

The Yorkshire Common Permit Scheme for Kirklees Council

‘Year 6’ Evaluation Report
July 2015 to June 2018



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1 Objectives of the Yorkshire Common Permit Scheme for Kirklees Council

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 Yorkshire Common Permit Scheme came into effect in Kirklees Council on 12 June 2012, and was revised in accordance with the 2015 Amendment Regulations. Under the Amendment Regulations, Kirklees Council made an Order that came into effect on 1 October 2015. This report is the 'Year 6' evaluation of the operation of the Permit Scheme in the Kirklees Council area. The time period covered by this report is 12 June 2015 to 11 June 2018. A number of the reports included are produced on a monthly or quarterly basis, and so in these instances the reporting period has been extended to include 2015 Q1 (April to June) to 2018 Q1 (April to June.) The additional data will have minimal impact on the results.

The objectives of the Permit Scheme for Kirklees Council are set out in a 'Supplementary Information' document on the council's website. The objectives in summary are:

Key Objective:

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

Parity Objective:

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

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.
- 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.
- To help improve public transport efficiencies.
- To reduce the disruption caused by street and road works and to improve journey time reliability.
- To encourage works promoters to develop innovative working practices to reduce the time and road space their works require so that the disruption they cause is reduced to a minimum.

2 Fee structure

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, and provide information regarding whether or not fee structure needs to be changed.

The permit fees for Kirklees Council and Department for Transport (DfT) maximum fee levels are set out in Table 1 below:

	Kirklees Council Permit Fee	Maximum allowable fee (DfT)
Provisional Advance Authorisation	£100	£105
Major works – over 10 days and all major works requiring a traffic regulation order.	£208	£240
Major works – 4 to 10 days	£130	£130
Major works – up to 3 days	£65	£65
Standard activity permit	£113	£130
Minor activity permit	£65	£65
Immediate activity permit	£60	£60

Permit regulations allow permit authorities to charge statutory undertakers a fee in respect of their street works for permits, applications for provisional advance authorisations (PAAs), and variations to a permit or to the conditions attached. Fees are not payable by an authority in respect of its own works for road purposes. The income from fees should not exceed the total allowable costs prescribed in the permit regulations. Allowable costs are limited to the proportion of direct costs and overheads attributable to operating the scheme for statutory undertakers, and the element of those costs that are over and above the cost of the authority's co-ordination duty under the New Roads and Street Works Act 1991 (NRASWA). The allowable costs of the complete scheme and its overall income have to be balanced, and this balance can be achieved over several years.

Kirklees Council has a time-recording system which allows officers to record time spend on various activities. The time-recording system has been used to identify the officer-time involved in dealing with statutory undertakers' permits (over and above the existing

co-ordination duty under NRASWA), and excluding time spent on non-permit streets or in dealing with permits for the authority's own works for road purposes. In addition to costs associated with dealing with an individual PAA or permit application, the allowable costs include general tasks not linked to individual applications that are necessary for the operation of a permit scheme, the costs of which need to be taken into account. These costs are incorporated into the allowable cost calculations by means of "additional operational factors". Since there is equal treatment for applications for both utility and highway activities (with one exception), additional operational factors have been allocated based upon the proportion of permits granted to utilities and for highway works during the evaluation period. The exception is with regard to the charging of fees for utility activities, where the cost is bourn wholly by utility permits.

The first full fee review for the Kirklees Council Permit Scheme covered the period from 12 June 2012 to 31 December 2013, and there was a surplus of 5.2% of permit fees over allowable costs. The second full fee review covered the period from 1 January to 31 December 2014, and there was a surplus of 1.1% of permit fees over allowable costs. The third full fee review covered the period from 1 January to 31 December 2015, and there was a deficit of 2.6% of permit fees compared to allowable costs. The fee review carried out for this evaluation report covered the period from 1 January 2016 to 30 June 2018, and there was a surplus of 0.2% of permit fees over allowable income.

For the Kirklees Council Permit Scheme from 12 June 2012 to 30 June 2018, the total allowable costs were £1,783,992 and permit fees totaled £1,801,981, giving a surplus of £17,989 (1.0%) of permit fees over allowable costs. Kirklees Council took a conservative approach to permit resources at the start of the scheme, assessing the numbers and types of permit applications being received, and appointed additional permit officers from 2014. Taking account of the current variance, and that surpluses and deficits are being balanced out over time, Kirklees Council does not propose making any changes to permit fees.

3 Evaluation of the Scheme

The Statutory Guidance for Highway Authority Permit Schemes October 2015 states that (Regulation 16A) authorities must evaluate their permit scheme every 12 months of operation for the first 3 years of operation and then every 3 years thereafter.

This evaluation covers the costs and benefits of the scheme, including non-financial, and review the level of permit fees. A set of Key Performance Indicators (KPIs) has been developed by the HAUC (England) Permit Forum. This evaluation report includes details of scheme-specific performance indicators (PIs), HAUC England KPIs, and additional authority measures (AMs) that reflect the business case and objectives put forward in the scheme submission documentation.

The indicators and measures shown below indicate that the Kirklees Council Permit Scheme is meeting the key and parity objectives that were set out in the scheme:

- Minimizing delay and reducing disruption to road users arising from road and street works activity over the three-year period (July 2015 to June 2018) of this evaluation report.
 - TPI 4 – Average Duration of Works. There is a continued downward trend in the average duration of all permit works. At the start of this evaluation period the average was 4.98 days. At the end of the evaluation period it was 4.19 days.
 - TPI5 – Phases Completed after the Reasonable Period. Most works on permit streets were completed within the agreed ‘reasonable period’, with the proportion of overrunning phases being approximately 0.01%.
 - AM 1 – Inspections. The permit compliance checks carried out indicate that generally promoters are complying with permit conditions.
 - AM 2 – Number of Collaborative Works. Collaboration with 46 works resulted in savings of 232 days.
 - AM 3 – FPNs. An initial increase in FPNs in 2016, following an internal reorganization, resulted in a subsequent decrease, leading to improved data quality in the permit register, with information from the register made available to works promoters (to assist their own co-ordination) and the public (to provide information about works) via Roadworks.org.
 - AM 4 – Levels of Customer Enquiries. There has been a consistent reduction in the number of service requests being handled that relate to street works, down by 24% in 2017/18 compared to 2012/13.
 - AM 5 – Days of Disruption Saved. Through interventions in the permit assessment process, 1,546 days were saved.
 - AM 6 – Accuracy of Start Date. By working with promoters to provide information to residents, businesses, and road users about works on the highway, including the use of Roadworks.org, the consistent high percentage of works starting on proposed start dates is helping to support informed journey choices and journey-time reliability.
 - AM7 – KSM1 Minimizing Delay and Disruption. Compared against the pre-permit situation (and excluding works over 50 days), the average duration of works during the evaluation period (4.58 days) remained below the pre-permit scheme baseline (5.32 days).

- Ensuring parity between promoters of street works and works for road purposes.
 - PI 1. All promoters, including for the authority's works for road purposes, are obtaining permits for works on permit streets.
 - PI 2. Kirklees Council, as permit authority, assess permit applications in a consistent way, and refuse or send modification requests as required.
 - PI 3. The refusal rate for the authority's own permits is comparable with other similar promoters.

With regard to the supplementary objectives, these can be evaluated using a combination of indicators and measures, supplemented by additional information.

- To protect the structure of the street and the integrity of apparatus in it
 - KSM2, included in the report for AM 1, shows the number of remedial notices received for 'permit' and 'noticing' streets, and includes pre-permit scheme information.
 - Reinstatement performance is discussed with promoters at individual performance meetings.
 - Section 58 restriction process, with information made available to promoters via Roadworks.org, and new proposed restriction being included as an agenda item at quarterly co-ordination meetings.
 - AM 8 – Discussions with promoters as part of the permit-assessment procedure regarding activities and reinstatements, and also regarding the timing of works (including working outside traffic-sensitive times and extended working where suitable) and encouraging thinking about innovative working techniques such as directional drilling and duct-sharing.
- To encourage proactive, rather than reactive, attitudes to activities by promoters.
 - Working through YHAUC to encourage thinking about long-term co-ordination, including working with promoters to obtain forward planning information.
 - Working with promoters to support the earlier provision of notifications for Immediate Urgent works, works that can be disruptive for road users and which benefit from early assessment and information dissemination.
 - Use of IT, including Roadworks.org and trialing ELGIN's 'Realtime Pro' which allows us to monitor highway network performance, and information from the Council's Urban Traffic Control systems to make decisions about the suitability of traffic management arrangements and impact of road space occupation in advance of works starting.

- To ensure safety for those using, living or working on the street, including those engaged in activities controlled by the Permit Scheme.
 - Permit compliance checks already mentioned, supplemented by sample, routine and third-party inspections, to ensure that works are carried out in accordance with permit conditions and in compliance with standards for signing, lighting and guarding.
- To improve activity planning by all promoters.
 - The need for promoters to obtain a permit for works encourages promoters to check road space availability (via Roadworks.org) in advance of submitting permit applications, and to engage with the authority's permit officers in order to discuss conditions that need to be included. Key to this engagement is well-maintained Street Gazetteer, including relevant Additional Street Data.
 - In addition to the aspiration for long-term co-ordination information, Kirklees Council holds regular quarterly co-ordination meetings, and these are supplemented with meetings with individual promoters to discuss forward programmes.
- To help improve public transport efficiencies.
 - The improved quality and timeliness of information provided by promoters about works, including for some classes of Immediate works, and the permit assessment procedure to identify conditions for communications required to key stakeholders, including the Transport Authority and bus operators, and making information available on Roadworks.org, is helping to provide information about works on the highway that might impact on public transport journey times.

3.1 PIs

The PIs included in this evaluation report are:

- PI 1 – The number of permit and permit variation applications received, the number granted and the number refused – excluding any applications that are subsequently withdrawn – broken down by promoter.
- PI 2 – The number of permit applications granted as a percentage of the total applications made.
- PI 3 – The number of permit applications refused as a percentage of the total applications made.

3.2 HAUC England KPIs

The HAUC England KPIs are set out in Annex A to the Statutory Guidance for Permit Schemes (October 2015), and are based upon the TMA Performance Indicators (TPI) collated by Geoplace. The HAUC England KPIs included in this evaluation report are:

- TPI 1 – Works Phases Started.
- TPI 2 – Works Phases Completed.
- TPI 3 – Days of Occupancy Phases Completed.
- TPI 4 – Average Duration of Works.
- TPI 5 – Works Phases Completed after the Reasonable Period.
- TPI 6 – Number of Deemed Permit Applications.
- TPI 7 – Number of Phase One Permanent Registrations.

