

NEATH PORT TALBOT COUNCIL

Streetscene and Engineering Scrutiny Committee

22nd July 2020

Report of the Head of Engineering and Transport

David W. Griffiths

Matter for Information

Wards Affected: All

Engineering and Transport – Current Service Delivery and Recovery Planning.

Purpose of the Report

To provide an overview of current service provision across the Engineering and Transport Service and to outline how the service will look and function as the Council moves into the recovery phase.

Executive Summary

The Engineering and Transport Service comprises the following functions: Engineering Services; Road Safety and Business Performance; Integrated Transport Unit (including Fleet Services, Passenger Transport and Social Services Community Transport); Highway Development Control and Parking Services.

Because of the Coronavirus pandemic, the service has had to adapt to new ways of working and quickly learn new IT systems to be able to continue to provide a service and meet the challenges.

This report provides an overview of our current service provision and outlines how the service will function as the Council moves into the recovery phase.

Background

In March 2020, all Engineering and Transport staff were instructed to work from home. This decision was taken in accordance with Welsh Government legislation and guidance to restrict the spread of Coronavirus (“Covid-19”).

As a consequence of the required step change in the ways of working, the rapid provision of IT hardware to staff and the increased pressures on the service, both direct and indirect, as a result of the pandemic, a review of the service has been necessary to ensure functions are prioritised and the challenges met.

Current Service Delivery and Recovery Planning

The Engineering and Transport Service delivers several statutory and regulatory functions, namely Highway Development Control, Parking Services, Road Safety Education, Training and Publicity, Fleet MOT Centre, Engineering Inspections and Passenger Transport.

In order to meet the challenges moving forward an assessment has been made of how each of the service areas could look and function as the lockdown is gradually eased.

An 'E&T Recovery Plan' has been prepared and will be continually monitored and kept under review so that the service is able to respond to the pressures that emerge as a consequence of both the direct and indirect effects of Covid-19 and any subsequent legislation and Government decisions introduced to deal with the pandemic.

More specifically, based on the current restrictions and an assessment of current workloads and available resources, the E&T Recovery Plan has been developed to consider and outline:

- What functions can continue to be delivered as '*business as usual*'
- What functions will need to be delivered at a reduced level or in a slightly different way.
- What functions will need to be temporarily stopped; and
- What new if any additional functions will need to be provided.

The following sections provide a summary of the key points in respect of the current level of service provision across each of the functions. An overview and accompanying commentary of the current RAG status of all functions across the service is presented in Appendix 1 along with detailed service specific recovery actions in Appendix 2.

Highway Development Control

- ***Planning Applications*** – site visits are being undertaken on a risk assessed basis, and all observations for applications are dealt with wherever practicable, some delays on applications due to infrequent office attendance to pick up workload. Planning Committee has been

operating 'remote' meetings since 26th May 2020, and on a regular three-weekly cycle. All highway planning site visits started back week commencing 18th May 2020 whilst adhering to government guidelines in relation to COVID - 19.

- **Watercourse Consents** – while continuing to receive and register applications and complaints, only 'Priority 1' complaints (i.e. those that are considered significant or urgent) are currently being investigated through site visits. All applications are being dealt within their designated timescales both internally and externally. Delegated Powers is now being dealt with remotely via emails.
- **SAB (SuDs Approval Body)** - all applications for SABs are received and processed within the statutory timescales required, those which are unable to do so would be required to apply for an extension of time to be determined. This statutory function is relatively new to the Council and will continue to be updated based up on any changes to the legislation, policy and essential feedback from Welsh Government, WLGA and SAB steering groups. Site inspections started back on the 22nd May 2020, Risk Assessments for site visits have been completed and implemented. MS Teams used for most consultation calls between the SAB authority and applicants.
- **Land Drainage** - land drainage queries are ongoing and are time consuming when dealing with third parties and providing resolutions. Risk-based assessments are given to each query whereby priority is given to each individual case in respect of flooding nuisance on private land. Site inspections are ongoing subject to government guidelines being applied and risk assessments being place.
- **Highway Adoptions Agreements** – submission of technical details is ongoing and are still being formally submitted for approval by developers wishing to adopt highways. In this regard the drafting of the legal agreements are ongoing. Extension of time to new agreements are been agreed because of potential delays as a result of COVID – 19.

- **Operators Licencing (HGV)** – The section continue to provide responses as a consultee to VOSA regarding new Heavy goods licencing for trailers and vehicles and the statutory timescales are being met.
- **Highway Adoption s38 and s278** - Site visits were reinstated from week commencing the 22nd May 2020. Construction sites however are using the minimal number of operatives to continue construction which is likely to delay the adoption process. For Site inspections, risk assessments have been completed and are implemented when attending the sites.
- **Highway Enforcement/Planning** – As required through statutory duties our highway and planning enforcement officers continue to enforcement highways and drainage developments that have commenced on site without planning consent. Site visits and inspections are continuing in collaboration with the planning department.

Road Safety and Business Performance.

- **Schools programme** - the traditional delivery of our school's programme stalled in the initial days after lockdown. In order to keep engagement high, the Education Team created a series of interactive work sheets which have been forwarded to pupils via our media platforms and the education platform Hwb.

Moving forward, post September, the Education Team will be utilising HWB and delivering to pupils directly into the classroom via white board technology and interactive iPads; with our schools embracing this new way of working.

- **Pedestrian Training** - new online training resources to be run via HWB in September in line with the WG training syllabus for Kerbcraft.

Removal of the 2m distancing rule for younger pupils will see a return to hands on practical delivery sessions at the roadside in participating primary schools.

- **Cycle Training** – the launch of the cycle to work scheme has seen an influx of employees and their families applying for training and electric bike trial sessions.

For our younger trainees we've been running online infomercials on our media platforms, with our Cycle Instructor delivering in class awareness sessions via HWB from September.

Removal of the 2m distancing rule will see a swift return to practical on road training sessions across the County for both young children and adults alike.

- **Driver Training** – key worker training/assessments for both internal and external staff have continued throughout lockdown ensuring staff compliance with relevant legislation.

Road Safety trainers have also provided emergency familiarisation training for those staff who have been redeployed to critical services.

Licence testing has been on hold, recent Government announcements will see the recommencement from 3rd August, with our young driver training recommencing from 27th July.

- **Motorcycle Training** – pre-recorded safety information is being uploaded onto our media platforms for trainees.

On road assessment/training schemes have been on hold, recent Government announcements will see the recommencement from 3rd August.

