

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 3 MAY 2003

STREET INSPECTION MANUAL

Report by Executive Director of Development and Property Services

1 PURPOSE OF REPORT

- 1.1** To request that the Committee approves the implementation of the Street Inspection Manual (refer to Appendix 1).
The Manual sets out policy and gives guidance to Clerk of Works when undertaking street inspections.

2. BACKGROUND

- 2.1** East Ayrshire Council is being increasingly successful in defending insurance claims.
- 2.2** An important element of this process is ensuring that street inspections are undertaken in a systematic and diligent manner.
- 2.3** The preparation of a formal policy and procedures document is recommended in 'Delivering Best Value in Highway Maintenance', the Code of Practice for Maintenance Management.
- 2.4** The Street Inspection Manual has been prepared taking cognisance of standards and other recommendations contained in the said Code of Practice.

3. WORKING GROUP

- 3.1** A Working Group was formed within Roads Operations to assist with implementation of 'Insight for Highways', formally known as 'Highway 1', a computerised maintenance management system, which records all inspections carried out by the Clerk of Works, and action taken thereafter to repair defects.
- 3.2** 'Insight for Highways' became fully operational on 1 April 2004, and the Working Group was then tasked with reviewing and updating current practise with respect to Inspections and the repair of defects.
- 3.3** While this review has been completed and the Street Inspection Manual produced, the intention is to review and update it on an ongoing basis, in the light of experience and any future revisions to the Code of Practice.

- 3.4 The Council's Risk Manager has been consulted on the contents of the Manual and is satisfied with its approval, providing that it is subjected to ongoing review.

4. LEGAL IMPLICATIONS

- 4.1 The Council has a duty under the Roads (Scotland) Act 1984 to maintain roads listed on the List of Public Roads. This includes carriageway, footway, verges, drainage, street lighting, street furniture etc., located within the road boundary.

5. FINANCIAL IMPLICATIONS

- 5.1 A robust inspection and defect repair regime is essential to defending public liability claims, which can result in considerable costs to the Council's Insurers, if the Council is found to be negligent. This can result in increased insurance premiums.

6. RECOMMENDATIONS

- 6.1 The Committee is requested to approve the Street Inspection Manual as contained in Appendix 1.
- 6.2 The Committee is requested to note that the Manual may be amended in the future as required by usage experience and any future changes to the Code of Practice for Maintenance Management.
Any major changes will be subjected to future Committee approval.

James Lavery
Executive Director of Development and Property Services

18 April 2005

List of Background Papers

Nil

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