

# **Yorkshire Common Permit Scheme for Road Works and Street Works**

## **Permit Scheme Evaluation Report Tranche 2 Authorities**

### **The City of Bradford Metropolitan District Council Year 2 – 2016/2017**



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## 1 Executive Summary

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The Yorkshire Common Permit Scheme (YCPS) commenced operation on the 12th June 2012 and was initially operated in six authority areas (Barnsley, Doncaster, Kirklees, Leeds, Rotherham and Sheffield.) The scheme benefits were assessed by Bradford, Calderdale and Wakefield districts, commonly known as the Tranche 2 (T2) Authorities and was subsequently adopted and brought into operation in those areas on 31st March 2015.

The scheme focuses attention on the strategically sensitive highway network and the New Roads and Street Works Act (NRSWA), noticing rules apply on the remainder of the highway network.

The T2 Authorities consulted utility stakeholders prior to adopting the YCPS and committed to work within the existing governance arrangements and working parties developed as part of Tranche 1. This included a commitment for a T2 Authority to co-chair the Yorkshire Permits Operational Group to ensure a successful transition. This, combined with assistance from the Tranche 1 Authorities has resulted in a successful adoption of the scheme.

This is the second annual evaluation of the T2 Authorities within the YCPS covering the period from 31st March 2016 to 31st March 2017. The report evaluates the progress of the permit scheme in meeting both the stated objectives and parity of treatment of both works for road purposes and utility street works.

The main objectives of the Scheme were to minimise delay and reduce disruption arising from works on the highway, and to demonstrate parity of treatment amongst all works promoters.

In the second reporting year, Bradford MDC has adopted the HAUC (England) Report Template for the Evaluation of Permit Schemes, and – as per the requirements of the guidance given and the 2015 Amendment Regulations, is reporting solely on the operation of the scheme in Bradford District.

In compiling the data, the limitations of the reports available to the Authority via the EToN reporting system has meant that some performance indicators cannot be reported on. It is anticipated that through support of the EToN provider such data can be collated in the future.

In the 16/17 operating year of the scheme 6899 PAA applications, Permit Applications, Variation Applications and Permit Modification requests were received, checked and coordinated. 730 Permits were refused.

In the first reporting year Bradford MDC reported an increase in average days of occupation from 7.11 to 7.14 days – this was seen as an anomaly due to a high variance in promoter works programmes.

This perception has been vindicated in the second year of scheme operation where average days of occupation has decreased from 7.14 to 5.74 days – an average reduction 1.41 days, which equates to 1706 days of occupation across the year.

This reduction has occurred despite an increase in the number of works from 3653 in 15/16 to 3695 in 16/17, further highlighting the effectiveness of the scheme.

Permit refusal rates between Authority promoted works and Utility promoters (Section 6.1) remain consistent based on the respective number of works undertaken – within 1% of each other with the refusal rate for Authority applications slightly higher - and demonstrates parity of application.

Bradford MDC remains committed to work with the promoters who have higher refusal rates in order to attempt to reduce the number of refusals across the 17/18 operating year.

Accuracy of information supplied by works promoters continues to improve, with more accurate dates, plotting of works and traffic management information being available to coordinators, works promoters and road users. This has given confidence in publishing data from the authorities' register to Roadworks.org. This enables better information to be provided to road users and the public, as well as providing permit authorities and all work promoters with an effective coordination tool.

Overall, the performance of the Scheme during its first and second full year of operation has demonstrated that it is meeting the objectives that were set-out at the inception of the scheme. It is providing the authority with a valuable tool to help co-ordinate works, reduce delay and minimise disruption that shows a benefit to the local economy.

It has also encouraged more effective and efficient communication between permit authorities, all work promoters and highway users.

This second annual report has highlighted some areas where further development of the scheme and improved reporting capabilities are required to evaluate and maximise the scheme benefits. Work will continue with all stakeholders to achieve these goals and continue the successes achieved in the first and second evaluation period.

## **2 Introduction**

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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 Traffic Management (City of Bradford Metropolitan District Council) Permit Scheme Order 2015 (commonly known as the “Yorkshire Common Permit Scheme” was adopted by The City of Bradford Metropolitan District Council on 31<sup>st</sup> March 2015 and has been amended to reflect the requirements introduced in 2015 as required.

This report sets out an overview of Yorkshire Common Permit Scheme operational performance in its second year. The report provides detailed scrutiny of the available data in relation to street works and activities in Bradford.

### 3 Objectives of the Yorkshire Common Permit Scheme

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The objectives of Yorkshire Common Permit Scheme were laid out in Section 3 of the Yorkshire Common Permit Scheme, The City of Bradford Metropolitan District Council Scheme Supplementary Information. These are summarised below along with how they have been met.

#### 1) Key Objective:

- Minimising delay and reducing disruption to road users arising from road and street works activity.

#### 2) Parity Objective:

- Ensuring parity between promoters of street works and works for road purposes.

#### 3) Supplementary Objectives:

- To protect the structure of the street and the integrity of apparatus in it.
- To encourage proactive, rather than reactive, attitudes to activities by promoters. The change in culture should result in the supply of more information to permit authorities, which will better enable them to manage their network, coordinate activities within their area and across adjacent authorities' areas, and reduce disruption to users of the highway. Information on road works and street works is provided to the general public enabling informed journey choices.
- To ensure safety for those using, living or working on the street, including those engaged in activities controlled by the Permit Scheme.
- To improve activity planning by all promoters.
- An aid to help public transport efficiencies.

#### 4) Transport Objectives

- To make substantial progress towards a low-carbon transport system.
- To improve connectivity to support economic activity and economic growth.
- To enhance the quality of life of people in the region's diverse communities, and visitors and commuters to the region (including health, safety, equality, air quality, noise and the natural environment).

Any activity carried out in the street has the potential to cause disruption depending on how long it lasts, where it is carried out, its scale and potential relation to other activities which may be taking place. The YCPS created an opportunity to realise a number of benefits to road users, local residents and businesses in the Yorkshire

area through better control, planning and coordination of works, and a more robust framework for checking and challenging activities on the highway.

The YCPS intends to ensure that the conditions of the permit promote the expeditious movement of traffic through road works, reducing disruption and promoting safety at road and street works sites.

## 4 Fee structure

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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 changed in light of any surplus or deficit;

The Traffic Management Act 2004 introduced the concept of permits for works on the street as a tool for local highway authorities to reduce the disruption caused by those works.

Separate permit regulations set out many of the details for how schemes will operate and include the powers for an authority to set up a scheme in which fees may be charged to statutory undertakers.

The permit regulations state that the income from fees must not exceed the proportion of costs for operating the permit scheme incurred in relation to statutory undertakers. The permit code of practice supplements this by stating that the fee income should only cover the extra costs incurred in relation to statutory undertakers over and above the costs of carrying out the previous coordination duty under the New Roads and Street Works Act 1991.

The Traffic Management (City of Bradford Metropolitan District Council) Permit Scheme Order 2015 commenced operation on 31 March 2015 as part of the Yorkshire Common Permit Scheme.