As the Kirklees Council Permit Scheme applies only to streets that are reinstatement category 0, 1, 2, or Traffic-Sensitive, it was not possible to take data from the TPI information submitted to Geoplace, as that data would also include data for ‘noticing’ streets. Therefore, the council worked with its software supplier to develop reports to extract the relevant permit-only data. At the time of preparing this evaluation report, it had not been possible to obtain the permit streets-only data for TPI 7 – Number of Phase One Permanent Registrations. Kirklees Council is continuing to work with its software supplier on this specific report, and the software supplier is developing system reports to provide permit-only data.

3.3 Authority Measures

The following Authority Measures (AMs) included in this evaluation report are:

- AM1 – Permit Compliance Inspections – the number of failed permit compliance inspections (where one or more permit conditions have been breached) shown as a percentage of the total undertaken within a period.
- AM2 – Number of Collaborative Works – the number of collaborative works and the number of days saved as a result of collaborative works on the authority road network.
- AM3 – Fixed Penalty Notices (FPNs) – the number of FPNs given and not withdrawn for FPN codes 5 (an offence under s70(6), 6 (an offence under s74(7B)), 7 (an offence under s74A(11)), 8, (working without a permit) and 9 working in breach of permit conditions).
- AM4 – Levels of Customer Enquiries – this report shows the number of service requests of all types received and handled by Kirklees Council’s Streetworks Team, between 1 April 2015 and 31 March 2018.
- AM5 – Days of Disruption Saved – the works phases where permits were refused and then a variation was submitted with a reduced duration, which was granted.
- AM6 – Accuracy of Start Date – this report shows the accuracy of the start date for permit work by comparing the actual start with the proposed start date. The chart starts in 2011 Q2, i.e. 12 months before the commencement of the permit scheme.

This measure was included in previous evaluation reports as KSM4.

- AM7 – Minimising Delay and Disruption – included in this measure is information regarding the average duration of all works on permit streets, the average duration of works by works category, and the total number of works on permit streets. This report is produced from works stop notices in the relevant period and is based on calendar days, not working days. The report excludes works over 50 days, and is included in order to provide a comparison with the KSM1 report included in previous evaluation reports.
- AM8 – Permit Conditions – this report shows the percentage use of permit conditions, comparing conditions applied to permits for the authority’s own works for road purposes and utility permits.

4 Performance Indicators

4.1 PI 1 The number of permit and permit variation applications

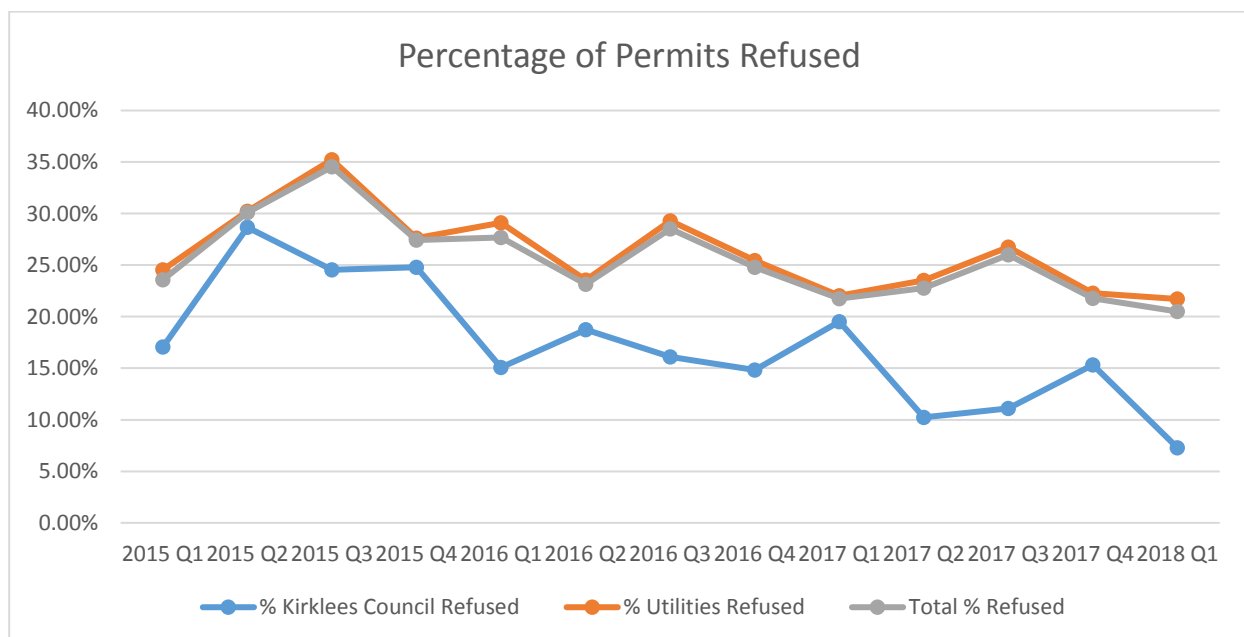
The number of permit applications granted and refused as a percentage of the total applications made is shown below. The information shows a comparison of the numbers granted/refused for the authority’s own works compared to number granted for other promoters.

Promoter	Granted	Refused	Grand Total	% Refused
Arqiva Ltd	6	2	8	25.00%
BSkyB Telecommunications Services Ltd.	2	1	3	33.33%
BT	2578	1412	3990	35.39%
CityFibre	431	253	684	36.99%
Dept for Transport Stat Roads	1	1	2	50.00%
Energetics Electricity Limited	6	9	15	60.00%
Energetics Gas Limited	2		2	0.00%
Fulcrum Pipelines Limited	10	17	27	62.96%
GEO	6	8	14	57.14%
GTC	11	13	24	54.17%
KIRKLEES	1433	304	1737	17.50%
Metro West Yorkshire	121	28	149	18.79%
National Grid Electric PLC	22	23	45	51.11%
NETWORK RAIL -PROMOTERS NATIONAL	74	38	112	33.93%
Northern Gas Networks	2893	736	3629	20.28%
Northern Powergrid (Yorkshire) plc	2183	391	2574	15.19%
Romec	3	2	5	40.00%
Telefonica (O2 (UK) Limited)	29	22	51	43.14%
T-Mobile (UK) Limited	73	47	120	39.17%
VIRGIN MEDIA	1300	680	1980	34.34%
Vodafone	2		2	0.00%
Yorkshire Water	5423	1736	7159	24.25%
Grand Total	16609	5723	22332	25.63%

4.2 PI 2 The number of permit applications granted / PI 3 The number of permit applications refused

The percentage refusal rates is shown below by quarter during the period of the evaluation report, and shown as a comparison between refusals for permits for the authority's own works and refusals for utility permits.

	Kirklees Council	%	Utilities	%
Permits/Variations Granted	1433	82.50%	15176	73.69%
Permits/Variations Refused/Modification Requested	304	17.50%	5419	26.31%
Totals	1737		20595	



4.3 Analysis of PIs

The data show that all works promoters are continuing to apply for permits. Kirklees Council, as permit authority, continues to assess permit applications, and refuse (or send modification requests) where necessary, in order to 'add value' in administering the permit scheme. The overall refusal rates over the evaluation period for permits for Kirklees Council works was 17.50%, and overall for utilities was 26.31%. There is a wide range of refusal rates for utilities, from 15.19% to 62.96%. Some of these refusal rates are due to low numbers of permit applications in the case of some utility companies. By comparing utility companies submitting more than 1,300 permit applications, the refusal rates for these companies range from 15.19% to 35.39%

The refusal rates for the current evaluation period show a continued reduction in refusals (and so subsequent increase in the percentage of granted permits) when compared with the corresponding refusal rates from the 'Year 3' evaluation report, i.e. 26.99% for Kirklees Council – Permit Scheme Year 6 Evaluation Report

Kirklees Council and 30.00% overall for utilities. Kirklees Council has adopted the HAUC(England) advice note on using Standard Permit Response Codes, which is helping to deliver internal consistency in permit assessments, and forms the basis of discussion with promoters at individual performance meetings to identify reasons for permit refusals.

