments[1].

This report sets out an overview of the scheme's operational performance in year 3. The report provides analysis of the available data in relation to street works and road works activities in Staffordshire for the primary purpose of:

- Demonstrating the introduction of the WaSP scheme has and will continue to provide the benefits stated in the objectives; and

- Outlining any changes required by Staffordshire County Council to improve the operation of the scheme.

Data has been collected, collated and presented in either graphical or tabulated format for each of the defined Key Performance Indicators (KPIs) or Operational Measures. Commentary is also provided to expand on noteworthy trends in the data.

[1] The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015, 2015/958

3. Objectives of the West and Shires Permit Scheme

The scheme's primary objectives are:

- to increase the efficient running of the highway network by minimising the disruption and inconvenience caused by road works and other highway events and activities through proactive management of activities on the highway

- to improve the quality and timeliness of information received from all activity promoters to increase and improve the publicly available data for integration into the Council-wide travel information

- to encourage a proactive approach to planning and undertaking of works on the highway from promoters and thus lessen the impact of activities on road users

- to protect the structure of the street and the integrity of the apparatus in it

- to ensure safety of those using the street and those working on activities that fall under the Scheme, with particular emphasis on people with disabilities

- to ensure parity of treatment for all activity promoters particularly between statutory undertakers and highway authority works and activities

The successful performance of the Scheme has brought a number of subsidiary benefits. These include:

- maximising the safe and efficient use of road space

- providing reliable journey times

- improving the resilience of the network

3

- minimising inconvenience to all road users

- improving public satisfaction

4. Fee Structure, costs and benefits

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority shall give consideration to whether the fee structure needs to be adjusted in light of any surplus or deficit.

Staffordshire County Council have set the fee levels in accordance with the Department for Transport guidance and within the maximum fee levels specified in Regulation 30. Current fee levels are given in the table below.

Table 1.0

Activity Type	Category 0-2 roads or Traffic Sensitive Streets	Category 3-4 roads or non-Traffic Sensitive Streets
Provisional Advance Authorisation (PAA)	£105	£75
Major Activities greater than 11 days or TTRO*	£196	£150
Standard Activities	£51	£45
Minor Activities	£36	£28
Immediate Activities	£50	£40
Permit Variation	£45	£35

*TTRO – Temporary traffic Regulation Order

The fee levels set by Staffordshire County Council ensure that the permit scheme is able to be operated in a robust and effective manner by ensuring we have the resource levels to assess all permit applications in a timely manner to minimise the disruption activities on the network are causing. The fees set also allow us to invest in innovation and explore new ways of working with works promoters.

The Traffic & Network Management team within Staffordshire County Council are operating the permit scheme within the Traffic & Network Management Team which was established in summer 2022 following a large restructure. The restructure was carried out to ensure a robust & resilient service is being provided to works promoters, residents, businesses and road users of the Staffordshire highway network. Due to how recently the change occurred we are not currently in a position to assess whether the permit fees need to be adjusted.

Staffordshire County Council propose to monitor this over the next 2-3 years to build up an accurate and detailed understanding of the volumes of permit applications being received against the demands on the network and the operational impact this will have on the Traffic & Network Management Team. It is our intention to revisit this topic as part of subsequent annual reports.

5. Performance Indicators

5.1 KPI 1 - The number of permit and permit variation applications

KPI 1 provides the number of permits and permit variation applications received, the number granted and the number refused.

- The total number of permit and permit variation applications received

- The number of applications granted as a percentage of the total applications made

- The number of applications refused as a percentage of the total applications made

- Split of applications, grants and refusals between statutory Undertakers and Highway Authority

5.1.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #1: Permit Response Report and is available in its original format upon individual request.

The table below shows a breakdown of permit applications received, granted and refused in year 3 of the WaSP scheme operation in Staffordshire County Council. This data includes any applications that were subsequently cancelled.

Table 2.0

	Year 3 2022-23
Total of all applications Received	75,128
Total Permit Applications received	43,712
Total Permit Variations Received	25,404
Total permits with status that cannot be determined	6,811 (9%)
Total permits granted or refused	66,741 (89%)
Granted	52,350 (70%)
Refused	14,391 (19%)

The chart below shows a breakdown of the data regarding applications received in relation to highway authority works for road purposes and works by utility promoters in Staffordshire County Council for the same period.
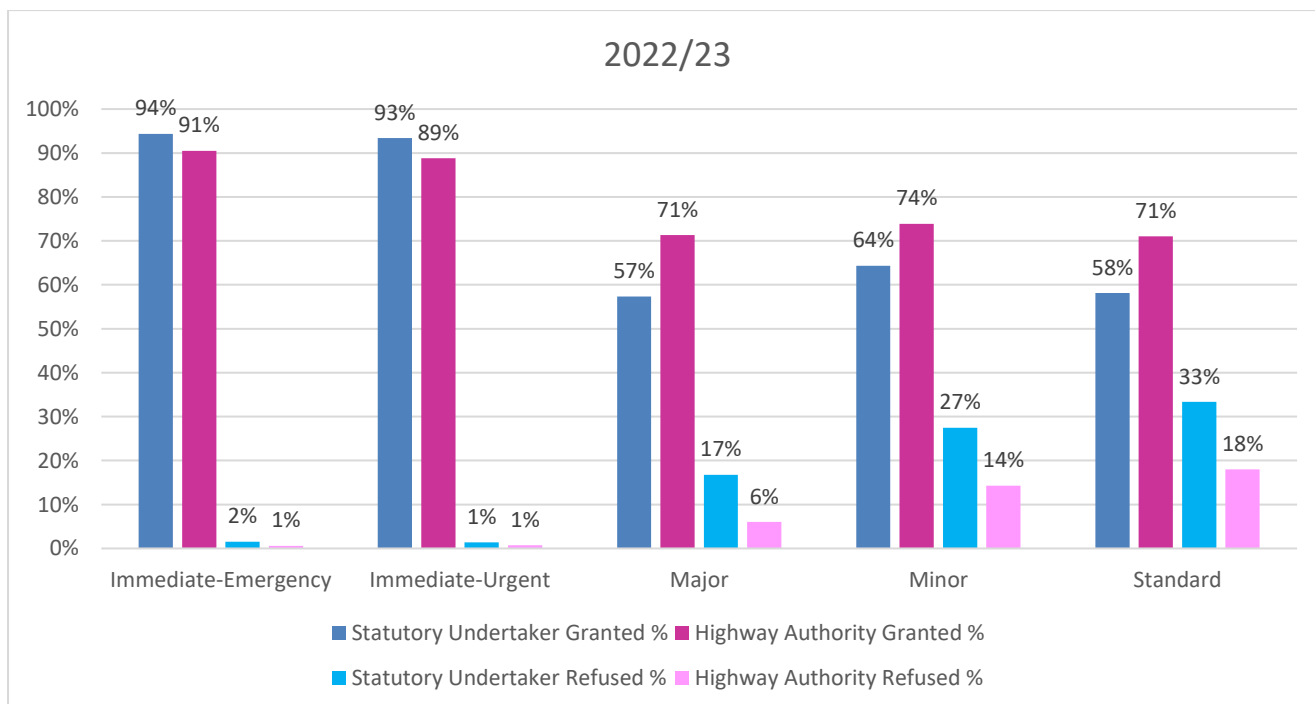
On average, the highway authority generated 27% and utility promoters 73% of the applications received in year 3.

Chart 2.1
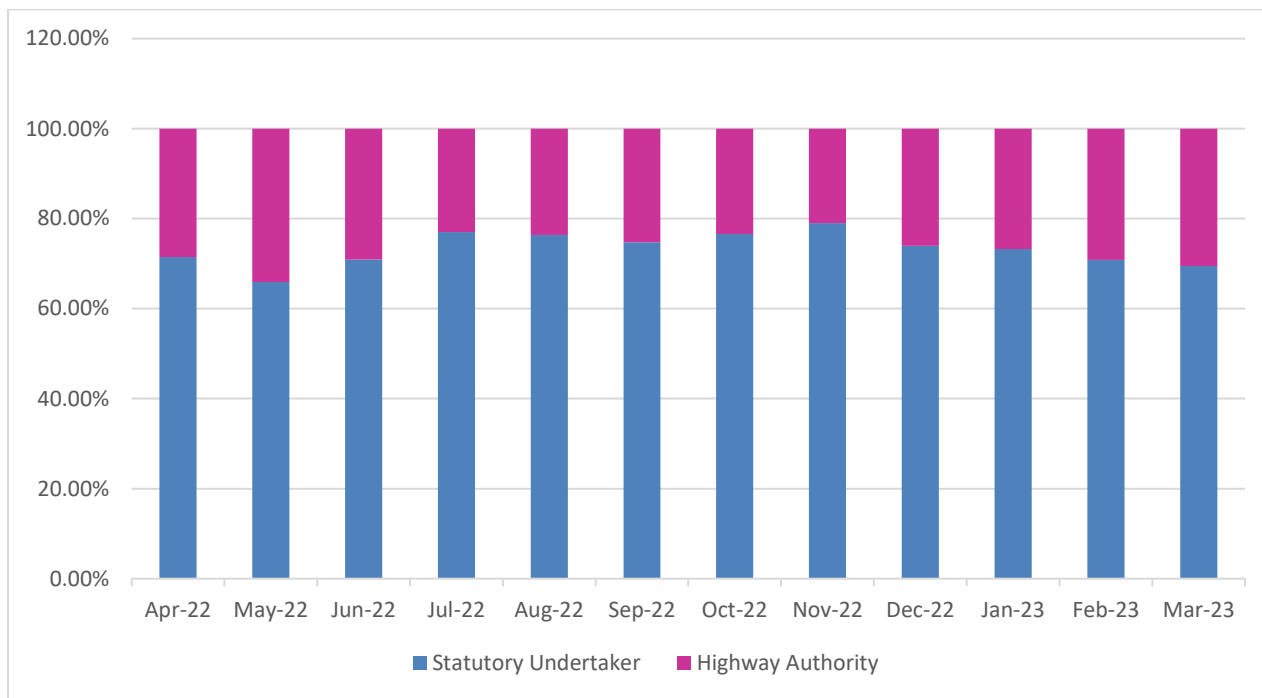
The chart below shows the percentage of granted and refused permits for all Statutory Undertakers and Staffordshire County Council Highway Authority works for year 3. Also, the data is further broken down by activity type into applications granted and refused.