In making an application to the Secretary of State each authority provided their proposed permit fees for each category of work and a comprehensive justification of those fee levels using the Department for Transport (DfT) matrix. In completing the matrix, care was taken to follow the advice contained in the Permit Fees Guidance published by the DfT.

Each authority originally committed to undertake an annual review of the permit fees and an initial review to identify and evaluate the sums paid by way of fees and the prescribed costs of operating the scheme. Following each evaluation if fee income has exceeded the prescribed costs the necessary adjustments will be made in the subsequent year's fee levels.

Under legislation from 1<sup>st</sup> October 2015, any adjustment of the fee levels will require an Order application to be made and signed by the Chief Officer of Highways and Transportation.

The first annual fee review was undertaken to cover the period 1 April 2015 to 31 March 2016. This review showed that costs were 0.18% less than the permit income.

The second annual fee review was undertaken to cover the period 1 April 2016 to 31 March 2017. This review showed that costs were 0.6% greater than the permit income.

## 4.1 Permit Fee Review Methodology

### 4.1.1 Review Period

This second full review of the permit fee levels covers the period from 1 April 2016 to 31 March 2017 inclusive.

### 4.2 Permit Fees

The current City of Bradford Metropolitan District Council Permit Fees and the maximum fee levels are shown in the table below;

<b>Table – Fee levels per permit or Provisional Advance Authorisation</b>		
	<b>Bradford MDC Permit Fee</b>	<b>Maximum allowable fee (DfT)</b>
Provisional Advance Authorisation	<b>£100</b>	£105
Major works – over 10 days and all major works requiring a traffic regulation order.	<b>£206</b>	£240
Major works – 4 to 10 days	<b>£130</b>	£130
Major works – up to 3 days	<b>£65</b>	£65
Standard activity permit	<b>£125</b>	£130
Minor activity permit	<b>£62</b>	£65
Immediate activity permit	<b>£57</b>	£60

### 4.3 Permit Fee Income

Invoices for allowable permit fees are sent to statutory undertakers for payment monthly. The total invoiced amounts over the review period have been included in the table below. The total amount over the review period forms the income element of the income and cost comparison.



## 5 Costs and Benefits

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### Costs

Bradford MDC utilises an electronic time recording system, for all staff involved in the permit scheme operation. Separate time recording codes have been established for utility permits, highway permits, and management of the permit scheme. Other time codes are also used for activities not related to the permit scheme, such as works on non-permit streets, street works inspections, street works co-ordination and Highways Act licensing.

Prior to the commencement of the scheme staff were instructed to accurately record their time spent on the various activities. The time recording system also contains all the related financial information such as staff hourly rates, National Insurance, superannuation and overheads. The system allows accurate, up to date costs to be extracted and this has been utilised to produce the staff cost field in the comparison table.

A number of operational costs were identified, including administration, training and associated IT equipment/systems maintenance - 32% of these costs were attributed to the Permit Scheme (32% being the percentage by length of permit streets compared to the total length of Highway Network in The City of Bradford MDC district).

Care has been taken to ensure that they are permit specific costs and that they have been adjusted to ensure that they represent costs over and above the equivalent costs under the previous NRSWA duty.

### Permit Fee Income and Allowable Cost Comparison

#### The City of Bradford MDC Permit Fee Review – 1 April 2015 to 31 March 2016

#### Proportion of Permits Granted

	Authority		Statutory Undertakers	
Month	Number	%	Number	%
Total	1184	21	4493	79

#### Permit Scheme Costs for Statutory Undertakers

Month	Operational Costs	Staffing Costs	Total Costs
Total	£14149.76	£289164.68	£303680.94

#### Permit Scheme Income

Total Permit Fees
£301,825.00

The comparison tables above show that The City of Bradford MDC has agreed permit invoices with Statutory Undertakers totalling **£301,825.00** during the review period.

The allowable costs that The City of Bradford MDC has incurred relating to Statutory Undertakers permit applications is **£303,690.94** during the review period.

The allowable cost is 0.6% more than the amount invoiced to statutory undertakers in permit fees. This loss to the Authority is partly balanced with the over recovery figure of 0.18% during 2015/16 financial year and the minor variance suggests that the scheme is operating correctly. This figure will be monitored annually as required to ensure fees are appropriately costed.

Taking into account the levels of income, against allowable costs it does not appear that any amendment of the fee levels is required at this stage. This will be monitored and assessed at the end of year two of the Permit Scheme.

It is recommended that the permit fees should remain at the levels set until the next fee review is undertaken.

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority also shall give consideration to whether the permit scheme is meeting key performance indicators where these are set out in the Guidance.

## **Benefits**

As a result of the implementation of the scheme in the 2016/17 financial year there has been an average saving of 1.41 days duration across all works within the district.

This equates to 1706 days which - when applying the figure of £11.74 per hour for average vehicle delay across the day (as identified in the initial permit scheme cost benefit analysis, derived from the WebTAG Data Book – 2010 prices and values) – suggests an overall saving to the local economy of **£480,682.64**

## 6 Performance Indicators

### 6.1 PI1 The number of permit and permit variation applications

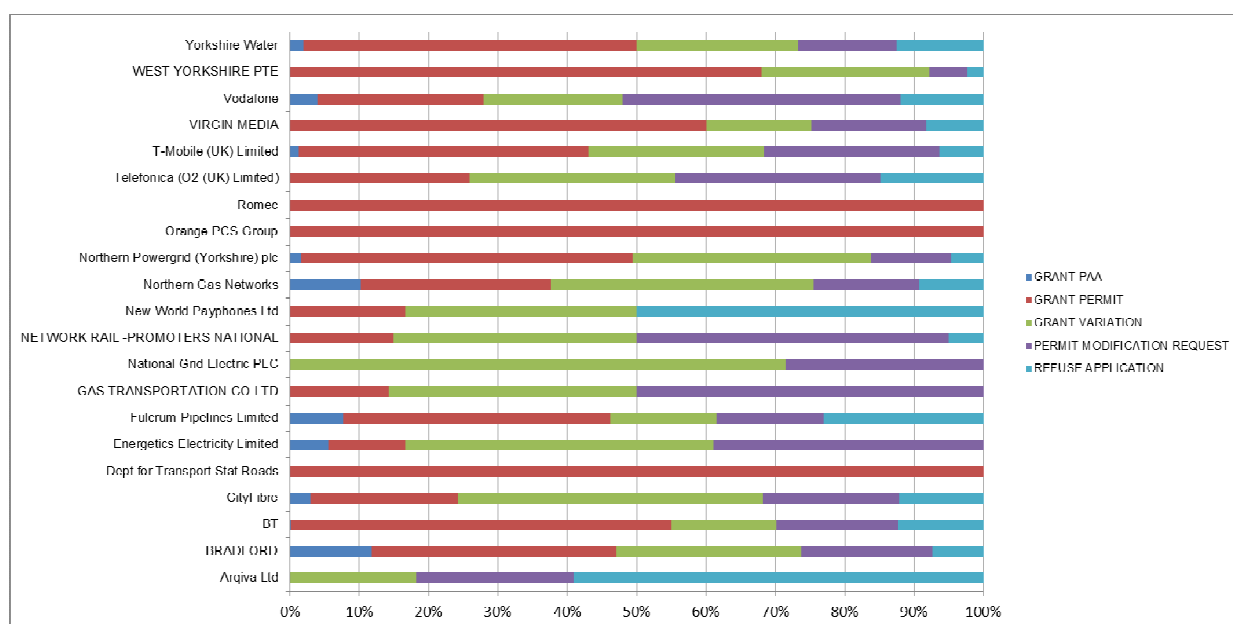
The number of permits and permit variation applications received, the number granted and the number refused and shown as:

- The total number of permit and permit variation applications received, excluding any applications that are subsequently withdrawn
- 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.