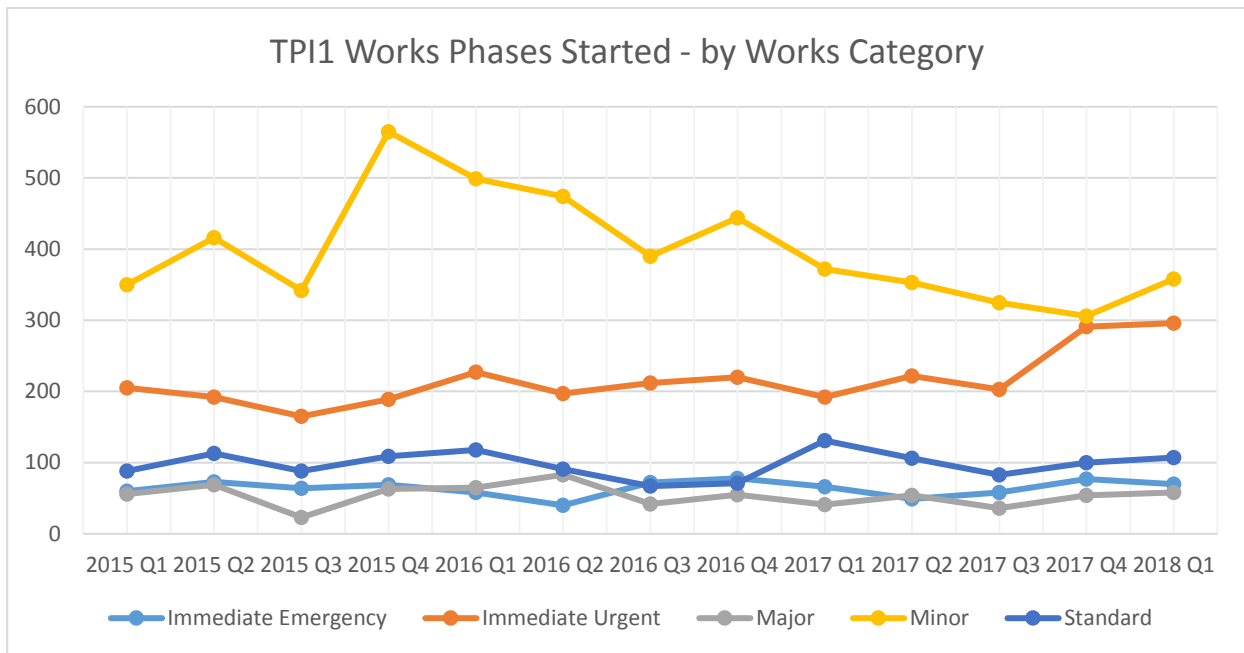
5 HAUC England KPI measures

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

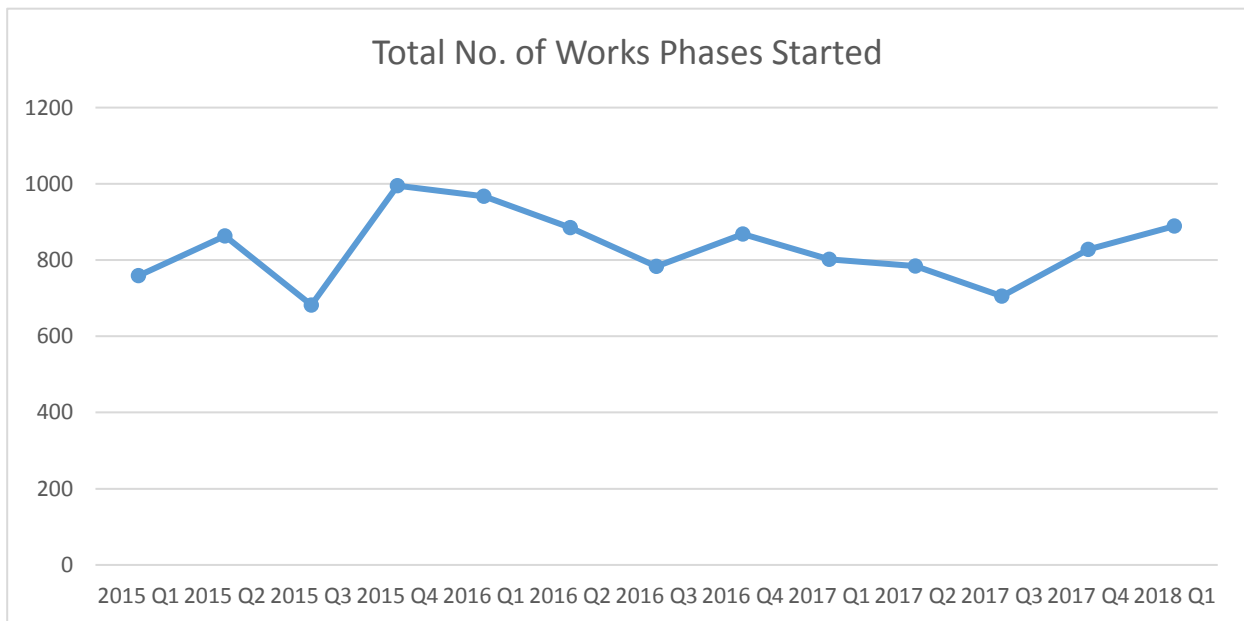
These indicators for permit schemes are additional to the general TMA Performance Indicators (TPIs), which are already being produced. The data presented in this section is shown by quarter, to assist with the evaluation over the three years of the evaluation period. Data broken down by promoter is shown in Appendix A of this report.

5.1 TPI 1 Works Phases Started (Base Data)

Quarter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
2015 Q1	60	205	56	350	88	759
2015 Q2	73	192	69	416	113	863
2015 Q3	64	165	23	342	88	682
2015 Q4	69	189	63	565	109	995
2016 Q1	58	227	65	499	118	967
2016 Q2	40	197	83	474	91	885
2016 Q3	72	212	42	390	67	783
2016 Q4	78	220	55	444	71	868
2017 Q1	66	192	41	372	131	802
2017 Q2	49	222	54	353	106	784
2017 Q3	58	203	36	325	83	705
2017 Q4	77	291	54	306	100	828
2018 Q1	70	296	58	358	107	889
Grand Total	834	2811	699	5194	1272	10810



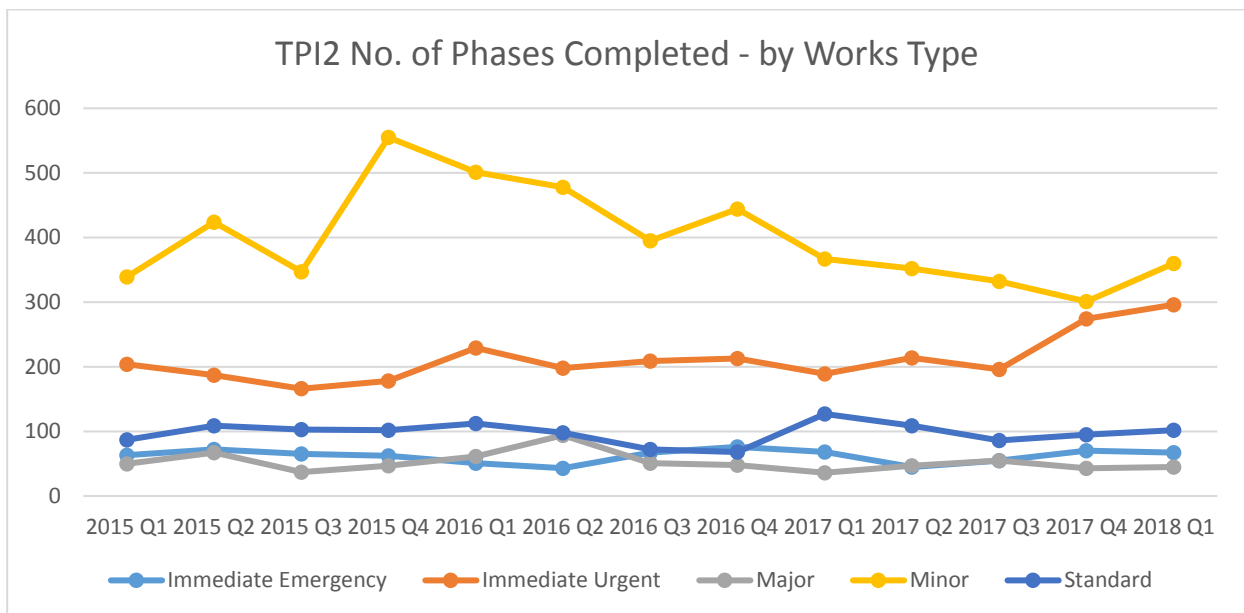
The data show in particular a reduction in the number of Minor works started, but an increase in the number of Immediate Urgent works. This appears to be mainly due to a change in the mix of notices for works by Yorkshire Water. In 2015 Q1, there were 179 Minor and 107 Immediate Urgent works by Yorkshire Water, whereas in 2018 Q1 there were 107 Minor and 199 Immediate Urgent works.



The average number of works phases started during this evaluation period was 835, and the number of works phases started is relatively consistent quarter by quarter.

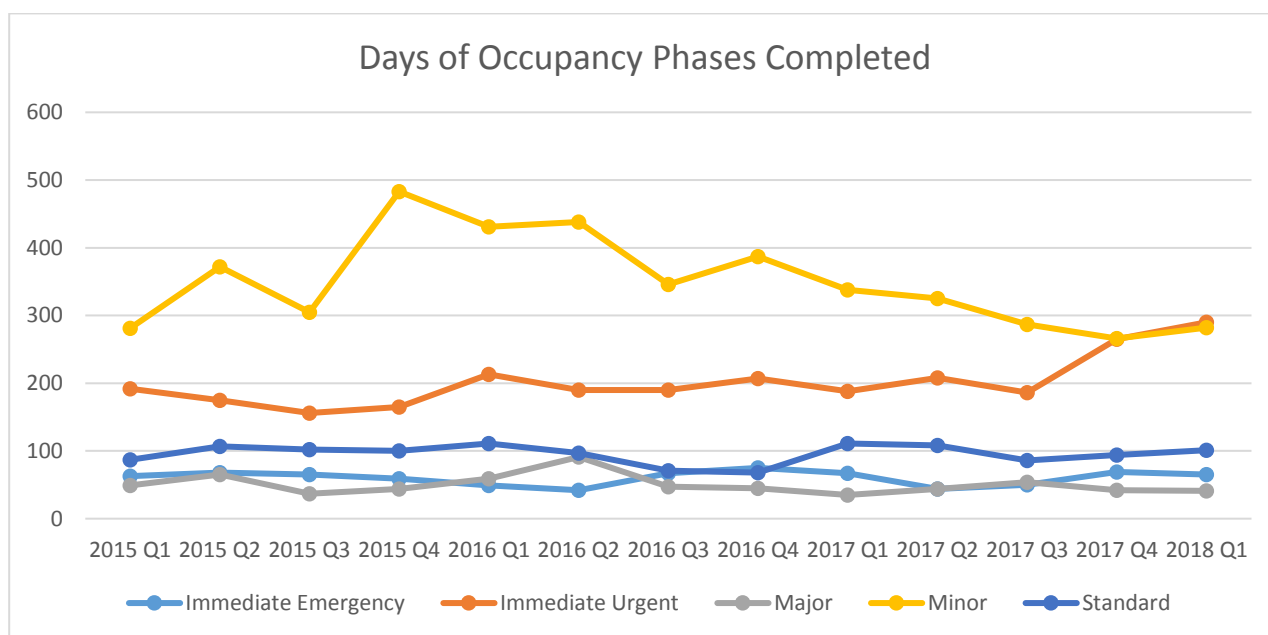
5.2 TPI 2 Works Phases Completed (Base Data)

