



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND TRANSPORT

TOPIC – ACCESS AND INFRASTRUCTURE BUSINESS PLAN 2008/09 ONWARDS

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel(s) (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Monday 31 March 2008.

Contact Officers:

Case Officer: Andy Hickman, Tel: 01962 848 105, Email: fmaloney@winchester.gov.uk

Committee Administrator:

Frances Maloney, Tel: 01962 848 155, Email: fmaloney@winchester.gov.uk

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key tasks that the Division will undertake over the coming five years, with SMART (Specific, Measurable, Agreed, Resourced and Timed) targets (both through actions and performance indicators) by which progress will be measured and monitored. The Plan also gives additional information about the role of the Division, the resources allocated to it (in terms of both staff and budgets) and the key risks that are being addressed through its work.

Key actions to be undertaken in this Division are:

- Develop jointly with Hampshire County Council the South of Winchester Park and Ride Scheme.
- Formulation of Winchester Town Access Plan jointly with Hampshire County Council.
- Continued implementation of the new national concessionary travel scheme from April 2008 in accordance with requirement of the DfT.

- Preparation for new powers under the Traffic Management Act 2004 that take effect from October 2008.

The Head of Division is satisfied that the actions put forward in this Business Plan will work towards the Council's corporate objectives, as set out in the Corporate Strategy 2008-13 or otherwise ensure that the Council meets the statutory obligations place on it by central Government. Other than where indicated, these actions can be achieved within the resources available. Plans are in place, or will be developed, to ensure that targets shown for key performance indicators can be achieved in the timescale shown.

PROPOSED DECISION

That the Business Plan for the Access and Infrastructure Division be approved as attached at Appendix A.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Business Plans form an important part of the Council's performance management process as they set out the key actions for the coming year. The Business Plan put forward for adoption sets out the actions that will best help the Council achieve its corporate objectives and meet its statutory obligations within the resources available to it, as far as can be seen in the light of current circumstances. While alternative approaches would be possible in many parts of the Plan, the actions being recommended are believed to give best value to the authority.

The Environment Scrutiny Panel has been consulted on this Business Plan and raised the following issues:

None.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

N/A

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

None

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision

Councillor Keith Wood – Portfolio Holder for Planning and Transport

Access and Infrastructure Division Business Plan 2008 - 2013

1. Brief Description of the Service and its Purpose

The Access and Infrastructure Division delivers the following services:

- *traffic management*
- *transport planning advice and support for development of key projects*
- *on and off street parking control and management*
- *management of the Councils CCTV systems*
- *concessionary travel*
- *park and ride services from St Catherine's and Barfield car parks*
- *engineering advice, design and scheme delivery*
- *land drainage, river management, maintenance and improvement of the Council's Sewerage treatment works and street nameplates*
- *community transport support*

These service areas impact greatly on a wide range of the District's residents, employees, land owners and businesses.

Effective management of traffic and parking, transport planning, community transport, concessionary travel, street nameplate provision and the delivery of engineering schemes through joint working with the Hampshire County Council as Transport Authority is key to providing better services, safeguarding the environment, delivering Government and local policies and making communities safer and more inclusive.

Our land drainage, river management and sewerage responsibilities are critical, both, for residents and landowners and in respect of our environmental responsibilities.

2. Links between Council strategic priorities and services

Strategic priority	Departmental responsibility
Economic Prosperity	<p><i>Efficient traffic, transport, park and ride and car parking management and policy is an important factor for the local economy in Winchester town, towns and villages and the rural areas and requires close working with members, residents, employees and businesses.</i></p> <p><i>Seeking and providing Infrastructure improvements.</i></p>
High Quality Environment	<p><i>The Division has a key role in seeking local transport infrastructure improvements in order to improve access, reduce congestion and reduce pollution. The development of the Winchester Town Access Plan will be crucial to this process. The continued running of the Park and Ride service and the development of the new South of Winchester Scheme also supports this priority.</i></p> <p><i>The Division is also responsible for land drainage, river management and the improvement, monitoring and management of the Council's 24 sewerage treatment works, 13 septic tanks, 7 cess pools and 5 pumping stations to meet Environment Agency standards.</i></p> <p><i>The provision of engineering, traffic and transport improvement schemes including car park improvements, lighting schemes, street nameplates, village and town centre improvements, signing, highway schemes and bus shelter maintenance and replacement all contribute towards a high quality environment.</i></p>