#### 6.1.1 Results

The chart below shows the number of all permit applications received, the number of permit applications granted and the number of permit applications refused

**Chart 1– The Number of PAA, Permit and Permit Variation Applications Received, the Number Granted and the Number Refused**



### Permits Granted and Refused

The table below shows a breakdown of permit applications received, granted and refused for the second year of operation in Bradford.

**Table 1 – Permits Granted and Refused**

Description	Highway Authority		Utilities	
	No.	%age of total	No.	%age of total
Permits/Variations granted	1184	73.68	4493	74.61
Permits/Variations refused	423	26.32	1529	25.39
Total	1607	100.00	6022	100.00

The tables below show a breakdown of the data into applications granted and refused in relation to highway authority works for road purposes and works by utility promoters, and provide a comparison with the percentage of permits granted in 2015/16 for the same periods. Also, the data is further broken down by activity type into applications granted and refused.

**Table 2 – Works for Road Purposes 2015/16**

<b>Works for Road Purposes (2015/16)</b>	<b>Number</b>	<b>% of Total</b>
Total Permit Applications received by Bradford MDC during 2015/16 year of scheme	1648	
Total Permit variation applications received by Bradford MDC during 2015/16 year of scheme	280	
Total permits with a status that cannot be determined	0	
Total Permits granted or refused	1648	
Total Granted	1369	83.07
Total Refused	279	16.93

**Table 3 – Utility Promoters 2015/16**

<b>Utility Promoters (2015/16)</b>	<b>Number</b>	<b>% of Total</b>
Total Permit Applications received by Bradford MDC during 2015/16 year of scheme	2692	
Total Permit variation applications received by Bradford MDC during 2015/16 year of scheme	1344	
Total permits with a status that cannot be determined		
Total Permits granted or refused	5111	
Total Granted	4036	78.97
Total Refused	1075	21.03

**Table 4 – Works for Road Purposes 2016/17**

<b>Works for Road Purposes (2016/17)</b>	<b>Number</b>	<b>% of Total</b>
Total Permit Applications received by Bradford MDC during 2016/17 year of scheme	756	
Total Permit variation applications received by Bradford MDC during 2016/17 year of scheme	428	
Total permits with a status that cannot be determined	0	
Total Permits granted or refused	1607	
Total Granted	1184	73.68
Total Refused	423	26.32

**Table 5 – Utility Promoters 2016/17**

<b>Utility Promoters (2016/17)</b>	<b>Number</b>	<b>% of Total</b>
Total Permit Applications received by Bradford MDC during 2016/17 year of scheme	2940	
Total Permit variation applications received by Bradford MDC during 2016/17 year of scheme	1553	
Total permits with a status that cannot be determined	0	
Total Permits granted or refused	6022	
Total Granted	4493	74.61
Total Refused	1529	25.39

**Table 6 - Applications Granted by Activity Type 2015/16**

Promoter Organisation Name	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
BRADFORD	477	7	172	370	343	1369
BT	35	53	4	538	83	713
Energetics Electricity Limited			2		3	5
ES Pipelines Ltd				1	1	2
GAS TRANSPORTATION CO LTD					2	2
Kingston Communications (CSO)				20		20
National Grid Electric PLC				2		2
NETWORK RAIL -PROMOTERS NATIONAL	1		4	12	3	20
New World Payphones Ltd					1	1
Northern Gas Networks	284	15	187	82	234	802
Northern Powergrid (Yorkshire) plc	25	483	26	129	195	858
Romec	1			1		2
Telefonica (O2 (UK) Limited)			2	15		17
T-Mobile (UK) Limited				44		44
VIRGIN MEDIA	4	29	2	335	4	374
Vodafone		1	5	22		28
WEST YORKSHIRE PTE	1	5		45		51
Yorkshire Water	31	424	23	501	116	1095
Grand Total	859	1017	427	2117	985	5405

**Table 7 - Applications Granted by Activity Type 2016/17**

Promoter Organisation Name	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
Arqiva Ltd				3	1	4
BRADFORD	142	20	344	358	320	1184
BT	59	37	7	428	47	578
CityFibre		1	6	23	15	45
Dept for Transport Stat Roads				1		1
Energetics Electricity Limited			6	3	2	11
Fulcrum Pipelines Limited			2	4	2	8
GAS TRANSPORTATION CO LTD					7	7
National Grid Electric PLC					5	5
NETWORK RAIL -PROMOTERS NATIONAL				8	2	10
New World Payphones Ltd				3		3
Northern Gas Networks	183	10	337	76	161	767
Northern Powergrid (Yorkshire) plc	2	410	38	121	178	749
Orange PCS Group				1		1
Romec				5		5
Telefonica (O2 (UK) Limited)		1		27	2	30
T-Mobile (UK) Limited			2	51	1	54
VIRGIN MEDIA	4	37		448	10	499
Vodafone			1	11		12
WEST YORKSHIRE PTE	1	3		114		118
Yorkshire Water	35	435	94	882	140	1586
Grand Total	426	954	837	2567	893	5677

**Table 8 - Applications Refused by Activity Type 2015/16**

Promoter Organisation Name	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
BRADFORD	54	1	38	95	91	279
BT	4	8	5	200	34	251
Energetics Electricity Limited			1		4	5
ES Pipelines Ltd				1		1
GAS TRANSPORTATION CO LTD					1	1
Kingston Communications (CSO)				3		3
National Grid Electric PLC				4		4
NETWORK RAIL -PROMOTERS NATIONAL				3		3
New World Payphones Ltd				2	2	4
Northern Gas Networks	47	2	60	22	91	222
Northern Powergrid (Yorkshire) plc	2	49	10	34	65	160
Telefonica (O2 (UK) Limited)			2	5		7
T-Mobile (UK) Limited			1	19		20
VIRGIN MEDIA	2	6		94	3	105
Vodafone		2	2	10	2	16
WEST YORKSHIRE PTE				7		7
Yorkshire Water	9	36	12	180	29	266
<b>Grand Total</b>	<b>118</b>	<b>104</b>	<b>131</b>	<b>679</b>	<b>322</b>	<b>1354</b>