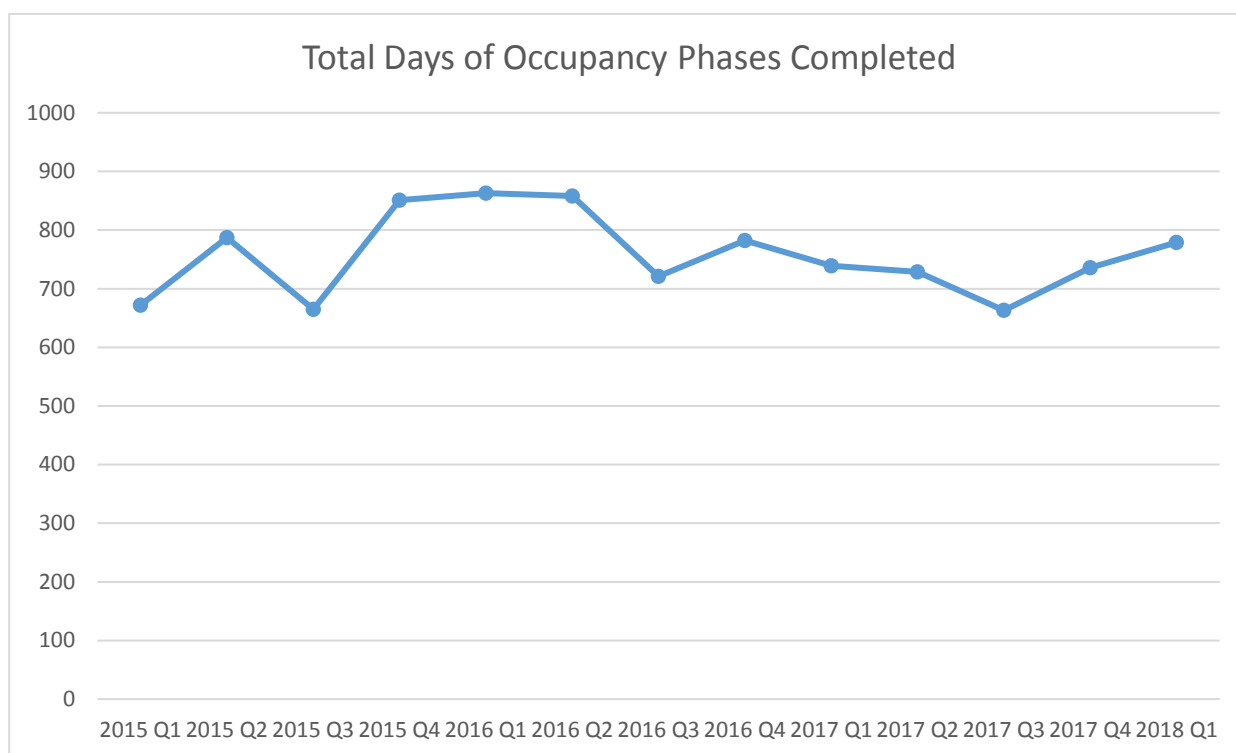
Quarter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
2015 Q1	63	204	50	339	87	743
2015 Q2	72	187	67	424	109	859
2015 Q3	65	166	37	347	103	718
2015 Q4	62	178	47	555	102	944
2016 Q1	51	229	61	501	112	954
2016 Q2	43	198	94	478	98	911
2016 Q3	67	209	51	395	72	794
2016 Q4	76	213	48	444	68	849
2017 Q1	68	189	36	367	127	787
2017 Q2	45	214	47	352	109	767
2017 Q3	55	196	55	332	86	724
2017 Q4	70	274	43	301	95	783
2018 Q1	67	296	45	360	102	870
Grand Total	804	2753	681	5195	1270	10703



5.3 TPI 3 Days of Occupancy Phases Completed

Quarter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
2015 Q1	63	192	49	281	87	672
2015 Q2	68	175	65	372	107	787
2015 Q3	65	156	37	305	102	665
2015 Q4	59	165	44	483	100	851
2016 Q1	49	213	59	431	111	863
2016 Q2	42	190	91	438	97	858
2016 Q3	67	190	47	346	71	721
2016 Q4	75	207	45	387	68	782
2017 Q1	67	188	35	338	111	739
2017 Q2	44	208	44	325	108	729
2017 Q3	50	186	54	287	86	663
2017 Q4	69	265	42	266	94	736
2018 Q1	65	290	41	282	101	779
Grand Total	783	2625	653	4541	1243	9845

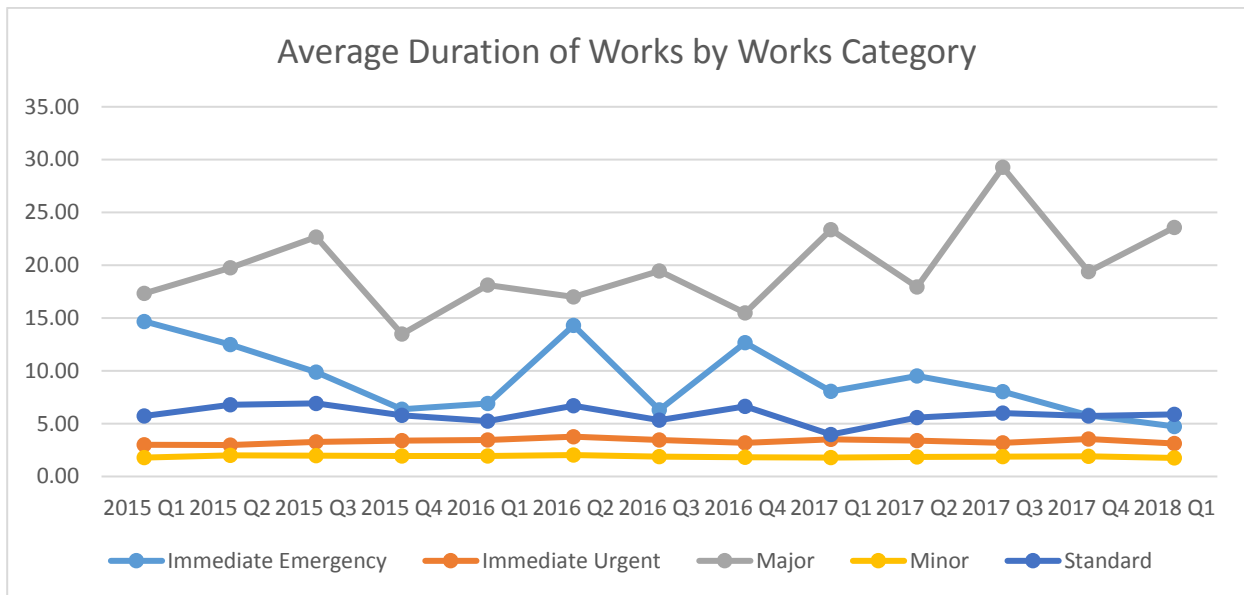




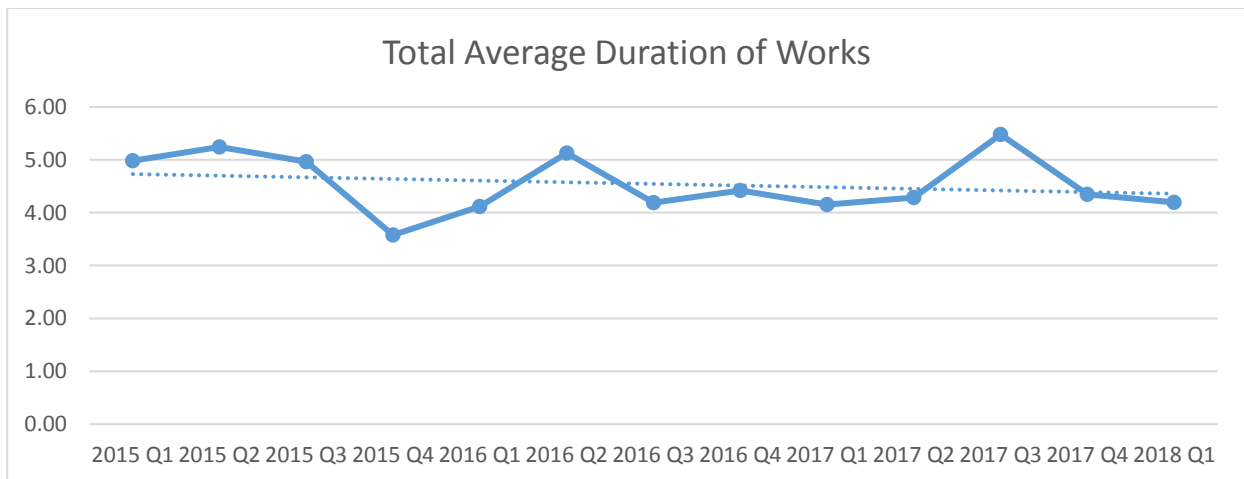
The average total number of working days of occupancy for works phases completed during this evaluation period was 835 per quarter, and this is relatively consistent quarter by quarter.

5.4 TPI 4 Average Duration of Works

Quarter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
2015 Q1	14.68	2.99	17.33	1.78	5.72	4.98
2015 Q2	12.49	2.98	19.77	2.00	6.79	5.24
2015 Q3	9.88	3.28	22.68	1.97	6.92	4.96
2015 Q4	6.37	3.38	13.48	1.94	5.79	3.58
2016 Q1	6.90	3.44	18.12	1.93	5.24	4.12
2016 Q2	14.31	3.77	16.99	2.03	6.70	5.13
2016 Q3	6.31	3.45	19.45	1.87	5.34	4.19
2016 Q4	12.67	3.19	15.49	1.81	6.63	4.42
2017 Q1	8.07	3.51	23.37	1.80	3.97	4.15
2017 Q2	9.52	3.40	17.95	1.86	5.58	4.28
2017 Q3	8.04	3.19	29.28	1.88	6.01	5.48
2017 Q4	5.78	3.55	19.38	1.91	5.71	4.35
2018 Q1	4.74	3.11	23.59	1.76	5.89	4.19



The spike in 2017 Q3 in the average duration of Major works corresponds to a period when Northern Gas Networks were carrying out gas main replacement in and around the A62 Leeds Road, Huddersfield. In addition to their other replacement works, there were three permit works around Leeds Road with actual durations over 100 working days. The mains replacement at Leeds Road involved additional work which Kirklees Council asked Northern Gas Networks to undertake in advance of resurfacing works by the Council. Northern Gas Networks secured the funding and resources required in order to undertake the additional work, and the scheme was an example of the close planning and co-ordination made possible by the permit scheme in order to minimize delay and disruption, and communicate information to residents, businesses, and road users.



The overall trend for the average duration of works has shown a general reduction over the evaluation period, even allowing for the spike in 2017 Q3 mentioned above.

