

THE SCOTTISH ROAD WORKS COMMISSIONER



CORPORATE PLAN 2016-18

Authorising Context

This Corporate Plan has been produced by the Scottish Road Works Commissioner in fulfilment of his duties as set out in the Transport (Scotland) Act 2005

The Scottish Road Works Commissioner's Role

The Scottish Road Works Commissioner is a Ministerial appointment, established in 2005 under the Transport (Scotland) Act 2005. The Act states:

[The Commissioner] will oversee improvements to the planning, co-ordination and quality of road works in Scotland.

The general functions of the 2005 Act are to:

- monitor the carrying out of road works in Scotland
- promote compliance with the New Roads and Street Works Act 1991
- promote the pursuit of good practice

The specific functions of the 2005 Act are to:

- publish an annual report
- prepare an annual account
- keep a register to be known as the Scottish Road Works Register

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Foreward



Angus Carmichael
Scottish Road Works Commissioner

In August 2015 the Scottish Ministers announced that the Office and Functions of the Scottish road Works Commissioner were to be reviewed. I was subsequently appointed as Commissioner for a period of two years to guide the office through the review period.

I am pleased to present my Corporate Plan for the next two years. This plan covers the period April 2016 to March 2018 and translates the function of the Transport (Scotland) Act 2005 into strategic objectives. This is the first Corporate Plan published by the Scottish Road Works Commissioner. I have

decided to take this action to provide a clear framework for the next 2 years.

The plan is formulated around four key objectives, which cover the role of the Commissioner and the Commissioner's office as set out by the Scottish Ministers. The post of Scottish Road Works Commissioner is publicly funded and therefore the Commissioner is accountable for spending.

In this plan I have tried to take a strategic approach to considering opportunities for collaborative working and improving best value.

The Corporate Plan is a high level working document from which the office business plan and performance management reports are derived, ensuring the strategic direction of Scottish Road Works Commissioner

I hope that this document will support customers and stakeholders with an interest in the governance and oversight of road works in Scotland.

Angus Carmichael
Scottish Road Works Commissioner

Legal Framework in which the Commissioner Operates

The Scottish Road Works Commissioner (SRWC) is an independent public official established under Section 16 of the Transport (Scotland) Act 2005 and is accountable to the Scottish Ministers and ultimately the Scottish Parliament. The Commissioner has powers to appoint staff and has set up a team to assist in the execution of the Commissioner's duties.

The Commissioner has powers to impose financial penalties on roads authorities who systematically fail in their duty to co-ordinate and on undertakers who systematically fail to co-operate when undertaking road works.

The functions of the Commissioner are laid out by the Transport (Scotland) Act 2005 and are as follows:

- Monitoring the carrying out of road works in Scotland;
- Promoting compliance with the New Roads and Street Works Act 1991 (the Act); and
- Promoting the pursuit of good practice by those persons who have functions conferred on or permissions granted to them by the Act.

The Commissioner is also “the Keeper” of the Scottish Road Works Register (SRWR). The SRWR is a public register which is used for co-ordination of road works in Scotland. The functionality of this register underpins much of the work carried out by the Commissioner.

Accountability

The Scottish Road Works Commissioner is appointed by the Scottish Ministers and is sponsored by Transport Scotland, an agency of the Scottish Government.

As part of the Commissioner's accountability a Corporate Plan, detailing the strategic outlook for the office of the Scottish Road Works Commissioner, should be prepared. The Commissioner must also lay an annual report and accounts before Parliament.

Vision of the Scottish Road Works Commissioner

The vision of the Scottish Road Works Commissioner is to make a positive contribution to Scotland's road network by improving and monitoring the performance of utility companies and roads authorities when undertaking road works, resulting in minimised disruption for the public. The SRWC also aims to provide a centre of excellence, sharing knowledge and giving assistance to the Scottish road works community.

Although the Commissioner is an independent regulator, the work of the office supports the national outcomes of the Scottish Government, making Scotland a better place to live and to become a more prosperous and successful country. Figure 1 below, indicates how the vision of the SRWC supports the national outcomes.