- **Learner Travel assessments** - all learner travel assessments have continued during this period. Individual 'moving on up' travel information for all Year 6 pupils have been completed and uploaded onto HWB alongside individual school platforms ensuring both parent and pupils are familiar with their new routes for Secondary school.

- **Business Performance** – immediate changes to service delivery were made as staff were sent from the Office in terms of Directorate invoice payments and the incoming mail resulting in no disruption to this important function. Several of our Business Support and Resource

team staff are now currently redeployed to assist with our joint response in conjunction with the NHS on TTP. The remaining staff are predominantly office based with limited tasks being completed from home.

Parking Services.

- **Enforcement** – At the start of the pandemic a decision was made to stop all enforcement activity, since early July limited enforcement has been taking place in the form of issuing warning notices to vehicles that are contravening traffic orders. This will continue to take place until full enforcement starts at the beginning of August 2020.
- **Off-Street Car Parking** – At the start of the pandemic a decision was made to stop collecting car parking charges. Charges within Council owned car parks located in leisure/recreational areas, including but not restricted to; Aberavon seafront, Margam Park, the Gnoll, and Afan Forest Park will resume from the 1st August 2020. Charges within Council owned car parks located in the town centres of Neath, Port Talbot and Pontardawe will resume from the 1st September 2020.
- **Notice Processing** – The notice processing unit has been operating throughout the pandemic and officers are either working from home or where necessary and in line with social distancing measures have accessed the office to deliver the service.
- **Virtual Permits** – Officers have created most virtual permits for members and staff and will shortly begin work on agency staff and other permits.
- **Pay by Phone** – officers are currently investigating the introduction of this system thereby relieving the need for physical contact with the pay and display machines in the car parks.

Integrated Transport Unit (ITU)

- **Fleet Services** – due to the nature of the work, the service has continued to provide essential maintenance and breakdown cover throughout. Work was suspended for external partners until lockdown restrictions were lifted.
- **MOT Centre** – The centre has remained open for council vehicles and essential key workers. On July the 1st the MOT station reopened for the general public and taxi testing. This was undertaken in consultation with taxi licencing.
- **Community Transport Services** – has and continues to provide the logistical support for delivering food packages to those residents who are shielding or has no other means of collecting food. As the Social Services day centres gradually start to re-open the CST staff will return to their substantive duties.
- **Passenger Transport** – As bus services start to increase officers have been ensuring the correct level of financial support is provided to the bus operators. At Neath Victoria Gardens temporary drop off points have been introduced to ensure social distancing is maintained when passengers are boarding and alighting vehicles. All bus stations have safe traveling and social distancing messages displayed. Port Talbot is yet to reopen but has had appropriate systems in place to assist with social distancing.
- **Home to School Transport** – has been working to ensure transport was in place for when the schools reopened on the 29th June. This involved a great amount of work for the team as the number of pupils traveling on vehicles was dependent on the seating capacity of the bus. This was also compounded with pupils only attending school on certain days.

The team is currently preparing for September when schools are to reopen fully. Further guidance on transport pupils will be forthcoming.

Engineering Services

- **Bridge and Structures** - Routine maintenance and inspection to all highway network structures, landslides, disused coal and quarry tips, dams and reservoirs are being undertaken on a risk assessed basis.

Emergency work was carried out to demolish Blaengwrach Bridge after the partial collapse to the central pier. Design and fabrication work ongoing to install and a new footbridge.

Site construction works are ongoing after an initial break by the contractors during the first three weeks of the lockdown whilst adhering to government guidelines in relation to COVID - 19.

- **Highway Design** - Project management, design, procurement and supervision of construction Highway improvement schemes on NPT's Capital programme, resident parking Bays, Individual Disabled Parking Bays, on street Parking Bays and Traffic calming schemes have continued and are being undertaken on a risk assessed basis with staff predominantly working from home.

Site construction works are ongoing after an initial break by the contractors during the first three weeks of the lockdown whilst adhering to government guidelines in relation to COVID - 19.

- **Programme and Commissioning** - Project management, design, procurement and supervision of construction for grant funded schemes continued and are being undertaken on a risk assessed basis.

Preparation of grant applications and business justification, including liaison with key funders through the process are being undertaken.

Site construction works are ongoing after an initial break by the contractors during the first three weeks of the lockdown whilst adhering to government guidelines in relation to COVID - 19.

Management of NPT's approved list of Contractors. This service has continued.

Management of the Staff Time Recharge System (PASTA) for the Environment directorate has also continued.

Processing of Financial invoices and banking for the Environment directorate. This service has continued in conjunction with changes to the ICT system and with the support of the directorate performance business unit.

Management of banner advertisements remained available for booking purposes, however as expected there were no applications received during the lockdown. It is anticipated that as Town Centres re-open the service will resume over time.

Moving Forward

The Construction and Transport Sectors (both small and large) is widely considered to be a fundamental part of the drive towards economic recovery at the national, regional and local level.

Moving forward the Transport Sector, particularly the Bus industry are likely to be severely affected by social distancing requirements that impact on the capacity of vehicles to carry passengers. It is noted from a recent regional survey of users that 73% of those surveyed had no alternative means of travel for essential work and services. Welsh Government have provided emergency funding to the industry during the lockdown period and are currently considering the future funding mechanisms to maintain an on-going Emergency Bus Funding scheme in the short term. In the longer term post pandemic the bus network could look very different and Welsh Government, Transport for Wales in conjunction with Local Authorities are reviewing the design of the bus network at National, Regional and Local Level. This will be a critical piece of work that officers will be engaged with to ensure local services to communities are maintained across the county.

Detailed feasibility and business cases for investment in the METRO project continues with 19 rail priorities and 3 bus work streams commissioned by the SW Local Authorities through Transport for Wales in conjunction with Welsh Government the City Region Transport Forum.

In the Construction Sector we are following the spirit of PPN02/20 by ensuring prompt payment to our contractors to maintain cash flow through this difficult time. Essential Civil Engineering works have continued throughout the period and we continue to work with our Contractors to provide support with regards to the effects of social distancing on productivity. Advance payments will be considered to secure supplies if required.

We are experiencing tendering delays and reduced productivity owing to continued social distancing. Schemes tendered during this period will also incur premiums as Contractors try to develop suitable method statements capable of managing COVID 19 and supply shortages that are likely to lead to inflation.

In this regard we recognise the importance of planning for recovery from the impacts of COVID-19; however, it is important that all stakeholders / funders need to be realistic that this year's workload is going to be significantly disrupted. As a division it is difficult to predict all of our workload until Central and Welsh Government are able to finalise this year's budgets and manage any ongoing constraints that may be placed upon us.