5.5 TPI 5 Works Phases Completed after the reasonable period

Table 8 - TPI 5 Works Completed after the Reasonable Period						
Quarter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
2015 Q1	2	10		1	2	15
2015 Q2	3	6	2	3	7	21
2015 Q3	3	2	1	5	5	16
2015 Q4	2	1	2	1		6
2016 Q1		1		9	2	12
2016 Q2	1		2	3	4	10
2016 Q3	1	1	1	6		9
2016 Q4	1			3	1	5
2017 Q1	2	1		4	4	11
2017 Q2		2	1	6	4	13
2017 Q3			3	6	2	11
2017 Q4	1	1	3	3	3	11
2018 Q1	1	4	3	9	3	20
Grand Total	17	29	18	59	37	160

Kirklees Council takes a proactive but reasonable approach to works durations. The data shows that the number of phases overrunning per quarter are relatively small. The overrunning phases include instances where the Council, as permit authority, has challenged durations, as well as instances where promoters failed to revise durations and then completing works after the reasonable period. Overruns are discussed with promoters at individual performance meetings. The proportion of works overrunning (160) represents approximately 0.01% of works completed (10,703) during the evaluation period.

5.6 TPI 6 Number of deemed permit applications (not included under Geoplace)

Quarter	Not Deemed	Deemed	Total	% Deemed
2015 Q1	778	1	779	0.13%
2015 Q2	848	1	849	0.12%
2015 Q3	747		747	0.00%
2015 Q4	934	13	947	1.37%
2016 Q1	1012	8	1020	0.78%
2016 Q2	880	16	896	1.79%
2016 Q3	775	6	781	0.77%
2016 Q4	889	17	906	1.88%
2017 Q1	817	4	821	0.49%
2017 Q2	804		804	0.00%
2017 Q3	723		723	0.00%
2017 Q4	804		804	0.00%
2018 Q1	926		926	0.00%
Totals	10937	66	11003	0.60%

The data demonstrates that Kirklees Council, as permit authority, has a rigorous procedure for dealing with and responding to permit applications. While some permits have deemed because they were not assessed within the response time, other permits are showing as deemed due to IT-system outages.

5.7 TPI 7 Number of Phase One Permanent Registrations

It has not been possible to produce this report at this time.

6 Authority Measures

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

The following are some example measures that an authority may choose to report on. Authorities can add other measures as they deem appropriate for their scheme.

6.1 AM 1 – Inspections

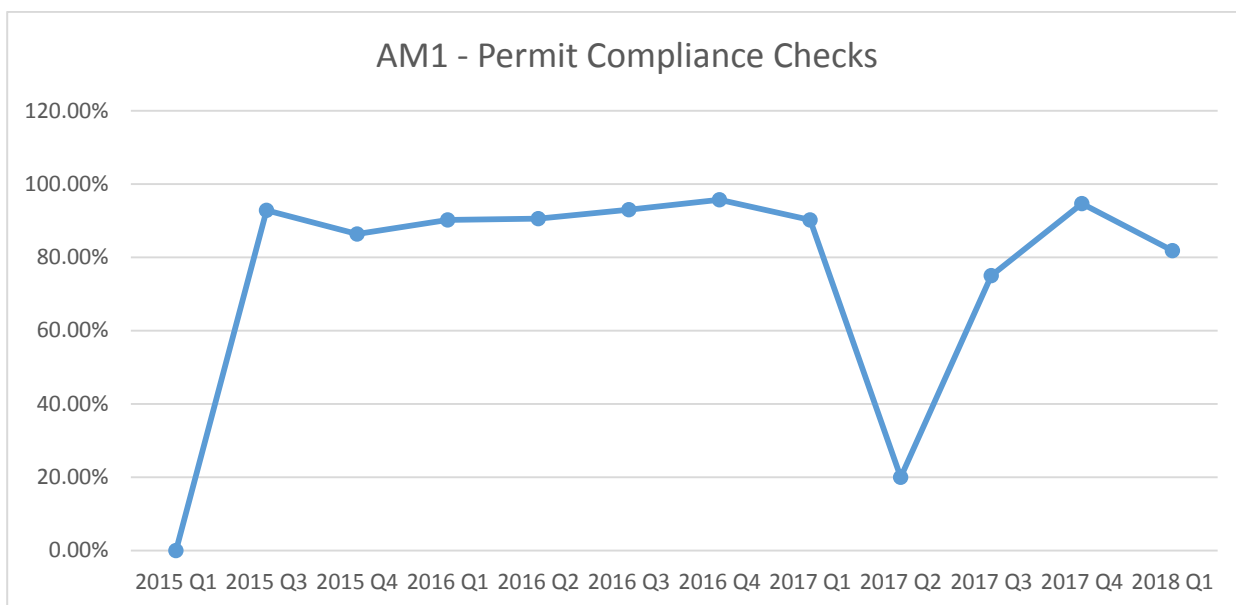
Two reports have been included under this heading: (a) details of permit compliance checks, and (b) details of remedial notices (KSM2).

(a) The number of failed permit compliance inspections (where one or more permit conditions have been breached) shown as a percentage of the total inspections undertaken within a period.

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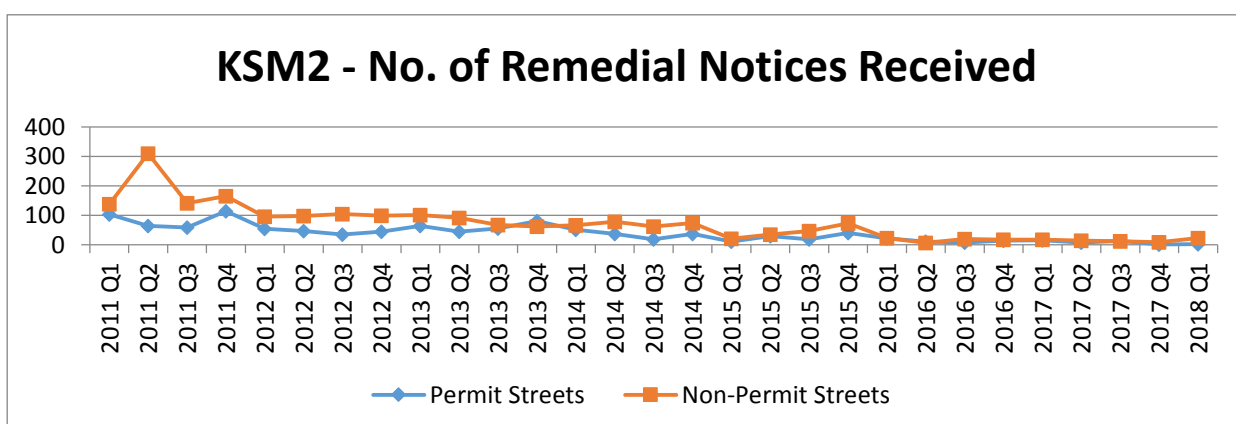
QUARTER	Compliant	Non-compliant	Grand Total	% Compliant
2015 Q1		1	1	0.00%
2015 Q3	13	1	14	92.86%
2015 Q4	38	6	44	86.36%
2016 Q1	129	14	143	90.21%
2016 Q2	86	9	95	90.53%
2016 Q3	93	7	100	93.00%
2016 Q4	45	2	47	95.74%
2017 Q1	37	4	41	90.24%
2017 Q2	3	12	15	20.00%
2017 Q3	9	3	12	75.00%
2017 Q4	53	3	56	94.64%
2018 Q1	9	2	11	81.82%
Grand Total	515	64	579	88.95%

Promoter	% Compliant
BT	86.17%
CityFibre	86.67%
Fulcrum Pipelines Limited	100.00%
Kirklees	91.30%
Metro West Yorkshire	100.00%
National Grid Electric PLC	50.00%
NETWORK RAIL -PROMOTERS NATIONAL	100.00%
Northern Gas Networks	85.04%
Northern Powergrid (Yorkshire) plc	92.19%
Romec	100.00%
Telefonica (O2 (UK) Limited)	66.67%
T-Mobile (UK) Limited	100.00%
VIRGIN MEDIA	86.67%
Yorkshire Water	92.05%
Grand Total	88.95%



The data demonstrates that permit compliance checks are carried out on permit work, both for the Council’s own works for road purposes and for utility street works permits. The number of inspections carried out is variable, depending on the availability of inspectors to carry out the checks. The number of checks carried out in a quarter has an effect on overall rates of compliance, but the data does indicate that compliance generally is around 90%.

- (b) Two separate measures were proposed originally to demonstrate that the improved planning promoted by the permit scheme would result in a reduction in the number of remedial measures required as a result of the works activity. The first measure was to compare the number of apparatus damages reported to asset owners before and after the permit scheme operational date. Unfortunately sufficient data has not been supplied by the asset owners to allow a reliable comparison to be published at this stage. The second measure (KSM2, included below) was to compare the number of remedial works undertaken by work promoters in comparison with the non-permit route network.



The data demonstrates the reduction in, and continued low level of, remedial notices received, both for ‘permit’ and ‘noticing’ streets.