Chart 2.2

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This data has been further interrogated and broken down into different industry types as shown in the charts below. These have been separated into the following industries: Water, Gas, Electric, Telecoms and Highway Authority.
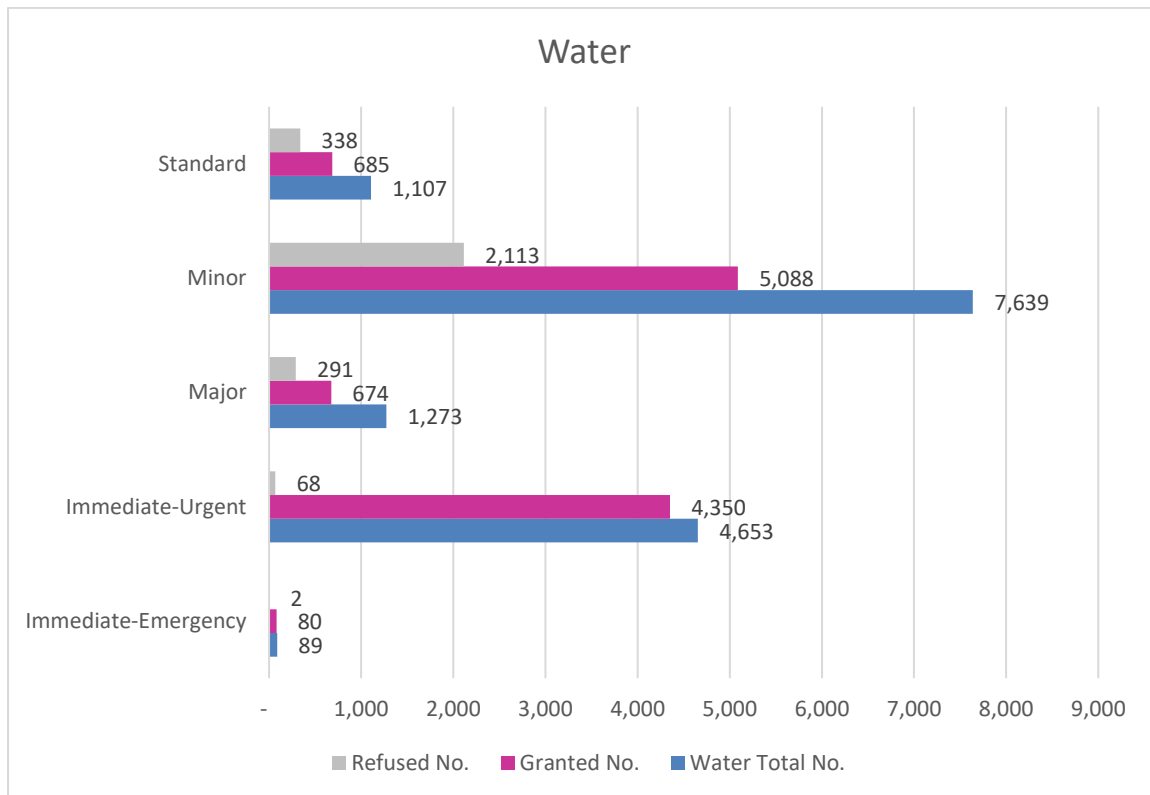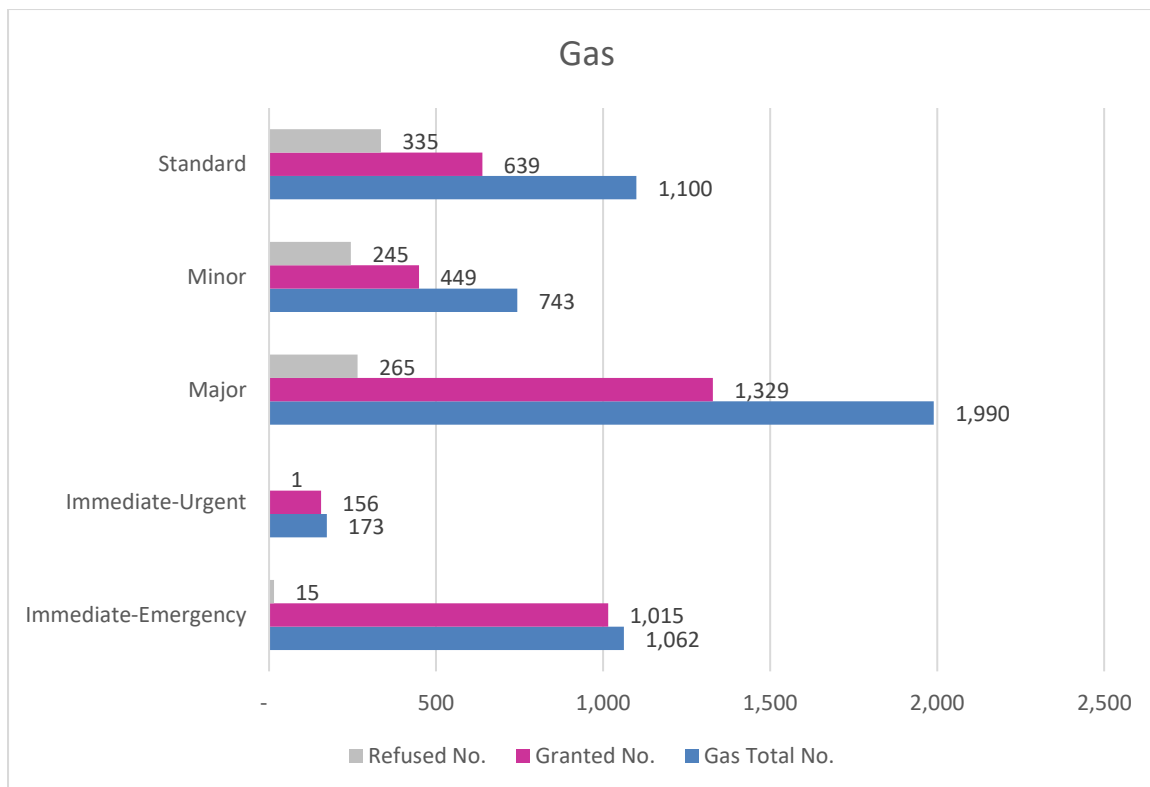
Chart 2.3

Water

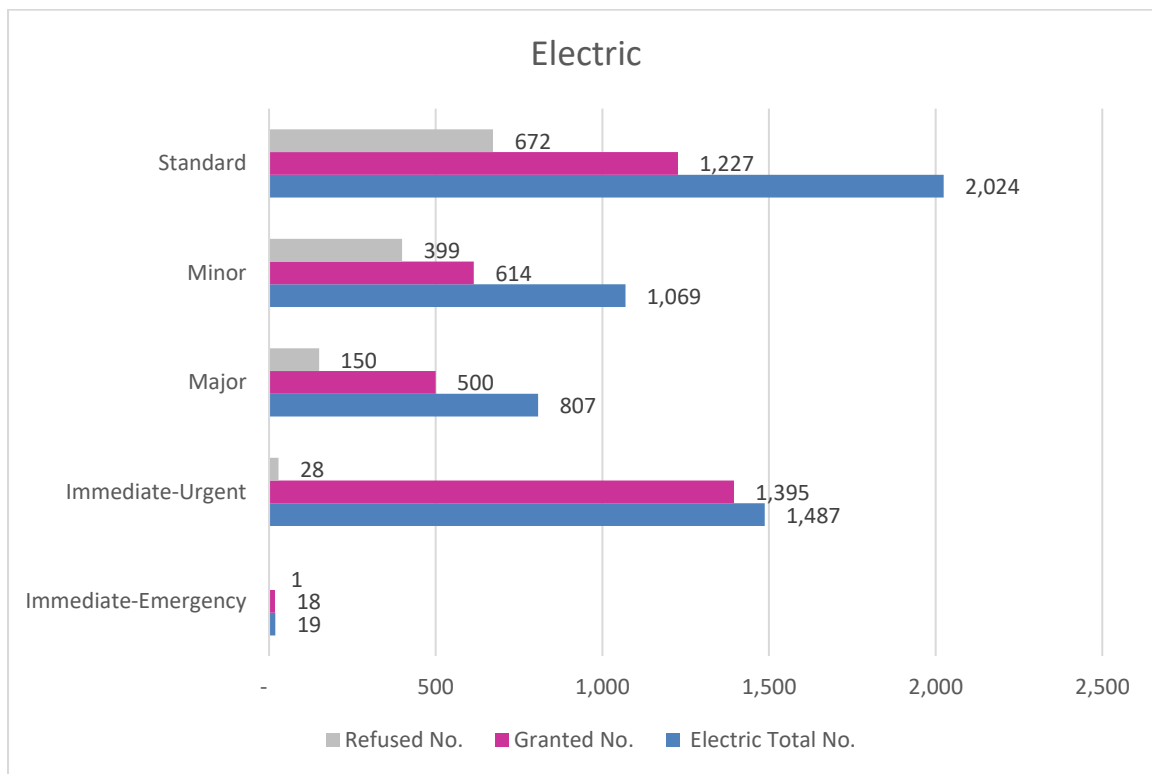- Standard: Refused No. 338, Granted No. 685, Water Total No. 1,107
- Minor: Refused No. 2,113, Granted No. 5,088, Water Total No. 7,639
- Major: Refused No. 291, Granted No. 674, Water Total No. 1,273
- Immediate-Urgent: Refused No. 68, Granted No. 4,350, Water Total No. 4,653
- Immediate-Emergency: Refused No. 2, Granted No. 80, Water Total No. 89

Legend: Refused No., Granted No., Water Total No.

Chart 2.4

Gas

- Standard: Refused No. 335, Granted No. 639, Gas Total No. 1,100
- Minor: Refused No. 245, Granted No. 449, Gas Total No. 743
- Major: Refused No. 265, Granted No. 1,329, Gas Total No. 1,990
- Immediate-Urgent: Refused No. 1, Granted No. 156, Gas Total No. 173
- Immediate-Emergency: Refused No. 15, Granted No. 1,015, Gas Total No. 1,062

Legend: Refused No., Granted No., Gas Total No.

Chart 2.5

Electric

Standard	Refused: 672, Granted: 1,227, Total: 2,024
Minor	Refused: 399, Granted: 614, Total: 1,069
Major	Refused: 150, Granted: 500, Total: 807
Immediate-Urgent	Refused: 28, Granted: 1,395, Total: 1,487
Immediate-Emergency	Refused: 1, Granted: 18, Total: 19

Legend: ■ Refused No. ■ Granted No. ■ Electric Total No.

Chart 2.6

Telecoms

Standard	Refused: 1,497, Granted: 2,379, Total: 4,268
Minor	Refused: 5,242, Granted: 12,596, Total: 19,672
Major	Refused: 436, Granted: 1,467, Total: 2,433
Immediate-Urgent	Refused: 13, Granted: 1,558, Total: 1,672
Immediate-Emergency	Refused: 5, Granted: 326, Total: 354

Legend: ■ Refused No. ■ Granted No. ■ Telecoms Total No.

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Chart 2.7

Chart title: Highway Authority

Categories (top to bottom), with values for Refused No. (grey), Granted No. (magenta), Highways Total No. (blue):

- **Standard**: 201 / 794 / 1,118
- **Minor**: 1,507 / 7,784 / 10,536
- **Major**: 261 / 3,073 / 4,307
- **Immediate-Urgent**: 6 / 720 / 811
- **Immediate-Emergency**: 18 / 2,632 / 2,908

X-axis: - , 2,000 , 4,000 , 6,000 , 8,000 , 10,000 , 12,000

Legend: ◻ Refused No.   ◼ Granted No.   ◼ Highways Total No.

The following considerations must be noted in relation to this data:

1. Each application has an appropriate response period which means that the number of applications received in any one period does not correspond to the permits granted and refused within that same period. In other words, a permit application received in one period may be responded to within the next reporting period.
2. The permitting software used by Staffordshire County Council did not allow the authority to grant or refuse Immediate permit applications where a works stop was received before an authority could respond to the initial application. This was particularly prevalent where works were undertaken at weekends or out of normal working hours.

These issues mean that there are a number of permit applications, the status of which cannot be determined.

5.1.2 Analysis

Permits Granted and Refused

Average grant and refusal rates for the period appear to be fairly consistent across all industry types as demonstrated below. There is a slightly higher percentage of Highway Authority permits being granted, with a slightly lower percentage being refused, which is believed to be due to the permit assessors having a better understanding of the work being undertaken by the operational department.

51,909 permit applications were granted overall in year 3 which is a reduction from the number of permits granted in year two and a further reduction from the number of permits granted in year one. In parallel, the number of permit applications refused in year 3 was 14,242 which is a large increase on the year one and year two figures. It is considered that this is due to increased network demand due to various central government schemes and funding awards, coupled with the Street Manager system now only allowing the Highway Authority to request one modification before defaulting to an accept/refuse situation.

Table 2.8

Granted Average %	Years 1 & 2	Year 3
Water	81%	73%
Gas	80%	74%
Electric	81%	74%
Telecoms	80%	73%
Highway Authority	84%	79%

Table 2.9

Refused Average %	Years 1 & 2	Year 3
Water	9%	17%
Gas	10%	16%
Electric	13%	19%
Telecoms	9%	16%
Highway Authority	6%	8%

Number of Permit Applications

The volume of permit applications increased significantly in year 3 from 65,428 in year two to 74,319. There was an increase particularly in telecoms industry permits from 18,317 in year two to 28,399 in year 3, this was offset by a reduction in water industry and a very slight reduction in Highway Authority permit applications.

The telecoms industry is currently growing at a rapid rate and with a list of new providers set to enter the Staffordshire County Council network over the next 8 years we expect this trend in permit volumes to continue as the demand from existing works promoters to install and maintain their apparatus will remain.

5.2 KPI 2 - The number of conditions applied by condition type

This will be shown as:

- The number of permits granted
- The number of conditions applied, broken down into condition types. The number of each type being shown as a percentage of the total permits issued

5.2.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #2: Permit Conditions Report and is available in its original format upon individual request.

The chart below shows the percentage of permit conditions applied against permit applications in relation to works for road purposes and streets works undertaken by statutory undertakers on the basis of the 13 standard EToN conditions.

