

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

24th November 2016

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Monitoring

Wards Affected: All

Engineering and Transport – Highway Development Control Report Card

Purpose of Report

- 1 To present for Scrutiny the Report Card for the Highway Development Control Unit.

Executive Summary

- 2 The Environment and Highways Cabinet Board on the 26th May 2016 approved the Divisional Business Plan for Engineering and Transport.
- 3 Each Business Unit within the division is required to complete a Report Card for each financial year, outlining the following:-
 - Performance against last year's Action Plan and Targets.
 - The challenges and opportunities faced in the short and medium term.
 - The actions and targets for the 12 months from April 2016 to March 2017.
- 4 The Report Card, set out in Appendix A, summarises the service priorities, key measures and key actions for the Highway Development Control Unit.

Consultation Outcome

- 5 Employees within the individual services and external customers where relevant have been consulted in the development of the Report Card.

Financial Impact

6 The work delivered is funded by a revenue budget.

Equality Impact Assessment

7 Not applicable.

Workforce Impacts

8 These are covered in the appended report card.

Legal Impacts

9 Not applicable.

Risk Management

10 A Risk Matrix for the Directorate has been prepared which incorporates the risk within this service area.

Recommendation

11 This item is for monitoring purposes.

Reasons for Proposed Decision

12 Not applicable.

Implementation of Decision

13 Not applicable.

Sustainability Appraisal

14 The activities of the Environment Directorate have an impact on all themes of the Corporate Performance Plan. Operational Business Plans contribute to service improvement by setting out service specific priorities for the next 12 months and how they will be met. Managers are required to consider Corporate policies such as equalities and health when determining how they meet their service priorities.

Appendices

15 Appendix 1 Highway Development Control Report Card.

List of Background Papers

16 Engineering & Transport Business Plan - Environment and Highways Cabinet Board – 26th May 2016.

Officer Contact

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Service Report Card 2016-2017

Highway Development Control Service

Section 1: Brief description of the service

The Highway Development Control Section consists of six staff in undertaking the separate functions below:

1. To act as a statutory consultee in giving advice on development proposals, planning applications, planning appeals/enforcement. It looks to limit the impact of traffic from new developments, including improvements to the highway infrastructure, new infrastructure, promote highway safety in new developments and creating sustainable developments and better places to live.
2. The adoption of new development roads through inspections to ensure they are built in accordance to the design and specification of the Authority and highway improvements on existing highways due to developments.
3. To give advice on land drainage issues on development proposals, planning applications, enforcement on land owners regarding culverts, water courses and ditches as well as statutory undertaker's apparatus consultations.
4. To act as the consenting body in issuing consent on any works that take place to construct features within a watercourse. This would take the form of temporary or permanent consent. An Impact assessment under the Water Framework Directive could be required for certain works.
5. To undertake the approval and assessment of proposed sustainable urban drainage schemes within new developments.
6. To act as a statutory consultee in Issuing Heavy Goods Operators Licences for the Traffic Commissioner.

The Section undertakes both statutory and regulatory duties within the areas mentioned above.

The section has just 6 staff to cover all these areas.
The Section is located under the Head of Engineering and Transport within the Environment Directorate.

Section 2: Overall Summary of Performance for 2015-16 Financial Year

Work in supporting the on- going SIP programme through delivery of these important developments by ensuring pupils can attend the schools safely taking into consideration traffic movements, generation and ensuring sufficient areas are available to provide drop off and pick up points and bus provision. These highway improvements align with the aims contained within the Better Schools, Brighter Prospect agenda.

Continues to deliver safe highway infrastructure for large and small developments bringing economic benefit to the Authority - contained within the Prosperity for All agenda.

Continues to meet its 100% water course consenting determinations target to ensure any changes to a water course does not result in flooding of third party properties.

There was a reduction in the number of returns on planning applications within the 21 days statutory period due to increasing workload.

The section had an underspend of £2,172 during the year 2015/16.

Sickness levels were above the Councils average due to long term sickness of a member of staff, making the FTE days lost equating to 19.2 per FTE. This figure seems high but there are only 6 FTE in the section which will cause the figure to be higher than that where a section has more staff.

100% of staff underwent their performance appraisal.

There were no customer complaints or compliments made during the year.

**Section 3:
Service Priorities 2016-17**

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
1: Highway Referred Planning Application	Staff have been given a priority list of statutory functions where this is the top function to be undertaken within 21 days.	D Adlam	Review is undertaken at the end of each financial year	Alterations have been made in the way replies are made to the planning section, which should speed up the process and improve returns within the 21 days statutory period
2: Drainage Referred Planning Application	Staff have been given a priority list of statutory functions where this is the second function to be undertaken within 21 days.	D Adlam	Review is undertaken at the end of each financial year	Alterations have been made in the way replies are made to the planning section, which should speed up the process and improve returns within the 21 days statutory period
3: Water Course Consents	Staff have been given a priority list of statutory functions where this is the third most important function which has to be completed within 8 weeks.	D Adlam	Review is undertaken at the end of each financial year	This will remain as at present a 100% of applications are dealt with within the 8 week statutory period.
4: Heavy Goods Vehicles Operators Licence	Staff have been given a priority list of statutory functions where this is the third function to be undertaken within 21 days	D Adlam	Review is undertaken at the end of each financial year	A 100% return is being achieved within the 21 day statutory period.