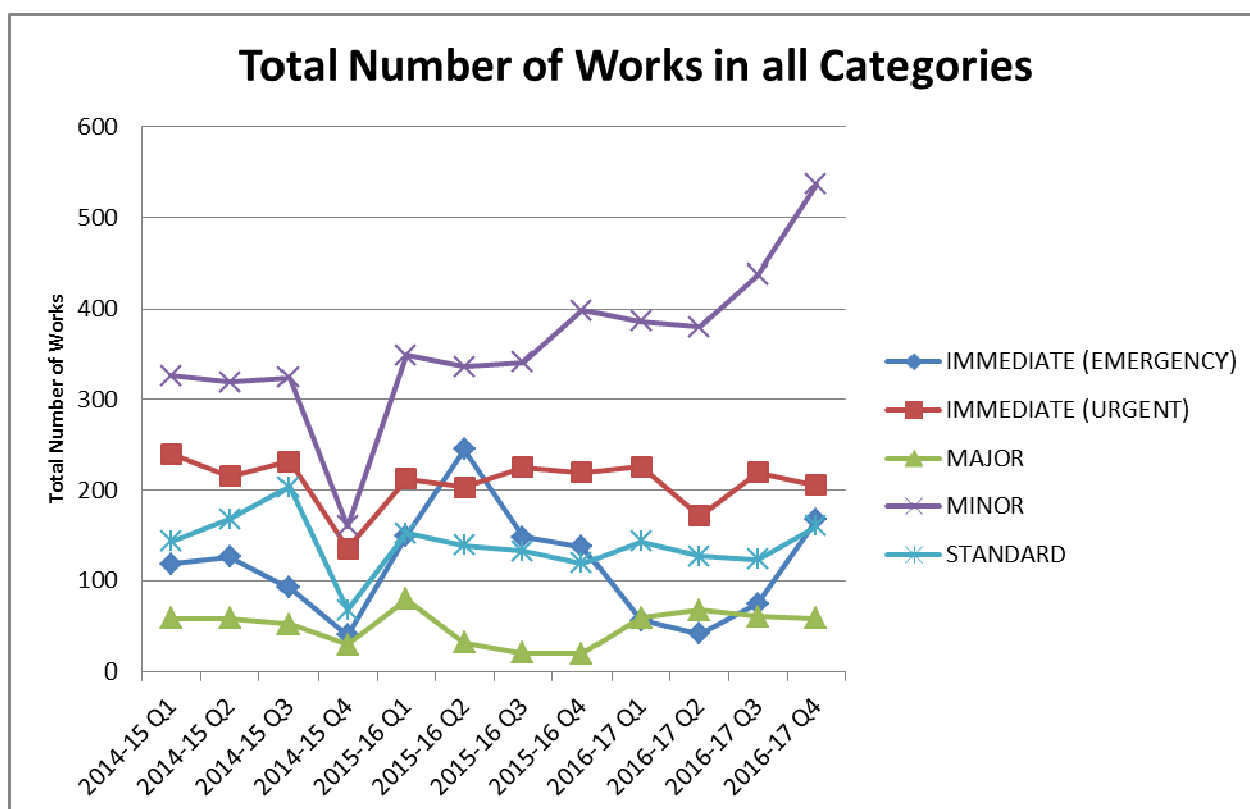
**Table 9 - Applications Refused by Activity Type 2016/17**

Promoter Organisation Name	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
Arqiva Ltd				14	4	18
BRADFORD	36	2	64	170	151	423
BT	17	4	2	186	37	246
CityFibre			3	10	8	21
Energetics Electricity Limited			2	1	4	7
Fulcrum Pipelines Limited			3		2	5
GAS TRANSPORTATION CO LTD					7	7
National Grid Electric PLC					2	2
NETWORK RAIL -PROMOTERS NATIONAL				9	1	10
New World Payphones Ltd				3		3
Northern Gas Networks	47	3	74	24	100	248
Northern Powergrid (Yorkshire) plc	1	54	8	32	50	145
Telefonica (O2 (UK) Limited)				21	3	24
T-Mobile (UK) Limited			2	23		25
VIRGIN MEDIA		13		141	11	165
Vodafone			1	12		13
WEST YORKSHIRE PTE		1		9		10
Yorkshire Water	14	116	37	346	67	580
<b>Grand Total</b>	<b>115</b>	<b>193</b>	<b>196</b>	<b>1001</b>	<b>447</b>	<b>1952</b>

**Table 10 – Total number of Works in all Categories**

Quarter	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
2014-15 Q1	118	240	58	326	143	885
2014-15 Q2	126	215	58	319	168	886
2014-15 Q3	92	231	52	324	203	902
2014-15 Q4	40	135	29	160	67	431
2015-16 Q1	149	212	79	349	152	941
2015-16 Q2	245	203	31	336	139	954
2015-16 Q3	148	225	20	341	132	866
2015-16 Q4	137	219	19	398	119	892
2016-17 Q1	56	226	59	386	143	870
2016-17 Q2	41	171	67	380	127	786
2016-17 Q3	74	219	60	437	123	913
2016-17 Q4	167	205	58	536	160	1126