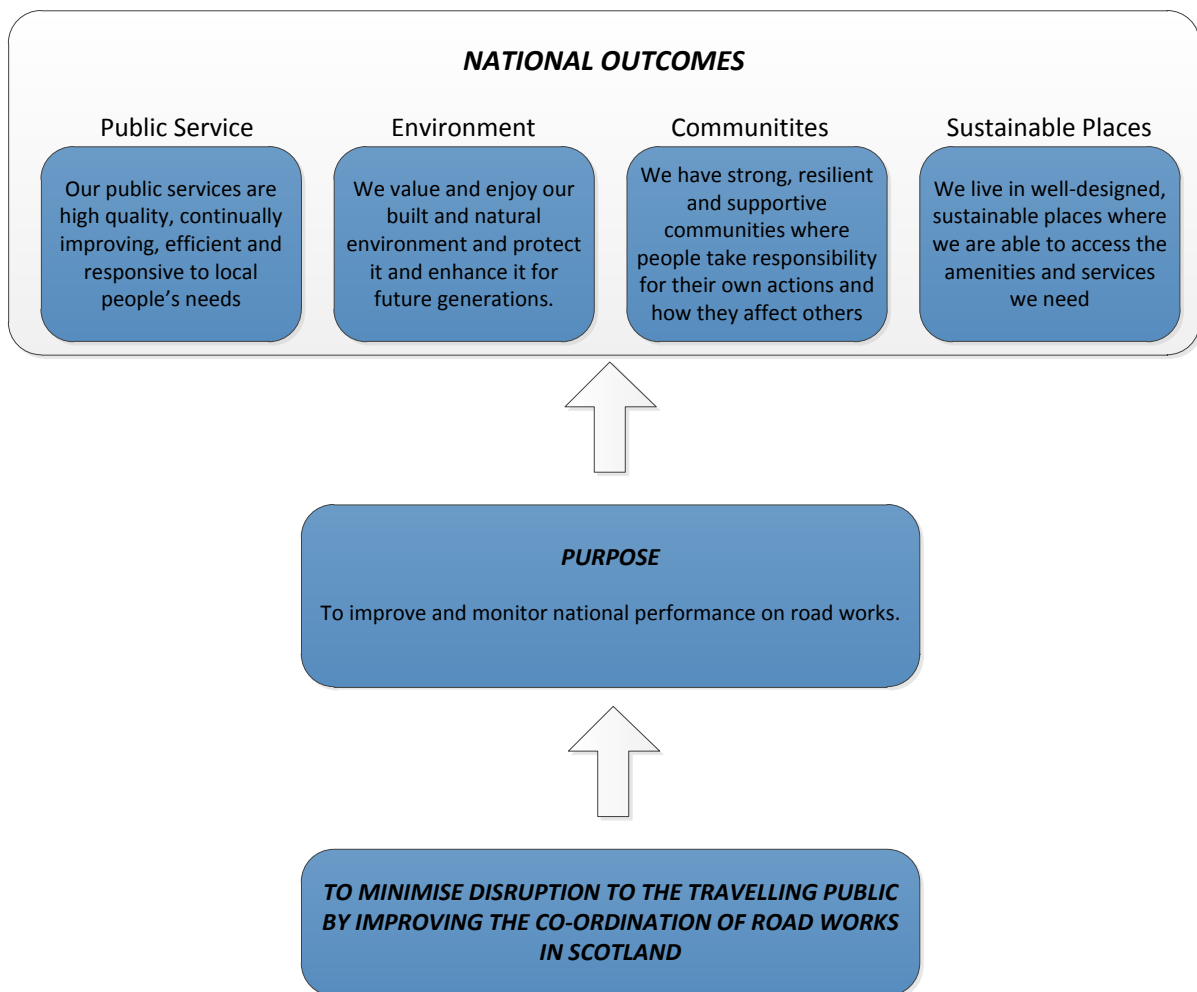


Figure 1 - SRWC Correlation to National Outcomes

Commissioner's Corporate Aims

The Scottish Road Works Commissioner has developed four Corporate Aims to meet the duties conferred by the Transport (Scotland) Act 2005 and to achieve the vision of the SRWC over the next 2 years.

The Transport (Scotland) Act 2005 was designed to strengthen the requirements for directing the timing of works, reinstating roads and to create new provisions for resurfacing roads. The Act changed the enforcement regime of offences under the New Roads and Street Works Act 1991 (NRSWA 1991) and strengthened requirements for the training of persons carrying out, supervising or administering road works.

In its development, the Act's aim was to improve the quality and co-ordination of road works across Scotland. The aim of SRWC is to improve and monitor national performance on road works by promoting good practice and ensuring that all parties comply with relevant legislation.

This section of the plan translates the relevant sections of the Transport (Scotland) Act 2005 into the following four corporate aims and describes their delivery and monitoring :

- 1. To monitor the carrying out of road works in Scotland**
- 2. To ensure compliance with road works legislation**
- 3. To promote good practice**
- 4. To ensure the effective operation of the Commissioner's office**

Corporate Aim 1 – To Monitor the Carrying Out of Road Works in Scotland

Why is this a priority?