Table 3.0

Condition Type	Statutory Undertaker	Highway Authority
NCT01 – Date Constraints	29%	53%
NCT02 – Time Constraints	38%	69%
NCT03 – Out of Hours Work	0%	0%
NCT04 – Material & Plant storage	9%	9%
NCT05 – Road Occupation Dimensions	19%	1%
NCT06 – Traffic Space Dimensions	40%	49%
NCT07 – Road Closures	4%	30%
NCT08 – Light Signals and Shuttle Working	21%	38%
NCT09 – Traffic Management Changes	22%	12%
NCT10 – Work Methodology	38%	62%
NCT11 – Consultation & Publicity	38%	57%
NCT12 – Environmental	0.2%	0.2%
NCT13 - Local	0%	0.01%

Chart 3.1
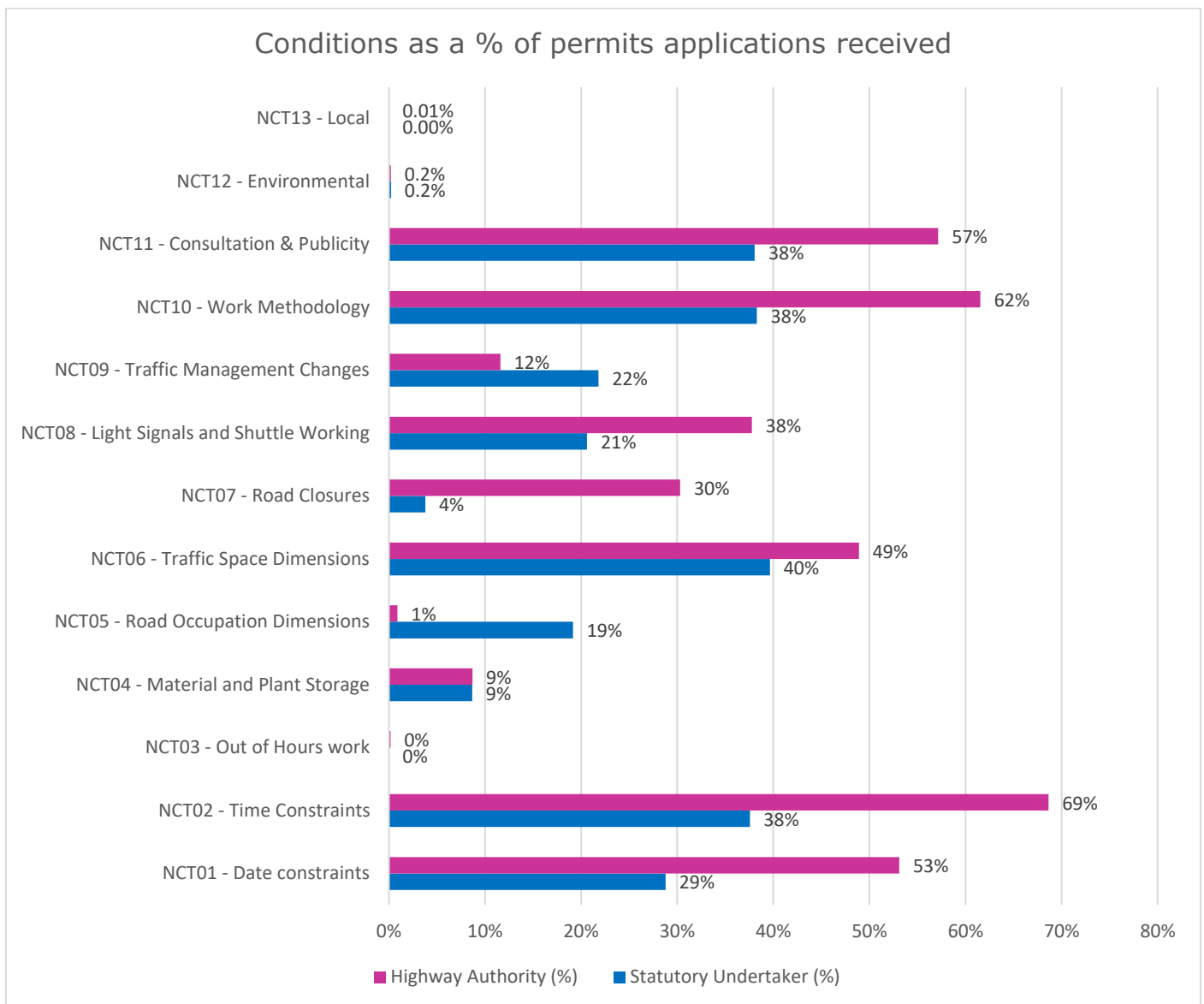
Conditions as a % of permits applications received

Condition	Highway Authority (%)	Statutory Undertaker (%)
NCT13 - Local	0.01%	0.00%
NCT12 - Environmental	0.2%	0.2%
NCT11 - Consultation & Publicity	57%	38%
NCT10 - Work Methodology	62%	38%
NCT09 - Traffic Management Changes	12%	22%
NCT08 - Light Signals and Shuttle Working	38%	21%
NCT07 - Road Closures	30%	4%
NCT06 - Traffic Space Dimensions	49%	40%
NCT05 - Road Occupation Dimensions	1%	19%
NCT04 - Material and Plant Storage	9%	9%
NCT03 - Out of Hours work	0%	0%
NCT02 - Time Constraints	69%	38%
NCT01 - Date constraints	53%	29%

■ Highway Authority (%)   ■ Statutory Undertaker (%)

5.2.2 Analysis

The data for NCT01 can be disregarded as this is a nationally applied condition that is mandatory on all permits. NCT11 will include the mandatory condition for NCT11a which is to display a permit board on site. Having interrogated this data further we have established that in Year 3 there were 3,610 instances of NCT11b, which is used for publicity of proposed work, being applied to permits for Statutory Undertakers and 301 on highway Authority permits.

In Year 3 the top three permit condition types added were:

- NCT02 – Time Constraints
- NCT10 – Works Methodology
- NCT11 - Consultation & Publicity

We believe the above is due to the highway Authority Officers who are assessing the permit applications received being experienced in assessing and understanding the scope of the work being carried out by undertakers, then taking into consideration the impact this work has on communities and applying conditions to ensure that communities, businesses and residents are being kept informed about disruptive work in their areas via letter drops and advance warning signs.

NCT10 is a particularly important condition as the works methodology can drastically affect the traffic management used and duration of the work on site, therefore this is requested when deemed appropriate to do so by the Officers.

The high percentage of permits with condition NCT02 from the Highway Authority can be attributed to the close working relationship between the SCC Highways Operational Control Room who plan in the majority of highway repair work and the Traffic & Network Management Team with regards their understanding the need, wherever possible, to work outside of Traffic Sensitive times to minimise disruption to the network.

5.3 KPI 3 - The number of approved revised durations

This will be shown as:

- the total number of unique permits granted
- the number of requests for revised durations shown as a percentage of permits issued
- the number of agreed revised durations as a percentage of revised durations applied for

5.3.1 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #3: Approved Extensions Report and is available in its original format upon individual request.

Table 4.0

Month	Permits Issued	Extension Requests	Approved Extensions
Apr-22	3,030	169	148
May-22	4,134	182	166
Jun-22	3,599	122	114
Jul-22	4,252	179	176
Aug-22	3,851	188	179
Sep-22	3,982	267	233
Oct-22	4,083	194	176
Nov-22	4,017	240	207
Dec-22	3,497	204	213
Jan-23	3,550	227	182
Feb-23	3,709	155	138
Mar-23	4,043	271	247
Total	**45,747**	**2,398**	**2,179**

Chart 4.1
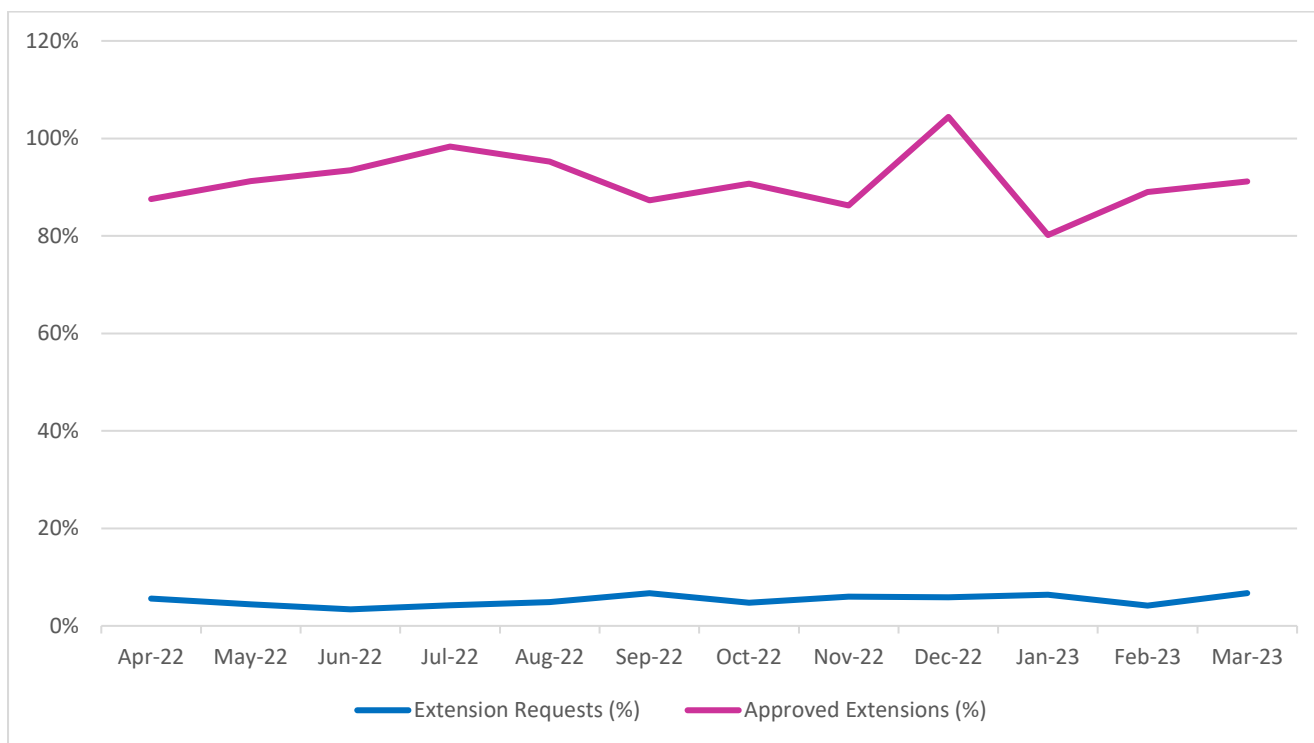
5.3.2 Analysis

The main consideration when reviewing this information is that extensions can be requested for a variety of reasons and need to be assessed on their individual merits based on the circumstances at a particular site, the challenges being faced by the works undertaker and the disruption and complaints the work is generating. Generally, the least disruption is caused by allowing works already in progress to continue rather than instructing a site be cleared for the undertaker to come back at a later date and cause a second period of disruption on the network. On average over the previous 2 years 5% of permits had an extension requested on them, of which 91% were granted.

Of note, there can be a lag in an extension being granted from the end of the previous month into the new one due to the legislative timescales allowed to review these, which can result in a figure of over 100% being recorded in rare instances.

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6.4 KPI 4 - The number of occurrences of reducing the application period

Also known as "early starts," this will be shown as:

- The total number of permit and permit variation applications made
- The number of agreements to reduce the notification period as a percentage of requests made

5.4.2 Results

The data provided in this section has been obtained from running the Confirm Permits KPI #4: Reduced Application Period Report and is available in its original format upon individual request.