**Chart 2 – Total Number of Works in all Categories**



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

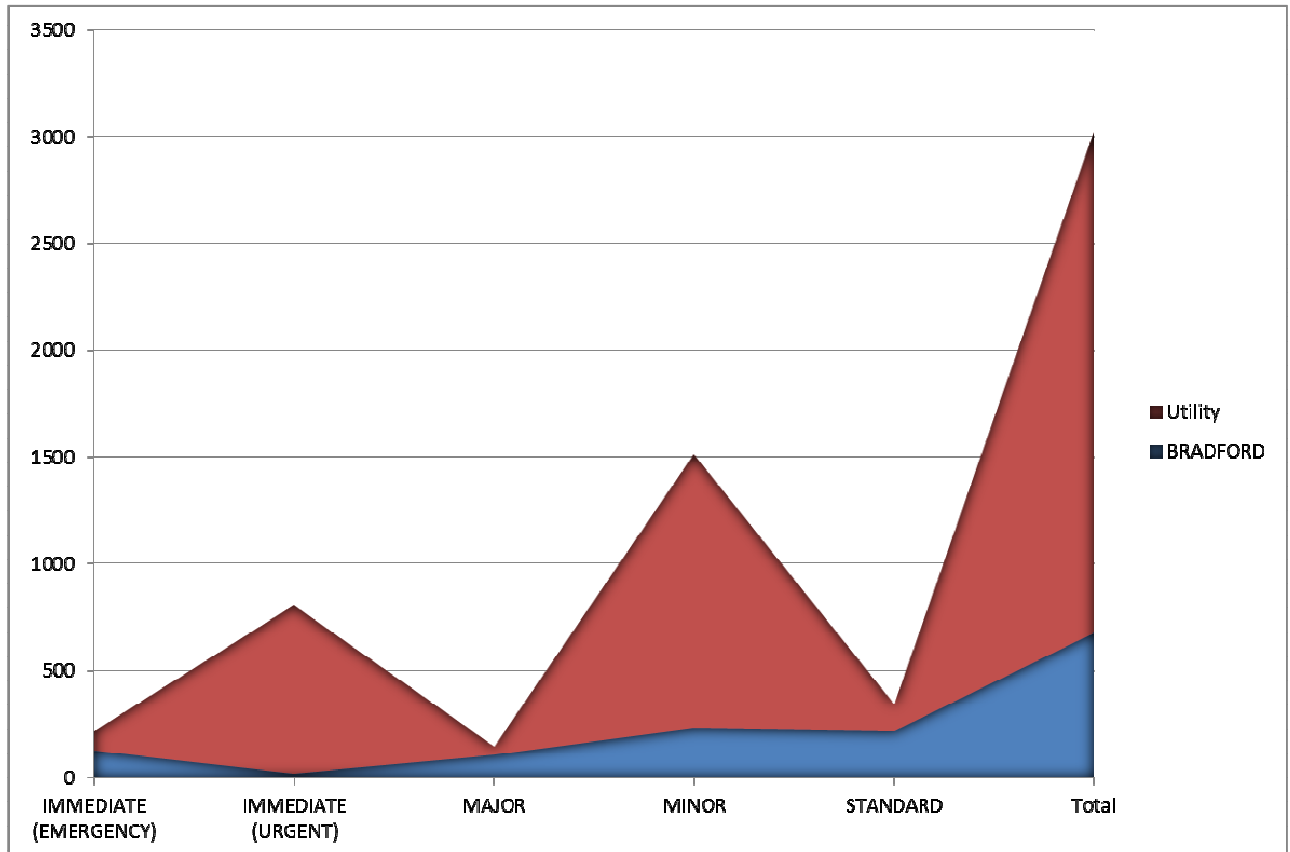
Each application has an appropriate response period which means that the number of applications received in any one period does not correspond to the permits granted and refused within that same period. In other words, a permit application received in one period may be responded to within the next period.

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

## Number of Permit Applications

The following graph shows the split of permit applications received from both highway authority and utility promoters. On average, highway authorities generated 18.21% and utility promoters 81.79% of the applications received.

Chart 3 – Total Number of Works in all Categories Split Between Highway Authority and Utility promoters – See Appendix 1 for background data



### 6.1.2 Analysis

#### Permits Granted and Refused

Refusal rates are consistent across the two years of operation, and the percentage breakdown comparison of grants/refusals demonstrates parity between external promoters and the Highway Authority.

#### Number of Permit Applications

The number of applications has increased slightly, and this can be attributed to two factors

- Aging infrastructure in the parts of the district (reflected in the increase in minor/immediate works)
- Regeneration/growth (major and standard works)



## 6.2 PI2 The number of conditions applied by condition type.

This will be measured by promoter and 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.

### 6.2.1 Results

*Bradford MDC is unable to supply this information at the present time due to unresolved technical issues with the Symology Insight system*

### 6.2.2 Analysis

*N/A at this time.*

## 6.3 The number of approved revised durations

This will be measured by promoter and shown as:

- the total number of 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.

### 6.3.1 Results

**Table 11 – Number of Revised Durations**

Organisation	Total Permits Granted	% Requests	%Requests Approved
BRADFORD	1184	2.45	89.66
BT	578	3.98	100.00
CityFibre	45	13.33	100.00
Energetics Electricity Limited	11	18.18	100.00
Northern Gas Networks	767	22.43	88.95
Northern Powergrid (Yorkshire) plc	749	19.76	89.86
Telefonica (O2 (UK) Limited)	30	3.33	100.00
T-Mobile (UK) Limited	54	1.85	100.00
VIRGIN MEDIA	499	1.00	100.00
Yorkshire Water	1586	7.19	82.46

## 6.4 The number of occurrences of reducing the application period

Also known as “early starts”, his will be shown as:

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

### 6.4.1 Results

**Table 12 – Early Starts**

Year	Number of Applications	Reduction Requests %	Reductions Granted %
2015/16	5405	28.66	19.15
2016/17	5677	27.29	20.91

### 6.4.2 Analysis

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

The Yorkshire Common permit scheme provides a framework for The City of Bradford MDC to treat all activities and activity promoters covered by the scheme on an equal basis. The above data shows that largely to be the case. Early start requests are considered individually on their own merits by The City of Bradford MDC and are never refused without a valid reason.

The percentage reductions agreed have increased in 2016/17 in comparison with the 2015/16 year despite more permit applications being received. This is likely due to increased familiarity with the scheme by the authority and works promoters alike, and the success of the scheme affording the ability to better manage the permit network.

## 7 TPI measures

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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.

### 7.1 TPI1 Works Phases Started (Base Data)

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

### 7.2 TPI2 Works Phases Completed (Base Data)

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

### 7.3 TPI3 Days of Occupancy Phases Completed

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

### 7.4 TPI4 Average Duration of Works

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

Details with regards to average duration of works can be found in Section 8.1 Authority Measures

### 7.5 TPI5 Phases Completed on time

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

### 7.6 TPI6 Number of deemed permit applications

There were 6 deemed permit applications in the 2016/17 year. 5 of these occurred through internal staff noticing errors which have now been rectified via training. The last example is a site where a permit was believed to have been refused on location grounds; however it appears the refusal was not recorded.

It is considered that this small number of deemed permits are not cause for concern.

