

## Minute

### Development and Infrastructure Committee

Tuesday, 13 November 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Graham L Sinclair, Andrew Drever, Norman R Craigie, David Dawson, J Harvey Johnston, Rachael A King, W Leslie Manson, Gwenda M Shearer, James W Stockan, Duncan A Tullock and Kevin F Woodbridge.

### Clerk

- Angela Kingston, Committees Officer.

### In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Head of Marine Services, Engineering and Transportation (for Items 1 to 9).
- Roddy Mackay, Head of Planning, Development and Regulatory Services.
- Colin Kemp, Corporate Finance Senior Manager.
- Karen Bevilacqua, Solicitor.
- David Brown, Environmental Health Manager (for Items 3 to 9).
- Steven Killeen, Quarrying Manager (for Items 9 to 13).
- Kenneth Roy, Roads Support Manager (for Items 1 to 5).
- Jackie Thomson, Development and Regeneration Manager (for Items 8 to 10).
- Hazel Flett, Senior Committees Officer.
- Andrew Hamilton, Performance and Best Value Officer (for Items 1 and 2).

### Observing

- Naomi Bremner, Transportation Manager (for Items 5 to 9).
- David Hartley, Communications Team Leader.
- Alan Cuthbertson, Service Improvement Officer (for Items 2 to 8).

### Not Present

- Councillor Magnus O Thomson.

### Declarations of Interest

- Councillor Rachael A King – Item 10.
- Councillor Kevin F Woodbridge – Item 10.

## **Chair**

- Councillor Graham L Sinclair.

### **1. Disclosure of Exempt Information**

The Committee noted the proposal that the public be excluded from the meeting for consideration of Item 12, together with Annex B of Item 10, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

### **2. Performance Monitoring**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

Noted the performance of Development and Infrastructure for the reporting period 1 April to 30 September 2018, as set out in sections 3 to 5 and Annexes 1 and 2 of the report by the Executive Director of Development and Infrastructure.

### **3. Revenue Expenditure Monitoring**

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Committee:

Noted:

**3.1.** The revenue financial summary statement in respect of Development and Infrastructure for the period 1 April to 30 September 2018, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated an underspend of £218,900.

**3.2.** The revenue financial detail by Service Area statement in respect of Development and Infrastructure for the period 1 April to 30 September 2018, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

**3.3.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

### **4. Road Asset Replacement Programme**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Committee:

Noted:

**4.1.** The summary position of expenditure incurred, as at 30 September 2018, against the approved Road Asset Replacement Programme, as detailed in section 4.1 of the report by the Head of Finance.

**4.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance.

## **5. Roads Management and Maintenance Plan**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Roads Support Manager, the Committee:

Noted:

**5.1.** That the draft Roads Management and Maintenance Plan 2018 to 2023, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, had been developed in accordance with the national guidance document "Well-Managed Highway Infrastructure: A Code of Practice".

**5.2.** That the Code of Practice referred to at paragraph 5.1 above, which was published in 2016 and replaced various previous codes of practices, recommended that Roads Authorities should adopt a "Risk Based Approach" to managing their assets.

**5.3.** That the Roads Management and Maintenance Plan 2018 to 2023 would continue to be developed to ensure the infrastructure assets, contained in the appendices to the Plan, remained up-to-date.

The Committee resolved to **recommend to the Council:**

**5.4.** That the Roads Management and Maintenance Plan 2018 to 2023, attached as Appendix 1 to this Minute, be approved.

## **6. Burial Ground Charges**

After consideration of a report by the Executive Director of Development and Infrastructure, together with an Equality Impact Assessment, copies of which had been circulated, the Committee:

Noted:

**6.1.** That most local authorities in Scotland had no charge policies in place for child burials and cremations.

**6.2.** The Council's burial ground charges, as detailed in section 3.2 of the report by the Executive Director of Development and Infrastructure.

**6.3.** That the Convention of Scottish Local Authorities and the Scottish Government had made a joint commitment to remove local authority fees in respect of burials and cremation of children under 18 years old, as detailed in section 4 of the report by the Executive Director of Development and Infrastructure.

On the motion of Councillor James W Stockan, seconded by Councillor J Harvey Johnston, the Committee resolved to **recommend to the Council**:

**6.4.** That burial charges be waived for children under 18 years old, in accordance with the joint commitment made by the Convention of Scottish Local Authorities and the Scottish Government.

## **7. Harbour Authority Sub-committee**

After consideration of the draft Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018, copies of which had been circulated, the Committee:

Resolved:

**7.1.** On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, to approve the Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018 as a true record.

The Committee resolved to **recommend to the Council**:

**7.2.** That the recommendations at paragraphs 3.6 and 3.7 of the Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018, attached as Appendix 2 to this Minute, be approved.

## **8. Inter-Island Ferry Services**

### **Proposed Summer 2019 Timetables**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Engineering and Transportation, the Committee:

Noted:

**8.1.** That the inter-island ferry services timetables for summer 2019 were scheduled to operate from 5 May to 30 September 2019.

**8.2.** That draft timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2019 were presented to the Ferry Services Consultative Forum for consideration on 22 August 2018, with the main comments and representations from transport representatives outlined in section 4 of the report by the Executive Director of Development and Infrastructure.

**8.3.** That, on 20 September 2018, the proposed timetables, together with feedback from the Ferry Services Consultative Forum, were considered by the Board of Orkney Ferries Limited and recommended to the Council for implementation.

**8.4.** That the proposed timetables, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, remained consistent with those operated during summer 2018, including the Tuesday and Thursday return link from Eday to Sanday for education purposes, which was currently being trialled.

**8.5.** That, in the event the trial referred to above did not continue, the timetable in respect of the Outer North Isles would revert to the level of service operated during summer 2017, attached as Appendix 2 to the report by the Executive Director of Development and Infrastructure.

**8.6.** That, in advance of the Council's budget setting process being concluded, any decision on the proposed Orkney Ferries summer timetables for 2019 would be subject to an adequate service revenue budget being established for financial year 2019 to 2020.

The Committee resolved, in terms of delegated powers:

**8.7.** That the timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2019, attached as Appendix 3 to this Minute, be approved, subject to:

- An adequate service revenue budget being established for financial year 2019 to 2020.
- The trial of the Tuesday and Thursday return link from Eday to Sanday continuing.

**8.8.** That, should the trial referred to above not continue, the timetable in respect of ferry services to be operated to the Outer North Isles during summer 2019, attached as Appendix 4 to this Minute, be approved.

