

DRAFT

MINUTES OF: UKRLG/ADEPT ASSET MANAGEMENT BOARD

HELD ON: Tuesday 3 September 2019 at CIHT, Britannia Walk, London

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| Present: | Garry Sterritt (Chair) | Transport for London |
| | Paul Boss (Vice Chair) | Staffordshire CC (MSIG) |
| | John Paterson | Atkins |
| | Iosif Filosof | Atkins |
| | Elena Martinez | Atkins |
| | Graeme Ferguson | Perth & Kinross (SCOTS) |
| | Donald Morrison | Transport Scotland |
| | Garry Kemp | Department for Transport |
| | Clive Lambourne | Kent CC |
| | Neill Bennett | Derbyshire CC |
| | Katie Moreton | Walsall MBC (West Midlands) |
| | Richard Fenwick | Lincolnshire CC |
| | Richard Mills | Calderdale Council (West Yorkshire) |
| | Jason Hibbert | Welsh Assembly |
| | Lee Garratt | Doncaster (Mets) |
| | Darren Merrill (Secretary) | Shropshire Council |
| | Stuart Brittain | TRL (Part) |
| | Sukalpa Biswas | TRL (Part) |

| | | ACTION | BY WHEN |
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| 1. | Introduction and Apologies Apologies were received from: Mike Hansford, Keith Harwood, Chris Allen-Smith, Peter Clay, Andrew Loosemore, Barry Roughley (retiring from Board), Dale Rumney, Stuart Molyneux, Mike Bosworth, David Ayre (CPIFA) | | |
| 2. | Research Project Proposals – Update Three proposals have been submitted. These are: <ul style="list-style-type: none">• e-learning refresh• Asset data management – guidance on developing a strategy• State of the nation report – 2nd year GS is awaiting the outcome from the assessment, however we have been requested by the DfT to progress the State of the Nation work for a second year as a priority. | | |
| 3. | Competency Frameworks – Update Asset Management Competency Framework Positive feedback was provided. It is starting to be used in London, no concerns raised. Derbyshire are incorporating it into the Annual Review process. Highway Inspector Competency Framework Changes to the Code as a result of the framework are published on the UKRLG website. A soft launch has been made. A presentation to launch the framework will be delivered by John Paterson at the MHA conference and Paul Boss at LCRIG conference in Blackpool. After these events, the slide | Regional Reps | |

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| | <p>deck will be made available to regional representatives who are asked to give the presentation to their regional groups.</p> <p>GS suggested that the Asset Management and Inspector Frameworks could be promoted together – slide deck to cover both.</p> <p>The project team are also looking to get a slot at HighwaysUK to promote these frameworks.</p> <p>Feedback was that several authorities have started to use the document.</p> <p>PB has consulted stakeholders on progress. Skills Training Centre and TMS are currently offering a course. LANTRA is building a course in line with the framework by the end of the year and intends to get this accredited with the IHE.</p> | <p>Atkins</p> <p>Atkins</p> | |
| <p>4.</p> | <p>State of the Nation – Update</p> | | |
| | <p>GS gave an update. DfT is currently not in a position to publish the first state of the nation report but are looking to continue this work into a second year.</p> <p>Lessons learnt from the experience in the first year:</p> <ul style="list-style-type: none"> • New asset types to be added such as retaining walls & tunnels • Can we improve the data collection process for authorities by coordinating data requests across the many organisations that receive it? • Is there a better way of reaching the right people? <p>For Classified Roads, carriageway condition could be obtained from survey companies. This would not adequately deal with unclassified roads?</p> <p>There was a discussion around the consistency of data between authorities. GS reminded the Board that the State of the Nation Report is not intended for comparisons at an authority level.</p> <p>Board to contact Atkins on ways to improve Year 2 for their proposal.</p> | <p>Atkins</p> <p>Board</p> | |
| <p>5.</p> | <p>Lifecycle planning toolkit</p> | | |
| | <p>DM confirmed that everyone had received the documents. GF has offered the use of SCOTS KnowledgeHub as an efficient means to distribute large amounts of information in the future.</p> <p>IF provided a demo of the toolkit.</p> <p>The plan is to hold four workshops to promote these tools in mid-October. PB, GF and GS offered to host workshops in the Midlands, Scotland and London respectively. MH maybe able help in the South West region. Atkins to follow up.</p> <p>There may also be an opportunity to include these in the CIPFA/HAMP network meetings.</p> <p>Five condition bands are used in the default transition matrices. The Board discussed how authorities will deal with SCANNER which has</p> | <p>Atkins</p> | |