A key function of the SRWC is monitoring the carrying out of road works in Scotland. Co-ordination by roads authorities and co-operation by utility companies improves efficiency and reduces disruption, maintaining the integrity of the road network for the travelling public.

This Aim supports the achievement of, and contributes to the following national outcomes:

- Sustainable Places
- Environment

How we will deliver on this priority

This corporate aim will be delivered through a suite of measures designed to monitor road works in Scotland. This will include both desk analysis led investigation and on-site monitoring and review. Key methodologies that are driving this Aim are:

- Annual Performance Reviews using information from the Scottish Road Works Register (SRWR)
- Monitoring of complaints from both the Scottish road works community and the wider public
- Monitoring the results of inspections carried out by roads authorities on works
- Technical Standards Monitoring programme carried out by the SRWC
- Analysis of the results of the Coring Programme carried out by the Scottish road works community
- Our Community Engagement Strategy.

How will we monitor this priority

The SRWC will monitor and report on:

- Roads Authority Performance
- Undertaker Performance
- Technical Standards Monitoring programme
- Community Engagement

Corporate Aim 2 – To Ensure Compliance with Road Works Legislation

Why is this a priority?

Compliance with road works primary and secondary legislation ensures that road works are co-ordinated, undertaken efficiently and carried out in accordance with specified technical standards.

This Aim supports the achievement of, and contributes to the following national outcomes:

- Sustainable Places
- Environment
- Public Service
- Communities

How we will deliver on this priority

Substantive delivery of this Aim will be achieved through education and knowledge sharing. The SRWC has re-assessed existing priorities in terms of publications and community engagement and proposes the following areas of action to deliver this corporate Aim:

- Regular Best Practice Seminars
- Circulation of Informative Newsletters
- Circulation of Information Bulletins
- Our Community Engagement Strategy
- Regulation

How will we monitor this priority

The SRWC will monitor and report on:

- Feedback from stakeholders and the Scottish road works community
- Relevant publications
- Relevant events
- Publicity
- Organisations assisted
- Meetings attended
- Performance Reviews (including Interim Performance Reviews)
- Fines Imposed

Corporate Aim 3 –To Promote Good Practice

Why is this a priority?

The promotion of good practice is a key activity of the Scottish Road Works Commissioner, conveying and promoting the legislative requirements and desired standards for those undertaking road works in Scotland. In the current challenging financial climate, where budgets are reduced and efficiencies sought, following best practice can be crucial to success. The SRWC will promote good practice as widely and openly as possible.

This Aim supports the achievement of, and contributes to the following national outcomes:

- Sustainable Places
- Environment
- Public Service
- Community

How we will deliver on this priority

This Aim will be delivered through:

- Improved communication
- Our Community Engagement Strategy
- Data collection, publication and information sharing

How will we monitor this priority

The SRWC will monitor and report on:

- Attendance at Scottish and UK Working Groups
- Document publications
- Technical standards programme
- Seminars and events
- Corporate events

Corporate Aim 4 – To Ensure the Effective Operation of the Office

Why is this a priority?

The Scottish Road Works Commissioner is a Public Sector Body and therefore, is accountable for its actions. The Office exists to support the Commissioner and therefore needs to ensure that it meets its own service standards.

This Aim supports the achievement of, and contributes to the following national outcomes:

- Public Service

How we will deliver on this priority

This Aim will be delivered through good governance, communication and engagement with stakeholders, including the preparation of a communications strategy to ensure:

- Ministerial and sponsor department awareness
- Key stakeholder awareness
- Public awareness

Key steps in the delivery of this Aim are to:

- Review and improve governance arrangements to introduce additional analysis, rigidity and transparency and that operational policies are fit for purpose
- Maintain and develop networks with key strategic stakeholders and partners
- Investigate and develop shared service opportunities with partners and similar bodies
- Progress a best value regime
- Pursue efficiency savings for the SRWC as set by Scottish Government
- Monitor service standards and ensure these are in keeping with the expectations of users.

How will we monitor this priority

The SRWC will monitor and report on:

- Adherence to SRWC operational policies
- FOISA and EIRs statistics
- General enquiry statistics
- Compliance with the SRWC and Scottish Government financial procedures, policies and controls
- Improvement of communications with our key stakeholders
- Audit Scotland reports

Timetable and Approach

The Commissioner's Corporate Plan will be implemented through an annual business plan which will cover the upcoming financial year. The SRWC's Business Plan details business objectives and activities that will facilitate and contribute towards the corporate Aims outlined in this document.