## **9. Food Law Enforcement Service**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Environmental Health Manager, the Committee:

Noted:

**9.1.** That audits of local authority food law enforcement services were part of Food Standards Scotland's arrangements to improve consumer protection and confidence in relation to food and feed.

**9.2.** That, in June 2018, the Council's food law enforcement service was audited by Food Standards Scotland.

**9.3.** The Capacity and Capability Audit Report, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, which contained two recommendations, as detailed in section 4.2 of the report by the Executive Director of Development and Infrastructure.

## **10. Economic Development Grants**

### **Budget Monitoring Statement and Delegated Approvals**

Councillor Rachael A King declared a non-financial interest in this item, in that a family member was employed by an organisation which had received economic development grant funding, however, as the specific application was not discussed, she did not leave the meeting.

Councillor Kevin F Woodbridge declared a non-financial interest in this item, in that he was a member of an organisation which had received economic development grant funding, however, as the specific application was not discussed, he did not leave the meeting.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Development and Regeneration Manager, the Committee:

Noted:

**10.1.** That, for financial year 2018 to 2019, the approved budget in respect of Economic Development Grants amounted to £591,700.

**10.2.** Spending to 30 September 2018, in relation to Economic Development Grants, totalling £139,247, of which £124,047 related to grant commitments made in previous financial years and £15,200 to current year commitments.

**10.3.** That, as at 30 September 2018, the Budget Available for Approval from the Economic Development Grants budget amounted to £400,731, as detailed in Annex A to the report by the Executive Director of Development and Infrastructure.

**10.4.** Grant and non-grant approvals made in the period 1 April to 30 September 2018, totalling £190,969, including grants approved under delegated schemes for the same period, totalling £52,469, as detailed in Annex B to the report by the Executive Director of Development and Infrastructure.

## **11. Kirkwall Travel Centre**

The Committee noted that this item had been withdrawn.

## **12. Quarrying Service Business Plan**

On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, the Committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1 and 6 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

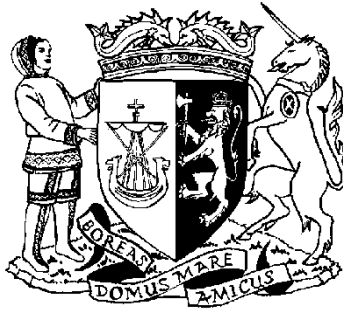
Resolved to **recommend to the Council** that the updated Business Plan in respect of Orkney Islands Council Quarries, attached as Appendix 5 to this Minute, be approved.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

### **13. Conclusion of Meeting**

At 12:50 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.



# **ORKNEY**

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## **ISLANDS COUNCIL**

### **Development and Infrastructure Roads Management and Maintenance Plan 2018 - 2023**



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## Document Control and Council Approval

Version Number/Date.	Approved by Council
V1/November 2018	
Next Update Due.	November 2023

## **Part A - Introduction**

### **Section 1 - Purpose of Plan**

#### **1.1 Introduction**

This plan reflects the recommendations in Well-Managed Highway Infrastructure: A Code of Practice 2016 to adopt a risk-based approach to roads maintenance. The purpose of the Roads Management and Maintenance Plan (RMMP) remains the same as before, to maintain the roads network in a safe and serviceable condition for the efficient movement of people, goods and services, both now and in the future.

#### **1.2 The Importance of Roads Management and Maintenance**

A safe and serviceable road network is an essential requirement for the well-being of any community. The roads not only carry all people, vehicles and goods, but also all the other service apparatus, such as water, sewerage, electricity and telephones that are essential to maintain our present standard of living. In addition, the roads network is the first thing most tourists or other visitors to Orkney will see and consequently will be the first impression that they receive of the area and the Council.

It is therefore vital that there is a structured approach to roads management and maintenance that ensures the safety of the network whilst minimising the need for reactive maintenance and ensures serviceability for road users by maximising the long-term benefits of routine maintenance.

Roads management and maintenance must also meet the challenge of Sustainability, which requires that we achieve a balance of the social, economic and environmental implications of both individual schemes and the service as a whole, that provides, as far as we are able, for both our present needs and for those of future generations.

#### **1.3 Roads Management and Maintenance Mission Statement**

To Manage and Maintain the roads network to ensure the safe and efficient movement of people, goods and services for the long-term social and economic benefit of the whole community.

#### **1.4 Roads Management and Maintenance Strategy**

The Roads Management and Maintenance Plan (RMMP) will deliver the following:

##### **Roads Network Safety**

- Provide a safe environment for all road users.
- Complying with statutory obligations
- Meeting user's needs

##### **Roads Network Serviceability**

- Ensuring network availability
- Achieving network integrity
- Maintaining network reliability
- Enhancing network condition

**Roads Network Sustainability**

- Minimising cost over time
- Maximising value to the community
- Minimising environmental intrusion

## **Part B - Framework**

### **Section 2 - Policy Framework**

#### **2.1 Objectives of the Roads Management and Maintenance Plan (RMMP)**

Network Safety, Serviceability and Sustainability remain the three core objectives of the Roads Management and Maintenance Plan. However, the plan should also provide a framework for establishing outcomes against which service and asset performance can be measured and the development of local performance indicators for comparison and use in best value reviews. The RMMP will also contribute towards the implementation of the developments and improvements detailed in the Development and Infrastructure (D and I) Service Plan (SP).

#### **2.2 Policy Co-ordination**

The RMMP will, as directed by the Development and Infrastructure Service Plan, contribute to the wider corporate objectives of the Council Plan 2018-2023, the Community Plan, Orkney 2020: Our Vision and the single outcome agreement agreed with the Scottish Government. If appropriate, maintenance priorities will be altered to assist the wider corporate strategic goals which may include: community regeneration projects, safer communities, social initiatives or similar types of projects.

In turn it is hoped that the RMMP will help influence the wider policy agenda and budget allocations of the Council through Corporate Resource Planning.