Our Engineering section are in the process of developing schemes for our forward workload; however, members should be mindful that schemes will still have to follow a prescribed development and procurement process.

Our current capital plan is available on the Councils website at:

https://www.npt.gov.uk/media/13139/capital_strategy_and_capital_programme_202021_to_202223.pdf?v=20200306145039

Our Project Framework Managers continue to liaise with the incumbent Civil Engineering Contractors and Term Maintenance Contractors to provide greater detail with regards to the Highways and Maintenance, Streetscene, Active Travel and Highways refurbishment allocations when the programme of works are finalised.

On a more general note, it has been cited that the pandemic has exposed general shortfalls in the availability of qualified, experienced staff throughout the Engineering and Transport profession. Moving forward therefore it will be important for Local Authorities and the profession at large to consider what options are available (e.g. access to Apprenticeship Schemes) in order to attract people into the profession to train and develop the skills required.

Financial Impacts

No implications.

Integrated Impact Assessment

There is no requirement to undertake an Integrated Impact Assessment as this report is for information purposes.

Valleys Communities Impacts

No implications.

Workforce Impacts

No implications.

Legal Impacts

No implications.

Risk Management Impacts

No implications.

Consultation

There is no requirement for external consultation on this item.

Recommendations

To provide an overview of current service provision across the Engineering and Transport service and to outline how the service will look and function as the Council moves into the recovery phase.

Reasons for Proposed Decision

Not applicable.

Implementation of Decision

Not applicable.

Appendices

Appendix 1 – Engineering and Transport: Overview of Functions (RAG Status – Current).

Appendix 2 - Engineering and Transport: Recovery Action Plans.

List of Background Papers

None.

Officer Contact

David W. Griffiths – Head of Engineering and Transport
Tel: 01639 686340 or e-mail: d.w.griffiths@npt.gov.uk

Appendix 1

ENGINEERING AND TRANSPORT: OVERVIEW OF SERVICE AREA FUNCTIONS INC. RAG STATUS

GREEN	Service continues to be delivered - Business as Usual
AMBER	Service is being delivered at a reduced level and/or with diverse output
RED	Service currently not being delivered – suspended/postponed

Highway Development Control - Accountable Manager: Justin Griffiths (Acting up) 01639 686397 j.griffiths4@npt.gov.uk			
<u>A-Z Service Area</u>	<u>Service Area Commentary</u>	<u>Service Delivery Rag Status</u>	<u>Mitigation Measures</u>
Adoption of roads	Ongoing		
Highway enforcement/planning	Ongoing		
Highway planning applications	Ongoing		
Highways Section 38, 278 Agreements	Ongoing		
Land drainage enforcement	Ongoing		
Sustainable Urban Drainage/SAB approval body	Ongoing		
Watercourse consenting & enforcement	Ongoing		
Heavy goods operating centres licencing	Ongoing		

Road Safety and Business Performance - Accountable Manager: Joy Smith 01639 686581 j.smith@npt.gov.uk			
<u>A-Z Service Area</u>	<u>Service Area Commentary</u>	<u>Service Delivery Rag Status</u>	<u>Mitigation Measures</u>
Cycle training	Online engagement being carried out – recently launched ‘Cycle to Work scheme’ with training being provided		

Driving at work	Ongoing		
Driver Licence checking	Ongoing		
Driver training	Ongoing for key workers – recommencing for all from 27 th July/3 rd August depending on training type.		
Learner Travel assessments	Ongoing		
Motorcycle training	Online engagement taking place – on road assessment/training recommencing for all from 3 rd August.		
Road safety	Ongoing		
Road safety: Primary, Secondary, College education	Online engagement taking place – alternative training methods in place		
Road Safety strategy	Ongoing		
Safe routes to communities	Ongoing		
School crossing patrols	SCP Officers back on site, some with amended hours to cover varying school opening/closing times		
Speeding concerns	Ongoing		
Walking – pedestrian training	Online engagement taking place – alternative training methods in place		

Parking Services - Accountable Manager: Steve Cook 01639 763968 s.cook@npt.gov.uk			
A-Z Service Area	Service Area Commentary	Service Delivery Rag Status	Mitigation Measures
Off-street Car Parks	Car parks open (tariffs suspended)		
Parking appeals	Service continuing		
Parking enforcement	Limited enforcement		

Parking Permits	In the process of new virtual system being implemented		
Cash Collections	Suspended		

Integrated Transport Unit - Accountable Manager: Peter Jackson 01639 68686091 p.jackson@npt.gov.uk			
A-Z Service Area	Service Area Commentary	Service Delivery Rag Status	Mitigation Measures
Additional learning needs transport	Limited transport operating to schools which re opened on the 29 th June.		
Community transport	Operating limited services to members of their schemes		
Concessionary fares reimbursements	Concessionary fare reimbursements being paid as per WG guidance		
Fleet services	Operating, new measures in place to ensure social distancing		
Hire vehicles	Ongoing, restricted deliveries from suppliers		
Local bus network	Restricted services Bus operators are looking to reintroduce more services from 27 th July when face covering become mandatory on public transport		
MOT Centre	MOT in house Fleet and Key Workers are available via booking system		
Social Services transport	Services are starting to reopen complex needs centres. Transport will be provided in line with service requirements.		

Subsidised bus services	Limited service running, discussions ongoing with operators		
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Engineering and Project Management - Accountable Manager: Hasan Hasan 01639 6866463 h.hasan@npt.gov.uk			
A-Z Service Area	Service Area Commentary	Service Delivery Rag Status	Mitigation Measures
Abnormal load movements	Ongoing		
Banner advertising	Ongoing but no applications were received		
Bridges and structures	Ongoing		
Contractor lists	Ongoing		
Highway design	Ongoing but require powerful laptop		
Regional Transport Plan	Ongoing		
Town Square bookings	Ongoing		
Traffic Orders	Ongoing		

Appendix 2

Covid-19 Recovery Action Plans

As part of the Covid-19 recovery process, each service is required to maintain an action plan, and these are then to be collated by the Head of Service for review, to feed back to the main Recovery Co-ordinating Group meetings.

To aid this review, it is recommended that each action is given a Priority rating (see below):

E	=	Essential
I	=	Important
D	=	Desirable

Priority ratings will assist in focussing the efforts of all partners involved in the recovery process and will enable the Recovery Co-ordinating Group meetings to focus on the Essential and Important actions if time is limited.