### 7.7 TPI7 Number of Phase One Permanent Registrations

*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

## 8 Authority Measures

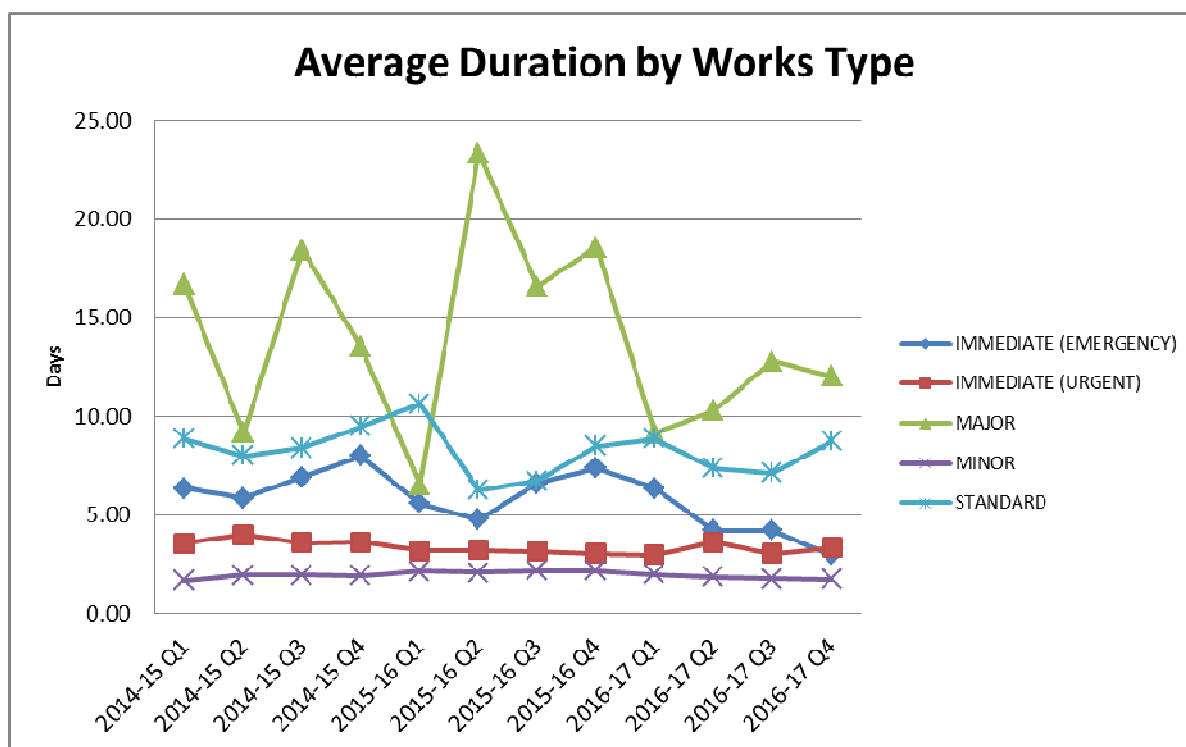
In addition to the above measures. The City of Bradford Metropolitan District Council has collated its own data.

### 8.1 AM 1 - Average duration of works by permit type

Table 13 - the average duration of works in days by works type from 2014/15 QTR1 until 2016/17 QTR4

Quarter	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Combined
2014-15 Q1	6.37	3.59	16.71	1.69	8.87	7.45
2014-15 Q2	5.86	4.01	9.17	1.97	8.01	5.80
2014-15 Q3	6.92	3.61	18.46	1.98	8.40	7.87
2014-15 Q4	8.00	3.65	13.52	1.94	9.51	7.32
2015-16 Q1	5.60	3.20	6.53	2.14	10.63	5.62
2015-16 Q2	4.78	3.23	23.35	2.08	6.28	7.94
2015-16 Q3	6.61	3.18	16.60	2.19	6.73	7.06
2015-16 Q4	7.40	3.05	18.58	2.19	8.50	7.95
2016-17 Q1	6.36	2.99	9.17	2.01	8.89	5.88
2016-17 Q2	4.22	3.64	10.30	1.87	7.40	5.48
2016-17 Q3	4.23	3.05	12.82	1.78	7.15	5.81
2016-17 Q4	2.98	3.37	12.03	1.76	8.76	5.78

Chart 4- the average duration of all works in days by category from 2014/15 QTR1 until 2016/17 QTR4



## AM 2 – Inspections

This measure was intended to provide two separate performance indicators:

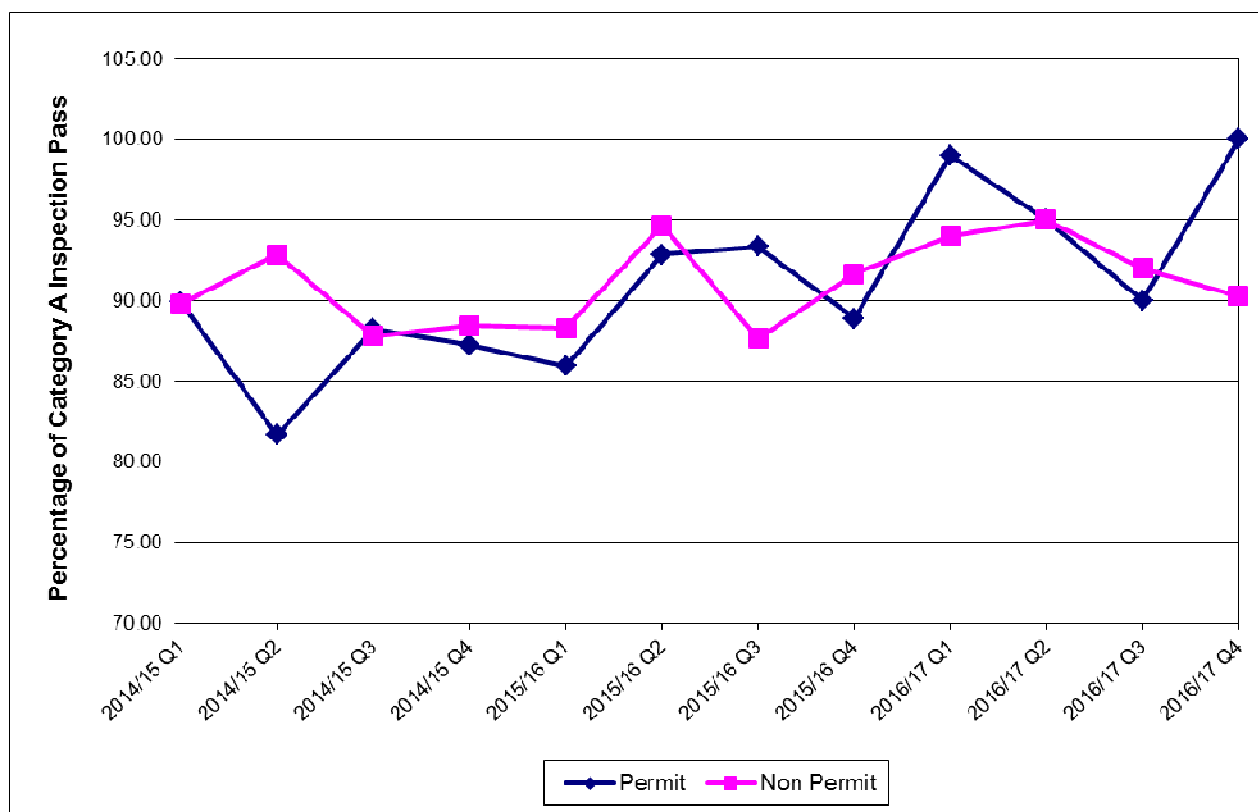
1. Number of failed Sample A inspections shown as a percentage of the total undertaken within a period.
2. Number of failed permit conditions checks (where one or more permit conditions have been breached) shown as a percentage of the total undertaken within a period.

### 8.2.1 Results

This data has been collated by City of Bradford MDC and a summary of the output is shown in Appendix 1.

The chart below shows a breakdown of Category A inspections completed by City of Bradford MDC, and provides a comparison with the previous year's failure rates for the same periods.

Chart 5 – Percentage of Category A Inspection Passes - Permit and Non Permit Works



### 8.2.2 Analysis

Compliance on permit streets has shown a general trend of improvement across the 16/17 operational year, possibly to the detriment of works on “noticing” streets. This will be discussed with promoters at coordination and performance meetings.