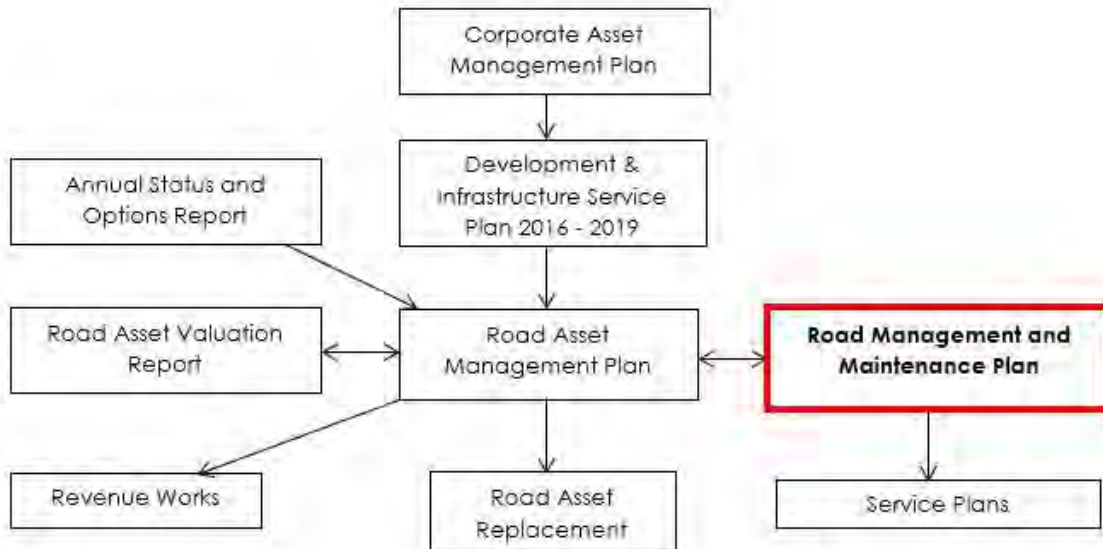
In developing the RMMP, account will be taken of other Council Services' objectives for transport integration and network management, including strategies for public transport, walking and cycling, again to give added value to these projects.

#### **2.3 Roads Asset Management**

The management of roads maintenance needs to be set within the context of the Development and Infrastructure Service Plan, the Roads Asset Management Plan and an overall asset management regime. The Service Plan will provide the strategic framework within which roads services are delivered and will form the link between the wider corporate aims of the Council, contained in the Council Plan 2018 – 2023, the Community Plan and its local Transport Strategy and will focus primarily on its front-line services.

The Roads Asset Management Plan (RAMP), which will include the roads and associated infrastructure replacement programme, will enable us to value the assets we have and identify the funding required to maintain the asset in its present condition. It will help identify the effects of budgetary constraints on the level of service provided and allow a considered assessment of the effects of the reduced level of service and ensure that they are mitigated through an efficient use of the available resources.

The Roads Management and Maintenance Plan (RMMP) will focus on the management and maintenance of the infrastructure itself at an operational level. It will contain detailed operational plans for the delivery of front line services and will establish an inspection regime to monitor and report on the condition of the asset.



## 2.4 Risk Management

The Code of Practice recommends that roads maintenance, including the establishment of inspection regimes, levels of service, determining priorities and programmes of work, and procuring the service, should all be undertaken against a clear understanding of the risks and consequences involved.

Although the most commonly understood risks affecting the service relate to the safety of the network and liability for accidents or injury to users or employees, there are a wide range of other risks that should be considered. These include: -

- Asset loss or damage.
- Service failure or reduction.
- Operational risks.
- Environmental risks.
- Financial risks.
- Contractual risks.

The risk register for this plan is attached as Appendix 20.

## 2.5 Sustainable Roads Management and Maintenance

Sustainability in relation to the RMMP means securing a balance of social, economic and environmental wellbeing in the delivery of the service that does not compromise the ability of future generations to meet their own needs. However, it must also mean securing sufficient investment and operational resources to avoid a progressive deterioration of the asset.

It may also, in the current economic climate, mean maintaining, as far as possible, the current asset in a steady state condition with a shrinking budget or as an absolute minimum, ensuring that it is safe to use.

## **Section 3 - Best Value and Continuous Improvement**

### **3.1 Service Improvement Plan, Best Value Reviews and Management Reviews**

Best Value reviews will be used to identify opportunities for improvement and to add value to other services provided by the Council and others. Best Value reviews will also be used as an aid to bench marking the policies, strategies and practices of the Authority.

The Development and Infrastructure Service Plan will provide the strategic framework within which the RMMP exists.

### **3.2 Principles of Service Delivery**

Our policies, programmes and service delivery arrangements for roads management and maintenance will provide for efficient, effective and economic management of the network, giving priority to the needs of the user and support to the wider corporate objectives of the Council. However, network safety and statutory duties are the prime considerations.

### **3.3 Consultation**

The views of users, the wider community and their representatives will be sought in the development and regular review of roads management and maintenance policies, programmes and priorities. These views will be acknowledged when setting levels of service and developing operational procedures.

In addition, consultation will also take place with other Local Authorities and organisations.

### **3.4 Information and Publicity**

We will provide timely information and publicity about the nature and programming of road maintenance works to enable those affected, where necessary, to plan to mitigate such effects. This information will be updated if works are delayed or extended.

### **3.5 Public Transport Service Reliability**

Attention will be paid to the quality and the timeliness of information to providers and users of public transport in view of the importance of maintaining confidence in the timetable of advertised services. Closures and diversions will be for the minimum period required for efficient completion of the works.

### **3.6 Community Relations and Contact**

Arrangements will be put in place for receiving regular feedback from samples of users and others affected by works to monitor performance and review priorities.

Arrangements are also in place to receive, deal with and monitor compliments, service requests, complaints and other information from users and the community, including standards for response, arrangements for immediate or planned action and recording of all transactions.

Employees responsible for dealing with user and community contacts will be competent to determine the relative urgency of response and to enable immediate action to be taken where necessary.

### **3.7 Customer Care Code**

The views people have of the Council can be influenced by the reception they receive from the employees they contact.

In accordance with the Council's policies we will carry out all our dealings with people, including other employees, in the following manner:

- Responsive.
- Effective.
- Supportive.
- Professional.
- Efficient.
- Caring.
- Tolerant.

### **3.8 Involvement of Employees, Contractors and Agents**

Arrangements will be made to facilitate the involvement of all the elected members, employees, contractors and agents in building commitment and pride in the roads management and maintenance service, and to maximise individual contributions to the process of continually improving Best Value Service Delivery.

### **3.9 Training and Development**

In addition to the need for Health and Safety training, standards can be improved, and objectives achieved more easily if all those involved in the road maintenance functions receive training necessary to raise their level of competence in the field.

We will endeavour to have all relevant personnel trained to SVQ level in addition to professional qualifications for other relevant personnel involved in the delivery of the road maintenance service.

Training will be given for Inspections and Surveys where the quality and treatment of data could have significant legal and financial implications.