The Status / Progress column is colour coded (Red / Amber / Green) to highlight how each action is progressing. This will enable the Recovery Co-ordinating Group meetings to focus on the Red and Amber actions if time is limited.

HIGHWAY DEVELOPMENT CONTROL

Service area:	Highway Development Control and SABs
Date your service area plan was created:	19/05/2020 (updated 07/07/2020)

Action	By Whom	By When	Status / Progress <i>(including date)</i>	Priority Rating
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<p>If you have a business continuity plan, activate it as this will help guide your services recovery.</p> <p>If you do not have a business continuity plan, consider developing one along with a business impact assessment to assist with your services recovery. Templates are available on the Intranet here.</p>			<i>(insert text & code box Red, Amber or Green)</i>	<i>(label actions E, I or D.)</i>
SERVICE FUNCTIONS				
Land Drainage Enforcement	HDC Teams	Ongoing		<i>D</i>
Highways Adoptions Agreements	HDC Teams	Ongoing		<i>I</i>
Heavy goods operating centres licencing.	HDC Teams	Ongoing		<i>I</i>
Highway Enforcement/Planning.	HDC Teams	Ongoing		<i>I</i>
Highway Planning Applications	HDC Teams	Ongoing		<i>I</i>
Highways Adoption s38 and s278 agreements	HDC Teams	Ongoing		<i>I</i>
SABs Application Approval, Adoption Agreements, Inspections and Enforcement	HDC Teams	Ongoing		<i>I</i>
Watercourse Consenting and Enforcement	HDC Teams	Ongoing		<i>I</i>
Land Drainage Enforcement				
HIGH Workload pressures and resources – due to SABs ever increasing workload it has become essential that Land Drainage Enforcement (Permissible Powers) needs to be relocated to SRC based upon the fact that they deal with Land Drainage and we deal with LD enforcement which is one of the tasks within the same duty.	HDC Manager/HoS, Director and SRC	TBC		<i>I</i>
Undertake site visits whilst working from home – require access to files and documents - Staff ROTA provided for office attendance. ROTA Not yet implemented awaiting reduced lockdown requirements by WG/NPTCBC	HDC Manager	ROTA Agreed in Team Meeting on 21/05/2020		<i>I</i>
Undertake a review of the onsite risk assessment and use of pool cars	HDC Manager & H&S	Completed to date.		<i>I</i>

Provide appropriate PPE whilst on site	HDC Teams	ongoing		E
Highways Adoptions Agreements				
Due to COVID and the fact that construction site were closed temporarily and that some are open with minimal contractors, it is likely that developments will exceed the designated time frame for completion with agreements. Therefore, flexibility has to be granted to allow additional timescales to be amended	HDC Manager and Teams	Ongoing		I
Site inspection have been ongoing on development that have already paid for inspection and are/were still in operation – we are drafting up new legal agreements and attending site in compliance with RA	HDC Team/HDC Manager	Site inspection Ongoing for new development 22/05/2020		I
Undertake site visits whilst working from home – require access to files and documents - Staff ROTA provided for office attendance. ROTA Not yet implemented awaiting reduced lockdown requirements by WG/NPTCBC	HDC Manager and Staff	ROTA Agreed in Team Meeting on 21/05/2020		I
Pool car usage – RA provided	HDC staff	22/05/2020		D
Heavy goods operating centres licencing.				I
Provide consultation to VOSA on new HGV licencing	HDC Team	Service still ongoing		I
Meeting statutory timescales in respect of response.	HDC Team	Service still ongoing		I
Highway Enforcement/Planning.				I
To assist Planning on highway enforcement matters that may breach decision notices, are unlawful or	Planning and HDC	Service still ongoing		I

engineering works undertaken on the highway without consent.		subject to the implementation of Government social distancing		
Highway planning appeals for developments refused on highway and pedestrian safety grounds	HDC Teams	Service still ongoing		
Undertake site visits whilst working from home – require access to files and documents - Staff ROTA provided for office attendance. ROTA Not yet implemented awaiting reduced lockdown requirements by WG/NPTCBC	HDC Manager	ROTA Agreed in Team Meeting on 21/05/2020		<i>I</i>
Pool car usage – RA provided to Teams	HDC Staff	22/05/2020		<i>D</i>
Highway Planning Applications				
Statutory times scales and service delivery. Huge effort from HDC Teams to try and turn around applications within designated times scales, however, statistically there seems to be more application which engineers are requesting an extension of time due to workload pressures on other duties such as Land Drainage enforcement and working from home whereby we do not have immediate access to planning files, printers, etc.	HDC Manager	TBC		<i>i</i>
Attend site planning visits and assessments on highway for planning applications. Respond to planning with observations within statutory timescales	HDC Teams	Service still ongoing – start sites visits w/c 18/05/2020		<i>I</i>
Staff ROTA provided for office attendance. ROTA Not yet implemented awaiting reduced lockdown requirements by WG/NPTCBC	HDC Manager	ROTA Agreed in Team Meeting on 21/05/2020		<i>i</i>

Pool car usage – RA provided to Teams	HDC Staff	22/05/2020		<i>D</i>
Highways Adoption s38 and s278 agreements	HDC Teams	Service still ongoing		<i>I</i>
Due to COVID and the fact that construction site we're closed temporarily and that some are open with minimal contractors, it is likely that developments will exceed the designated time frame for completion with agreements. Therefore, flexibility must be granted to allow additional timescales to be amended	HDC Manager and Teams	Ongoing		<i>E</i>
Attend site planning visits and assessments on highway for planning applications. Respond to planning with observations within statutory timescales	HDC Teams	Service still ongoing – start sites visits w/c 18/05/2020		<i>I</i>
SABs Application				
Approval – as a result of COVID and reduced manpower on site – developers seem to focus on acquiring consents therefore workload has increased. Dealing with prelims, applications and discharge of conditions applications. To date service delivery has been met however working ethics has changed due to COVID for example working from home. We need to ensure good IT access to undertake this task efficiently.	HDC Teams	Service increased and still ongoing		<i>E</i>
Adoption Agreements – no adoption agreement has been concluded by NPTCBC at this moment in time, however a draft agreement has been concluded	HDC & Legal	Ongoing		<i>E</i>
SAB commuted sums – this has the potential to make development viable or not – discussion is ongoing in respect of commuted sums highway suds components - WG and sub-taskforce team are seeking to provide an all Wales commuted sum SOR.	HDC Manager/Senior Officers and WG	Ongoing		<i>E</i>