Table 5.0

Month	Applications Received	Early Start Applications Agreed
Apr-22	4,059	118
May-22	6,034	213
Jun-22	5,612	284
Jul-22	6,391	243
Aug-22	6,670	253
Sep-22	6,878	308
Oct-22	7,142	325
Nov-22	6,993	211
Dec-22	5,757	140
Jan-23	6,126	212
Feb-23	6,005	141
Mar-23	6,652	202
Total	74,319	2,650

Chart 5.1
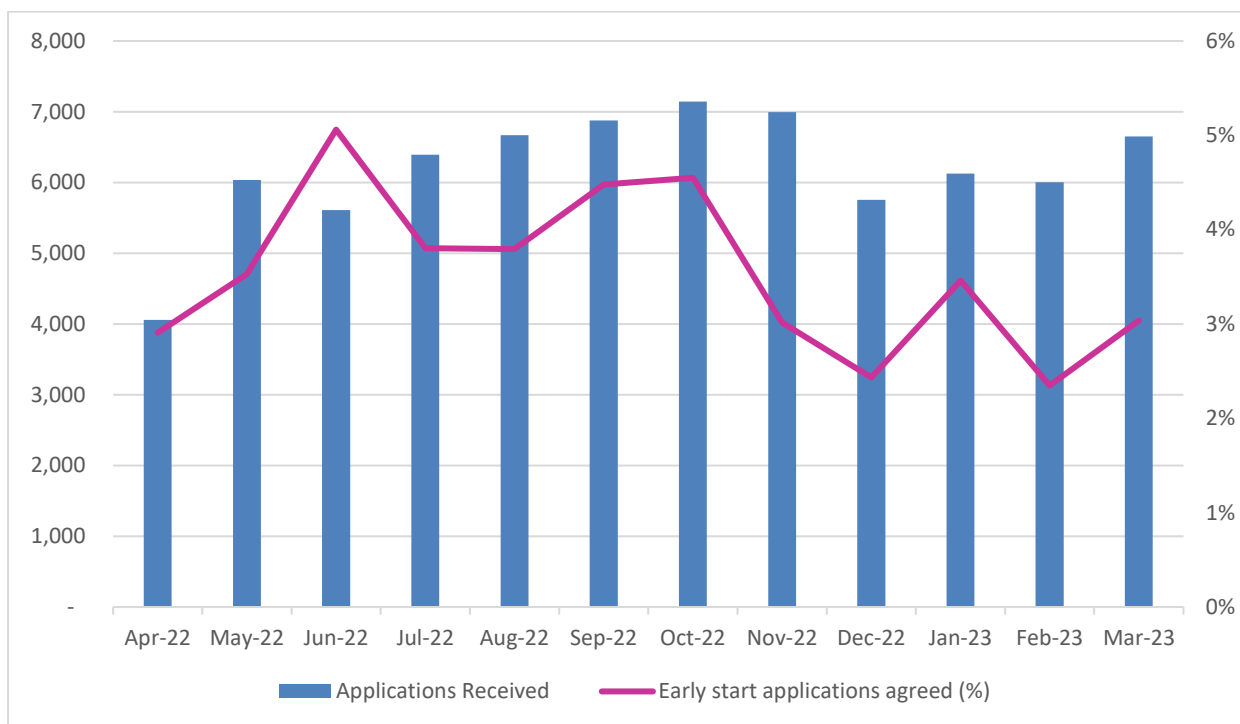
5.4.2 Analysis

This measure was considered to be in relation to the number of times promoters were allowed by Staffordshire County Council to start their works without having to comply with the minimum permit application lead-in period, commonly known as an early start agreement.

Early start requests are considered individually on their own merits by Staffordshire County Council and are never refused without a valid reason. In Year 3 4% of early start requests were granted on average which is a 1% increase on year two.

6. TPI measures

This section outlines the Permit Indicators (TPI) contained as Annex A within the Statutory Guidance for Highway Authority Permit Schemes.

These indicators for permit schemes are additional to the general TMA Performance Indicators (TPIs), which are already being produced.

6.1 TPI1 Works Phases Started (Base Data)

6.2 TPI2 Works Phases Completed (Base Data)

6.3 TPI3 Days of Occupancy Phases Completed

6.4 TPI4 Average Duration of Works

6.5 TPI5 Phases Completed on time

6.6 TPI6 Number of deemed permit applications

6.7 TPI7 Number of Phase One Permanent Registrations

7. Authority Measures

In addition to the above measure. Staffordshire County Council has collated its own data.

These measures should reflect the business case and objectives put forward in the scheme submission documentation.

7.1 – Number of overrun incidents

The number of activities that are logged by the Permit Authority as overrunning their agreed end date is an indicator of how well the activity promoters are managing their activities and lessening the impact of their works on road users.

- The number of overrun incidents shown as a percentage of permits issued

Whilst this measure sheds light on the effort of works promoters to complete works within agreed timescales, it is not considered that it is a measure that is reflective of the success or failure of permitting.

7.1.1 Results

The data provided in this section has been obtained from running the Confirm Street Work Occupation Report and is available in its original format upon individual request.

Table 7.0

Month	Overrun incidents	Permits Issued	% Overrun
Apr-22	27	3,030	0.89%
May-22	64	4,134	1.55%
Jun-22	54	3,599	1.50%
Jul-22	71	4,252	1.67%
Aug-22	104	3,851	2.70%
Sep-22	71	3,982	1.78%
Oct-22	57	4,083	1.40%
Nov-22	55	4,017	1.37%
Dec-22	58	3,497	1.66%
Jan-23	51	3,550	1.44%
Feb-23	61	3,709	1.64%
Mar-23	41	4,043	1.01%
Total	**714**	**45,747**	**1.55% (average)**

Chart 7.1
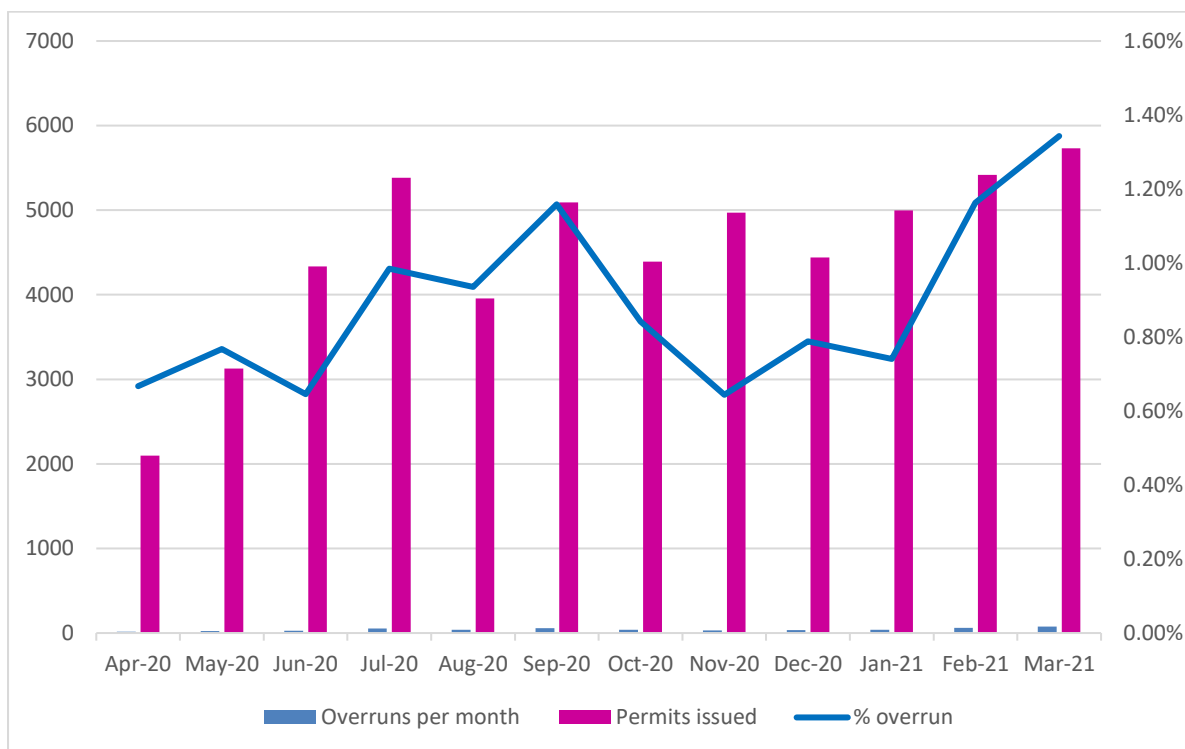
7.1.2 Analysis

The number of overrunning works has increased in year 3 from previous years but is fairly consistent over the year, though there was a significant increase in August 2022, the only month where this has risen to above 2%.

The overrun incident rate in year 3 for Statutory Undertaker work totalled 551 whilst the Highway Authority incidents totalled 163.

7.2a – Average road occupancy

One of the benefits of permits is that works durations can be judged more effectively and the use of conditions is a greater driver for tighter processes from all activity promoters to reduce their occupation of the highway. Additionally, analysis of permit durations shows how the Permit Authority and activity promoters are reducing the overall impact of activities on the highway.

7.2.1 Results

The data provided in this section has been obtained & collated by Staffordshire County Council from running reports from Street Manager to accurately reflect the true duration of works.   All data for HS2 has been removed from this report as we have no control over the works duration for this industry as the Highway Authority.

Chart 7.3
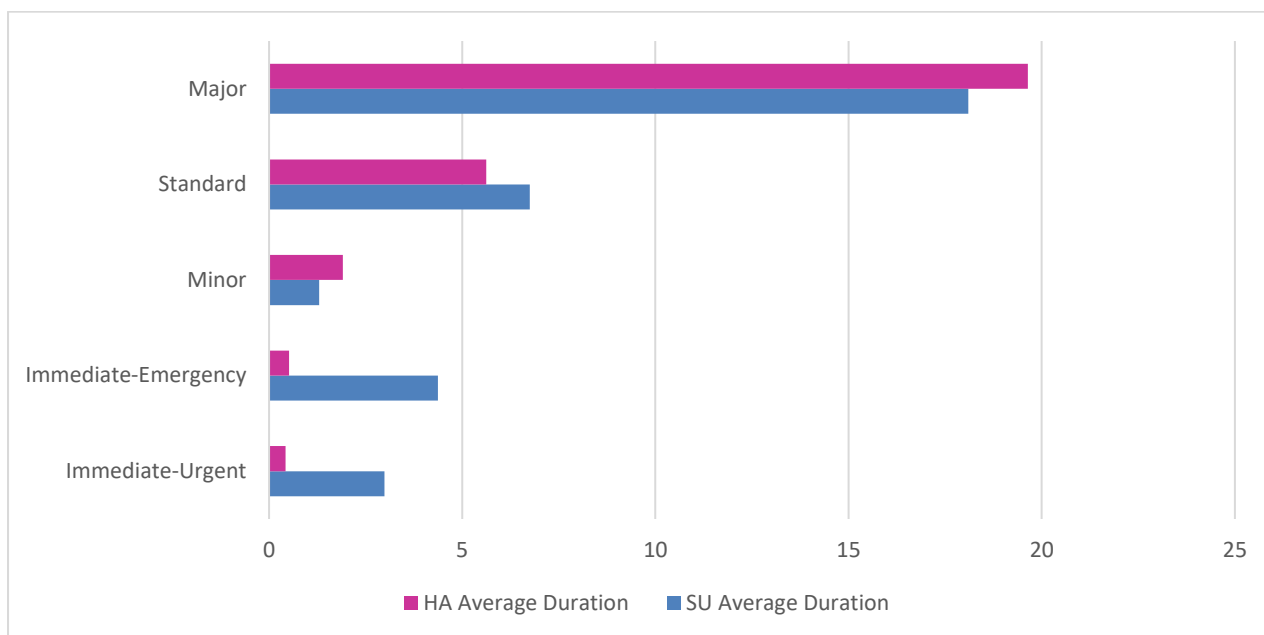
This data has been further interrogated and broken down into different permit & industry types as shown in the table below. These have been separated into the following: Water, Gas, Electric and Telecoms

Table 7.4

Year 3 (2022/23)	Immediate-Urgent	Immediate-Emergency	Minor	Standard	Major
Gas	4.19	7.33	1.48	6.02	26.57
Water	2.83	1.06	0.97	5.17	11.90
Electric	5.52	9.17	1.45	6.4	25.79
Telecoms	1.44	0.98	1.44	7.54	14.56
Highway Authority	0.43	0.52	1.91	5.62	19.64

7.2.2 Analysis

During year 3 the average duration for Statutory Undertaker work was slightly higher than that of Highway Authority work. There was an overall slight increase in average durations for Statutory Undertakers and a significant increase in the average overall duration of Highway Authority works. However, this appears to be down to a few permits not having works stops submitted promptly and correctly rather than a true, on-site duration increase.

The electric industry has the longest durations on all permit types followed by gas except on Standard duration permits where the duration is highest in the Telecoms industry.

7.2b - Days of Disruption Saved/ Number of collaborative works

The potential economic benefits from shared working space are considerable. In addition, this measure shows a proactive and positive approach to working together to minimise disruption and occupancy.

This data has been collated using Street Manager reporting and pivoted on the column titled "Is there collaborative working?"

7.2.3 Results

The chart below shows the total number of works that took place on the Staffordshire County Council network and the number of permits that were flagged as working in collaboration in 2022/23.