Special training and familiarisation with operational procedures and equipment will be given for personnel involved in the delivery of Winter Services.

We will make sure that all those involved are aware of the extent and nature of the Authority's legal obligations for road maintenance and how these relate to their responsibilities, including the important distinction between duties and powers.

### **3.10 Management of Claims**

All claims against the Council's Roads Service will be documented upon receipt and investigated timeously. Results of investigation will be confirmed to claimant within 28 days of initial receipt of claim.



## **Section 4 - Legal Framework**

### **4.1 Road Maintenance Legal Framework**

This section is not intended to be a comprehensive statement of the legal situation regarding roads management and maintenance. It is provided for general information and full legal advice should be sought elsewhere.

#### **Roads (Scotland) Act 1984**

The Roads (Scotland) Act 1984 Section 1, states that "...a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them under this section."

#### **Common Law – Duty of Care**

Road Authorities have a Duty of Care under Common Law. The criteria commonly used by the courts to determine if a defendant is liable are:

1. The harm which occurred must be a reasonable foreseeable result of the defendant's conduct;
  - Was the authority aware of the defect?
  - Was the route inspected within assigned timescales?
  - Experience of similar defects and the deterioration/degradation rates? Will the defect deterioration/degradation cause the likelihood and/or impact of the defect to increase before the next inspection?
  - Has there been similar incidents on the authorities' network or is the authority aware of similar incidents occurring?
  
2. It is fair, just and reasonable to impose liability.
  - Did the authority assess, prioritise and maintain the defect in accordance with their Maintenance Strategy/Manual or equivalent documents?
  - What was the defect risk and priority?
  - If necessary, what action(s) had been taken to repair the defect? Timescale for the repair?
  - Was the defect repaired within specified timescales?

#### **Well Managed Highway Infrastructure – a Code of Practice**

As of October 2018, Well Maintained Highways will be superseded by Well Managed Highway Infrastructure (WMHI), removing all prescriptive intervention levels, action timescales, inspection frequencies, etc.

WMHI recommends that Roads Authorities should adopt a risk-based approach to managing their asset. The rationale being that a defect can represent a different level of risk in different contexts. Judging a defect on risk rather than a fixed intervention level can lead to a more focused maintenance regime to ensure resources are directed where they are needed most for the benefit of the network, and its users, as a whole.

## **The Transport (Scotland) Act 2005**

The Transport (Scotland) Act 2005 empowers the Scottish Road Works Commissioner whose main functions are to monitor the carrying out of road works in Scotland by Roads Authorities and Utilities and their compliance with the New Roads and Street Works Act 1991 and the obligations imposed under it. In addition, the Commissioner is the Keeper of the Scottish Road Works Register through which overall planning and co-ordination of works on roads is achieved.

Overall, to comply with legislation, regardless of the common sense need to maintain the asset, authorities require to have appropriate written policies and procedures in place for road maintenance management.

In view of the legal situation and the present challenging environment, it is essential that the road revenue budget is allocated in a systematic logical manner based on a structured maintenance management plan. This Plan is prepared on this basis.

### **4.2 Health and Safety**

The principle items of Health and Safety legislation affecting this plan are as follows;

- The Health and Safety at Work etc Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015.

The Act and these regulations make it a requirement for the Authority to establish suitable arrangements for the management of all construction works to ensure that all works are carried out in a safe manner.

In addition, there are other regulations and Codes of Practice that relate to the management of Health and Safety on site which include but are not limited to;

- The Traffic Signs Manual Chapter 8
- New Roads and Street works Act 1991.

All those involved in the planning, management and delivery of the Roads Maintenance will receive appropriate training to ensure that all activities are carried out in accordance with relevant Health and Safety legislation.

## Part C - Roads Management and Maintenance Plan

### Section 5 - Strategy and Hierarchy

#### 5.1 Roads Management and Maintenance Service

The Road Management and Maintenance Service is the responsibility of Development and Infrastructure, Roads Services. In addition to the maintenance and management of the Council's roads, the Service also undertakes all Street Lighting Maintenance and provides Winter Service activities, including the core resources to enable an Emergency Response Service in support of the Council's Corporate Emergency Plan.

The Roads Maintenance Service looks after an ever-expanding roads network as our community continues to grow. The roads network is a very valuable asset with the estimated replacement cost of more than £1000 million. This replacement value is not practically achievable therefore maintaining the asset is of paramount importance to properly serve the present generation of road users who rely upon the network daily.

The list of maintained assets is an appendix to this document and can be viewed on the Council's Website or on request at the Council Offices.

#### 5.2 Roads Management and Maintenance Strategy

Our roads management and maintenance strategy will be based upon;

- A robust framework of policies and objectives for the service (Development and Infrastructure Service Plan).
- A detailed inventory of all relevant components of the asset (RAMP).
- A defined hierarchy of all elements of the network (RMMP).
- A comprehensive management system of inspecting, recording data, analysing, prioritising and programming works (Pavement Management System, WDM).
- Arrangements to monitor, review and update as necessary, each component of the strategy and the performance of the strategy in delivering the core maintenance objectives (Development and Infrastructure Service Plan).
- All in accordance with sustainability and best value.

The strategy will be subject to alterations as required by changing circumstances, changes to the network or other relevant matters.

#### 5.3 Designing to Minimise Maintenance

The design of new roads or alterations to existing roads will take account of the need to consider the future maintenance implications of the new construction.

#### 5.4 Maintenance Management System

##### 5.4.1 Introduction

The Roads Maintenance Management System comprises various components, these are;

1. **The network model.** This is the Street Gazetteer; all asset data is referenced against it. This will contain a list of all roads in the area, both public and private, whether maintained by the Roads Authority or not. The Gazetteer will be

maintained in accordance with the agreed conventions and will comply with BS7666:2006.

2. **The Asset Database.** An integrated Road Asset Management System has been procured from WDM Ltd. This will record information on the type, condition and location of all assets in a GPS map format.
3. **Specialist Applications.**
  - Scottish Road Maintenance Condition Survey (SRMCS) and Skid Resistance Survey (SCRIMS) – Data from the annual survey will be used as a basis for planning future roads maintenance works and will provide an objective assessment of the condition of the road network. This information is stored and utilised through the Pavement Management System (PMS).
  - Accident Management System (AMS) – This system will hold data on all road traffic accidents in Orkney and is used to create a geological overlay showing all locations of accidents over a 10-year period.
  - Routine Management System (RMS) – This system is used for the management and administration safety inspections, defects and programmed work.