SAB Inspections – general inspections are ongoing, however further training may be required to approve bespoke SuDs components when inspecting. This has been temporarily stalled because of COVID.	HDC Manager	Ongoing		E
Site inspection - Pool car usage – RA provided to Teams.	HDC Teams	22/05/2020		D
Enforcement – HDC teams have been on courses and WG have provided all enforcement options such as temporary stop notice, stop notice, breach of condition notice etc. This has been scrutinised by NPTCBC legal team	HDC Manager, Teams and Legal	Ongoing		E
SAB Scrutiny/Delegated Panel – No meeting has taken place to date. HDC manager need to draft SAB protocol (mimic Planning) and provide signing sheet.	HoS/HDC Manager/Team Leaders	TBC		I
SAB Enforcement and Appeals – update iDox package and module to use	HDC teams	TBC		E
SAB iDox system adding SAB inspections module	HDC teams	TBC		E
Watercourse Consenting and Enforcement	HDC Teams	Service still ongoing		E
External developments and organisations (for example NRW) still applying for watercourse course approval	HDC Teams	Service still ongoing		I
Internal sections (Bridges & Structures, and Drainage SRC)	HDC Teams	Service still ongoing		I
Site inspection - Pool car usage – RA provided to Teams.	HDC Teams	22/05/2020		D
GENERAL SERVICE FUNCTIONS				
Staff (predominantly admin staff) require access to plotter on first floor to print off plans of various sizes in respect of planning applications/SAB applications/Highway Adoptions - essential for filing and required for service delivery - <i>Facilities management and H&S to provide</i>	H&S and Facilities	TBC by H&S and facilities		I

<i>adequate provisions to enable staff to use the plotter safely</i>				
The use of printers within E&T floor – coming into contact with other members of staff whilst using the printers – this is used more frequently than plotters - <i>Facilities management and H&S to provide adequate provisions to enable staff to use the printers safely</i>	H&S and Facilities	TBC by H&S and facilities		E
Wireless keyboards and mouse for removal after every shift before cleansing has bene done	HDC Manager	TBC		/
Working from home equipment (chairs, monitors, carrying trollies for work files etc)	HoS/IT/ STAFF	To be agreed by HoS		/
Continuous access to PPE - as necessary – ongoing.	HDC Teams	When required		/
Hand gel and wipes for car/site use and office - as necessary – ongoing.	HDC Teams	Last had on 22/05/202 - and ongoing		/
IT applications such as FOXIT to allow staff to measure plans on screen – which shall assist with working from home.	HDC Teams	Immediate effect.		/

ROAD SAFETY

Covid-19 Recovery Action Plan

Service area:	Road Safety Team
Date your service area plan was created:	19 th May 2020 Updated 8 th July 2020

Action	By Whom	By When	Status / Progress <i>(including date)</i>	Priority Rating
SERVICE FUNCTION				
Cycle Training	RS Team			E
Driving @ Work	RS Manager			E
Driver Licence Check	RS Team			I
Driver Training	RS Team			E
Learner Travel Assessment	RS Team			E
Motorcycle Training	RS Team			E
Road Safety	RS Manager			E
Road Safety - Primary, Secondary, College	RS Team			I
Road Safety Strategy	RS Manager			E
Safe Routes to Communities	RS Team			E
School Crossing Patrol Service	RS Manager			I
Speeding concerns	RS Team			I
Walking – pedestrian training	RS Team			E
Road Safety				

<p>If you have a business continuity plan, activate it as this will help guide your services recovery.</p> <p>If you do not have a business continuity plan, consider developing one along with a business impact assessment to assist with your services recovery. Templates are available on the Intranet here.</p>	Road Safety Manager	June 2020		E
Consider resilience within Road Safety team for potential ill health / isolation / sickness.	Road Safety Manager	Complete		E
<p>Specialist advice and knowledge is provided on request. Officers are able to interact with other departments, colleagues, Councillors as well as external contractors through use of teams and skype.</p> <p>Collaboration with others has not been interrupted by COVID 19.</p>	Road Safety Team	Complete		E
Provision of laptops to enable agile working and to facilitate and maintain communication within the Road Safety Team and with service users.	Road Safety Manager	Complete		E
Provision of soft call systems to ensure that verbal communication can be reinstated between local members, communities, trainers and all service users.	Road Safety Manager	Request submitted to IT – part complete		E
Regular meetings are held via Microsoft Teams to enable collaborative working, and encourage cohesion within the team	Road Safety Manager/ Team	Complete		E
Identify IT equipment required to support new delivery style across the Team	Road Safety Manager	Complete		E
Road Safety Strategy				
Working closely with Welsh Government on production of their Strategy due 2020 – ensure NPT embraces emerging statutory requirements in delivery and direction	Road Safety Manager	Ongoing		E

Driving @ Work				
Liaison with Insurance Dept and Fleet to ensure Driving at Work Policy compliance, including some relaxation where appropriate to enable emergency service delivery.	Road Safety Manager	Ongoing		E
Driver Licence Checks				
In support of the Driving @ Work Policy	Driver Trainer	Ongoing		I
School Crossing Patrol Service				
<p>School Crossing Patrol Service – this has been suspended due to COVID 19.</p> <p>Liaison with Health and Safety the Education Dept. as well as guidance from Road Safety GB offering sound specialist advice has ensured that the service resumed in line with school reopening.</p> <p>Risk Assessments have been reviewed and circulated to each patrol alongside recommended PPE – working hours have also been amended to cover site specific needs.</p>	Road Safety Manager/ Senior Road Safety Officer/ Health and Safety / Education Dept	Schools reopened – Patrols on site		I
Driver Training – Income Generation				
<p>Strict limit in service users receiving direct driver training at any one time to ensure social distancing measures are adhered to.</p> <p>Working with Health & Safety to ensure that controls are in place to carry out training under a changed working environment considering PPE.</p> <p>Risk Assessment in place</p>	Driver Trainer	Complete		E