Strategic priority	Departmental responsibility
Safe and Strong Communities	<p><i>Our traffic management service has significant safety implications and benefits. Our car parks, street lighting and our park and ride scheme are designed and managed to reflect community safety implications.</i></p> <p><i>Our support for community transport schemes both directly and in conjunction with Winchester Area Community Action provides support for vulnerable groups.</i></p> <p><i>Managing and improving the Council's housing stock's Sewerage Treatment works.</i></p> <p><i>Running the Concessionary Travel Scheme for the elderly and the disabled.</i></p>
Efficient and Effective Council	<p><i>Ensuring that customers get access to advice, information and services in respect of parking, transport, traffic management, concessionary travel, land drainage, sewerage treatment and community transport.</i></p> <p><i>Working with local communities and partners on the Access Plan, local infrastructure needs, community transport, parking and traffic management provision.</i></p> <p><i>Working with partners to provide infrastructure improvements across the district.</i></p>

3. Summary of Progress in 2007/08

The list below is taken from the 2007/08 business plan for Access and Infrastructure and includes both Key Service priorities (1 – 6) and other tasks and service developments (7 -1 3). For each an explanation of progress is given and reasons for non achievement if appropriate.

1. Manage the Council's sewerage treatment works and implement agreed capital programme.

The treatment works are sampled monthly by the City Council and on an ongoing basis by the Environment Agency. The maintenance of the works and equipment is contracted out to specialist companies and overseen by City Council Staff.

There have been no major problems during 2007/08 and no prosecutions have been made.

We have completed a new sewerage treatment works at Station Hill Itchen Abbas and installed a new humus tank at Southbrook Place in Mitcheldever. . A programme of future sewerage treatment works improvements was agreed by Cabinet in March 2008.

2. Work in partnership with the County Council to design and gain support for the South of Winchester Park and Ride.

Throughout 2007 we have worked with the County Council on formulating the planning application and environmental statement. Planning approval has now been granted and the detailed design is being progressed.

Cabinet considered the scheme in December 2006 and agreed in principle to run the new services. Initial discussions have been held regarding bus routing and this will be submitted to Cabinet for consideration during 2008.

3. Implement concessionary travel scheme (new free bus passes) from April 2007.

This was achieved and work undertaken in preparation for the National Scheme in April 2008.

4. Implement revised car parking charges.

Revised car parking charges were introduced in April 2007

5. Undertake annual review of car parking charges

Revised parking charges were agreed by Cabinet in February 2008 including changes to facilitate users of the new Outdoor Sports Centre. .

6. *Reduce number of outstanding Traffic Regulation order requests*

15 TRO's have been introduced during the year and over 100 small scale schemes delivered.

7. *Develop a Winchester Town Access Plan*

A second Members Seminar was held during 2007 and a report/ study undertaken on Shared Space in Winchester. Car park and traffic O and D surveys were undertaken and community street audits organised during the summer. An exhibition was held during March 2008 on issues for inclusion in the Plan.

8. *Develop a programme of work for engineering team*

Works have been completed at Morn Hill Cemetery and, Winchester Rugby Club. The Car park improvement programme was completed in full and an additional scheme completed at Kidmore Lane Car Park in Denmead. A scheme was also undertaken for HCC at Worthy Lane Winchester.

9. *Review the City Council's support for community transport*

Joint work with WACA has continued, and in liaison with HCC, the City Council's annual grant has been distributed to voluntary groups. A consultation was completed for the new Rural Transport Grant and grants will be allocated early in 2008/09.

10. *Carry out reviews of street signing and arrange de-cluttering where appropriate*

This has now been undertaken within Winchester Town, Alresford, Wickham, Bishops Waltham, Droxford and Demead.

11. *Provide advice on drainage and flooding issues*

Advice has been provided as required.

12. *CCTV*

The monitoring contract has been re-let and a project plan drawn up for the relocation and upgrade of the current control room and CCTV system.

13 Winchester High Street Refurbishment

Secured agreement for funding of the refurbishment. Set up project team and agreed draft proposals for both repaving and associated traffic regulation orders.