## 5.5 Network Inventory

The Roads (Scotland) Act defines a road as any way over which the public has a right of passage and carriageways, footways, footpaths and cycle ways are all roads for the purposes of the Act. Where the public right of passage includes a right of passage by vehicle, the road is termed a carriageway. Where the right of passage is by foot only, the road is either a footway or a footpath. A footway is associated with a carriageway, that is, a traditional pavement. A footpath is independent of a carriageway.

As noted above, the Council, as Roads Authority, has a duty to prepare and keep a list known as the 'list of Public Roads' and has a statutory duty to manage and maintain all roads that are entered on to that list. A public road is defined as a road that is maintained by the local Roads Authority. This is distinct from a private road which is a road over which the public has a right of access, but which is maintained by the landowner. The public or private status of a road is a matter of maintenance liability only.

The list of roads, and all other assets maintained by the Roads Service is contained on the Councils website as Appendices to this plan. The list of assets included are listed below:

- Carriageway
- Other Council Roads
- Footways
- Footpaths
- Cycleways
- Street Lighting
- Illuminated Signs and Bollards
- Non-Illuminated Signs and Bollards
- Bridges and Structures
- Sea Walls and Retaining Walls
- Drainage
- Road Markings

- Safety Barriers and Railings
- Life Buoys
- Car Parks
- Other Assets

This inventory is the basis of quantifying and establishing the annual maintenance programme to be carried out within the constraints of each year's budget. Any shortfall in available budget compared to the desirable works programme will be reported to the Development and Infrastructure Committee in the first instance.

### **5.6 The Road Network Hierarchy**

A hierarchy of all carriageways, footways/footpaths and cycle routes has been determined in accordance with the Code of Practice modified where appropriate to reflect the Orkney environment.

There are no Motorways or Trunk Roads in the Orkney Islands Council's area and, as such, Category 1 is not included in Table 1 below. Three additional categories of 5a, 5b and 6 will be created, 5a for roads within the Kirkwall and Stromness Conservation areas, 5b for shared surface roads in urban areas and 6 for Roads Services maintained car parks. This higher frequency reflects their high pedestrian usage and special engineering requirements.

For the purpose of this Plan the road network hierarchy, which is the responsibility of Orkney Islands Council, is categorised as follows:

### 5.6.1 Carriageway Hierarchy - As detailed in Appendix 1

Table 1

Category	Hierarchy Description	General Description	Detailed Description
2	Strategic Route within Orkney	Principal "A" roads between Primary Destinations	Routes for fast moving traffic linking principle centres of population, transport hubs and service centres such as Hospitals and ferry terminals. Normally two lanes with no footway out with urban areas
3a	Main Distributor	Main Urban network and routes connecting secondary centres of population to Main towns, the strategic network and services	Routes linking the larger villages and other centres of population to the strategic network and services within main population areas. They are of varying widths and are not always able to take two-way traffic
3b	Secondary Distributor	Classified (B and C) class roads and some unclassified urban routes carrying local traffic with frequent junctions	Roads linking smaller villages and centres of population to the strategic and main distributor network. In urban areas these roads generally have 30mph speed limits and significant pedestrian activity including crossing points. On street parking is generally unrestricted.
4a	Link Road	Roads linking between the strategic, main and secondary distributor network with frequent junctions	In rural areas these roads provide links between the main distributor roads network. They are generally single track with passing places. In urban areas they are residential or industrial interconnecting roads with 30mph speed limits, random pedestrian movements and uncontrolled parking.
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas roads providing access to small groups of houses or individual properties and land. Generally single track, dead end and often unsuitable for HGV's. In urban areas they are often residential loop roads or cul-de-sacs.
5a	Road within Conservation Area	Road, generally without footway within busy urban shopping, business area and residential areas.	Roads within Local conservation areas with high public space and streetscene contribution, heavy pedestrian usage and special engineering requirements.

5b	Shared Surface	Road, generally with service strips within urban residential area.	Roads within Urban areas which have been designed without segregated footways and instead assume that Pedestrians and Vehicles shall share the same carriageway surface.
6	Car Parks	Car parks maintained by Roads Services	Generally, car parks which are covered by a Traffic Regulation Order.

### 5.6.2 Footway Hierarchy (This may also include footpaths if specified) – Appendix 3 and 4

Table 2

Category No	Category Name	Brief Description
2	Secondary Walking Route	Medium usage routes through local areas feeding into primary routes, local shopping centres, schools and industrial centres
3	Link Footway	Linking local access footways through urban areas and busy rural footways
4	Local Access Footway	Footways associated with low usage, short estate roads to the main routes and cul-de-sac

### 5.6.3 Cycle Route Hierarchy – Appendix 5

Table 3

Category	Description
A	Cycle lane forming part of the carriageway – There are no Cat A Cycle lanes in Orkney.
B	Cycle track; a route for cyclists not contiguous with the public footway or carriageway.  Shared cycle/pedestrian paths; either segregated by a white line or other physical segregation, or unsegregated.
C	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the roads authority.

## 5.7 Maintenance Types and Categories

The typical types of maintenance functions which should be considered in terms of the output contribution to the core maintenance objectives of safety, serviceability and sustainability are:

- Reactive
- Routine
- Programmed
- Regulatory
- Winter Service
- Weather and other Emergencies

### 5.7.1 Reactive

Responding to safety inspections, complaints, public requests or emergencies.

Table 4

<b>Activity – Response</b>	<b>Description</b>
All Assets - Emergencies	Assess - Sign and make safe for safety purposes
All Assets – Complaints and Public Requests	Assess – Make safe and/or provide permanent repair for safety purposes
All Assets - Inspections	Make safe and/or provide permanent repair for safety purposes

### 5.7.2 Routine

A regular consistent schedule of Cyclic maintenance works such as: drainage works, electrical maintenance and verge maintenance.

Table 5

<b>Activity</b>	<b>Description</b>
Drainage	Cleaning of ditches, culverts (Incl' grills), offlets, gullies, safety channel and kerbs, storm water and french drains
Verge Maintenance	Grass cutting
Road Marking and Studs	Refresh and replace if damaged
Street Lighting and Electrical Systems.	Clean, repair and replace if damaged



### 5.7.3 Programmed

An annual programme of planned works, primarily surface treatments such as surface dressing and resurfacing, and including road reconstruction schemes and new drainage works.