Reduction in numbers attending professional driver training CPC to ensure social distancing is adhered to. Risk Assessment in place	Driver Trainer	Complete		E
Delivery of grant funded Pass Plus Cymru to newly qualified drivers – new syllabus being developed, delivery to recommence from 27 th July.	Driver Trainer	Full delivery from 27 th July.		E
Creation of virtual delivery of Driver CPC to maximise attendees and reach a wider audience outside of the locality enabling an expansion of training whilst eliminating the risk of face to face interaction for the duration of the session (7 hours)	Driver Trainer / RTITB	In progress		E
Motorcycle Training – Grant Funded				
Development of pre-recorded safety / classroom session to be sent to service users receiving Motorcycle Training. This will eliminate the need for face to face contact in the classroom environment which will prevent any reduction in riders participating in the scheme.	Senior Road Safety Officer / Motorcycle Trainers / Welsh Government	Planning stage for classroom element		E
On road practical element of motorcycle training can take place with use of intercoms (cleaning procedures) and the ratio of one trainer to two riders who socially distance when having debrief. Risk Assessment to be reviewed	Senior Road Safety Officer / Motorcycle Trainers / Team / Welsh Government	On road delivery from 3 rd August		E
Primary, Secondary and College Education				
Creation of online education material and information designed to be utilised by parents whilst home-schooling children.	School Education Team	Complete		I

The creation of online tutorials to be used in school settings when reopened to reduce or eliminate need for face to face interactions whilst Social distancing is in place.	School Education Team / Education	Complete		I
Media Platform engagement	School Education Team	Ongoing		I
Walking and Cycle Training (Young People) – Grant Funded				
<p>Development / lesson planning of practical pedestrian and cycle training for all school aged pupils is in place.</p> <p>Remote training to individual classrooms to recommence in September via white board.</p> <p>Practical walking and cycle training will be essential to ensure that we encourage active travel the walking and cycling regime set out by Government.</p> <p>Pupils are likely to have had limited independent travel experience since COVID 19 resulting in a lack of confidence and may be at higher risk without training.</p> <p>Risk Assessment reviewed</p>	School Education Team	In progress/ government guidelines		E
Cycle Training (Adults) – Grant Funded				
Development / route planning of practical adult cycle training ensuring that social distancing is adhered to by training in small numbers.	School Education Team / Social services	Complete		E
Learner Travel Assessments				

Assessment of Walking Routes for school aged pupils and collaboration with School Transport Team.	Learner Travel Officer	Complete		E
Dissemination of approved walking routes to parents and pupils via schools HWB.	Learner Travel Officer	Complete		E
Development of online transitional material via HWB to support pupils moving to secondary school.	School Education Team	Complete		E
Safe Routes to Communities – Income Generation				
Development and delivery of grant funded Safe Routes in Communities scheme	Road Safety Manager/ Senior Road Safety Officer	Ongoing		E
Speeding Concerns				
Support to local member/communities in relation to speeding concerns liaising with Go Safe and Network Management	Road Safety Manager	Ongoing		I

Parking Services Covid-19 Recovery Action Plan

Service area:	Parking Services
Date your service area plan was created:	May 20 th 2020

Action	By Whom	By When	Status / Progress <i>(including date)</i>	Priority Rating
SERVICE FUNCTION				
Car Parks				D
Cash Collection				D
Notice Processing				E
Parking Enforcement				D
CAR PARKS				
Explore options for introducing pay by phone into car parks to avoid the need for people having to touch the machines	IR	May 29 th 2020		D
Close multi storey car parks to ensure social distancing if possible (staff to park in surface car parks)	DWG	When lockdown is lifted		D
Install hand sanitising stations in car parks (costed at £10,000 reduced to £5000 if action above is taken by DG)	SC	Before lockdown is lifted		D
Reintroduce Car Park Charges by switching IPS Machines back to accepting Payment	SC	When lockdown is lifted		I
Reintroduce Car Park Charges by putting Metric Machines back into action	SC	When lockdown is lifted		I

IPS engineer to visit to fix faulty pay and display machines (log faults through iproc as soon as possible)	IR	Not possible until lockdown eases as the engineers are not travelling to site		I
Season Permits are extended by the amount of time lockdown lasts	Parking Assistants	At end of lockdown		I
CASH COLLECTION				
Prepare for cash collection from Pay & Display Machines by installing screens into parking services vans to enable two people	SC	Before cash collections start		E
Cash collection from pay and display machines	SC	One week after the reintroduction of car park charges		E
Social distancing measures and PPE for cash count in The Quays by parking staff	SC	Before cash collections start		E
Reintroduce cash collection from The Quays by Security +	IR	Date of first cash collection from pay & display machines		E
NOTICE PROCESSING				
Get main parking phone line 01639 763939 transferred to home phones	SC	As soon as possible		D
Notice processing continues up to TE3 by working from home with occasional visits to the office for scanning	Parking Assistants	May 2020		E
Challenges and representations are answered by working from home	Parking Assistants	May 2020		I
FOAM evidence is uploaded and approved to TPT when an appeal is received by Traffic Penalty Tribunal	IR	Within 28 days of appeal		E
Parking permits are continued to be issued for people who want them	Parking Assistants	May 2020		I
Payments can still be taken by Payenet without the need for staff to be in the office	IR	May 2020		E

New office Rota needed to facilitate a return to the office while ensuring social distancing in line with the need to empty pay and display machines when parking charges restart	IR	Before parking charges are reintroduced		E
Start applying for Warrants of Control	IR	When advised by the BPA		i
The ability to process checks received in the post while there is no internal mail by giving them to Margaret Sowden every Wednesday who will send them directly to the bank	IR	Within 6 months of receipt		l
PARKING ENFORCEMENT				
Devise new working rota so that enforcement officers travel as little as possible and only have to come to The Quays occasionally	IR	Before end of lockdown		l
Start enforcing higher level contraventions on the highway	Enforcement Officers	When lockdown eases in line with BPA and Welsh Government advice		l
Reintroduce CCTV van to ensure main bus routes are not being restricted by parked vehicles	IR	When lockdown eases in line with Welsh Government advice		l
Start enforcing lower level contraventions on the highway except resident parking and limited waiting (issue warnings in resident bays) and off street disabled bays	Enforcement Officers	When lockdown eases in line with Welsh Government advice		D
Return to full enforcement of all parking restrictions	Enforcement Officers	When lockdown eases in line with Welsh Government advice		D

FLEET SERVICES, PASSENGER TRANSPORT AND HOME TO SCHOOL TRANSPORT Covid-19 Recovery Action Plan

Service area:	ITU-Passenger Transport
Date your service area plan was created:	27 th May 2020 Updated 8.07.2020