6.2 AM 2 - Number of collaborative works

Table 12 - AM 2 Collaborative Works		
Quarter	No. of Works	No. of Working Days Saved
2015 Q1	1	1
2015 Q2	6	25
2015 Q3	3	3
2015 Q4	7	11
2016 Q1	4	88
2016 Q2	6	44
2016 Q3	3	11
2016 Q4	4	10
2017 Q1	1	3
2017 Q2	2	13
2017 Q3	4	13
2017 Q4	3	7
2018 Q1	2	3
Grand Total	46	232

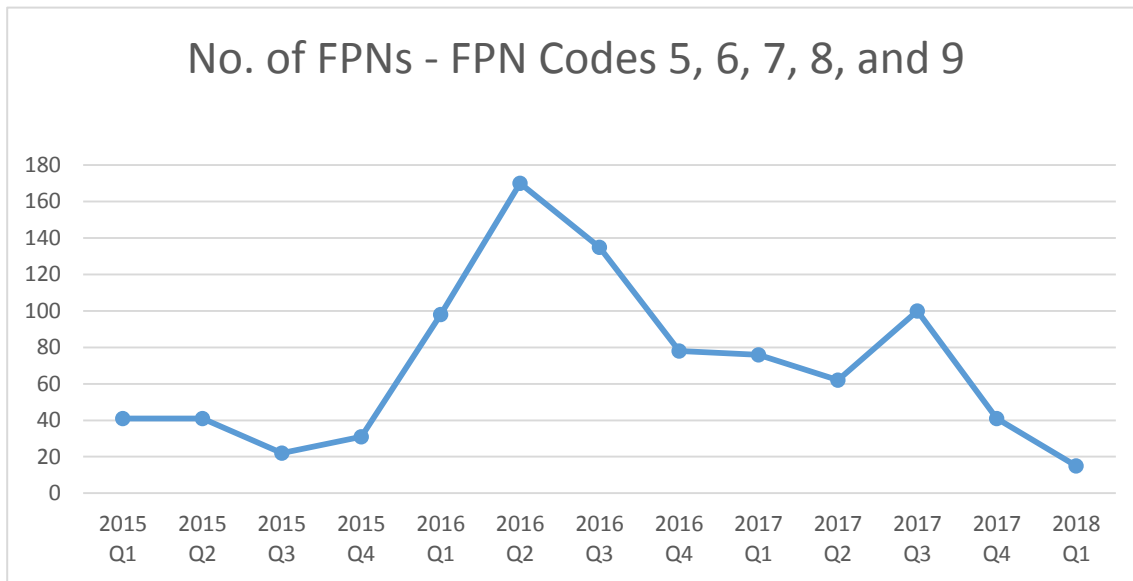
The data shows that, although small in number, Kirklees Council is looking to encourage and identify collaborative works, resulting in 46 works identified during the evaluation period, resulting in 232 working days saved as a result on the authority's road network.

6.4 AM 3 FPNs

This report shows the number of FPNs given and not withdrawn for FPN codes 5 (an offence under s70(6)), 6 (an offence under s74(7B)), 7 (an offence under s74A(11)), 8, (working without a permit) and 9 working in breach of permit conditions.

Table 12 - AM 3 FPNs	
Quarter	Total
2015 Q1	41
2015 Q2	41
2015 Q3	22
2015 Q4	31
2016 Q1	98
2016 Q2	170
2016 Q3	135
2016 Q4	78
2017 Q1	76
2017 Q2	62
2017 Q3	100
2017 Q4	41
2018 Q1	15

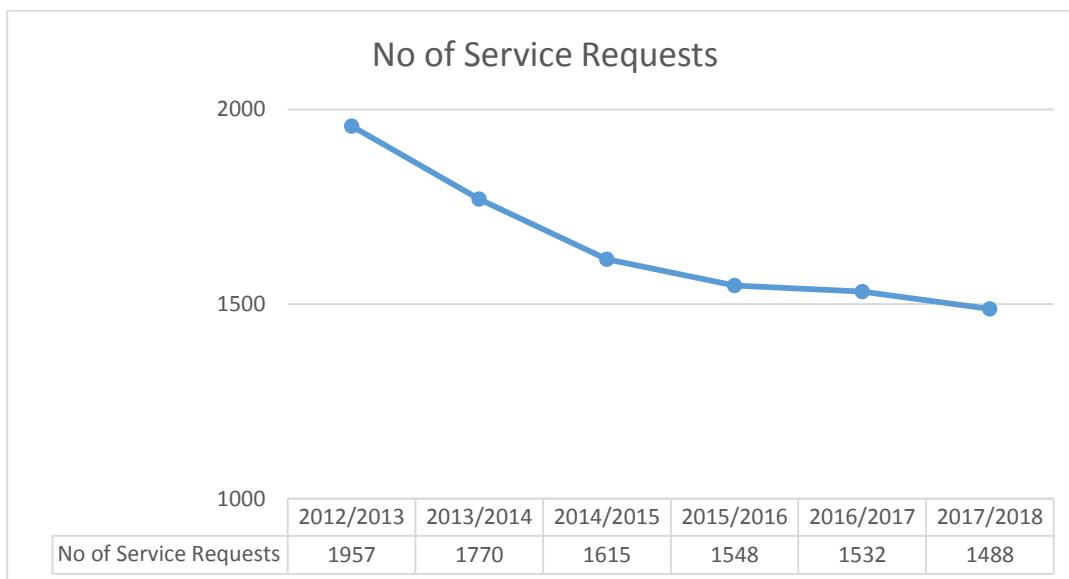
Grand Total	910
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The main areas for FPNs were late notices of actual start and works stop, and late registrations. The spike in FPNs between 2016 Q1 and 2016 Q4 was the result of a greater focus by the authority following the establishment of a senior technical officer post within the Street Works Team. This enabled a more proactive approach, with reasons for FPNs being discussed with promoters at individual performance meetings, resulting in the subsequent reduction in the number of FPNs being given.

6.5 AM 4 Levels of Customer Enquiries

This report shows the number of service requests of all types received by Kirklees Council's Streetworks Team, between 1 April 2015 and 31 March 2018.



This data shows the total number of service requests handled to and dealt with by Kirklees Council's Highway Network Management and Co-ordination (Street Works) Team, and so includes both 'noticing' and 'permit streets'. However, there is a general reduction in the numbers of service requests relating to street works. The main areas of service requests received relate to reports of defective ironwork, defective reinstatements, and problems with traffic management.

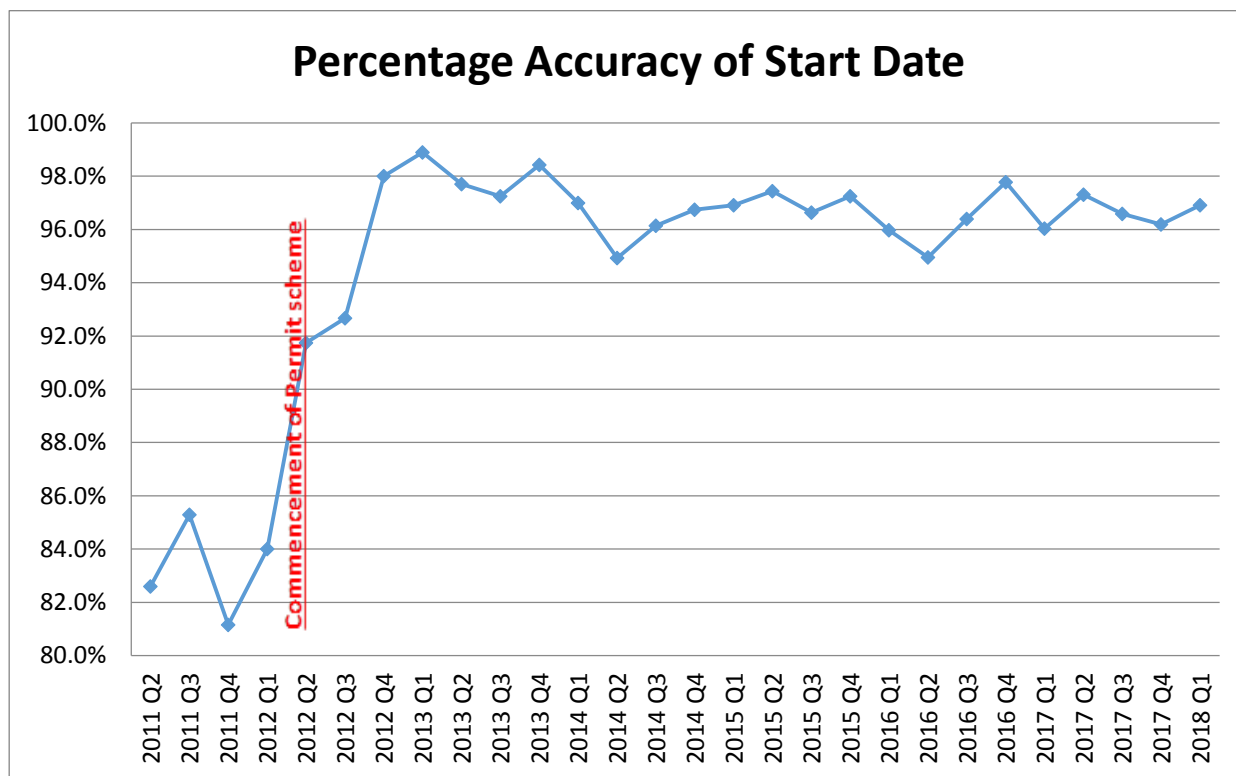
6.6 AM 5 Days of Disruption Saved

This report includes works phases that have permits that were refused and then a variation was submitted with a reduced duration which was granted.

Table 13 - AM 5 Days of Disruption Saved		
Quarter	No. of Works	No. of Working Days Saved
2015 Q1	30	80
2015 Q2	58	128
2015 Q3	50	98
2015 Q4	50	121
2016 Q1	63	170
2016 Q2	44	188
2016 Q3	40	67
2016 Q4	35	74
2017 Q1	47	186
2017 Q2	25	75
2017 Q3	49	145
2017 Q4	29	90
2018 Q1	48	124
Grand Totals	568	1546

6.7 AM 6 Accuracy of Start Date

This report shows the accuracy of the start date for permit work by comparing the actual start with the proposed start date. The chart start in 2011 Q2, i.e. 12 months before the commencement of the permit scheme.



The data shows that, since the commencement of the permit scheme, the accuracy of start date for works on permit streets is around 96%-98%. This is helping to support information provided regarding works, either via 'letter-drops', on-site information, or by accessing Roadworks.org.

6.8 AM 7 KSM1 Minimising Delay and Disruption

Included in this measure is information regarding the average duration of works on permit streets and the average duration of works by works category. This report is produced from works stop notices in the relevant period and is based on calendar days, not working days. The measure excludes works over 50 days, and is included in order to provide a comparison with the KSM1 report included in previous evaluation reports.