Chart 8.0
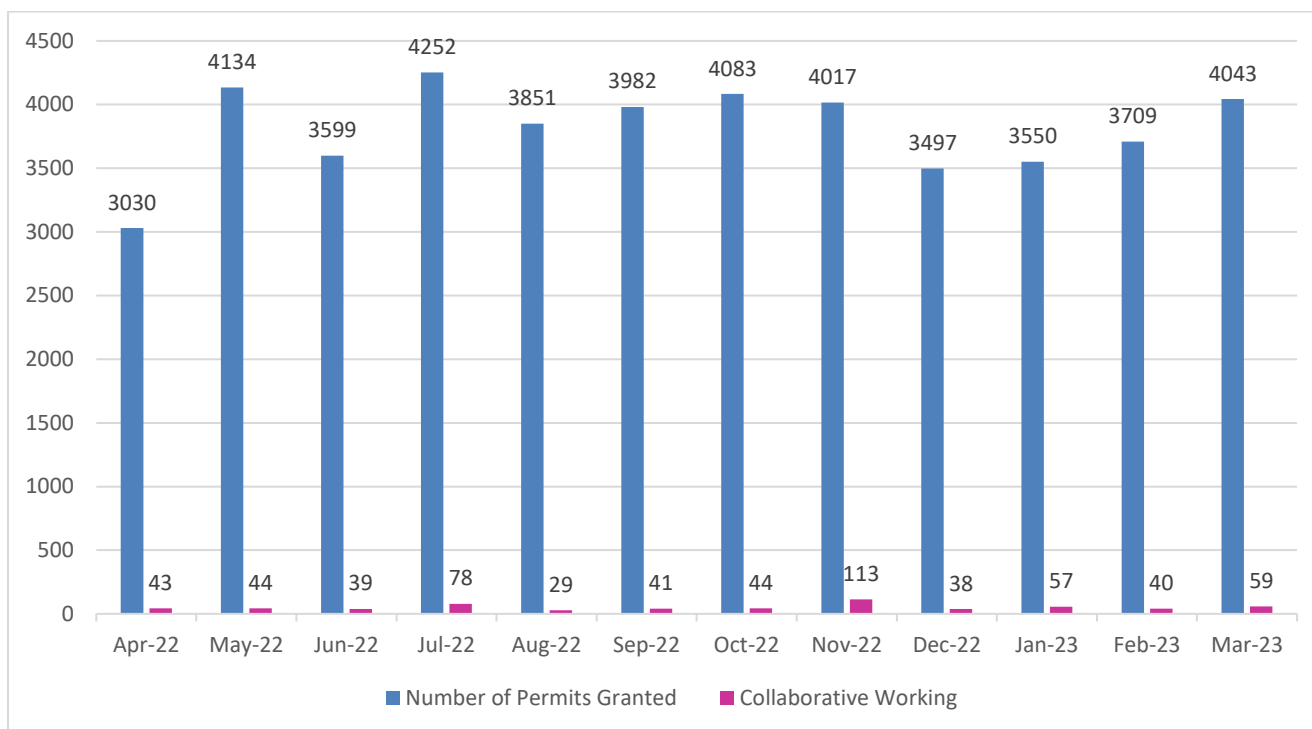
7.2.4 Analysis

In year 3 there were 625 permits, which equates to 1.37% of those granted, flagged for collaborative working with a combined duration of 2,998 days which is a significant increase on the year one and year two figures which were 224 and 231 respectively.

Collaborative working is encouraged at Staffordshire County Council to help minimise the disruption and duration of work being carried out on the network and have been working hard with Statutory Undertakers to consider and implement this wherever possible. This is encouraged by offering discounted permit fees and realised savings on Traffic Management costs by the works promoters.

7.3 Number of refused permits by refusal reason

Monitoring permit refusals shows the common reasons for refusal which is helpful to the activity promoter to identify any particular areas for improvement, this metric is also an indicator of parity.

This data has been collated using Street Manager reporting and pivoted on the column titled "Reasons for Refusal."

7.3.1 Results

The charts below show the number of refusals broken down by response code.

Chart 9.0
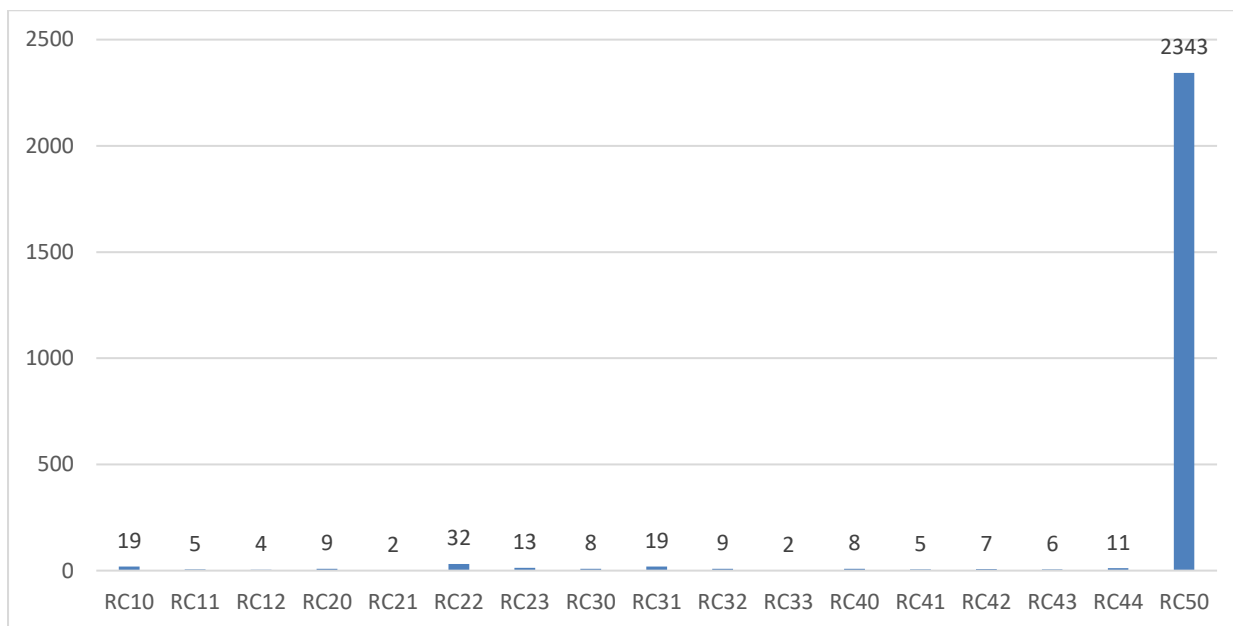
As the above data does not accurately reflect the refusal reasons for the associated permits, Staffordshire have completed a sample manual review of the refusal text provided for 50 permits from year 3 and the following issues have been identified:

Table 9.1

Year 3 (2022/23)	Sample refusal reason text
RC11 - Condition Not Provided/Not Necessary	4
RC12 - TM Not Received	11
RC20 - Incorrect Information on Permit (General)	3
RC21 - Incorrect Primary Recipient	16
RC22 - Location Issues	1
RC30 - Co-ordination Issues (General)	2
RC31 - Clash of Works	3
RC40 - Lack of Approval (General)	2
RC41 – Incorrect TM	1
RC42 - Early Start Agreement	7

7.3.2 Analysis

From the sample data we have collated there is an indication that there is a trend of permits being refused due to:

1. Promoters not submitting applications with the correct legislative lead in times
2. Traffic Management documents not being received in time
3. Permit applications being submitted for private streets
4. Clashes with other work already booked in on the highway
5. Incorrect conditions being applied to permits

This data has highlighted that refusal reasons have been given in the works comment description text but that the different codes have not consistently been applied by the Officers. In future years Staffordshire County Council will be putting a greater focus on ensuring the reasons for refusal are being accurately captured in order to provide more comprehensive data for analysis.

7.4 Number of cancellations as a percentage of granted permits

To ensure the control of works and to proactively minimise the effect of those activities on many different affected parties, it is important that any booked road space not required is cancelled in a timely manner.

It is not a statutory requirement for promoters to cancel works, either before or after the start date, but the DfT and HAUC support good practice in that promoters should cancel road space bookings if no longer required.

As a permit attracts a fee at the point of application it is anticipated that this will encourage more efficient planning and discourage the cancellation of works and replanning at a later date as each new application will attract a fee. This is a clear improvement over noticing as there were no financial disadvantages to the promoter for replanning works at short notice however, this still poses challenges to the Highway Authority to coordinate activities on the network.

This data has been collated using Street Manager reporting and pivoted on the column titled "Work Status."
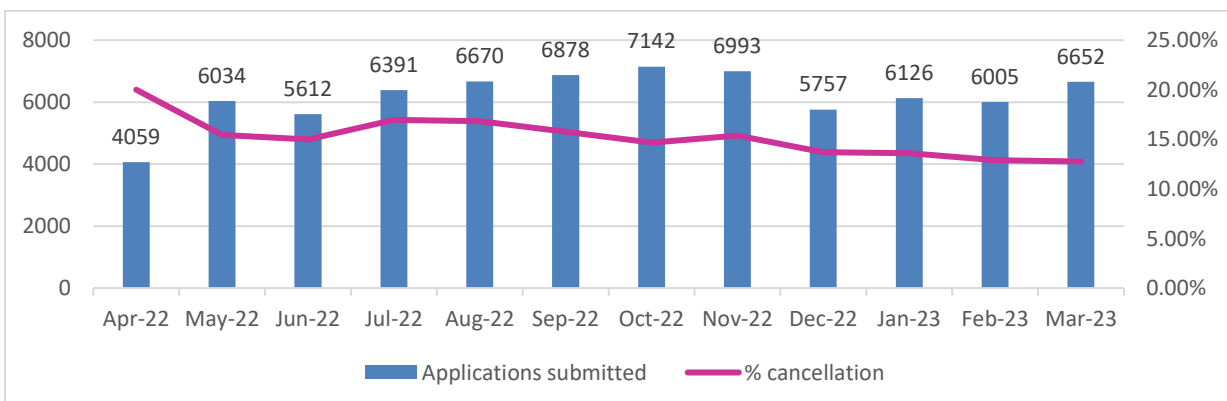
This measure is expressed as:

- Percentage of permits cancelled compared with number of applications received

7.4.1 Results

The below chart shows the number of applications received compared to the percentage of cancellations that were received.

Chart 10.0

The split of cancellations in the above data is as follows:

Table 10.1

Industry Type – Year 3	Percentage of cancellations
Gas	13.2%
Water	9.13%
Electric	8.12%
Telecoms	15.51%
Highway Authority	23.5%

7.4.2 Analysis

There is a continued decrease in the cancellation percentages in year 3 for the Gas, Water, Electric and Telecoms industries which suggests that the permit scheme is working in driving more efficient planning with established companies within the industry.

The volume of permits Staffordshire County Council receive from the Electric and Gas sectors is relatively small in comparison to other industry types so any slight change in cancellations has a larger impact on the percentage.

There has been a significant increase in telecoms activity due to Central Government focus on fibre deployment across the UK via DCMS funding. As such, this is putting additional demand on the Staffordshire highway network for road space. As we are not able to accommodate all requests for road space, this may have an impact on the cancellation percentage as a number of permits will be cancelled following a permit refusal or modification request. However, a drop in cancellations has been realised in year 3 due to the work that has gone into the programmes of delivery for the super-fast broadband rollouts

The overall cancellation rate for year 3 was 15.67% in comparison to year one at 18.48% then year two at 17.32%. This demonstrates an improvement in planning by the various promoters and the enhanced working relationships being fostered by Staffordshire County Council.

7.5 First time permanent reinstatements

Section 70 of NRSWA 1991 allows statutory undertakers to carry out an interim or a permanent reinstatement. Interim reinstatements must be made permanent within 6 months. Therefore, undertaking a first-time permanent reinstatement can reduce disruption on the highway network, particularly when traffic management is required by taking away the need for the network to be occupied twice. By completing a permanent reinstatement first time there are also significant cost benefits to many statutory undertakers including labour, traffic management and permit fees.

This data has been collated using Street Manager Registered Reinstatements reporting and pivoted on the columns titled "Reinstatement State" and "Date Registered."
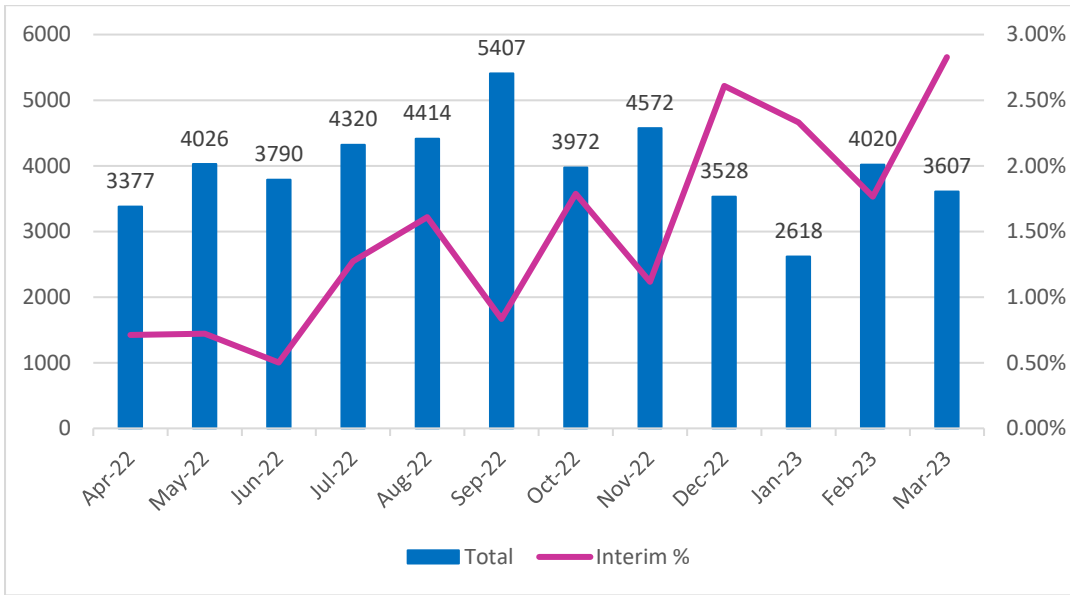
This measure is expressed as:

- Percentage of interim reinstatements against number reinstatements registered

The below chart displays the total number of reinstatements registered and the percentage of these that were registered as interim reinstatements

Chart 11.0

7.5.2 Analysis

The results indicate a generally low percentage of sites being completed to an interim standard, with the average for year 3 being 1.51% overall which is a reduction on the average for year 2 which was 2.32%.