Action	By Whom	By When	Status / Progress <i>(including date)</i>	Priority Rating
Community Transport				<i>E</i>
Concessionary Fare Claims and Reimbursements				<i>E</i>
Local Bus Network				<i>E</i>
Social Services Transport				<i>I</i>
Shopmobility				<i>D</i>
Subsidised Local Bus Services				<i>E</i>
If you have a business continuity plan, activate it as this will help guide your services recovery. If you do not have a business continuity plan, consider developing one along with a business impact assessment to assist with your services recovery. Templates are available on the Intranet here .	ITU Team	Complete		
Consider resilience within All sections of the Integrated Transport Unit section. Consisting of Fleet Services Home to School Transport and Passenger Transport (see separate recovery plans for Fleet Services and H2S). Consideration of information sharing and cooperation / more integration within ITU sections. All sections have Home working kit and are will be enabled with the soft call system to	ITU Team	Complete		<i>E</i>

ensure verbal communication can be reinstated between the teams and public. Provision of electronic equipment (use of laptop and mobile phone) and soft call Meetings are held via Microsoft Teams to enable collaborative working, and to encourage cohesion within the team.				
Provision of electronic equipment to facilitate and maintain communication with other essential internal sections and external transport providers.	Passenger Transport	Complete		<i>E</i>
Community Transport				
Community Transport is continuing to provide a limited services for members. Organisations are preparing for the time when lockdown is eased. All vehicles will have a significantly reduced passenger capacity for carrying members as a result of social distancing.	Passenger Transport	Complete		<i>E</i>
Concessionary Fare Claims and Reimbursements				
Bus operators are being paid as normal for their concessionary fares following guidance set out by W.G. The section is claiming the reimbursement which is paid to operators from W.G in the usual way.	Passenger Transport	Complete		<i>E</i>
Local Bus Network				
Local Bus Network is still affected. However First Cymru and SWT Neath are starting to increase bus services from the 1 st June. Discussions have taken place with local bus operators and plans are being drawn up to address social distancing at bus stations and Hubs. Port Talbot Bus Station will open with only four of the seven bays open. This will help with social distancing. Shutters will be closed	Passenger Transport	Ongoing		<i>E</i>

on remaining bays and alighting passengers signposted to not enter the station. Appropriate signage will be in place to encourage passengers to distance.

Port Talbot Hub will also be appropriately marked for social distancing.

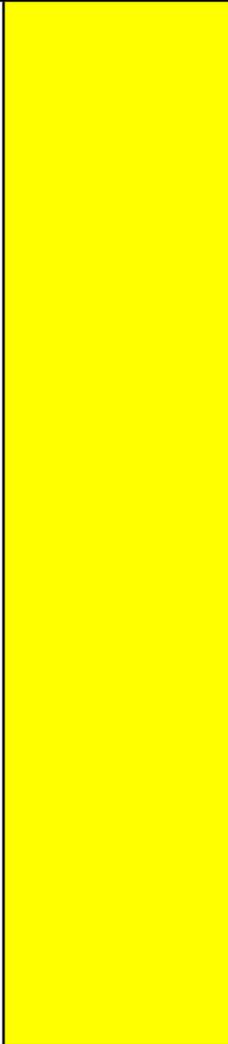
Seating at all bus stations will be appropriately marked for Social Distancing.

Because of the difficulty in ensuring social distancing at Neath Victoria Gardens there will only have four bus loading bays available for use by operators. To avoid conflict of passengers alighting and boarding at the same location two drop off points have been identified. One in Alfred St and another in St David's road.

It is also proposed that some bus service will move to Victoria Gardens (Library Road) and Station Sq to help with distancing of passengers.

Cymmer and Pontardawe have also been looked at and appropriate signage will be installed to assist in distancing.

Bus operators have also indicated that they may only carry seven or eight passengers on a forty seat vehicle, which may cause some issues at the bus stations.



Social Service Transport				
<p>Social Services Transport Currently the in house Social Service Transport has been suspended, the staff and vehicles are being utilised at the food distribution centre to deliver packages to those requiring them. The unit will reinstate services when requested by Social Services.</p> <p>Presently there is currently no Taxi provision for social service clients. Child provision to the school hubs is covered in the Home to School section.</p>	Passenger Transport	Ongoing		
Shpmobility				
<p>Shopmobility Currently service has been suspended. The provision of service will be reviewed when lockdown eases.</p>	Passenger Transport	Ongoing		<i>D</i>
Subsidised Local Bus Services				
<p>Subsidised Local Bus Services All local bus services have operated on a reduced schedule.</p>	Passenger Transport	Ongoing		<i>E</i>

Service area:	Fleet Services
Date your service area plan was created:	27 th May 2020 Updated 8 th July 2020

Action	By Whom	By When	Status / Progress (including date)	Priority Rating
Fleet Services	Fleet Manager/ Workshop Manager	On Going		E
Hire Vehicles				E
MOT Centre				E
If you have a business continuity plan, activate it as this will help guide your services recovery. If you do not have a business continuity plan, consider developing one along with a business impact assessment to assist with your services recovery. Templates are available on the Intranet here .	ITU	Completed		E
Look at workplace layout for Tregelles workshops, SRC Plant Workshops and Offices. Alteration of work times to shifts and break timings to enable social distancing measures can be adhered to and avoid shift cross over. Limit technicians in office when allocating jobs, a request has gone into IT to supply tablets to all Technicians and transfer inspection forms and job cards to an electronic format to include booking out of parts from the stores via bar coding, this will enable all staff to work remotely around the workshops. Relocating office staff to training porta cabin to achieve distancing within the office and	Fleet Manager	Completed		E

<p>provide Laptops for Office staff so they have the capacity to work from home.</p> <p>Officers to Communicate via IT systems such as skype/teams and limit amount of face to face meetings.</p>				
<p>Fleet Services</p>				
<p>Provision of electronic communication equipment to facilitate and maintain communication with all sections.</p> <p>Reduce external service provision to ensure essential vehicles are prioritised.</p> <p>Provide advice and guidance for all sections to enable safe and legal vehicles on the road.</p> <p>Maintain the Authorities fleet of Operator Licence vehicles by collaborating with section to ensure vehicles are presented for inspection on agreed dates and times.</p> <p>Specialist advice and knowledge is provided on request, and Officers are actively involved in various working groups across NPTCC (particularly targeted at managing the Fleet during the COVID-19 period).</p> <p>Add control measures for vehicle handovers and the use of onsite contractors. Update Risk Assessments and communicate with all staff and contractors.</p> <p>Develop additional Risk Assessment for workshop Technicians when aiding and assisting on specialist repairs as some</p>	<p>Fleet Manager</p>	<p>Completed</p>		<p>E</p>