Table 6

<b>Activity</b>	<b>Description</b>
Carriageways	Minor works: - Reconstruction, Resurfacing, Surface Dressing, Edge Strengthening, including haunch reconstruction
Footway	Minor works: - Reconstruction, Resurfacing, Slurry Sealing and Kerbing
Drainage	Culvert Replacement, New Ditches / Cut offlets / French Drain
Bridges / Structures	Major Bridge Repairs, Sea Walls and Retaining Wall Repairs, Embankment Repair
Lighting	Column, Lantern and Cable Replacement

### 5.7.4 Regulatory

Inspecting and regulating the activities of others e.g. the New Roads and Street works Act (NRSWA).

Table 7

<b>Legislation</b>	<b>Activity Description</b>
Road (Scotland) Act 1984	Keeping List of Roads up-to-date. Maintaining all public roads.
Road (Scotland) Act 1984	Road Opening Permits, Road Closures Skip Permits, Scaffolding Permits, Illegal Signs etc.
New Roads and Street works Act 1991	Enforcement of New Roads and Street Works Act including the co-ordination of road works, inspections of utilities reinstatements and Maintaining the National Street Gazetteer.
Flood Prevention and Land Drainage (Scotland) Act 1997	Carry out an assessment of Water Courses. Ensure Maintenance of Water Courses.
Road Traffic Act 1984	Temporary Traffic orders.
Transport (Scotland) Act 2005	Established the Scottish Road Works Commissioner whose purpose is to work with the road works community to oversee improvements to the planning, co-ordination and quality of road works in Scotland.

## 5.8 Winter Winter Service

Table 8

<b>Activity</b>	<b>Description</b>
Pre-Treatment	Preventative salting.
Treatment	Suitable treatment for prevailing conditions.
Snow	Clearing of snow from carriageway.

## 5.9 Emergencies Weather and Other Emergencies

Table 9

<b>Activity</b>	<b>Description</b>
Major	OIC Major Emergency Plan
Flooding, Spring/Surge tides	Clearing of floods and debris, signing to make safe.
High Winds/Storm Damage	Closure of Barriers and clearing of debris.
High Temperatures	Melting Bitumen (Surface Dressing) etc
Others	Accidents, Minor incidents, Oil spillages, debris etc.

## Section 6 - Inspection, Assessment and Recording Regime

### 6.1 Inspection

The effective regime of inspection, assessment and recording is the most crucial component of roads management and maintenance. The characteristics of the regime, including frequency of inspection, items to be recorded and nature of response, has been defined following an assessment of the relative risks.

The inspection, assessment and recording regime provides the basic information for addressing the core objectives of network safety, serviceability and sustainability.

All elements of the inspection and assessment regime will be applied systematically and consistently in accordance with the principles of Quality Management Systems such as ISO 9000:2015. It is important to recognise that all information recorded may have consequential implications for safety and may therefore be relevant to legal proceedings.

The risk assessment process for safety inspections is based on ISO 31000 covering the processes of Identification, Analysis and Evaluation as recommended by SCOTS guidance.

### 6.2 Categories of Inspection

Inspections and surveys will be carried out as follows: -

**Safety Inspections (SI's)** - These comprise frequent inspections of all road elements to identify any defects likely to create danger or serious inconvenience to users of the road or the wider community. They include scouting for road failures such as potholes and failure of road lighting and illuminated signs and less frequent specialised inspections for electrical safety.

**Service Inspections** - These are more detailed than safety inspections and relate to the requirements for serviceability. These inspections may be restricted should resources be limited. They may be either;

- Coarse Visual Inspection (CVI).
- Detailed Visual Inspection (DVI).
- Inspection for regulatory purposes.

**Road Condition Surveys** - These are primarily intended to identify deficiencies in the road fabric which, if untreated, are likely to adversely affect the networks long term performance and serviceability. The survey will include both an annual machine-driven survey of large sections of the network and an annual coarse visual inspection of the entire road network.

Safety inspections could be very valuable in court cases where the court would have regard to "whether the roads authority knew or could reasonably be expected to know, that the condition of the part of the road to which the action relates was likely to cause danger to users of the road". The defects identified in the safety inspections will of course need to be rectified in a timely fashion.

## 6.3 Safety Inspections

### 6.3.1 Roads, Footways and Cycleways – Appendices 1, 3, 4 and 5

Safety inspections are specifically to identify defects which present a risk of immediate or imminent danger to users, or a risk of serious short term structural deterioration and which require urgent attention. Other less serious defects found may also be noted and programmed for repair with no timescales.

Safety inspections of carriageways will generally be undertaken in a slow-moving vehicle. All safety inspections of footways, footpaths and Cycleways will be undertaken on foot.

Additional safety inspections may also be necessary in response to customer requests or complaints, or to user or community concern, as a result of incidents, extreme weather events, or in the light of monitoring information.

The safety inspection regime will take account of potential risks to all road users, in particular the most vulnerable, and are designed to identify any defects likely to create an immediate or imminent danger to the network users.

The frequency with which these safety inspections are undertaken on any part of the network is determined by its position within the hierarchy shown in the list of roads. A list of frequency of safety inspections is set out in Table 10 below.

### Frequency of Safety Inspections

Table 10

Feature	Description	Category	Frequency	Method
Roads	Strategic Routes	2	3 Monthly	Driven / Walked
	Main Distributor	3a	4 monthly	Driven / Walked
	Secondary Distributor	3b	6 Monthly	Driven / Walked
	Link Roads	4a	Annually	Driven / Walked
	Local Access Roads	4b	Annually	Driven / Walked
	Road within conservation area	5a	1 Monthly	Walked
	Other shared surfaces	5b	6 Monthly	Walked
	Car Parks	6	3 Monthly	Walked
Footway	Secondary Walking Routes	2	6 Monthly	Walked
	Link Footway	3	Annually	Walked

Feature	Description	Category	Frequency	Method
Cycleway	Cycle Lane	A	6 Monthly	Walked
	Cycle Track	B	6 Monthly	Walked
	Cycle Trail	C	N/A	

The basis of establishing the frequency of safety inspections is the balance between the rate of deterioration of the road and the degree of risk any defect has on road users.

As we will carry out limited Service Inspections we will also list other defects which require programmed attention.