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| | <p>three bands, Atkins to add some guidance to cover how this can be done.</p> <p>The use of appropriate transition matrices is key to the success of the tool. The regional groups could play a key role to empowering authorities to build and use them.</p> <p>The existing toolkit is being used by authorities along with other proprietary solutions. GS added that many of the other solutions are based on the same methods.</p> <p>GS noted that the challenge remains to reach authorities that are not doing life cycle planning? The Board is requested for suggestions on how this can be best achieved.</p> <p>One suggestion was that regional groups hold practical sessions for actual officers.</p> <p>EM stated that practical help is planned at the launch events</p> <p>Feedback was provided on the Case Studies, including:</p> <ul style="list-style-type: none"> • The maintenance strategies could be more realistic. • Winter preparation is really preventative maintenance • Transition matrices look a little too sensitive <p>Atkins to amend accordingly.</p> <p>It was suggested that the ancillary assets toolkit could be generalised to 'Other Assets'? Atkins to consider this.</p> <p>The Board discussed the white lining for CAV case study. Some questions were raised about the relevance of this case study; however, the Board agreed to retain the case study.</p> <p>For the footway case study, it would be useful to have a comparison of expenditure on bituminous footways versus concrete and flagged footways.</p> <p>DM to send Atkins contact list for surveymonkey link.</p> <p>The Board agreed to sign off the work (subject to amendments discussed at the meeting) and progress with the launch.</p> | <p>Atkins</p> <p>Board</p> <p>Atkins</p> <p>Atkins</p> <p>Atkins</p> <p>DM</p> | |
| <p>6.</p> | <p>Economic Assessment Tool</p> | | |
| | <p>This work will need to be signed off virtually by end of November 2019</p> <p>SBr & SBI gave a demonstration of the HMEA tool.</p> <p>TRL to look at the flexibility of using hierarchy (or other classification) not just Road Class.</p> <p>The Board discussed how easy it is to populate the tool. Clear guidance is needed on what is more important so that they can use defaults with confidence. TRL to produce a hierarchy of important data for the tool based on the influence on the outcome.</p> | <p>TRL</p> <p>TRL</p> | |

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| | HMEA tool to include data links to point to the ONS data. Demo version to be provided with the guidance mid-October. | TRL TRL | |
| 7. | Updates from groups | | |
| | HAMFIG - No update on this. CIHT Asset Management Panel - No update | | |
| 8. | Conferences/Publicity/Events | | |
| | Publicity at: <ul style="list-style-type: none"> • LCRIG – 11/12 September 2019 • CIPFA/HAMP Network – 16 to 20 September 2019 • HighwaysUK - 6/7 November 2019 • IAM conference - 27/28 November 2019 | | |
| 9. | Minutes and Actions | | |
| | The actions from the last meeting were reviewed. Outstanding actions: <ul style="list-style-type: none"> • MH will send details of projects to GS. • Comments needed from DfT by end of week on State of the Nation report. • Letter from CAS regarding WGA • Vaisala and Measure2Improve to be invited along to the next meeting. | MH MK CAS DM/PC | |
| 10. | Any Other Business | | |
| | Update to the Code – GS to raise the need for a change to the code through UKRLG | GS | |
| 11. | Future Meeting Dates | | |
| | Confirmed next meeting dates at CIHT London: <ul style="list-style-type: none"> • Thursday 6th February 2020 – 10am to 3pm • Tuesday 2th June 2020 – 10am to 3pm (note change of date) | Confirmed | |