

**MINUTES OF: ADEPT/UKRLG ASSET MANAGEMENT BOARD**

**HELD ON: Thursday 21 June 2018 at CIHT, Britannia Walk, London**

**Present:**

Garry Sterritt (Chair)	Transport for London
Paul Boss (Vice Chair)	Staffordshire CC (MSIG)
Peter Clay	Cumbria CC (Northern)
Graeme Ferguson	Perth & Kinross (SCOTS)
Chris Allen-Smith	Hertfordshire (Eastern Region)
Richard Fenwick	Lincolnshire CC
Ian Wilson	Barnsley (Mets)
Andy Stevenson	Cornwall Council (South West)
Darren Merrill (Secretary)	Shropshire Council
Hannah Bartram	East Sussex (ADEPT)
Dan Bond	Rhondda Cynon Taf (Welsh Authorities)

		<b>ACTION</b>	<b>BY WHEN</b>
<b>1.</b>	<b>Introduction and Apologies</b> Apologies were received from:  Chris Watkins, Neill Bennett, Donald Morrison, Barry Roughley, Andrew Molyneux, Jo Heynes, Keith Harwood, Richard Jackson, Susan Robinson, Jason Glasson		
<b>2.</b>	<b>Membership, representation and collaboration</b>  DM presented a map of coverage for the Board. There is a large area through the Thames Valley round to Kent which is currently not represented on the Board.  CAS will send GS possible contacts from the South East area. HB offered to contact the missing authorities through ADEPT. DM to send her a list.  GS contacted Street Lighting again.  Stuart Molyneux will be Bridges representative.	<b>CAS DM/HB</b>	
<b>3.</b>	<b>Project updates</b>  The Board discussed progress with its projects:  <b><i>Streamlining the existing asset management guidance</i></b>  <ul style="list-style-type: none"> <li>• RF has collected a limited list of documents</li> <li>• The recent FCMG documents are to be added by RF</li> <li>• List to be separated. Suggested into Tier 1: Essential, Tier 2: Other resources and design guides; Tier 3 for local guidance, plus a set to inform superseded documents.</li> <li>• RF to add a commentary about each document</li> <li>• This list will be maintained on UKRLG website</li> <li>• It will signpost to where to start with sections by theme to indicate where to look.</li> <li>• Once this list is complete, the Board should review the list and then look at the gaps for future work.</li> <li>• RF to distribute current document with the minutes.</li> </ul>	<b>RF  RF  Board RF</b>	