14. Introduction of new Car Park back office system and purchase and introduction of new hand-held computers for parking attendants.

15. Preparation for introduction of car park charge pay by phone system for April 2008.

16. Preparation for introduction of Traffic Management Act parking regulations.

Other Achievements.

Completion of 22 Traffic Regulation Orders despite having to cover a maternity leave

100 Temporary Road Closures accommodated

Issued 124 works orders for minor traffic schemes

Completed 57 temporary TROs relating to road and utility works

Involvement in the organisation of around 20 special events, such as, the Hat Fair and the Troops Welcome Home Parades.

Ran a programme utilising for Speed Limit Reminders across the district (25 sites)

Saved 25% of the TRO advertisement budget which can now be used to progress actual schemes

Completed sign decluttering programme including removal of all no waiting 'at any time' plates across the district

Completion of bus shelter/ waiting area refurbishment programme and delivery of new schemes (5)

Completion of road safety improvement schemes and signing schemes on behalf of the County Council including Winchester University scheme

Completion of community street lighting programme

Installation of the Car Park variable message signs in Winchester

Recruitment and training of new Traffic and Transport technician

Provided the street nameplate service including completion of programme of new and replaced street nameplates

Input to Community Strategy development and Local Strategic Partnership Board.

Establishment and running of LSP Transport Sub Group

Organising and running a joint (with HCC) Members Seminar on Winchester Town Access Plan

Delivery of car park improvement programme with schemes in Winchester, Denmead and Alresford (6 schemes in total). This included bringing forward the Denmead scheme by 12 months and funding it from savings in the overall programme through good design and procurement.

Working with Customer Service Centre on joint training to implement first phase of integration

Management of park and ride service and receipt of many compliments. This included extension of scheme to accommodate 330 HCC workers.

Management of CCTV Control centre and operation

Re-establishment and updating of Engineering services procedures, project briefs, project data base and compliance with BSi and CDM Regulations.

Formulation of a programme of engineering works for 2006/07 and new projects for 2007/08.

Completion of engineering projects for HCC and appointment of a new consultancy to support service

Remedial works secured for the Swanmore Village enhancement

Provide drainage advice on planning applications

Achieved approval of experimental TROs at St Johns Hill one way system, The Square pedestrianisation and Swanmore.

Provided transport planning and land drainage advice and input to Silverhill and West of Waterlooville major developments

Involvement in Dial a Ride tendering process.

Represented City Council on National Parking Adjudication Service Advisory Management Board

Securing funding to continue Bikeabout scheme for next 2 years

Work started on updating GIS TRO data base

4. Service Priorities 2008/12 – Key Priorities

A) Key Service Priorities 2008/09

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
1.	Safe and Strong Communities and Environment Agency standards.	Manage and maintain the Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	Monthly inspections and testing.	Minimising sample failures shown by monthly sampling and testing. All Environment Agency inspections satisfactory.	Cost of maintenance contracts. Staff Time to monitor and sample 1 FTE equivalent.	Andy Hickman/ Patrick Aust/ Ron Duff
2.	Safe and Strong Communities and Environment Agency standards	Implement an annual improvement programme for Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	Annual improvement programme. Specific project dates.	Completion of projects. Improvement of treatment and meeting EA Standards.	Capital Programme of £200,000 Staff time to design and project manage schemes.	Andy Hickman/ Patrick Aust/ Ron Duff
3.	High Quality Environment and Economic Prosperity	Develop jointly with HCC The South of Winchester Park and Ride Scheme.	Progression of detailed design through to start on site. .	Planned start 2009.	10 days	Andy Hickman/ Dan Massey
4.	High Quality Environment and Economic Prosperity	Assess bus routes/services for South of Winchester Park and Ride	December 2008	Routes/services agreed by WCC and HCC	20 days	Andy Hickman/ Dan Massey

