



Transforming Your Council

Road & Transportation

ROAD ASSET MANAGEMENT POLICY



Road Asset Management Policy

The road network in West Lothian is a significant and valuable council owned asset. There are:

- 1043km (648 miles) of carriageways, valued at £1,159M;
- 1390km of footways, valued at £132.7M;
- 578 bridges, valued at £304.5M;
- 46,147 lighting columns valued at £84.2M;
- 151 sets of traffic signals, valued at £8.7M; and
- Street Furniture valued at £8.7M.

Roads & Transportation also has responsibility for water related assets including: culverts, river training structures, reservoirs, SUDS, ponds and water courses.

These assets need to be maintained to a high standard, making the best use of the available funds. Our aim is to provide a high quality, safe, well-maintained and sustainable transport network that will help to generate and promote growth in business, leisure and everyday living within the community. This can only be done by implementing a robust asset management plan and this policy will outline the governing principals.

Scope

This policy applies to the creation/construction, acquisition, operation, maintenance, rehabilitation and disposal of all Council Road Assets.

Policy Objectives

This policy guides the management of the roads assets to ensure that:

- Assets continue to deliver a service to the community at an agreed level of service.
- There is clear direction for staff to make informed decisions.
- Legislative requirements are satisfied.
- Exposure to risk is limited to acceptable levels.
- Asset purchases or construction are only approved after whole of life costs and benefits are assessed.

Definitions

- **Assets:** Any physical item that the Council maintains, acquires or constructs which gives benefit or service to the community.
- **Asset Register:** A record of asset information considered worthy of separate identification.
- **Asset Life:** Time from acquisition to disposal.
- **Asset Management:** Activities and practices through which the Council optimally manages its physical assets, and their associated performance, risks and expenditures over their lifecycle.

- **Asset Management Plan:** A plan that details financial and technical treatments over the life of the asset or class to allow the asset to maintain an agreed level of service.
- **Level of Service:** The desired measureable service standard set for an asset group/type. Each activity is to have its service performance measured against the set level.
- **Whole Life Costs:** Total cost of an asset over its entire life including capital expenditure, maintenance expenditure and disposal expenditure.
- **Capital Expenditure:** Any expenditure that is used to procure or construct: a new asset, upgrade the capability of an asset, make improvements to an asset, make additions to an asset or replace an asset
- **PAS 55:** The British Standards Institution's (BSI) Specification for the optimized management of physical assets.
- **Revenue/ Maintenance Expenditure:** Any expenditure that allows an asset to continue providing the agreed level of service until the end of life is reached.
- **RAMP:** Road Asset Management Plan
- **SCOTS:** Society of Chief Officers of Transportation in Scotland

Policy Details

1. Asset Planning

- Roads & Transportation will adopt an asset management planning approach for the management of infrastructure assets including the application of whole of life cycle cost analysis as advocated in the SCOTS framework for road asset management planning and PAS 55-1:2008: Asset management. Specification for the optimized management of physical assets.
- Prior to acceptance, proposed capital works projects shall be subjected to technical and financial life cost evaluation and prioritised using predetermined criteria developed to satisfy the goals of the Corporate Plan and the Road Asset management plan.
- Wherever possible predictive modelling will be used to develop and implement preventative maintenance programs to ensure lowest net life cycle costs.

2. Community Expectations

- All Road infrastructure services will be regularly reviewed to ascertain the community level of service expectations / satisfaction.
- The council will regularly review its asset inventory to ensure it meets community requirements.

3. Risk Assessment and Management

- Roads & Transportation will maintain a program of regular inspections of assets to minimise risk to the community.
- Roads & Transportation will maintain and regularly review a Road Asset risk register. This will identify the risks associated with the council's road infrastructures and record the controls in place to manage them.

4. Asset Accounting

- Roads & Transportation Service will maintain asset registers to the level of detail required to meet the requirements of the CIPFA Transport Infrastructure Asset Code.
- Useful lives shall be determined and given to each asset group/type or component based on past experience and current benchmarked standards.
- Annual Depreciation costs will be calculated using a method set out in the transport asset valuation procedure and reported annually with gross replacement and depreciated replacement cost figures.

5. Budget Allocation

- The council's capital budget for roads including the funding for all asset purchase, maintenance, rehabilitation and replacement shall be guided by the Strategic Outline Business Cases (SOBCs).
- The allocation of revenue budgets will be reviewed annually taking into account the status of each asset and the level of service achieved in the preceding year(s).
- A rolling 3 year programme of proposed capital works will be maintained linked to the RAMP and long term financial plans.

6. Road Asset Management Plan

- Roads & Transportation will develop a five Year RAMP covering all the council's road assets including roads (carriageways), footways, street lights, structure, traffic signals, street furniture and water related assets.
- The RAMP shall define the management strategies to be adopted throughout the life cycle of the asset.
- The RAMP sets out for each asset group:
 - predicted future changes in demand;
 - levels of service required;
 - the investment required in the maintenance, renewal and replacement of assets required to meet the levels of service;
 - methods of performance monitoring and appraisal;
 - financial projections; and
 - the risks associated with the plan.

7. Quality Manual

- Roads & Transportation will develop and maintain a Quality Manual & Procedures which comply with the requirements of the EN ISO 9001:2015 standard.
- The Quality System will be regularly audited by internal and external auditors.
- The Quality Manual will define how and when we:
 - Inspect.
 - Categorise and prioritise reactive repairs.
 - Assess condition.
 - Identify and prioritise sites for resurfacing (or strengthening / replacement).
 - Prepare works programmes.
 - Procure and manage works.
 - Records and respond to customer contacts.

8. Reporting

- Roads & Transportation will prepare an annual asset management report.
- Roads & Transportation will report performance annually.

9. Roles And Responsibilities

- The Council is to:
 - act as custodians of community assets;
 - set corporate asset management policy with linkage to Council's Corporate Plan;
 - set agreed Levels of Service and Levels of Acceptable Risk for each asset class;
 - allocate budgets to achieve the levels set; and
 - ensure appropriate resources for Asset Management activities are made available.
- Chief Executive / Executive Management Team/ Capital Asset Management Board (CAMB) are to:
 - provide strategic direction and leadership;
 - ensure there is continuous improvement in asset management;
 - review existing policies and develop new policies related to asset management;
 - implement Corporate Asset Management Strategies with agreed resources;
 - monitor and review managers and staff in achieving the Asset Management Strategy; and
 - ensure accurate and reliable asset information is presented to Council.
- Managers and Staff are to
 - implement the asset management policy and plan with agreed resources;
 - develop and implement improvement plans for individual asset groups;
 - develop and implement maintenance and capital works programmes in accordance with Asset Management Plan and budgets;
 - deliver levels of service to agreed risk and cost standards;
 - present information to the Council, Chief Executive and Executive Management team in terms of life cycle risks and costs; and
 - Staff responsibilities for asset management activities are detailed within the Road Maintenance Manual

Associated Procedures and Related Policies

Corporate Risk Management Policy
Corporate Asset Management Policy
Road Asset Maintenance Manual
Financial Procedures

Review Date

This policy will be reviewed every five years in line with the capital programme timetable.