<ul style="list-style-type: none"> <li>• Board to send updates to RF by 5 July 2018</li> <li>• RF to update and distribute by end of July.</li> <li>• Board to respond on usefulness by end of August.</li> <li>• RF to produce final version for next meeting.</li> </ul>	<p><b>Board</b> <b>RF</b> <b>Board</b> <b>RF</b></p>	<p><b>5/7/18</b> <b>31/7/18</b> <b>31/8/18</b> <b>7/10/18</b></p>
<p><b><i>Resources, recruitment, retention</i></b></p>		
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• GS plans to procure via the TFL Framework contract.</li> <li>• Feedback on Competency Framework tender document requested from the Board within next week.</li> <li>• DM/PC to supervise</li> </ul>	<p><b>Board</b> <b>DM/PC</b></p>	<p><b>28/6/18</b></p>
<p><b>Inspector Training</b></p> <ul style="list-style-type: none"> <li>• PB gave a summary of the MSIG approach.</li> <li>• Training to make risk-based assessments whether or not the authority policy constrains them.</li> <li>• No dimensions or mention of a dimensionless approach to be included</li> <li>• This project intends to produce a framework for an accredited training course.</li> <li>• The intention is to procure through the MHA Professional Services Framework contract, the Project Manager will be Peter Barclay (MHA). There will be a start meeting at end of July</li> <li>• GS stated that this needs to reflect national approach not just a Midlands approach.</li> <li>• GS suggested that the provider should advise on timescales rather than bluntly aiming for October 2018, timescales must remain this financial year.</li> <li>• GS/DM to set up a template for the brief – PID (Activities, Milestones and Outputs)</li> <li>• PC/RF to support this project</li> <li>• Teleconference to be arranged for end of July</li> </ul>	<p><b>GS/DM</b> <b>PC/RF</b> <b>PB</b></p>	<p><b>31/7/18</b></p>
<p><b><i>Supporting the case for investing in highway maintenance</i></b></p>		
<p><b>State of the Nation Report</b></p> <ul style="list-style-type: none"> <li>• GS suggested procuring via the TFL Framework contract and asked the board if other options were available.</li> <li>• This is high priority piece of work.</li> <li>• It is accepted that this report will be based on a sample of authorities rather than all authorities</li> <li>• The Board highlighted that WGA data, condition data and Treasury expenditure data would be a useful source of data.</li> <li>• DfT have data for carriageways and they want information all key asset classes</li> <li>• HB offered to assist by asking for information from ADEPT authorities.</li> <li>• CAS to provide a list of metrics available in WGA</li> <li>• A simple collection tool is desired with good reporting on UKRLG website to show the value of the exercise.</li> <li>• The next couple of months will be used to get a handle on the data and then to create a good steer for the future.</li> <li>• GS to add Traffic Signals to spec.</li> <li>• A one page brief template will be produced GS/DM</li> </ul>	<p><b>HB</b> <b>CAS</b>         <b>GS</b> <b>GS/DM</b></p>	<p><b>31/7/18</b></p>



	<p>on where this is going. There are essentially three options for WGA: full implementation, abandon it, or a middle path (achieved by a review of the current situation)</p> <p>Asset valuation links to the State of the Nation research project so that there may be additional value there.</p> <p>Discussion about the Board adopting this work and promoting a middle way with a simpler approach which supplies the data needed and the key asset management information. Land only needed if required for WGA, could be omitted for Asset Management only.</p> <p>November/December would be a good time to consider the outstanding action.</p> <p><b>CIHT Asset Management Panel</b></p> <p>CAS to distribute the notes of the last meeting.</p>	<p><b>CAS</b></p> <p><b>CAS</b></p>	<p><b>1/12/18</b></p> <p><b>28/6/18</b></p>
<b>6.</b>	<b>Conferences/Publicity/Events</b>		
	<ul style="list-style-type: none"> <li>• Traffex Seeing is believing 27-28 June 2018, Leicestershire</li> <li>• Tackling Potholes and Improving Road Infrastructure - Public Policy Exchange 12 September 2018, London</li> <li>• SMDS Annual meeting 4 July 2018, Wolverhampton</li> <li>• Strictly Highways –Local Council Roads Innovation Group - 12-13 September Blackpool</li> </ul>		
<b>7.</b>	<b>Minutes and actions from previous meeting</b>		
	<p>Correction to be made: “Welsh guidance developed in association with the Scottish Guidance”</p>		
<b>8.</b>	<b>Any Other Business</b>		
	<p>PB asked if there is any guidance on boundary agreements. The Board did not know of any such document.</p> <p>Discussion about the structure’s toolkit. If not functioning, how can authorities meet Level 3 criteria in self-assessment questionnaire? The Board’s research project is set to improve the toolkit.</p> <p>The UKRLG website is the best place to share information. GS has looked into the Knowledge Hub which seem to be more suited to local sharing within projects.</p> <p>GS to send out Terms of Reference (carried forward)</p>		
<b>9.</b>	<b>Future Meeting Dates and Venues</b>		
	<ul style="list-style-type: none"> <li>• Thursday 4 October 2018</li> <li>• Thursday 7 February 2019</li> </ul> <p>GS and DM will review progress on actions in early August. A teleconference will be considered to ensure that actions are successfully progressing.</p>	<p><b>GS/DM</b></p>	<p><b>7/8/18</b></p>