The business plan is published on the Commissioner's website at the following address:

<http://www.roadworksscotland.gov.uk/Publications/BusinessPlans.aspx>

Resources

As previously noted the Scottish Road Works Commissioner is appointed by the Scottish Ministers and the Commissioner has the power to appoint staff.

Staffing Structure

The staffing structure of the office of the Scottish Road Works Commissioner is shown in Figure 2:

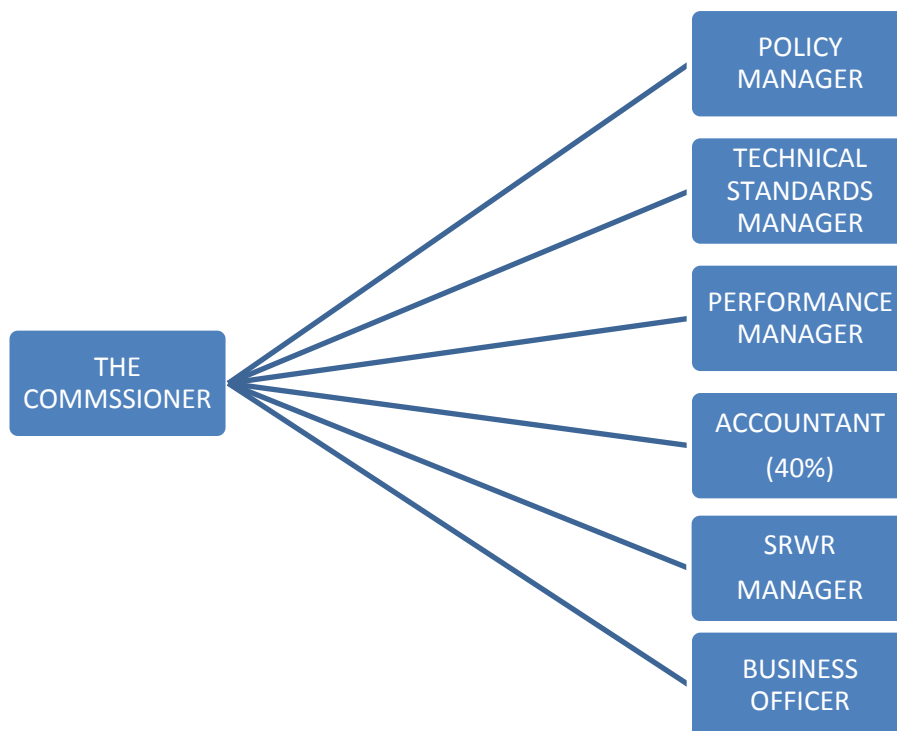


Figure 2 SRWC Organisation

Reporting our Progress

The SRWC is required to report progress on objectives and achievements in autumn; this is carried out by means of the publication of the Annual Report and Accounts. These documents are laid before Parliament.

On a quarterly basis, the SRWC provides a dashboard performance management report to report progress against the objectives set out in the annual Business Plan. The reports are published on the Commissioner's website at:

<http://www.roadworksscotland.gov.uk/Publications/Publications.aspx>

Managing our Resources

In order to fulfil the duties conferred on the Scottish Road Works Commissioner, as set out in the Transport (Scotland) Act 2005, the Scottish Road Works Commissioner is allocated a grant from the Scottish Government.

The current financial position for all Scottish public bodies is such that they must consider the management of resources carefully to ensure best value and often make efficiency savings. In order to achieve this, the Commissioner ensures a streamlined approach to the work of the office by ensuring that the activities undertaken are specific, realistic and measurable.

Statement of Intent

The Scottish Road Works Commissioner will:

- Demonstrate governance over the work of the Office;
- Treat people with equality, dignity and respect;
- Act with integrity when complying with the Commissioner's policies and procedures;
- Regulate effectively and independently; and
- Demonstrate value for money/best value in business undertakings.

Feedback / Contact Us

The Scottish Road Works Commissioner is committed to providing a quality service for the road works community and the people of Scotland. To assist and improve this process, the Commissioner would be pleased to receive feedback and your views on the planning of the service. Alternatively, if you have any comments or complaints about our service please let us know.

All feedback received will be used to inform future plans



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Accessibility and Inclusion

This document may be available in other formats, please contact us if you wish to discuss this matter.