<p>5: Pre – application comments (PAC) for major developments.</p>	<p>This is a new function through changes in the planning legislation which gives the Highway Authority as a statutory consultee 28 days to reply to the submitted notice issued directly by a developer for their proposed major development.</p>	<p>D Adlam</p>	<p>Review will be undertaken at the end of each financial year</p>	<p>This is a new function so no data is yet available</p>
<p>6: Submit Statutory Consultee’s report regarding replies to planning section on Highway comments.</p>	<p>This is a new function introduced by the Welsh Government. They require the Highway Authority as statutory consultee to submit a report on the type and number of replies given to referred planning applications.</p>	<p>D Adlam</p>	<p>A report will be submitted to the Welsh Government each year</p>	<p>This is a new function so no data is yet available</p>

**Section 4:
Service Performance Quadrant 2016-17**

The statutory requirements for the Highway Development Control Section to respond to its ever increasing workload with diminished staff resources are evidenced below. Through making continuous reviews of the way it under takes its duties is resulting in some improvements in the number of referred planning applications requiring land drainage consultations dealt with within the set statutory periods, but also demonstrates a failure to improve the referred highway applications. Although there was a significant increase in the number of water course consent required the determination rate of 100% was maintained. Two more measures have been added which will be reported on during the year, one which relates to HGV Operators Licencing which the Unit has 21 days to reply to the Traffic Commissioner and Pre Application Consultations (PAC) for Statutory Highway Consultees where the Unit has 28 days to reply with comments to the developer.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	Comparative Performance	2015-16 Qtr. 2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Service Measure 1: e.g. % Highway Referred Planning Application and replies within 21 days (Priority 1)	65% Rec. 339 Rep. 220	65% Rec. 344 Rep. 224	N/A	71% Rec. 169 Rep. 120	65% Rec. 171 Rep. 111
Service Measure 2: e.g. % Drainage Referred Planning Applications and replies within 21 days (Priority 2)	53% Rec. 194 Rep. 103	49% Rec. 186 Rep. 91	N/A	51% Rec. 90 Rep. 46	57% Rec. 104 Rep. 59
Service measure 3: e.g. % Water Course Consents and replies within 8 weeks (Priority 3)	100% Rec.126 Rep.126	100% Rec.57 Rep.57	N/A	100% Rec.27 Rep.27	100% Rec.29 Rep.29
Service measure 4: e.g. % HGV Operators Licence and replies within 21 days (Priority 4)	100%	100% Rec.28 Rep.28	N/A	100% Rec.5 Rep.5	100% Rec.6 Rep.6

Service measure 5: e.g. % of Major Development Pre Applications Consultations (PAC) and replies within 28 days (Priority 5)	0%	0%	N/A	0%	0% as this only commenced in August 2016
Corporate measure (CM01): a) Number of transactional services fully web enabled	None	None	N/A	N/A	N/A
b) Number of transactional services partially web enabled	None	None	N/A	N/A	N/A

**Section 5:
Financial Quadrant 2016-17:**

As at the end of March 2016, Highway Development Control came within its budget of £163,728.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 Qtr. 2 (projected to year end)
Corporate Measure (CM02): % revenue expenditure within budget Revenue Budget £163,728	1.3% underspend £1,812	1.6% underspend £2,172	0% over/underspend (this figure is not known until towards the end of the financial year) £0
Corporate Measure (CM03): Amount of FFP savings at risk	No FFP items	No FFP items	No FFP items

**Section 6:
Employee Quadrant 2016-17**

Sickness levels have increased this year over last year equating to 19.2 days being lost per FTE employee, being above the Council average, due to a member of staff having to under go an operation on their spine which required clearance from her consultant and OHU before they could start back to work. They are currently on a phased return to work programme. Staff have been advised accordingly of the sickness management procedures, and are looking to improve on their sickness record during 2016/17.

There were no unplanned employee departures during the last twelve months.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Corporate Measure (CM04): Average FTE (full time equivalent) working days lost due to sickness absence			
Service: Highway Development Control	17.8 days	7.4 days	19.2 days
Total Service FTE days lost in the period	116	48	115
Directorate: Environment	10.2 days	4.7 days	5.0 days
Council:	9.7 Days	2.2 days	2.4 days

	2015-16 Actual (Full Year)	2015-16 Qtr. 2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	New	New
Corporate Measure (CM05): % of staff who have received a performance appraisal during 2016-17 (Target 100%)	100%	0%	100%
Number of staff who have received a performance appraisal during 2016-17	6	6	6
Corporate Measure (CM06): Number of employees left due to unplanned departures	1	0	0

Section 7: Customer

Highway development Control has not had any complaints or compliments during the year (the same as the previous year). No customer surveys have been undertaken as the section undertake both statutory and regulatory duties.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Corporate Measure (CM07): Total number of complaints			
Internal	None	None	None
External (from the public)			
Corporate Measure (CM08): Total number of compliments			
Internal	None	None	None
External (members of the public)			
Corporate Measure (CM09): customer satisfaction measure/s	None	None	