The first 3 years of data are indicating that the percentage of interim reinstatements is remaining below 1% (taking into account the adjustment due to the reinstatement anomaly in august 2021) and that the permit scheme is helping to incentivise work being completed to a permanent standard first time which, in turn, reduces the disruption caused by road works and street works.

7.6 Category A "in progress" inspection results

Category A inspections described in the NRSWA Code of Practice for Inspections scrutinise the way a site is set up; suitability of traffic management, signing and guarding and site safety. This is not just for vehicular traffic; it has particular significance to the safety of pedestrians and those with a disability. In addition, they may also cover methods of excavation, materials and methods used during the reinstatement.

Category A inspections are part of NRSWA and are a common reporting and performance measure for authorities. It can be argued that this measure is not specific to the permit scheme and does not necessarily provide information on how the permit scheme is being operated. However, this measure has been included within the WaSP scheme because one of the key objectives of WaSP is to ensure the safety of those using the street and those working on activities that fall under the scheme, with particular emphasis on people with disabilities.

This data has been collated using Street Manager Inspections reporting and pivoted on the columns titled "Inspection Outcome" and "Inspection Date."
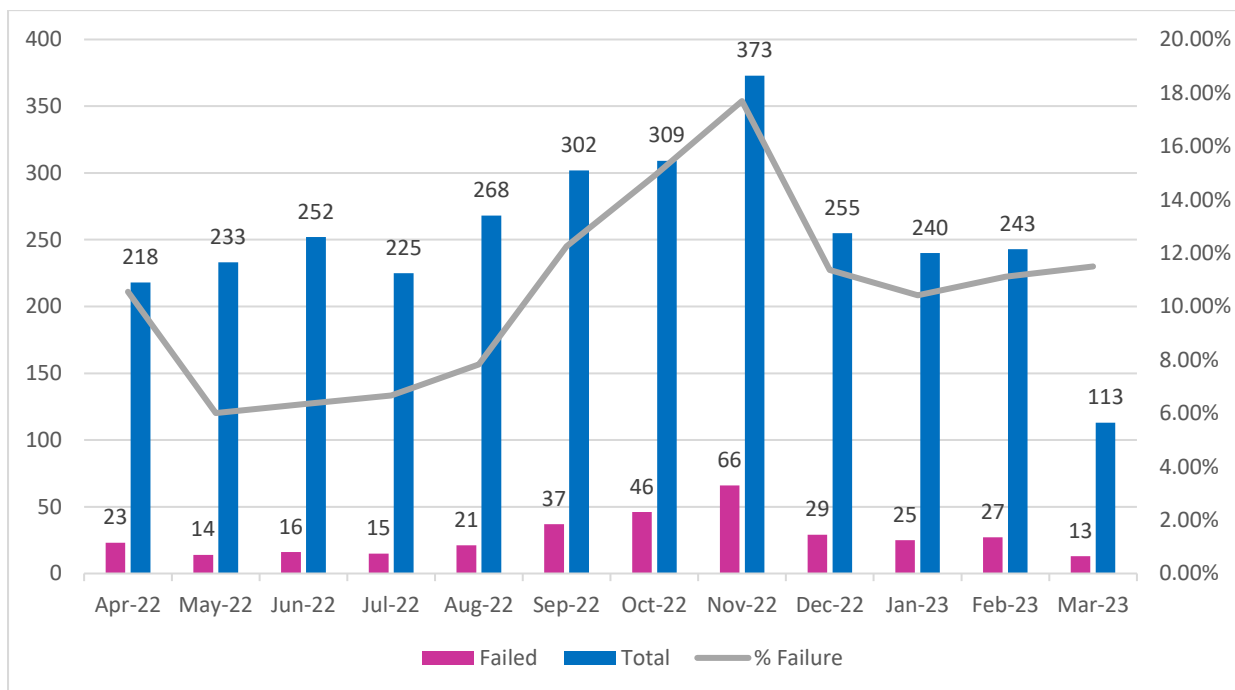
This measure is expressed as:

- Percentage of failed Category A inspections against the total number of Category A inspections completed.

7.6.1 Results

The following chart displays the percentage failure rate on Category A inspections across the county.

Chart 12.0

7.6.2 Analysis

The overall rate of inadequacies identified on live sites is around the expected rate at 10.55% in year 3 on average and has increased slightly from year 2 where the rate was 9.87% on average. The failure rate is normally expected to be below 10% (as per the NRSWA Code of Practice for Inspections 2002 Section 7.3).

The volume of Cat A inspections carried out rose from 1939 in year 2 to 3031 in year 3. The slight upward trend in failure is an indicator that the focus Staffordshire County Council place on safety inspections is warranted and we will continue to strive for improvements to site safety for all industries.

The significant increase in site failures in Q3 is reflective of the recruitment of new Traffic & Network Inspectors which resulted in increased scrutiny of active sites and therefore more failed inspections being completed as Staffordshire County Council worked with undertakers to drive, educate and implement the necessary improvements.

Staffordshire County Council will continue to review this data going forward and work to drive compliance and improvement with the various statutory undertakers operating on the Staffordshire highway network.

7.7 Permit condition inspection results

Street Manager caters for specific permit condition compliance inspections that provide a measure of whether the promoter is working within the terms of their permit.

There is no statutory inspection sample size for condition compliance inspections, however, the expectation is that any site that is inspected for a NRSWA Category A inspection will also have its permit conditions checked (and vice versa).

Regulation 20 created the offence for an undertaker or someone acting upon its behalf to undertake works in breach of a stated condition.

This data has been collated using Street Manager Fixed Penalty Notice reporting and pivoted on the columns titled "Offence Date" and "Offence Code."
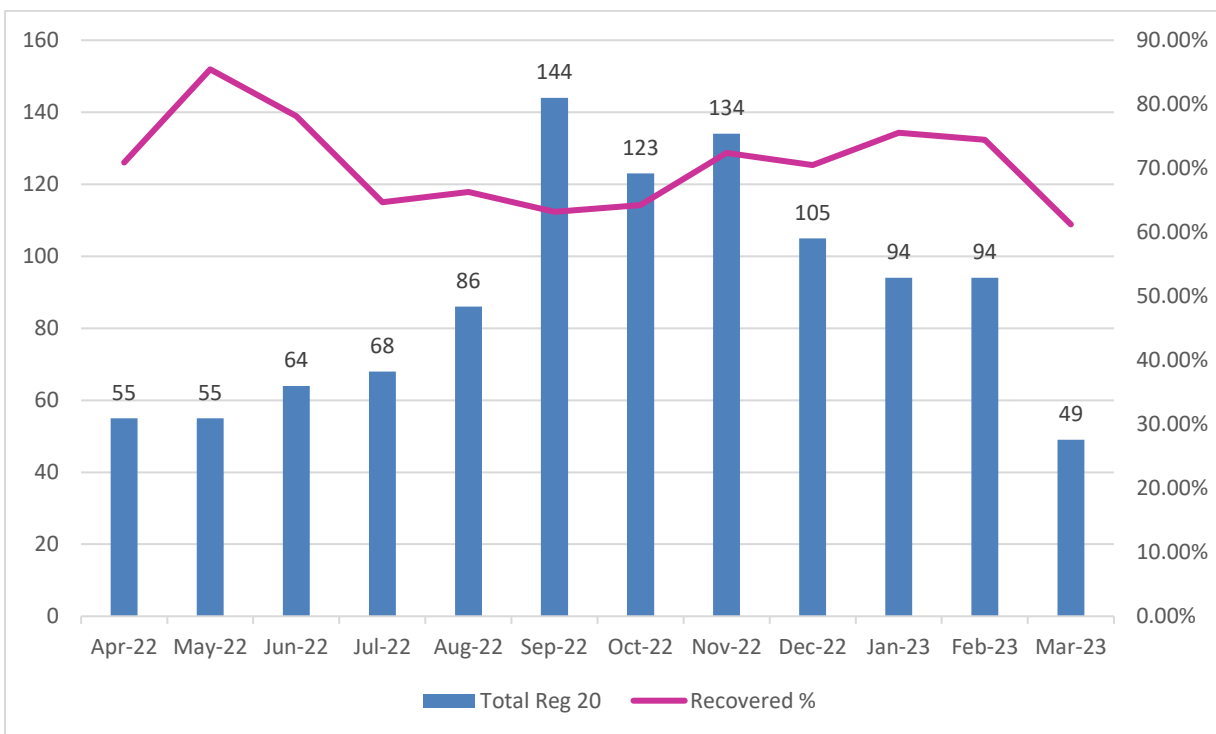
This measure is expressed as:

- Total number of FPNs issued under Regulation 20
- % of breach of permit condition fines recovered

7.7.1 Results

The below chart demonstrates the number of Fixed Penalty Notices (FPNs) that has been issued to works promoters for breaching their agreed upon permit conditions on site. And the % of fines recovered.

Chart 13.0

7.7.2 Analysis

The data above demonstrates an increased focus from the Traffic & Network Management Team within Staffordshire County Council on permit conditions being breached by works promoters which has resulted in an increase in FPNs. In year 2 865 FPNs were issued for this reason compared with 1071 in year 3. Sites and permits will continue to be monitored, FPNs will be issued and used as a compliance tool where it is deemed appropriate, to drive the correct behaviours by promoters across the county.

8. Conclusion

Staffordshire County Council continue to operate the West and Shires Permit Scheme as a tool to allow improved management of all activities on the highway network and to better coordinate work being undertaken by Statutory Undertakers and its own highway contractors. By doing this Staffordshire can minimise the disruption and inconvenience caused by road works and street works amongst other activities.

The data provided demonstrates parity of treatment between statutory undertakers and the highway authority and the positive conclusions drawn from the implementation of the permit scheme are summarised below:

- Better control, planning and coordination of works
- Increased ability to challenge and check on activities on the highway
- Introduction of permit conditions to promote safety and reduce disruption as well and build up a better picture of the true circumstances on a site and how these may affect the general public including pedestrians
- Demonstrated increase in collaborative working and being able to accurately record this and offer incentives via 50% reduced permit fee applications to promoters

Staffordshire believe the operation of the scheme continues to be successful and are further improving communication with various promoters. Below is a summary of the aspects of the scheme which will continue to be given a greater focus by Staffordshire over the coming years.

- Consideration of permit conditions and when these are required and relevant
- Continuing to encourage collaborative working to minimise the amount of time the highway network is subject to disruption
- Ensuring we are accurately recording the reasons for permit applications being refused to allow for better analysis and engagement with the affected promoters to reduce the instances of this
- Further work with promoters to improve the timeliness and quality of data being provided to Staffordshire on permit applications and ensure what is being promoted on the permit is reflected on site
- Consideration to be made with regards to recording permit condition breach data in more detail so this can be further analysed and any concerns addressed with the relevant promoters
- Continue to monitor cancellation volumes with the relevant promoters to achieve a reduction is wasted network space/time.
- Consideration around durations being presented for works by the various Statutory Undertakers and understanding the scope of works being undertaken

No significant changes were made to the service operation during this reporting period and no changes to permit fee levels are being proposed at this time.

9. Glossary

EToN system – The Electronic Transfer of Notices, the nationally agreed format for the transmission of notice information.