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
5.	High Quality Environment and Economic Prosperity	Formulation of Winchester Town Access Plan jointly with HCC Consider results of consultation and formulate draft strategies. Review car parking policy and residents parking scheme	Review consultation results by May 2008. Draft Plan/ options by Autumn 2008. Identify options for WTAP consultation	Next stage of consultation Publication of agreed plan by WCC and HCC	50 days	Andy Hickman/ Dan Massey and Neville Crisp / Ian Way/ Sara Kendall
6.	Transport Act 2000	Continued implementation of new national concessionary travel scheme from April 2008 in accordance with requirements of DfT	From April 2008 and ongoing.	Number of passes issued Running of scheme in accordance with DfT Guidance	40 days	Richard Hein / Scott MacBrayne/ Sandra Smith
7.	Traffic Management Act 2004	Preparation for new powers on civil enforcement from October Continue to review new powers as they become available. Consider enforcement of 'moving traffic' offences once new CCTV system available. Prepare as necessary.	April 2008 onwards	Meet target date. Deadline met	Parking manager 20 days	Andy Hickman / Richard Hein/ Neville Crisp
8.	Safe and Strong Communities	Run traffic management agency for HCC Meet requests for temporary road closures	March 2009	Meet requests and targets.	2 FTEs	Andy Hickman/ Neville Crisp / Corinne Phillips and Sara

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
		<p>Manage and seek to reduce list of Traffic Regulation requests.</p> <p>Run Speed Limit Reminder sign programme</p>				Kendall
9.	Safe and Strong Communities and High Quality Environment	<p>Maintain an engineering capability to deliver planned projects and to cope with emergency situations</p> <ul style="list-style-type: none"> • secure programme of works • Denmead Enhancement • Winchester Rugby Club • Car parks capital improvements • HCC schemes 	Individual project deadlines met	Meet deadlines	2 FTEs	Andy Hickman/ Chris Evans/ Matthew Hayes
10.	Safe and Strong Communities and High Quality Environment	<p>Delivery of car park improvement programme</p> <p>Tower Street management during refurbishment works</p> <p>Adaptation of payment machines to accept credit card and mobile phones</p> <p>Monitor impact of suspension of pay on foot payment systems in Tower St and</p>	By March 2009	Delivery of agreed programme	<p>£300,000 capital expenditure</p> <p>Individual project plans</p> <p>15 days input from RH / AH</p> <p>Project Manager</p>	<p>Andy Hickman/ Richard Hein</p> <p>Chris Evans</p>

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
		consider alternative systems and entrance/ exit requirements of 5 pay on foot car parks.			time as set out in Briefs	
11.	Efficient and Effective Council	Continue to work jointly with Customer Service Centre to integrate services. Review and monitor new car park back office system	Deadlines and proposal details to be set by Andy Hickman/Steve Tilbury By March 2009.	Agreement of timescales and actions Meet timescales	10 days 20 days	Andy Hickman/ Richard Hein Andy Hickman/ Scott MacBrayne.
12.	Safe and Strong Communities and High Quality Environment and Economic Prosperity	Run Parking service, enforcement, and park and ride services. Implement new charges Review charges	Implement new charges by April Review charges by February 2009	Meet timescales	Parking team	Andy Hickman Richard Hein/Scott MacBrayne
13.	Safe and Strong Communities	Provide support to WACA and community transport schemes and deliver schemes associated with new innovation fund	Throughout the year	Allocation of grants and delivery of schemes Retendering of Dial A Ride achieved Implementation of wheels to work scheme	20 days	Andy Hickman/ Neville Crisp

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
14.	Safe and Strong Communities and High Quality Environment and Economic Prosperity	Progress Winchester High St refurbishment Scheme and associated vehicular restrictions	Start on site September 2009	Meet timescales Consider need for Public inquiry for TROs		Andy Hickman/ Neville Crisp / Dan Massey
15.	Safe and Strong Communities and High Quality Environment and Economic Prosperity	Complete relocation of CCTV control room and system upgrade	By Feb/ March 2009	Meet timescales		Andy Hickman/ Richard Hein