Permit Condition checks are continually undertaken, however, due to technical difficulties in recording them bought about by a switch to mobile devices in 16/17, the available information across the year is insufficient to report. This will be rectified in the 17/18 operational year.

### AM 3 - Days of Disruption Saved/ Number of collaborative works

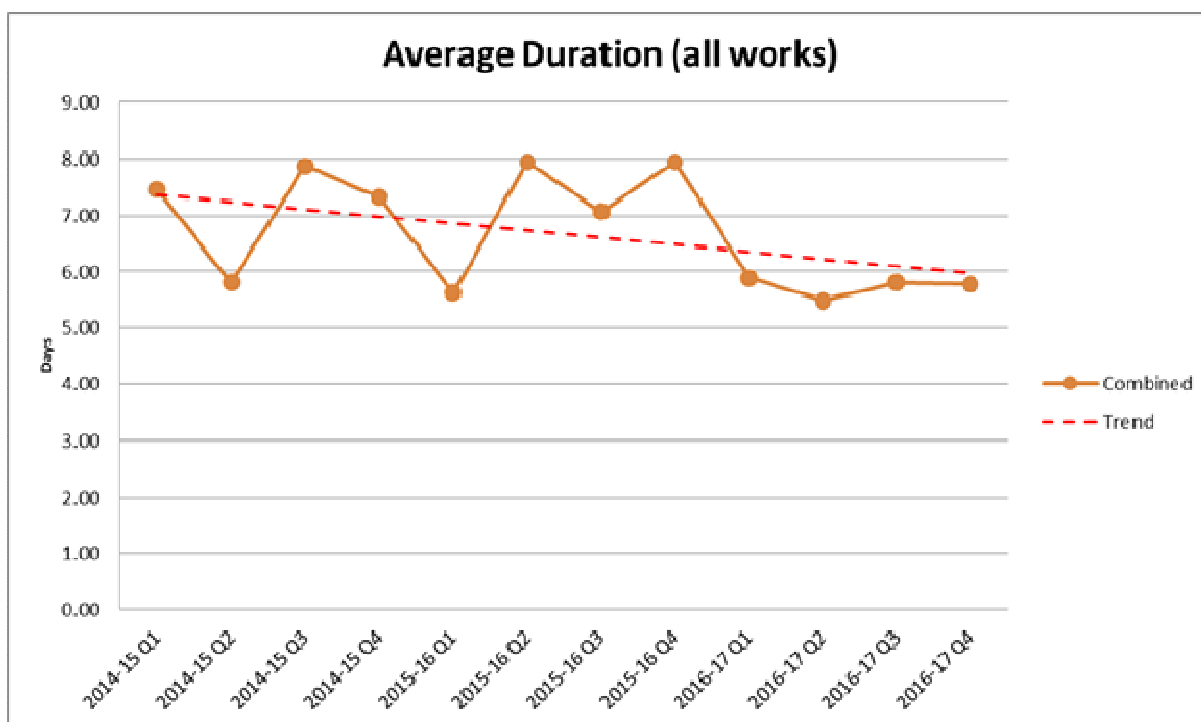
This measure is the number of days of disruption saved by an authority through the various co-ordination methodology available to them e.g. collaborative works or challenging initial duration and/or proposed methodology of working (whether formally through the S74 mechanism or through informal discussion at the planning stage).

The authority data of the number of collaborative works and the number of days saved as a result of collaborative works on the Authority road network

#### 8.3.1 Results

The Chart below shows the average duration of all works in days from 2014/15 QTR1 until 2016/17 QTR4.

Chart 6 - Average Duration of All Works in Days



This data was collated by City of Bradford MDC utilising the EToN system and a summary of the output is shown in Appendix 1.

#### 8.3.2 Analysis

There has been an average decrease of 1.41 days duration across all works during the 2016/17 year. This is directly attributable to an increase in challenging works durations and more effective control of works extensions within the district.

The effects of this decrease are discussed in the Cost and Benefits Section above.

Unfortunately, no collaborative working sites were recorded in 2016/17

## 8.4 AM 4 Response Code – broken down by promoter

This measure is the number of refusals broken down by response code where this has been used by the authority.

### 8.4.1 Results

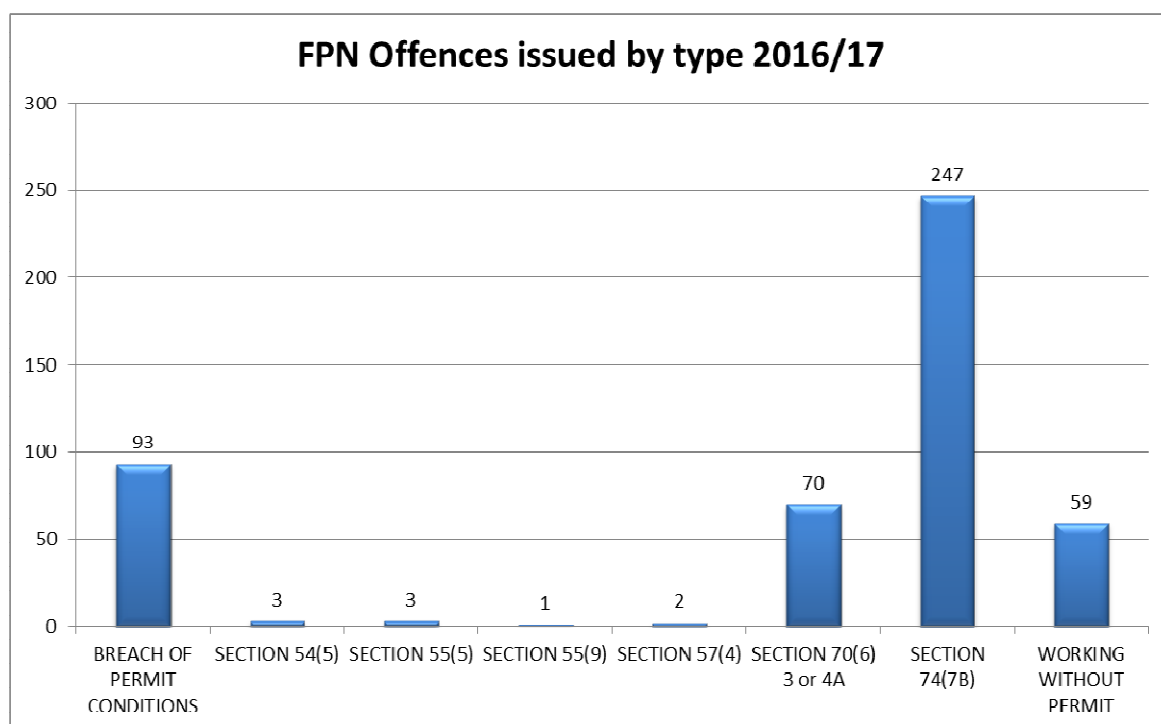
*Unable to produce this report due to the limitations of the reporting systems on the EToN database (Symology Insight)*

### 8.4.2 Analysis

N/A.