EToN developers – representatives of the main software developers involved in street works

EToN Strategy Group – responsible for the development of the EToN system

NMD – Network Management Duty, a legal obligation created by the Traffic Management Act 2004 for highway authorities to secure the expeditious movement of traffic

AM – Authority Measure

PAN – Permit Advice Note

TMA – Traffic Management Act 2004

(Sample) Cat A – An inspection undertaken during the progress of the works as defined in Section 2.3.1 of The Code of Practice for Inspections 2002

NRSWA – New Roads and Streetworks Act 1991

FPN – Fixed Penalty Notice

DfT – Department for Transport

HAUC - highways and Utilities Committee

WaSP – West and Shires Permit Scheme

TTRO - Temporary Traffic Regulation Order

Confirm – Streetworks Management System used by Staffordshire County Council

Minor permit – duration of 1-3 working days

Standard permit – duration of 4-10 working days

Major permit – duration of 10 working days+ or road closures

Immediate-emergency permit – used when circumstances present a risk to life or property

Immediate-urgent permit – used when circumstances present a potential significant financial loss to the undertaker, cause interruption to supply, to reconnect supplies or services where the undertaker would be under a civil or criminal liability

Street Manager (SM) – National permitting system launched by the DfT on 1st July 2020

HA – Highway Authority

SU – Statutory Undertaker

DCMS – Department for Digital, Culture, Media & Sport

Working Day – weekdays

SCC – Staffordshire County Council

Traffic & Network Management Plan (TANMP)

Change Control

Document Title	Traffic & Network Management Plan
Authors	Lee Barnard & Hayley Fletcher
Owner	Highway Maintenance and Network Management
Document Status	Draft

Cabinet Approval

Date	Version

Revision History

Version	Date	Change Description	Author

Contents

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1. Executive Summary

Summary of document chapters.

2. Background

2.1   Introduction
This will include an outline of the team and function.

2.2   Document Purpose and Scope

Outline of the purpose of document, the extent of its remit and how it can be used.

2.3   Aims

The intention of the document and its aims.

2.4   Local Policy Context

Outlining the SCC and Borough/District Policies that the TANMP will align with.

2.5   Legal Context

What legislation the team works to and how this document will aim to support and enhance how others will follow the relevant legislation.

2.6   How the TANMP is structured

A reiteration of how the document will support other policies and the strategic approach of the Authority.

3. An Introduction to the Staffordshire Highway Network

3.1   Staffordshire and the Boroughs and Districts

The County's network and the towns and districts it serves.

3.2   Road, Rail and Air

The County's wider network and regional context.

3.3   Staffordshire in the Future
The pressures on the highway network with predicted traffic levels.

4. Aims and Objectives

4.1 Specific Objectives
Objectives of the document and the benefits.

4.2 Asset Management
How the document can underpin the HIAMP.

4.3 The Environment
How the TANMP will support the County's Climate Emergency.

4.4 Safety
The requirement of the Team and how it can improve safety on the network.

5. Local Policy Framework

5.1 Local Transport Plan
Outlining the LTP and how the TANMP aligns with the LTP.

5.2 Arrangements with National Highways
How the County is seeking an enhanced working partnership and communications with National Highways and the current requirement of each organisation.

5.3 West Midlands Joint Authority Group (WMJAG)
How the County aligns with neighbouring authorities and is involved in wider, regional strategic discussions

5.4 West Midlands Highway Authorities and Utilities Committee (WMHAUC)
How the County aligns with neighbouring authorities and is involved in wider, regional strategic discussions.

5.5 Other Local Groups
Discuss Safety Advisory Groups at Borough/District Levels, partnership with Stoke for Parking Enforcement etc.

6. Legal Framework

6.1   Traffic Management Duty
The legislation that the Team follows.

6.2   Network Management Duty
The Network Management Duty that underpins every day tasks.

7. Network Management in Staffordshire

7.1   Understanding the Network
The scale and pressures the network is facing now and in the near future.

7.2   The Highway Asset
How the work we do aims to protect the Highway Asset through relationship building and regulatory powers.

7.3   Other Transport Assets
This section will outline traffic signals, lighting columns etc.

7.4   The Road Hierarchy
Explain the Road Hierarchy and how it plays its part in the work we do.

7.5   Managing the Network
The Authority's powers and how we apply them informally and formally.

7.6   Specific Policies
What Policies the team applies and other authority policies.

7.7   Winter Maintenance
How the team support the winter maintenance service each year.

7.8   Planned Maintenance
How the authority is working with its highways partner to improve collaboration, communication and visibility of works.

7.9   Streetworks
How the authority is working with its highways partner to improve collaboration, communication and visibility of works.

7.10 Traffic Signal Network
How the authority's UTMC can work closely with the Traffic & Network Management team in the future.

7.11 Traffic Sensitive Streets

Description of the Traffic Sensitive Network and how it is applied.

7.12 Events

How the authority supports events that are on the highway network and adjacent to it.

8. Improving the Network

8.1 Traffic Management Schemes

How the team facilitates highway improvement schemes on the network.

8.2 Road Safety Schemes

How the team facilitates highway improvement schemes on the network.

9. The Way Forward and Performance Monitoring

What KPIs or improvements the team can monitor, such as through the WaSP Annual Report.

Work Programme
Prosperous Overview and Scrutiny Committee – 2023/2024

This document sets out the work programme for Prosperous Overview and Scrutiny Committee for 2023/2024.

Prosperous Overview and Scrutiny Committee are responsible for scrutiny of highways infrastructure and connectivity, flood and water management, education, learning and skills. As such, the statutory education co-optees will sit on this committee. The Work Programme is linked to the Vision, Outcomes and Priorities detailed in the Council's Strategic Plan 2022-26.

We review our Work Programme at every meeting. Sometimes we change it - if something important comes up during the year that we think we should investigate as a priority. Our work results in recommendations for the County Council and other organisations about how what they do can be improved, for the benefit of the people and communities of Staffordshire.

Councillor Tina Clements
Chairman of Prosperous Overview and Scrutiny Committee

If you would like to know more about our Work Programme or how to raise issues for potential inclusion on a Work Programme, then please contact Jonathan Lindop, Scrutiny and Support Officer (jonathan.lindop@staffordshire.gov.uk).

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
Friday 2 June 2023 at 10.00 am (Informal meeting)	Work Programme Planning	Annual consideration of potential areas of scrutiny focus during 2023/24. Resolved to be considered at informal meeting at 27 April Committee meeting.	
Wednesday 7 June 2023 at 10.00 am	**1.** ~~Work Programme Planning~~	Annual consideration of potential areas of scrutiny focus during 2023/24.	
	2. ~~Residential Overnight Education Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Paris Wood~~	Requested by Cabinet Member 17 March 2023 (email from Paris Wood) Programmed at 22 March 2023 Committee meeting. Postponed to July at 27 April Committee meeting.	
	3. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at 26 May 2022 Committee meeting. Scheduled at request of Chairman at 2 November 2022 Triangulation meeting. Previous update given 22 March 2023.	(a) That the oral report and presentation be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date. (c) That the Cabinet Member be urged to have regard to the above-mentioned comments in his work to implement the new future delivery model for Staffordshire Highways. (d) That Highways Functional Service Level Commissioning be added to their Work Programme for the meeting on 6 July 2023.
	4. Economic Recovery, Renewal	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee	(a) That the report be received and noted. (b) That the good progress made towards delivery of the County

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
  Page 147	and Transformation six-monthly Progress Report Cabinet Member: Philip White Lead Officers: Darryl Eyers/Anthony Hodge	meetings). Previous update given at 22 September 2022 Committee meeting.	Council's Economic Strategy 2023-2030, be welcomed. (c) That further updates on the various ambitions set out in the Strategy and targets in the accompanying Delivery Plan be brought to the Committee at six-monthly intervals. (d) That the Deputy Leader and Cabinet Member for Economy and Skills arrange for Members to receive an update on the development of the West Midlands Rail Freight Interchange. (e) That the Deputy Leader investigate the potential of promoting some of the initiatives available in support of the Economic Strategy, as set out in the report, through Staffordshire Schools.
	5. Digital Infrastructure – Update Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Clive Thomson	Proposed by Cabinet Member at 12 May 2022 Triangulation meeting. Considered at 10 November 2022 Committee meeting and six-monthly update requested.	(a) That the report and PowerPoint presentation be received and noted. (b) That the County Council's approach to deploying the Digital Infrastructure Strategic Framework continue to be supported. (c) That a further update be brought to the Committee in six-months time.
	6. ~~Traffic and Network Management Plan~~ ~~Cabinet Member: David Williams~~	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June at 27 April Committee meeting. Further postponement requested by	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	~~Lead Officers: James Bailey/Hayley Fletcher~~	Cabinet Member 3 May 2023 (email from Hayley Fletcher/Business Support).	
Thurs 6 July 2023 at 10.00 am	~~**1.** Residential Overnight Education Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Paris Wood~~	Requested by Cabinet Member 17 March 2023 (email from Paris Wood). Programmed at 22 March 2023 Committee meeting. Postponed to July at 27 April Committee meeting. Removal requested by Cabinet Member 30 May 2023 (email from Paris Wood) pending clarification from Senior Leadership Team.	
	2. ~~Traffic and Network Management Plan Cabinet Member: David Williams Lead Officers: James Bailey/Hayley Fletcher~~	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June 2023 at 27 April Committee meeting. Further postponements requested by Cabinet Member 3 May and 11 May 2023 (emails from Hayley Fletcher/Business Support).	
	3. Staffordshire Bus Strategy Cabinet Member: David Williams Lead Officers: Darryl Eyers/Richard Rea	Requested by Cabinet Member 12 May 2023 (Teams message from Richard Rea).	(a) That the report be received and noted. (b) That the proposed Enhanced Partnership (EP) and full review of the previously agreed Bus Service Improvement Plan (BSIP) be welcomed having regard to the likely availability of future Government funding for public transport.

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
			(c) That the Cabinet Member consider revised ambitions for the new BSIP aimed at ensuring both rural and urban areas in the County are better served by public transport having regard to the feedback received from Government following the previously unsuccessful bid and County Council's Strategic Priorities. (d) In establishing an EP, the Cabinet Member prioritise Partnership working and communication with 'Local' Members particularly in respect of future significant service reconfigurations.
	4. Functional Level Service Commissioning Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Requested at 7 June 2023 Committee meeting.	(a) That the report be received and noted. (b) That the proposed new approach to the development of Functional Specifications for the delivery of highway works including the 'Main Headings' set out in the presentation, be welcomed. (c) That the Committee's concerns regarding the need for improved communication (especially with 'Local' Members'), responsiveness of third-party contractors to service requests, performance monitoring and enforcement, partnership working with other Public Sector organisations and actions to improve consistency, sustainability and tackle climate change be addressed in future revised

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
			Specifications across the range of Highway Works, as necessary. (d) That the Committee welcome the opportunity to input into the annual development of revised Functional Level Service Plans and Specifications and that further consideration be given as to what this should involve, at the appropriate time, having regard to their other Work Programme priorities.
Page 150	**5**. Strategy for Special Provision Cabinet Member: Jonathan Price Lead Officers: Tim Moss/Halit Hulusi/Karen Withington	Requested by Cabinet Member 6 June 2023 (email from Karan Withington).	(a) That the report be received and noted. (b) That the actions set out in Staffordshire's Special Education Needs and Disabilities Accelerated Progress Plan particularly in respect of Special Provision continue to be endorsed. (c) That the positive feedback received from the Department for Education following their twelve month review of progress against the APP be welcomed and that the 'next steps' and further actions required by the next review be implemented as necessary. (d) That the County Council's proposed Strategy for Special Provision be endorsed. (e) That the Cabinet Member continue his efforts to improve the processing of applications for statutory Educational Health and Care Plans so that pupils with Special Education Needs and

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
			Disabilities might have appropriate additional support, according to their needs, at the required time.
Thurs 28 September 2023 at 10.00 am	**1**. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 2 June 2023 Committee meeting.	(a) That the report be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date. (c) That the Cabinet Member be urged to have regard to the above mentioned comments in his work to implement the new future delivery model for Staffordshire Highways. (d) That the Cabinet Member investigate what additional support (financial and practical) could be provided to local communities by the County Council during Highway Improvement Works, in the future.
	2. HS2 six-monthly update – Impact on and Opportunities for Staffordshire (focusing on Economy, Training and Skills) Cabinet Members: David Williams/Phillip White Lead Officers: Darryl Eyers/Sarah Mallen	Requested at 26 February 2021 Committee meeting, amended at 23 July 2021 Committee meeting.	(a) That the oral report and presentation be received and noted. (b) That the efforts made to date to maximise the opportunities available to Staffordshire residents from the construction of the high-speed rail line, by HS2 be welcomed. (c) That a further update be brought to the Committee in April/May 2024. (d) That any further information received in relation to the above-mentioned requests be forwarded to Members as soon as possible.