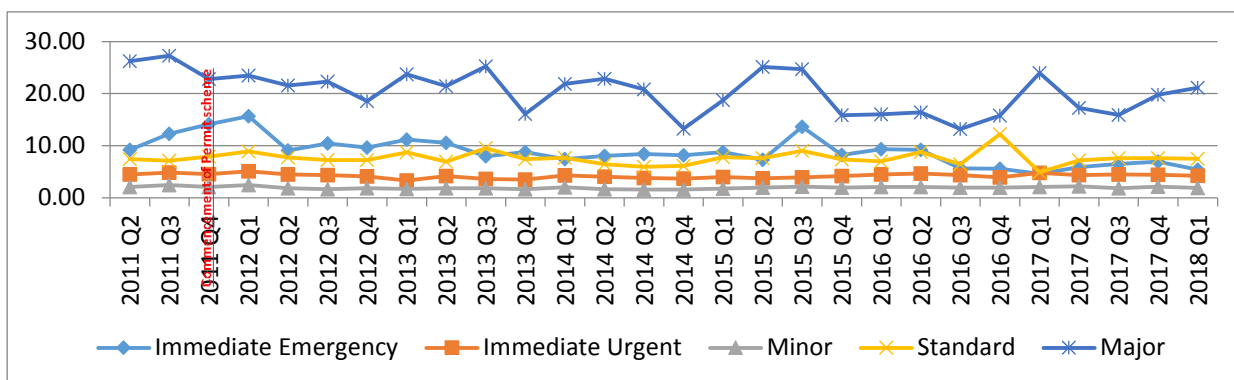


Chart – Average Duration of Works (by Category)

Table 14 – KSM1 Average Duration of Works (by Category)						
Quarter	Emergency	Urgent	Minor	Standard	Major	Combined Totals
2011 Q1	11.52	5.61	2.58	7.81	24.44	5.73
2011 Q2	9.20	4.51	2.08	7.46	26.20	4.89
2011 Q3	12.30	4.85	2.43	7.10	27.25	5.36
2011 Q4	14.10	4.55	2.07	7.91	22.79	5.13
2012 Q1	15.68	5.13	2.44	8.92	23.48	6.06
2012 Q2	9.06	4.47	1.84	7.72	21.57	4.96
2012 Q3	10.47	4.34	1.64	7.26	22.31	5.00
2012 Q4	9.65	4.14	1.83	7.22	18.58	4.60
2013 Q1	11.18	3.34	1.70	8.75	23.70	4.63
2013 Q2	10.55	4.16	1.86	6.98	21.43	5.18
2013 Q3	8.00	3.64	1.87	9.53	25.27	4.93
2013 Q4	8.82	3.48	1.66	7.45	16.07	3.74
2014 Q1	7.44	4.30	2.03	7.70	21.85	4.71
2014 Q2	8.07	4.04	1.66	6.48	22.83	4.99
2014 Q3	8.45	3.79	1.60	5.97	20.82	4.52
2014 Q4	8.16	3.68	1.61	6.12	13.29	3.77
2015 Q1	8.78	4.01	1.81	7.79	18.76	4.65
2015 Q2	7.28	3.75	2.00	7.62	25.12	5.15
2015 Q3	13.65	3.96	2.17	9.05	24.68	5.61
2015 Q4	8.24	4.16	1.98	7.39	15.86	4.05
2016 Q1	9.33	4.49	2.09	7.04	16.02	4.45
2016 Q2	9.23	4.66	2.11	8.80	16.38	4.84
2016 Q3	5.63	4.39	1.97	6.45	13.19	3.92
2016 Q4	5.62	3.96	1.97	12.21	15.77	4.43
2017 Q1	4.63	4.83	2.06	4.90	23.97	4.28
2017 Q2	5.93	4.34	2.22	7.21	17.26	4.59
2017 Q3	6.54	4.46	1.87	7.65	15.93	4.27
2017 Q4	6.95	4.44	2.17	7.63	19.78	4.90
2018 Q1	5.43	4.23	1.90	7.51	21.11	4.52

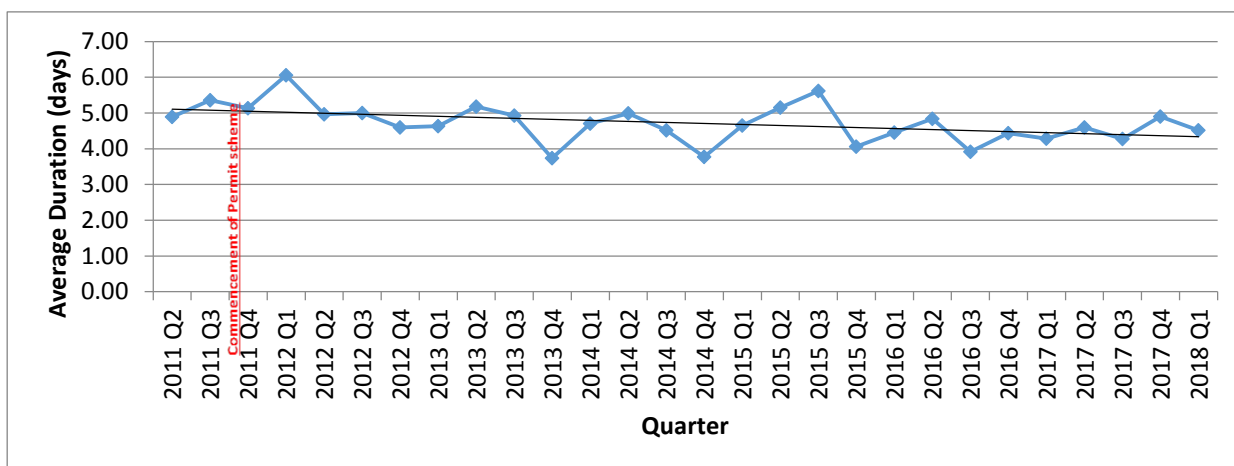


Chart – Average Duration of All Works

The pre-permit period July 2011 to June 2012 situation was:

- Total number of works = 3,377
- Total duration of these works = 17,961 days
- Average days per works = 5.32 days

Over this three-year evaluation period, the information shows that for comparable works, i.e. excluding works over 50 days:

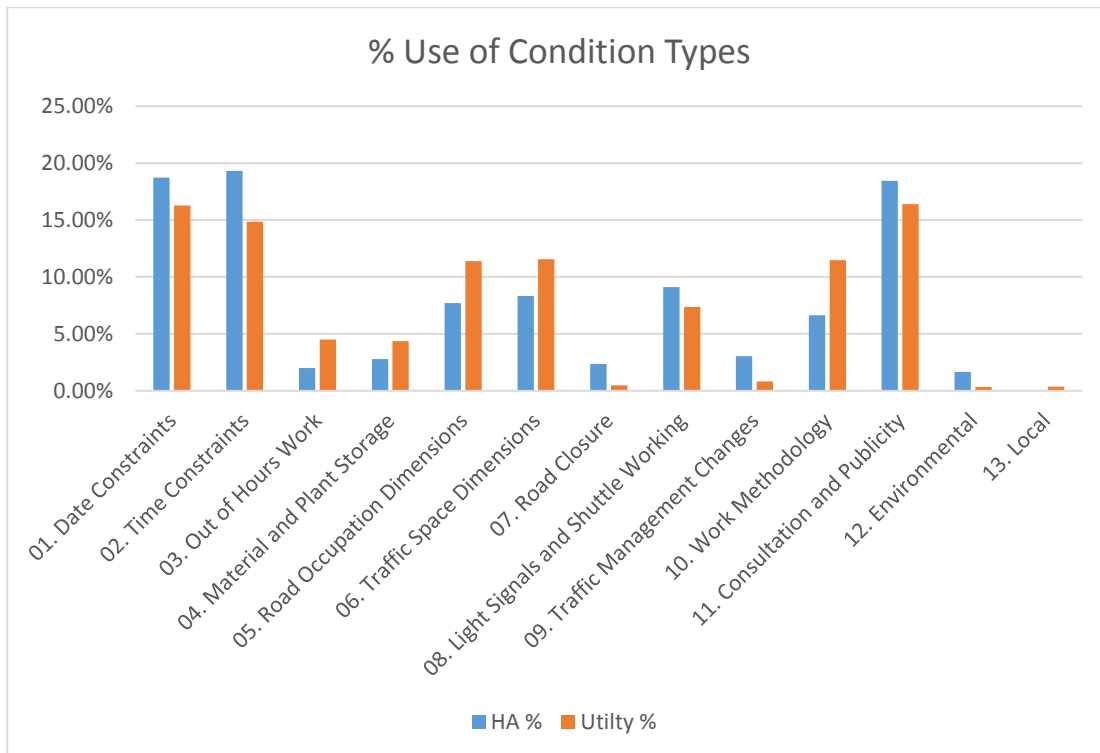
- For the period July 2015 to June 2016:
 - Total number of works = 3,415
 - Total duration of these works = 16,239 days
 - Average days per works = 4.76 days
- For the period July 2016 to June 2017:
 - Total number of works = 3,029
 - Total duration of these works = 13,281 days
 - Average duration per works = 4.38 days
- For the period July 2017 to June 2018:
 - Total number of works = 2,858
 - Total duration of these works = 13,074 days
 - Average duration per works = 4.57 days

The data shows that the Permit Scheme is continuing to help drive reductions in days of occupation and average duration of works, supporting the finding in TPI 4.

6.9 AM 8 Permit Conditions

This Authority Measure shows the condition types attached to permits, and compares the proportion of conditions attached to the authority's own permits for works for road purposes and utility permits.

Condition Description	HA %	Utility %
01. Date Constraints	18.71%	16.27%
02. Time Constraints	19.31%	14.84%
03. Out of Hours Work	1.98%	4.50%
04. Material and Plant Storage	2.76%	4.34%
05. Road Occupation Dimensions	7.70%	11.37%
06. Traffic Space Dimensions	8.31%	11.54%
07. Road Closure	2.34%	0.46%
08. Light Signals and Shuttle Working	9.12%	7.36%
09. Traffic Management Changes	3.01%	0.81%
10. Work Methodology	6.64%	11.45%
11. Consultation and Publicity	18.44%	16.39%
12. Environmental	1.65%	0.33%
13. Local	0.04%	0.36%



The data shows that condition types are being applied consistently between highway authority and utility permits, and that conditions are being used to minimize delay and disruption, including days and times of working, occupation of the highway, and works methodology. An example of the use of conditions to minimize disruption and delay was works by Northern Gas Networks to replace a gas main on A642 Wakefield Road, Fenay Bridge, Huddersfield, at a critical junction with A629 Wakefield Road/Penistone Road. The Permit Scheme enabled council officers, including Street Works and Urban Traffic Control, to discuss proposals in details and agree the detailed phasing of works, extended working times at weekends, traffic management changes, and use of

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directional drilling to reduce the extent of carriageway excavation and subsequent reinstatement.