B) Other Service we aim to deliver 2008/12

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
1. Safe and secure communities	Provide advice on drainage and flooding issues	Throughout the year	Within 10 working days	20 days	Patrick Aust/ Ron Duff
2. Safe and secure communities and high quality environment	Provide community lighting schemes Ensure City Council lighting stock is maintained and integrated with HCC PFI initiative Maintain and improve City Councils bus shelters Deliver bus shelter maintenance and improvements programme	Throughout the year	Delivery of programme	20 days	Neville Crisp / Corinne Hollis/ Sara Kendal
3.Economic Prosperity	Support special events throughout the District with Traffic management advice and support	Throughout the year	Delivery of programme	Part of Agency Agreement 2 FTEs	Neville Crisp/ Corinne Hollis/ Sara Kendall
5.Safe and secure communities and high quality environment	Implement responsibilities under Traffic Management Act 2004 and monitor	Ongoing throughout year	Responsibilities implemented/ procedures updated	5 days	Andy Hickman/ <i>Richard Hein/ Scott MacBrayne</i>
6.High Quality	Management of Street nameplate service	Individual project	Meeting	40 Days	Ron Duff

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
Environment		timescales	timescales		
7.Safe and secure communities and high quality environment	River inspections and maintenance	Throughout the year	Ongoing	20 days	Patrick Aust/ Ron Duff
8.High Quality Environment	Provide input to strategic development assessment and progression on transport and drainage matters such as Silverhill and Major Development Areas	Throughout the year	Progression of schemes	15 days	Andy Hickman/ Dan Massey/ Patrick Aust
9.High Quality Environment	Preparation of parking standards following new Govt Guidance	By August 2008	Production and approval of standards	5 days	Andy Hickman /Fiona Tebbutt and Dan Massey
10.Economic Prosperity and High Quality Environment and safe and secure communities	Introduction of planning obligations system to secure developer contributions for transport schemes. Formulate programme of developer funded schemes	By April 2008 for introduction and programme formulation by September 2007	Introduction of scheme and formulation of programme	20 days	Andy Hickman/ Dan Massey/ Sara Kendall
11.Safe and Secure Communities	Support for School Travel Plans in District and securing Safer Routes to School funding	Ongoing	Work with 5 schools.	20 days	Andy Hickman/ Sara Kendall
12.Safe and Secure	Identify funding to undertake work highlighted in the assessment of longer	Ongoing	Completion of work	5 days	Patrick Aust/ Ron Duff

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
Communities	term river bank works in Winchester.				
13.Safe and Secure Communities	Joint work with Environment Agency on Strategic Flood Risk Assessment as part of LDF. Continued involvement and assessment of results in LDF options assessments. Development of transport assessment works in liaison with HA.	Input to work throughout year		5 days	Patrick Aust
14.Efficient and Effective Council	Continued BSi accreditation for service	Inspection in June 2008	Maintaining accreditation	25 days	Andy Hickman/ Richard Hein/ Simon Howson/ Partick Aust/ Scott MacBrayne Peter McGarvey
15.Community Strategy	Sit on Local Strategic Partnership Board and run Transport Sub Group. Input to Community Strategy	Throughout the year.		5 days	Andy Hickman/ Dan Massey/ Sara Kendall
16.Local Development framework	Sit on Steering Group and input to LDF development. Integrate Access Plan and planning obligation system into process and approval mechanism	LDF timescales		5 days	Andy Hickman
17.Sustainability Strategy	Input to Strategy and sit on Steering group	Throughout the year		2 days	Dan Massey

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
18.Equality and Diversity	Undertake assessments as per timetable.	Transport policy start April 2009 Car Parks, Traffic Man and Engineering start by Oct 2009		20 days	Andy Hickman/ Richard Hein/ Corinne Phillips/ Neville Crisp/ Chris Evans / Dan Massey
19.EDRMS	Prepare for scheme implementation	Car parking early 08/09 Traffic and Transport early 09/10 Engineering early 09/10		Preparation work in parking office 5 days in 07/08	Andy Hickman Neville Crisp Corinne Phillips Dan Massey <i>Richard Hein</i> Chris Evans
20.Covalent	Input to system/ Pis	Throughout the year		5 days	Andy Hickman/ Simon Howson
21.Communication s/ Web Site	Maintain, update and improve Access and Infrastructure web site Traffic pages and sponsored roundabout issues	Throughout the year		5 days	Andy Hickman Matt Hayes Scott MacBrayne
22.Environment Act	Air Quality Action Plan Ensure that action plan schemes reflected	Throughout the year		3 days	Dan Massey