### **6.3.2 Electrical Installations, Lighting, Illuminated Signs and Bollards – Appendix 7 and 8**

Electrical equipment relating to road lighting, illuminated traffic signs, bollards and road crossings requires particular attention to ensure the safety of users and the community. In addition, failure of any part of the system will have implications for the safety of users. An Inspection and monitoring system is in place which ensures that all electrical equipment is inspected once every 6 years upon satisfactory inspection results. Where an unsatisfactory inspection is produced the system must be inspected again in 12 months or as soon as repair works are undertaken. Once a system is repaired back to a satisfactory level it will revert to the 6-year inspection cycle.

Immediate attention will be paid to any damage or defect that could result in structural failure of a lighting column or exposure to live cables.

### **6.3.3 Sea Walls and Retaining Walls – Appendix 10**

All Sea Walls and Retaining Walls will be inspected once every 4 years. Known high risk sea walls will be inspected annually with additional inspections taking place when deemed appropriate by the Roads Service, such as after storms or prevailing strong tides. Any repairs identified during these inspections will be added to a works programme or escalated to an emergency repair if the structural integrity of the asset is deemed at risk.

### **6.3.4 Life Buoys – Appendix 14**

These will be inspected quarterly with all repairs identified being carried out before the end of the next working day.

### **6.3.5 Schedule of Defects to be Included in Safety Inspections**

The following is a schedule of defects that may be identified during Safety Inspections. The list is not exhaustive and can be modified to suit local circumstances however it will form the basis for a check list to be used during inspections.

Note – the term ‘running surface’ applies to the carriageway, footway or cycle route;

- Debris, spillage or contamination on the running surface.
- Displaced road studs on running surface.
- Overhead wires damaged or unstable.
- Damaged or exposed electrical wiring.
- Unstable embankments or cuttings.

- Trees and bushes with loose branches, unstable or obscuring visibility.
- Signs or light columns damaged defective or unstable.
- Road markings or studs damaged, missing or badly worn.
- Signs, signals or lighting dirty or obscured.
- Sight-lines obscured by trees, bushes, unauthorised signs or other obstructions.
- Safety fencing, parapets, handrails or other barriers missing or defective.
- Abrupt level differences in the running surface.
- Potholes, cracks or gaps in the running surface.
- Crowning, depression or rutting of the running surface.
- Edge deterioration of the running surface.
- Kerbing, edging or channel defects.
- Rocking or otherwise unstable running surface.
- Apparently slippery running surface.
- Ironwork broken or missing.
- Gullies, drains, offlets or ditches blocked or defective.
- Standing water, water discharging onto or overflowing across the running surface.
- Cattle grid damaged

### **6.3.6 Deficiency and Risk**

Whether these defects should be treated, how they will be categorised in particular circumstances and the speed and nature of the response will depend, amongst other things, upon the assessed risk posed by it.

This will depend upon;

- The depth, surface area or other degree of deficiency of the defect;
- The volume, speed and other characteristics of traffic;
- The location of the defect;
- The number of defects and their interaction;
- Forecast weather conditions, especially the potential for freezing of surface water;
- Pedestrian usage, volume and type e.g. children, elderly etc.

### **6.3.7 Defects investigatory levels for safety inspections**

Defect investigatory levels for safety inspections are detailed in Appendix 18 of this plan. The criteria specified in this appendix should form minimum investigatory levels for Safety Inspections with all response times being determined by the Inspector dependant on the characteristics in 6.3.6 above.

### **6.3.8 Inspection Tolerances**

All inspections shall be carried out within 10 working days before or after the due date.

In the event of being aware that the due date for a programmed inspection cannot be met, the inspector must, without delay, inform the Roads Support Manager and provide reason(s) for this. The Roads Support Manager must document all instances of missed or late inspections.

In the case of absence of an inspector due to, for example, annual leave or ill health the roads authority will ensure that a suitably trained substitute Inspector undertakes any inspection due within the time frames set down in this document.

During periods of extreme weather, the roads authority will decide on the viability of a safety survey being undertaken, considering the availability and safety of staff and the ability to identify defects. For example, when carriageway is covered in snow, visibility of defects is severely hindered therefore consideration should be made for delaying inspection in these conditions.

## **6.4 Service Inspections**

### **6.4.1 Types of Service Inspection**

Service inspections will be carried out primarily to identify deficiencies that compromise the reliability, quality, comfort and ease of use of the network. Although not intended for identifying defects that could compromise user safety, any such defects observed during service inspections will be recorded and dealt with in the same way as safety inspections.

Categories of Service Inspections available for use: -

- CVI (Coarse Visual Inspections);
- DVI (Detailed Visual Inspections); and
- Inspections for Regulatory Purposes e.g. NRSWA.

Details of the above types of service inspections are detailed in Table 11.

## Service Inspections

Table 11

Type	Description	Frequency
Coarse Visual Inspection	<p>Normally carried out from a slow-moving vehicle. Rather than recording detailed measurements of individual defects, the survey identifies and categorises lengths of features having generally consistent defects.</p> <p>This survey would include all aspects of the network including Drainage, Embankments, Trees and Scrub, Fences, Traffic Signs and Road Markings.</p>	Whole carriageway network is driven annually.
Detailed Visual Inspection	Records measured areas or lengths of more closely defined defects, aggregated within short sub-sections, 20m in length.	Will generally only be undertaken if required to determine finite details of programmed maintenance projects.
Inspection for Regulatory Purposes	The most significant of which involves responsibilities under the New Roads and Street works Act.	See inspection Code of Practice for New Roads and Street works Act.
	<p>Management of List of Roads.</p> <p>Dealing with illegal and unauthorised signs, skip permits, temporary closures and other authorised occupation of the road. Adoption of new roads.</p>	As required.

### Condition standards for service inspections

Condition standards for service inspections are detailed in Appendix 19 of this plan.

## 6.5 Road Condition Surveys

### 6.5.1 Machine Driven Survey

In partnership with all other Local Authorities in Scotland, a programme that will examine the condition of our roads using a purpose-built vehicle will be undertaken. This will not only give us information on the condition of our roads but will also give us benchmark comparisons with other local authorities.

The results of the survey are given in a Green, Amber, Red format and will form a basis on which to consider our roads network for future surface treatment along with CVI's and SI's.

### 6.6 Defects and Response Times

Five categories of defects will be used for the safety inspections. They will be determined by using the below risk matrix.