7 Conclusions

Kirklees Council's current corporate objectives are set out in the Corporate Plan 2018/20. The service objectives for Commercial Regulatory and Operational Services, within which service sits the team that manages the permit scheme, are set out in the Service Plan 2018/19. The Service Plan objectives that relate to the operation of the permit scheme are:

- Kirklees Council outcome: Kirklees has a sustainable economic growth and provides good employment for and with communities and businesses.
 - Service objective: Deliver, manage, and maintain a high quality highways infrastructure that supports economic growth with vibrant active communities.
 - Permit Scheme Impact: The Permit Scheme is providing greater control in facilitating the works necessary by promoters to install, upgrade and maintain their assets, including utility apparatus and the highway network. Promoters are engaging with the process to obtain permits where required (PI 1), and permit applications are being assessed (TPI 6). Minimizing delay and disruption (AM 7) from, and improved communication and information (AM 6) about, works helps to support journey-time reliability for businesses, road users, and public transport operators. Well-maintained, high-quality roads and utilities, including superfast broadband, help to make Kirklees a place where people want to live and work.

- People in Kirklees live in cohesive communities, feel safe and are protected from harm.
 - Service objective: Deliver, manage, and maintain a safe and high-quality highways infrastructure.
 - Permit Scheme Impact: The Permit Scheme is delivering compliance with permit conditions and standards for reinstatement (AM 1), resulting in a safe environment for people working on and using the street, and so contributing to stakeholder's satisfaction with the condition of the highway network (AM 4).

- People in Kirklees experience a high-quality, clean and green environment.
 - Service objectives: Safeguarding, protecting, and improving public health and the environment, including air quality.
 - Permit Scheme Impact: The Permit Scheme enables the assessment of permits and attaching of conditions (PI 2, PI 3) that help to reduce durations (TPI 4, AM 5), encourage collaborative working (AM 2), and keep traffic moving, including traffic management arrangements, the timing of works, and innovative methods of working such as minimal excavation (directional drilling) and duct-sharing (AM 8).

With regard to future objectives for the Kirklees Council Permit Scheme:

1. Kirklees Council will continue to engage regionally with permit authorities and promoters, to deliver a consistent permit scheme that adds value to the permit application process, including looking for and encouraging opportunities for collaboration, co-ordination of works (including long-term co-ordination, and techniques such as directional drilling for innovative working.
2. Kirklees Council will continue to support works promoters infrastructure investment, undertaking works to install and upgrade assets, including gas mains replacement and the rollout of superfast broadband by telecoms providers, and the authority's own road maintenance and resurfacing programme.
3. Kirklees Council will continue to take account of national advice and guidance regarding the operation of permit schemes, including responding to consultations in the review of codes of practice, guidance and advice notes.
4. Kirklees Council is taking account of developments for the implementation of the Street Manager project, which will replace EToN, and will be reviewing processes in order to be able to integrate the resulting new ways of working.
5. Kirklees Council is working with other authorities in the Yorkshire & Humberside Traffic Managers' Group, to look at tools for managing the highway network more effectively, including evaluating a move to an 'all streets' permit scheme.
6. Kirklees Council is working with other West Yorkshire authorities to implement a Key Route Network, which includes the permit streets network, and to integrate this with the key route networks of adjacent regions, in order to facilitate an effective road network for all road users, including public transport and businesses.

8 Glossary

AM – Authority Measure

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

IT – Information Technology

KPI – Key Performance Indicator

KSM – Key Success Measure

NRASWA – New Roads and Street Works Act 1991

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

PAA – Provisional Advance Authorisation

PI – Performance Indicator

TMA – Traffic Management Act 2004

TPI – TMA Performance Indicator

Appendix A

TPI performance information broken down by works promoter:

TPI1 – Works Phases Started (Base Data)						
Promoter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
Arqiva Ltd				6		6
BSkyB Telecommunications Services Ltd.		2		1		3
BT	141	156	10	1064	179	1550
CityFibre	6	9	25	139	75	254
Dept for Transport Stat Roads				1		1
Energetics Electricity Limited				1	2	3
Energetics Gas Limited					1	1
Fulcrum Pipelines Limited				4	4	8
GAS TRANSPORTATION CO LTD				2	7	9
GEO				4		4
Kirklees	60	29	192	340	163	784
Metro West Yorkshire	3			133		136
National Grid Electric PLC			1	17	1	19
NETWORK RAIL -PROMOTERS NATIONAL	1	4	27	37	3	72
Northern Gas Networks	413	29	322	198	294	1256
Northern Powergrid (Yorkshire) plc	23	965	41	265	339	1633
Romec				2		2
Telefonica (O2 (UK) Limited)				20		20
T-Mobile (UK) Limited	1			53		54
VIRGIN MEDIA	9	42	28	874	21	974
Vodafone			1			1
Yorkshire Water	177	1575	52	2033	183	4020
Grand Total	834	2811	699	5194	1272	10810

TPI 2 – Works Phases Completed (Base Data)						
Promoter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
Arqiva Ltd				6		6
BSkyB Telecommunications Services Ltd.		2		1		3
BT	129	149	9	1065	178	1530
CityFibre	6	8	28	140	75	257
Dept for Transport Stat Roads				1		1
Energetics Electricity Limited				1	2	3
Energetics Gas Limited					1	1
Fulcrum Pipelines Limited				8	4	12
GAS TRANSPORTATION CO LTD				2	7	9
Kirklees	55	21	185	339	157	757
Metro West Yorkshire	3			133		136
National Grid Electric PLC			1	17	1	19
NETWORK RAIL -PROMOTERS NATIONAL	1	3	27	37	4	72
Northern Gas Networks	386	23	300	171	271	1151
Northern Powergrid (Yorkshire) plc	23	961	39	264	340	1627
Romec				2		2
Telefonica (O2 (UK) Limited)	25	2	15	48	25	115
T-Mobile (UK) Limited	1			53		54
VIRGIN MEDIA	9	40	24	873	21	967
Vodafone			1			1
Yorkshire Water	166	1544	52	2034	184	3980
Grand Total	804	2753	681	5195	1270	10703

TPI 3 – Days of Occupancy Phases Completed						
Promoter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
Arqiva Ltd				6		6
BSkyB Telecommunications Services Ltd.		1				1
BT	122	138	9	923	178	1370
CityFibre	6	8	28	125	75	242
Dept for Transport Stat Roads				1		1
Energetics Electricity Limited				1	2	3
Energetics Gas Limited					1	1
Fulcrum Pipelines Limited				4	4	8
GAS TRANSPORTATION CO LTD				1	7	8
Kirklees	53	21	172	266	142	654
Metro West Yorkshire	3			133		136
National Grid Electric PLC			1	17	1	19
NETWORK RAIL -PROMOTERS NATIONAL	1	3	23	27	4	58
Northern Gas Networks	385	23	300	146	266	1120
Northern Powergrid (Yorkshire) plc	23	915	36	190	336	1500
Romec				2		2
Telefonica (O2 (UK) Limited)	25	2	15	44	25	111
T-Mobile (UK) Limited	1			51		52
VIRGIN MEDIA	9	39	24	763	21	856
Vodafone			1			1
Yorkshire Water	155	1475	44	1841	181	3696
Grand Total	783	2625	653	4541	1243	9845

TPI 4 – Average Duration of Works						
Promoter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
Arqiva Ltd				1.33		1.33
BSkyB Telecommunications Services Ltd.		1.00				1.00
BT	2.10	2.29	8.00	2.38	6.57	2.93
CityFibre	2.33	2.63	20.82	2.79	8.45	6.62
Dept for Transport Stat Roads				1.00		1.00
Energetics Electricity Limited				3.00	7.00	5.67
Energetics Gas Limited					5.00	5.00
Fulcrum Pipelines Limited				2.00	6.25	4.13
GAS TRANSPORTATION CO LTD				1.00	5.43	4.88
Kirklees	5.06	6.57	19.74	1.88	7.08	8.11
Metro West Yorkshire	1.00			1.65		1.64
National Grid Electric PLC			38.00	1.76	4.00	3.79
NETWORK RAIL -PROMOTERS NATIONAL	2.00	2.33	4.00	1.81	3.75	2.84
Northern Gas Networks	15.26	3.61	22.13	1.16	5.23	12.64
Northern Powergrid (Yorkshire) plc	3.61	4.30	14.97	1.69	5.26	4.43
Romec				1.00		1.00
Telefonica (O2 (UK) Limited)	8.96	3.50	26.07	1.27	5.24	7.29
T-Mobile (UK) Limited	1.00			1.43		1.42
VIRGIN MEDIA	1.67	1.82	22.67	1.67	6.95	2.40
Vodafone			5.00			5.00
Yorkshire Water	2.77	2.82	10.57	1.81	5.06	2.52

- TPI 5 – Works Phases Completed after the reasonable period						
Promoter	Immediate Emergency	Immediate Urgent	Major	Minor	Standard	Grand Total
BT	2	2		8	7	19
CityFibre			1	5	7	13
Fulcrum Pipelines Limited					1	1
Kirklees	3	2	10	23	11	49
National Grid Electric PLC				2		2
Northern Gas Networks	10		3	2	6	21
Northern Powergrid (Yorkshire) plc	1	12		1	2	16
VIRGIN MEDIA			3		1	4
Yorkshire Water	1	13	1	18	2	35
Grand Total	17	29	18	59	37	160

TPI 6 – Number of deemed permit applications (not included under Geoplace)			
Promoter	Not Deemed	Deemed	Grand Total
Arqiva Ltd	6		6
BSkyB Telecommunications Services Ltd.	3		3
BT	1529	4	1533
CityFibre	254	1	255
Dept for Transport Stat Roads	1		1
Energetics Electricity Limited	3		3
Energetics Gas Limited	1		1
Fulcrum Pipelines Limited	7		7
GAS TRANSPORTATION CO LTD	9		9
GEO	4		4
Kirklees	1006	3	1009
Metro West Yorkshire	141	1	142
National Grid Electric PLC	15	4	19
NETWORK RAIL -PROMOTERS NATIONAL	67	6	73
Northern Gas Networks	1234	18	1252
Northern Powergrid (Yorkshire) plc	1621	11	1632
Romec	2		2
Telefonica (O2 (UK) Limited)	21		21
T-Mobile (UK) Limited	54		54
VIRGIN MEDIA	967	3	970
Vodafone	1		1
Yorkshire Water	3991	15	4006
Grand Total	10937	66	11003