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
	in Access Plan and oversee programme				
23.Safe and Secure Communities and High Quality Management	Management of Park and Ride Service	Throughout the year	Customer satisfaction and number of users	20 days	Andy Hickman/ <i>Richard Hein / Scott Mac Brayne</i>
24. Contract renewals	Input to contract register. Identify renews. Cash collection. Bailiffs.	Contract renewal dates	Completion of process. Contracts let.	15 days	Andy Hickman/ Richard Hein
25.Efficient and Effective Council	Prepare an annual end of year report on Car Parking and enforcement	By March 2009	Completion of Report	5 days	Andy Hickman/ Scott MacBrayne
27.Safe and Secure Communities and High Quality Management	Undertake consolidation of Winchester town Controlled Parking Zone Order / amendments	To Follow development of Winchester Access Plan 2009/109	Consolidated Order	To be determined	Andy Hickman/ Neville Crisp/ Corinne Phillips Legal Services
28.efficient and Effective Council	Review Engineers Ordering System and financial recording/ recharging processes	Review in 08/09 Implement in 08/09	Enhanced system	To be determined	Andy Hickman IMT/ Financial Services
29. Standby system	Continue to run for Sewerage Treatment works and extend to Rivers	Ongoing	Rivers included	2 days for amendments. Standby weekends throughout the year	Pat Aust/ Ron Duff / Matthew Hayes/ Andy Hickman
30.Flexible Working	Review working arrangements and office accommodation in conjunction with team and progress project in line with IMT	Initial review end of April	Implementation of new policies	5 days	Andy Hickman

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
	delivery.				

Resource Implications

A) Financial

2007/08 Revised			Service Activity	2008/09 Estimate			FTEs	Notes
Exp. £000's	Income £000's	Net £000's		Exp. £000's	Income £000's	Net £000's		
620	(620)	0	Business Unit	645	(654)	(9)	2.10	1 x Head of Division, 2 x P/T Admin Support
493	(515)	(22)	Engineering Projects	223	(223)	0	2.00	1 x Project Manager, 1 x Technician
91	0	91	Drainage and Flooding	84	0	84	2.00	1 x Drainage Engineer, 1 x Technician
3,769	(5,048)	(1,279)	Car Parks and Parking	3,843	(5,284)	(1,441)	33.50	
2,048	(270)	1,778	Traffic and Transport	2,236	(391)	1,845	3.00	2 x Traffic Engineers, 1 x Transport Planner
7,021	(6,453)	568	Total	7,031	(6,552)	479		

B) Workforce

KEY EXTERNAL DRIVERS	KEY INTERNAL DRIVERS
<p>Funding for traffic management agency insufficient to make sizeable dent in TRO list</p> <p>Engineering projects from HCC and Town and parish councils need to be perused.</p> <p>Cost of Concessionary travel scheme</p> <p>Uncertainties over Income from car parking</p> <p>Environment Agency standards for Sewerage Treatment Works</p> <p>Flood risk/ Climate change</p>	<p>Recruitment of new admin assistant</p> <p>Engineering service funding insufficient to run the team</p> <p>Customer Service Centre – parking service to dictate timescales and extent of change</p> <p>HCC PFI on Street Lighting may require WCC to take on maintenance of street lights</p> <p>WCC Legal support for Traffic Regulation Orders</p>
WORKFORCE IMPLICATIONS	
<p>Induction of new parking manager</p> <p>Development of Engineering team resources and skills</p> <p>Flexible working project</p> <p>New parking office location and PA office/accommodation</p> <p>CCTV control room relocation</p> <p>Need for more resources on Transport planning work for development of Access Plan. Use of parking office staff to assist.</p> <p>Use of RPF consultants for specialist advice and to help with peaks on engineering projects and Sewerage Treatment Works improvements. Need to balance this with covering costs of the engineering team..</p>	