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	3. Staffordshire Employment and Skills Strategy Cabinet Member: Philip White Lead Officers: Darryl Eyers/Darren Farmer	Requested by Cabinet Member 11 May 2023 (email from Darren Farmer).	(a) That the report be received and noted. (b) That the Cabinet Member have regard to the various comments made by the Committee in finalising Staffordshire's Employment and Skills Strategy 2023-2030. (c) That the Cabinet Member explore how the County Council's engagement with school pupils (including those with Special Education Needs and Disabilities (SEND)) wishing to undertake work experience placements could be improved having regard to the various ambitions contained in the Strategy. (d) That the Committee receive a progress update on implementation of the Strategy in six-months' time taking into consideration their other Work Programme priorities.
Tues 17 October 2023 at 10.00 am (additional meeting)	**1.** Avanti West Coast Main Line Rail Services Cabinet Member: David Williams Lead Officers: Darryl Eyers/Mark Osborne (Avanti West Coast)	Identified at 22 March 2023 Committee meeting. Request programme for October Meeting by Chairman (email 18 July 2023).	
	~~**2.** Provision of Waste Transfer Facility~~	Requested at 21 August 2023 Triangulation Meeting. Postponed to 9 November 2023 Committee meeting at	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	~~Cabinet Member: Simon Tagg~~ ~~Lead Officers: Darryl Eyers/Tim Cooper~~	request of Cabinet Member (email from Emma Haynes 11 September 2023).	
 Page 153	**3**. ~~Visit to Construction Site of Staffordshire History Centre~~ ~~Cabinet Member: Victoria Wilson~~ ~~Lead Officers: Darryl Eyers/Catherine Mann~~	Requested at 21 August 2023 Triangulation Meeting. Moved to 22 November 2023 at request of service.	
Thurs 9 November 2023 at 10.00 am	~~1. Tree Planting Net Zero by Nature~~ ~~Cabinet Member: Simon Tagg~~ ~~Lead Officers: Darryl Eyers/Clive Thomson~~	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement. Further postponed at request of Cabinet Member (email Sarah Bentley 14 March 2023) owing to delay in publication of commissioned report.	
	1. Community Learning Self-Assessment Report 2022/23	Requested by email 7 June 2023 (Amanda Darlington on behalf of Cabinet Member).	

		Work Programme 2022/2023	
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	Cabinet Member: Philip White Lead Officers: Darryl Eyers/Amanda Darlington		
	2. ~~North Staffordshire Air Quality Action Plan Ministerial Direction – Update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey~~	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Joanne Keay 12 July 2023). Postponed to 2 February 2024 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023).	
	3. ~~Local Transport Plan 4 Development Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey~~	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to 21 December 2023 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023).	
	4. Highways Network Management Plan (Including Permits) – Annual Report Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for November Meeting by Chairman.	

	Work Programme 2022/2023		
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	~~5. Provision of Waste Transfer Facility Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Tim Cooper~~	Requested at 21 August 2023 Triangulation Meeting. Postponed to 9 November 2023 Committee meeting at request of Cabinet Member (email from Emma Haynes 11 September 2023). Withdrawn at request of Cabinet Member (email to Chairman from Simon Tagg 8 October 2023)	
Wednesday 22 November 2023 at 2.00 pm (additional meeting preceded by site visit to Staffordshire History Centre (Members only))	**1**. Natural Environment Strategy Cabinet Member Simon Tagg Lead Officers Darryl Eyers/Catherine Mann	Requested by email 16 August 2023 (Sarah Bentley on behalf of Cabinet Member)	
	2. Staffordshire History Centre Delivery Update Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Catherine Mann 7 June 2023).	
	3. Libraries Performance	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	November 2023 Committee meeting (email Catherine Mann 7 June 2023).	
~~Thurs 21 Dec 2023 at 10.00 am~~ Wednesday 13 December 2023 at 2.00 pm	**1**. ~~Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey~~	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting. Re-scheduled to 11 January 2024 Committee meeting.	
	2. Economic Recovery, Renewal and Transformation six-monthly Progress Report Cabinet Member: Philip White Lead Officers: Darryl Eyers/Anthony Hodge	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 2 June 2023 Committee meeting.	
	3. Digital Infrastructure – Update Cabinet Member: Simon Tagg	Proposed by Cabinet Member at 12 May 2022 Triangulation meeting. Considered at 10 November 2022 Committee meeting and six-monthly update requested. Previous update given to 7 June 2023 Committee meeting.	

		Work Programme 2022/2023	
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	Lead Officers: Darryl Eyers/David Atkins		
	4. Review of Schools' Performance Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Tim Moss	Requested at 21 August 2023 Triangulation Meeting.	
	5. High Needs Block Deficit Management Plan. Cabinet Member: Jonathan Price Lead Officers: Neelam Bardwaja	Requested at 21 August 2023 Triangulation Meeting.	
	6. ~~Local Transport Plan 4 Development~~ ~~Cabinet Member: David Williams~~ ~~Lead Officers: Darryl Eyers/James Bailey~~	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to December 2023/January 2024 Committee meetings at request of Cabinet Member (email from Darryl Eyers 8 September 2023 with clarification from David Atkins 4 October 2023).	
Thursday 11 January 2024 at 2.00 pm	**1**. Local Transport Plan 4 Development Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to December 2023/January 2024 Committee meetings at request of Cabinet Member (email from Darryl Eyers 8 September 2023 with clarification from David Atkins 4 October 2023).	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	2. Lighting for Staffordshire Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Scheduled at request of Chairman at 25 October 2023 Pre-Agenda Preview.	
	3. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting. Re-Scheduled to January 2024 at request of Chairman at 25 October Pre-Agenda Preview.	
Friday 2 Feb 2024 at 10.00 am	Zero by Nature Strategy Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/ Catherine Mann	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement. Further postponed at request of Cabinet Member (email Sarah Bentley 14 March 2023) owing to delay in publication of	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
		commissioned report. Cabinet Member requested item programmed for February 2024 Committee meeting (email Catherine Mann 7 June 2023).	
Page 159	North Staffordshire Air Quality Action Plan Ministerial Direction – Update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Joanne Keay 12 July 2023). Postponed to 2 February 2024 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023). Further timing re-alignment might become necessary (email from Joanne Keay 10 October 2023 and referred to by Cabinet Member at 17 October 2023 Committee meeting). Request made by Cabinet Member to re-schedule if necessary at 17 October 2023 Committee meeting.	
Thurs 28 March 2024 10.00 am	**1**. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting.	
	2. HS2 six-monthly update – Impact on and Opportunities for Staffordshire (focusing on	Requested at 26 February 2021 Committee meeting, amended at 23 July 2021 Committee meeting.	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	Economy, Training and Skills)		
	3. Country Parks Strategy Cabinet Member: Victoria Wilson Lead Offices: Darryl Eyers/Catherine Mann	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Catherine Mann 7 June 2023).	
	4. Cultural Strategy Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Catherine Mann 7 June 2023).	
	5. Local Cycling and Walking Infrastructure Plan – Update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023.	
	6. Review of Jobs and Careers Brokerage Service Performance Cabinet Member: Philip White	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Tony Baines 5 June 2023).	

Work Programme 2022/2023			
Date of Meeting	**Item**	**Details (Background)**	**Action / Outcome**
	Lead Officers: Darryl Eyers/Anthony Baines		
	7. Staffordshire Safer Roads Partnership – performance Cabinet Member: David Williams Lead Officers: Darry Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email James Bailey 26 June 2023).	
	8. Household Waste Recycling Centres Performance Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Tim Cooper	Identified at Work Programme Planning session on 2 June 2023.	
	9. Employment and Skills Strategy – Progress Update Cabinet Member: Philip White Lead Officers: Darryl Eyers/Darren Farmer	Identified at 28 September 2023 Committee meeting	

Any provisional matters requiring Committee confirmation/approval are shown in green

Items for Consideration – Work Programme 2023/2024		
Suggested Item	**Details (Background)**	**Proposed Date of Meeting**
Tourism and Visitor Economy: Cabinet Member: Phillip White Lead Officers: Darryl Eyers	Identified at 26 May 2022 Committee meeting.	To be advised
School Age Education – Development Post Pandemic (including school attendance (request by County Councillor Paul Snape Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Tim Moss	Identified at 15 June 2022 Committee meeting	To be advised
~~Traffic and Network Management Plan Cabinet Member: David Williams Lead Officers: James Bailey/Hayley Fletcher~~	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June 2023 at 27 April Committee meeting. Further postponements requested by Cabinet Member 3 May and 11 May 2023 (emails from Hayley Fletcher/Business Support).	~~To be advised~~ Programmed for 9 November Committee meeting.
Avanti West Coast (West Coast Mainline train operator) Cabinet Members: Philip White and David Williams	Identified at 22 March 2023 Committee meeting following request from County Councillor Jeremy Pert.	~~To be programmed~~ Programmed for 17 October Committee meeting. Six-month update requested at 17 October Committee meeting.
~~Lighting for Staffordshire Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey~~	Identified at Work Programme Planning session on 2 June 2023.	To be advised (email from James Bailey 26 June 2023). Programmed for 11 January 2024 Committee Meeting at 25 October Pre-Agenda Preview.
On Street Parking Cabinet Member: David Williams	Identified at Work Programme Planning session on 2 June 2023.	To be advised (email from James Bailey 26 June 2023).

Items for Consideration – Work Programme 2023/2024		
Suggested Item	**Details (Background)**	**Proposed Date of Meeting**
Lead Officers: Darryl Eyers/James Bailey		

Any provisional matter requiring Committee confirmation/approval are shown in green

Standing Items 2022/2023		
Item	**Details (Background)**	**Action / Outcome**
HS2 Six-monthly Update – Impact on Staffordshire Cabinet Member: Philip White Lead Officer: Darryl Eyers/ Sarah Mallen	Requested at 26 February 2021 Committee meeting (amended at 23 July 2021 Committee Meeting). Update given to 22 March and 28 September 2023 Committee meetings. Next update due March 2024.	See above
Economic Recovery Renewal and Transformation Six-Monthly Progress Update (incorporating former APMG Report – Future Economy and Enterprise – Update) Cabinet Member: Philip White Leads Officer: Darryl Eyers/ Anthony Hodge	Requested at 15 July 2020 Triangulation meeting (amended at 23 July 2021 and 13 January 2022 Committee meetings). Further update incorporated into County Economic Strategy report to 23 March 2022 Committee meeting. Updates given to 19 October 2022, 7 June 2023 Committee meetings. Next update due December 2023 Committee meeting.	See above
Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/ James Bailey	Identified at 26 May 2022 Committee meeting. Next Update due September 2022 (Update for Q2 postponed until later in Q3 at request of Director (email from James Bailey 18 August 2022). Updates due 16 December 2022, 7 June and 28 September 2023 Committee	See above

Standing Items 2022/2023		
Item	**Details (Background)**	**Action / Outcome**
	Meetings. Next Update due January 2023.	
Digital Infrastructure Plan Progress Update. Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Anthony Baines	Identified at 26 May 2022 Committee Meeting. Considered at 10 November 2022 and 7 June 2023 Committee Meetings. Next update due December 2023.	See above

Any provisional matter requiring Committee confirmation/approval are shown in green

Briefing Notes / Updates / Visits 2023/2024			
Date	**Item**	**Details (Background)**	**Action / Outcome**

Working Groups / Inquiry Days 2023/2024			
Date	**Item**	**Details (Background)**	**Action / Outcome**
	Civil Parking Enforcement	Requested by Cabinet Member on 10 August 2022.	

Any provisional matter requiring Committee confirmation/approval are shown in green

Membership – County Councillors 2023-2024	Calendar of Committee Meetings - 2023-2024 (All meetings to be held at County Buildings, Stafford unless otherwise stated)
Tina Clements (Chairman) Ross Ward (Vice-Chairman – Scrutiny) Peter Kruskonjic (Vice-Chairman – Overview) Charlotte Atkins Philippa Hadden Philip Hudson Graham Hutton David Smith Samantha Thompson Bernard Williams Hannah Gallimore (Co-optee) Rev. Preb. Michael Metcalf (Co-optee)	~~Friday 2 June 2023 at 10.00 am;~~
	~~Thursday 6 July 2023 at 10.00 am;~~
	~~Thursday 28 September 2023 at 10.00 am;~~
	Tuesday 17 October 2023 at 10.00 am (additional meeting);
	Thursday 9 November 2023 at 10.00 am;
	Wednesday 22 November 2023 at 2.00 pm (additional meeting);
	~~Thursday 21 December 2023 at 10.00 am;~~ Wednesday 13 December 2023 at 2.00 pm;
	Thursday 11 January 2024 at 2.00 pm (additional meeting);
	Friday 2 February 2024 at 10.00 am;
	Thursday 28 March 2024 at 10.00 am.