## 8.5 AM 5 FPNs (Permit Breaches)

Chart 7 – Fixed Penalty Notices – Offences issued by type – See Appendix 1 for background data



Bradford MDC is committed to working with promoters to improve the quality of noticing received by the Authority, to ensure that all sites are correctly represented on the Street Works Register, and to ensure compliance with the requirements of the permit scheme.

## **8.6 AM 6 Levels of Customer Enquiries**

At the present moment in time it is not possible to report on this issue due to the limited search constraints of Bradford's Customer Service centre call logging. Better call logging solutions are currently being investigated and will be implemented during the 17/18 operational year.



## 9 Conclusion

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The main objectives of the Scheme are to minimise delay and reduce disruption arising from works on the highway, and to demonstrate parity of treatment amongst all works promoters.

There has been an increase in the number of works carried out on the permit network, however there has been a decrease in the average duration of works, indicating that the scheme is meeting the objectives outlined at its inception.

This report demonstrates that all works promoters are engaging with the process to obtain permits, and that permit authorities have demonstrated parity of treatment for its own authority works as well as for other works promoters. The range of refusal rates indicates that there are still areas of improvement by both permit authorities and works promoters. By adopting the National Response Codes the permit authority is able to improve consistency and parity in making and dealing with permit applications and granting or refusing permits. Reasons for refusals continue to be scrutinised and both the authorities and the promoters are aware of the need to provide accurate and detailed information on the permit application and to adopt a consistent approach when dealing with refusals.

In compiling the data within this report, the limitations of the reports available to the Authority via the EToN reporting system has meant that some performance indicators cannot be reported on. It is anticipated that through support of the software developer such data can be collated in future reports.

Bradford Metropolitan District Council will continue to work with utility and highway authority promoters. The early and regular communication between permit authorities and works promoters was a key element in the successful transition to, and implementation of, the Scheme. This communication needs to continue in order to ensure the continued effective and efficient operation of the Scheme and culture change.

The Authority will continue to review performance measures to take account of improvements in data collection and data availability. It will review permit durations, particularly for emergency and immediate works where lesser durations are to be expected. Furthermore, the Authority will work to reduce the number of permit refusals and continue to utilise and raise awareness of Roadworks.org as an information (for residents, business and road users) and coordination resource (for activity promoters) and continue to utilise the National Response Codes to aid the collection of data for monitoring and reporting purposes.

The Yorkshire Common Permit Scheme continues to be represented at the National Permits Forum, in order to share and disseminate information and good practice relating to the operation of permit schemes.

Overall, the performance of the Scheme during its first and second full year of operation has demonstrated that it is meeting the objectives that were set-out. It is providing permit authorities with a valuable tool to help co-ordinate works, reduce delay and minimise disruption. It has encouraged more effective and efficient communication between permit authorities, all work promoters and highway users.

This second annual report has highlighted some areas where further development of the scheme and where improved reporting capabilities are required to evaluate and maximise the scheme benefits. Work will continue with all stakeholders to achieve these goals and continue the successes achieved in the first and second evaluation period

## 10 Glossary

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BMDC – Bradford Metropolitan District Council.

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 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

## Appendix 1

### Additional Data

#### Background Data for Chart 3 - Number of Permit Applications by works type

Row Labels	IMMEDIATE (EMERGENCY)	IMMEDIATE (URGENT)	MAJOR	MINOR	STANDARD	Grand Total
BRADFORD	120	13	100	228	212	673
Arqiva Ltd				1	1	2
BT	72	38	2	263	28	403
CityFibre		1		11	6	18
Dept for Transport Stat Roads				1		1
Energetics Electricity Limited			2	2	1	5
Fulcrum Pipelines Limited				4	1	5
GAS TRANSPORTATION CO LTD					6	6
National Grid Electric PLC				1		1
NETWORK RAIL -PROMOTERS NATIONAL				9	1	10
New World Payphones Ltd				3		3
Northern Gas Networks	107	9	99	59	94	368
Northern Powergrid (Yorkshire) plc	1	296	13	98	122	530
Orange PCS Group				1		1
Romec				5		5
Telefonica (O2 (UK) Limited)		1		22	1	24
T-Mobile (UK) Limited			1	40	1	42
VIRGIN MEDIA	4	36		329	6	375
Vodafone				6		6
WEST YORKSHIRE PTE	1	3		57		61
Yorkshire Water	33	424	27	599	73	1156
<b>Grand Total</b>	<b>218</b>	<b>808</b>	<b>144</b>	<b>1511</b>	<b>341</b>	<b>3022</b>

Background Data for Chart 7 – FPN’s – Offences issued to individual promoters, by offence type.

Promoter	BREACH OF PERMIT CONDITIONS	SECTION 54(5)	SECTION 55(5)	SECTION 55(9)	SECTION 57(4)	SECTION 70(6) 3 or 4A	SECTION 74(7B)	WORKING WITHOUT PERMIT	Grand Total
Bradford Council Permit Scheme								2	2
Bradford DSP Replacement	5	1	1			27	14	3	51
Bradford NGN Connections	4						10	1	15
Bradford Repair	9						8	1	18
Bradford Replacement	1								1
BT	8			1	1	5	30	8	53
CityFibre	5						8	1	14
Energetics Warrington						1	1		2
Fulcrum Utility Services	2						6		8
GTC - Future Utility Solutions	1						2		3
MAIN OFFICE								1	1
NATIONAL NOTICING DEPARTMENT	4					5	18	3	30
NR-LNE PM MINOR WORKS							2		2
O2 (Galliford Try)	1								1
Pennines Repair							2		2
Private Openings Under Licence		1	1				4		6
SWB ASSET CONSTRUCTION Z3	3					1	1		5
SWB MASS MARKET Z3	6					1	8		15
SWB RESTORE& RESTORATION Z3	7					2	4		13
T-Mobile (UK) Ltd - WHP Projects Ltd						1			1
Trueform Engineering Ltd	1					1	5		7
Vodafone (Ex CW - JOHN HENRY GROUP)							1		1
Vodafone (Ex CW - Kelly)						1	3		4
West Yorkshire Repair							1		1
Yorkshire Water, Amey (QB041)	1						2		3
Yorkshire Water, Amey Utility Services (	5					16	55	3	79
Yorkshire Water, Approved Contractor (QB								1	1
Yorkshire Water, BBUL 5 (QB029)						2	1		3
Yorkshire Water, DrainsAid (QB012)						1	1		2
Yorkshire Water, EBU Waste Water (QB027)							14		14
Yorkshire Water, H2O (QB001)								1	1
Yorkshire Water, IETG (QB036)							3		3
Yorkshire Water, MMB 5 (QB032)							4		4
Yorkshire Water, Morrison (QB003)	26	1			1	2	15	33	78
Yorkshire Water, Morrisons 5 (QB030)	4		1			4	23	1	33
Yorkshire Water, WBU Clean Water (QB026)							1		1
<b>Grand Total</b>	<b>93</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>70</b>	<b>247</b>	<b>59</b>	<b>478</b>