6. Key Performance Indicators

Ref. No.	What does this show?	Who reports this?	Achieved 2005/06	Achieved 2006/07	Estimate 2007/08	Target 2008/09	Target 2009/10	Target 2012/13
<u>LPI0239</u>	<u>Percentage of Penalty Charge Notices that result in an appeal</u>	<u>Parking Manager</u>	26%	27%	25%	25%	25%	25%
<u>LPI0240</u>	Percentage of adjudications decided in the Council's favour	<u>Parking Manager</u>	70%	37.5%	70%	70%	70%	70%
LPI0002	Average daily number of Park & Ride users (Mon. to Fri.)	<u>Parking Manager</u>	685	683	610	650	650	1000
<u>LPI0001</u>	Percentage of Sewage Treatment Works that pass Environment Agency standards.	Drainage Engineer	91.76%	86.11%	84%	100%	100%	100%
<u>LPI0003</u>	<u>Actual car parking income received compared against budget</u>	<u>Parking Manager</u>	£3,681m	£4,170m	£4,181m	£4,657m	To Follow	To Follow
<u>LPI0004</u>	<u>Number of outstanding Traffic Regulation Orders (indicator only)</u>	<u>Traffic Engineer</u>	43	54	57	30	30	30
<u>LPI0241</u>	<u>Number of Temporary & Permanent TRO's completed</u>	<u>Traffic Engineer</u>	N/A	N/A	100 Temp 15 TROs	100 Temp 15 TROs	100 Temp 15 TROs	100 Temp 15 TROs

7. Proposals for Consultation

What Research or consultation do we intend to carry out	How will we be doing it?	When will we be doing it?	How will we use the results?
Consultation on Winchester Town Access Plan	To be determined but will include Town Forum and LSP. LDF consultation will also input.	During March 2008 and Autumn 2008.	To inform development of the Access Plan
Consultation/ input to Developer funded list of transport improvements	To be determined but will include LSP, parish and Town Councils and Members. LDF consultation will also input.	By September 2008	To inform development of list
Traffic Management Schemes consultation	By letter, Notice and advert. Committee meetings when objections.	On going	To inform scheme development and approval
Parking Charges increases	By letter, Notice and advert. Committee meetings when objections.	November to April	To inform of new charges
Sewerage Treatment works improvements	As determined by individual project requirements and nature of project.	Ongoing	To inform scheme development and approval
Street nameplate provision	By letter and meetings.	Ongoing	To determine requirements
Engineering Projects	As determined by individual project requirements and nature of project.	Ongoing	To inform scheme development and approval
Rural Transport grants and innovation fund	By invitation letter and stakeholder meetings. Through LSP and sub group	During 2008	To determine allocation of grants

8. Key elements of risk management

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
OP	0035	Likelihood – Possible Impact - Medium	Environmental	Failure to maintain Sewerage Treatment works	Andy Hickman Patrick Aust	Breakdown or lack of maintenance. Increase in EA standards	Prosecution, damage to local environment and/or public health	Continuation of site specific maintenance, monitoring and implementation of improvement programme
OP	0040	Likelihood – Possible Impact - Medium	Financial	Vandalism and theft from car parking ticket machines	Richard Hein	Criminal damage by organised gangs	Financial loss, higher insurance premiums and cost of security measure.	New security measures fitted and money emptied daily.
OP	0041	Likelihood – Possible Impact - Major	Financial	Estimated income from car parking not materialising	Steve Tilbury/ Alexis Garlick	Changes in parking behaviour	Budget estimates not met	Monitor and adjust budgets accordingly
OP	0042	Likelihood – Possible Impact - Major	Financial	Securing enough engineering work to cover costs of engineering team	Andy Hickman / Steve Tilbury	Smaller WCC capital programme, HCC projects not forthcoming	Projections of income not met	Work hard to secure projects, help corporately to secure WCC projects.
OP	0043	Likelihood – Possible Impact - Major	Legal	Securing enough resource from legal services for traffic management	Andy Hickman/ legal services	Lack of staff/ expertise	Traffic Regulation Orders not progressed	Work with Legal Services

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
				projects				
OP	0044	Likelihood – Possible Impact - Medium	Financial	HCC secure PFI	Andy Hickman	HCC secure PFI project for street lighting. WCC then has to take on maintenance of its street lighting stock	Extra resources needed to arrange and possibly increased costs	Keep close eye on progress and hold early discussions with PFI contractor.
OP	0045	Likelihood – Possible Impact - Medium	Environmental	Flooding	Andy Hickman/ Pat Aust	Risk of flooding across district due to prolonged rainfall.	Property damage	Input to strategic flood assessment work. River maintenance and enhancement Changes to standby procedure