<p>repairs require working within 2 metres, communicate with all staff and make available all required PPE</p> <p>Adopt cleaning stations for handover and completed vehicles.</p> <p>Restrict numbers within the fleet reception area and avoid people waiting for vehicles. (Drop offs only)</p> <p>Vehicle call out, breakdowns out of hours has continued to operate 24hrs 7 days a week. It is managed using wipe down procedures, social distancing measures and use of PPE</p> <p>All suppliers of spare parts and fuel are still operating however some on reduced capacity.</p> <p>Fuel and Adblue are supplied to all sections with no supply issues. Fuel Tags and Cards are supplied by the Fleet Office on request.</p> <p>Weekly skype meetings with NPS and other Local authorities and public sector organisations to ensure frameworks are functioning and any issues with suppliers</p> <p>Delivery and collection of vehicles if required is carried out using a shared minibus provided by CST to ensure distancing.</p> <p>Team briefings are still going ahead however numbers are reduced and conducted in a suitably spaced room or via teams format on IT.</p>				
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<p>Vehicle and services purchasing contracts are continuing via teams/skype meetings and emails with procurement and suppliers due to contract expiry dates approaching. Fleet Manager and Procurement are liaising with senior management regarding extensions and new contracts.</p> <p>Minor vehicle accident repairs are being done in house and any major repairs are contracted out however repair times could be increased due to restriction put in place by external contractors whilst social distancing is in place.</p>				
Hire Vehicles				
<p>Hire service available however restrictions on delivery. Pick up will be arranged with some suppliers. Emails to fleethires@npt.gov.uk and the office will pick up and process.</p>	Fleet Services	Ongoing		<i>E</i>
MOT Centre				
<p>Continue consultation with Department for Transport regarding adjustments in statutory regulations for such things as MOT cancelations and re appointments</p> <p>Taxi testing has been cancelled in consultation with the Licensing section to avoid contact with presenters and public also limited taxis on the road due to school closures. Additional procedures to be implemented when testing on taxis resumes</p> <p>MOT station is still operating with adequate number of testers. All fleet vehicles class 4,5 and 7 are being tested and the service is still available for key workers in need of an MOT test to ensure their vehicles are road worthy, this is via appointment only and vehicles are</p>	Fleet Manager Workshop Manager	Ongoing		<i>E</i>

to be dropped off and left to ensure no waiting around of presenters.				
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Service area:	Home to School and Additional Learning Transport
Date your service area plan was created:	28.05.20 updated 8 th July 2020

Action	By Whom	By When	Status / Progress (including date)	Priority Rating
Additional Learning Needs Transport	Home to School Transport Officers	On Going		E
If you have a business continuity plan, activate it as this will help guide your services recovery. If you do not have a business continuity plan, consider developing one along with a business impact assessment to assist with your services recovery. Templates are available on the Intranet here .	ITU	Completed		E
Consider resilience within Home to School Transport team for potential ill health / isolation / sickness. Consideration of information sharing and cooperation / more integration within ITU sections. Provision of electronic equipment (use of laptop and mobile phone) to facilitate and maintain communication within the ITU. Regular meetings are held via Microsoft Teams to enable collaborative working, and encourage cohesion within the team.	Home to school transport Officers	Complete		E
Provision of electronic equipment to facilitate and maintain communication	Home to School transport Officers.	Complete		E

with other essential internal sections and external contractors. Up to date contact information provided to relevant persons such as transport operators, schools and parents.				
Ensure efficient and accurate routing of transport to ensure vulnerable pupils continue to attend hubs ensuring their safety and wellbeing.	Home to School transport Officers.	Complete		<i>E</i>
Ensure efficient and accurate invoice payment to contractors to ensure a regular cash flow to contractors in order to sustain businesses for future school opening.	Home to School transport Officers.	Complete		<i>E</i>
Officers continue to undertake the annual process of home to school transport applications in preparation for September. The home to school transport database and online application process allows the whole service to be made on-line eliminating any need for face to face interactions.	Home to School transport Officers.	Ongoing		<i>E</i>
The task of estimating numbers of pupils that can travel on different capacity vehicles using the current government social distancing measures has been undertaken. The resulting numbers allowed to travel would be low. It is estimated that the current fleet profile would need to increase 4 or 5 fold in order to accommodate all pupils on their return to school.	Home to School transport Officers	Complete		<i>E</i>
Schools reopened on the 29 th June. Pupils traveling on H2S transport are limited dependant on the size of vehicle, owing to social distancing rules.	Home to School transport Officers.	Ongoing		<i>E</i>
Mediating closely with WG Transport Ministerial announcements alongside liaising closely with DELL for educational ministerial announcements. Once aware of further announcements and /or guidance, transport officers can respond	Home to School transport Officers.	Ongoing		<i>E</i>

to education officer decisions and determine appropriate transport provision.				
<p>All correspondence to parents, schools and operators can be done remotely via email, text or letters via the Gov.notify facility.</p> <p>The bus pass printing is undertaken at The Quays office. The printer is located near the main walkway. Therefore to manage social distances the bus pass printer could either be moved into a separate room or also bus passes could be printed overnight as necessary. The bus passes can be processed and sent to print remotely, printed overnight and collected from the printer at a suitably convenient time.</p>	Home to School transport Officers.	Ongoing		<i>E</i>
Additional Learning Needs Transport				
<p>The additional care and support required by many ALN pupils includes close supervision and personal care. These are additional challenges when transporting ALN pupils during the recovery period. Depending upon regulations at the time of travel requests, each child and their requirements will be assessed against each individual's needs.</p> <p>The fleet profile of ALN transport relies on smaller taxi, minibuses and wheelchair accessible vehicles. The layouts of which do not lend themselves well to current social distancing guidance on shared transport and pupils may need to be transported individually. If this is the case then there would be a pressure on the number of vehicles available to provide this provision.</p>	Home to School transport Officers.	Ongoing		<i>E</i>

ENGINEERING SERVICES Covid-19 Recovery Action Plan

Service area:	Engineering Services
Date your service area plan was created:	28 th May 2020

Action	By Whom	By When	Status / Progress <i>(including date)</i>	Priority Rating
SERVICE FUNCTION				
Abnormal load movements	Engineering			E
Banner advertising	Engineering			I
Bridges and structures	Engineering			E
Contractor lists	Engineering			I
Highway design	Engineering	June 2020		E
Regional Transport Plan	Engineering			E
Town Square bookings	Engineering			I
Traffic Orders	Engineering			E
Highway Design				
Work is ongoing but IT equipment required to enhance work performance. 16 Powerful laptops is required.	IT	June 2020		E