## Likelihood

Very High – Will undoubtedly happen – Daily occurrence

High – Will probably happen, but not a persistent issue – Weekly occurrence

Medium – May happen occasionally – Monthly occurrence

Low – Not expected to happen, but it is possible – Annual occurrence

Very Low – Improbable – Every 100 years

## Impact

Very High – Death

High – Extensive injury, major permanent harm

Medium – Medical treatment required, Semi-permanent harm up to 1 year

Low – First aid treatment, non-permanent harm up to 1 month

Very Low – No obvious harm/injury

## Risk Matrix

<b>RISK MATRIX</b>					
<b>Likelihood → Impact ↓</b>	<b>Very Low (1)</b>	<b>Low (2)</b>	<b>Medium (3)</b>	<b>High (4)</b>	<b>Very High (5)</b>
<b>Very Low (1)</b>	Cat 5 No Response	Cat 5 No Response	Cat 5 No Response	Cat 5 No Response	Cat 5 No Response
<b>Low (2)</b>	Cat 5 No Response	Cat 5 No Response	Cat 4 Programme	Cat 4 Programme	Cat 3 (20 Days)
<b>Medium (3)</b>	Cat 5 No Response	Cat 4 Programme	Cat 4 Programme	Cat 3 (20 Days)	Cat 2 (5 Days)
<b>High (4)</b>	Cat 5 No Response	Cat 4 Programme	Cat 3 (20 Days)	Cat 2 (5 Days)	Cat 1 (24 Hours)
<b>Very High (5)</b>	Cat 3 (20 Days)	Cat 3 (20 Days)	Cat 2 (5 Days)	Cat 1 (24 Hours)	Cat 1 (24 Hours)

**Category 1: Make safe within 2 hours. Temporary / Permanent repair within 24 hours.** Represent a high risk to road users and **should be corrected or made safe at the time of inspection, if reasonably practicable.** In this context, making safe may constitute displaying warning signs and/or coning off to protect the public from the defect. Where practicable, safety defects of this category should not be left unattended until a temporary or permanent repair has been carried out.

**Category 2: Temporary / Permanent repair within 5 working days.** This allows a more proactive approach to be adopted for those defects that represent a medium risk to road users or because there is a risk of short-term structural deterioration.

**Category 3: Temporary / Permanent Repair within 20 working days.** Defects that require attention because they represent a low risk to road users. This allows defects of this nature to be included into longer planned programmes of work.

**Category 4: Monitor and/or programme for repair.** Defects in category 4 are not classed as safety defects and as such will not be responded to within a set timescale.

**Category 5: No Response.** Will review in future safety inspection. Defects in category 5 are not classed as safety defects and as such will not be responded to within a set timescale.

## 6.7 Health and Safety

### 6.7.1 General

In general road inspections are carried out from a slow-moving vehicle or on foot. The vehicle should be driven at an appropriate speed to allow any defects to be identified and recorded. All Cat 2 and Cat 3a driven inspections will be carried out by two people due to the increased speed and volume of traffic on these roads.

### 6.7.2 Health and Safety

Inspections are to be conducted in accordance with the Council's procedures for the health, safety and welfare of its employees and others.

#### As a minimum:

- a. All staff engaged in inspections must wear high visibility clothing to BS EN 471 class 3.
- b. All vehicles used to carry out inspections shall be liveried to meet the standard set in the Code of Practice "Safety at Street Works and Road Works" and all necessary vehicle checks shall be carried out prior to inspections undertaken.
- c. Data capture device checks shall be carried out prior to inspections being undertaken.

Should it be necessary to stop the vehicle it shall be parked off the live carriageway wherever possible. If this cannot be achieved, there must be clear visibility in both directions and the roof mounted beacon and hazard lights switched on. Traffic must not be forced across continuously solid white lines. If this cannot be achieved, advanced temporary traffic signing must be installed.

All surveys should make use of two-way communications (i.e. Mobile telephone).

Drivers must abide by Regulation 110 of the Road Vehicles (Construction and Use) Regulations, which prohibits a person from driving a motor vehicle from using a hand-held mobile telephone or a hand-held device.

Communications devices must only be utilised by drivers when the vehicle is safely parked unless it is an emergency and the driver needs to dial 999 and it is unsafe or impractical to stop.

### **6.7.3 Making Safe**

If a Category 1 defect is identified, it shall be rectified or made safe at the time of the inspection, if reasonably practicable. Appropriate traffic management shall be put in place immediately and repair crew called out to make repair. The safety inspection vehicle is to remain at the defect if deemed necessary.

### **6.7.4 Equipment**

Three 750mm Traffic Cones - All inspection vehicles should carry a minimum of three 750mm traffic cones. The cones should be kept clean and should be inspected quarterly and replaced as necessary. A record of cone inspections will be maintained by Development and Infrastructure.

GPS enabled data capturing system - All inspections shall be undertaken with a GPS enabled system to accurately record the location of defects. Although photographs of defects are not necessary, they may be taken in certain circumstances to aid the repair crew in locating the defect if its location is not clear.

### **6.7.5 Documents**

The following documents must be present in the safety inspection vehicle at all times:

- a. Orkney Islands Council Inspectors Operations Manual 2018 – 2023.
- b. The New Roads and Street works Act 1991 – Code of Practice for Inspections
- c. Safety at Street Works and Road Works, A Code of Practice.

## **6.8 Competency**

### **6.8.1 Qualifications**

Roads inspectors undertaking safety inspections shall be registered on the IHE Roads Inspectors Register and shall undertake internal training based on the risk-based approach. This must be refreshed annually and will be evidenced by a certificate upon completion of a test.

All officers involved in investigation of public requests through the Customer Services Platform shall undertake the same internal training mentioned above. This must be refreshed annually and will be evidenced by a certificate upon completion of a test.

Internal training and test will be based upon SCOTs template and will be administered by Development and Infrastructure.

Full record of qualifications held by persons involved in Roads inspection and Customer Services Platform shall be held by Development and Infrastructure.

## Section 7 – Condition Standards and Investigatory Levels

Each element of the network has the potential to contribute to some extent to each of the core maintenance objectives of Safety, Serviceability and Sustainability.

It is necessary to define standards for the condition of each element of the network to meet the core objectives. The Condition Standards set the level at which the need for repairs is established. When funds are limited, the primary objective of safety may be the only one which can be addressed fully or at least substantially.

The following paragraphs set out the standard of conditions to be used in this Plan for the various elements. They will be developed further over time, in consultation with users, providers and the wider community.

The manner in which the various defects impinge on the key objectives of safety, serviceability and sustainability is shown in Table 7 below.

### Table 7 – Condition of Network

#### A - Carriageway, Footway and Cycle Routes

Table 12

Key Objectives	
Safety	<ol style="list-style-type: none"> <li>1. Nature, extent and location of surface defects</li> <li>2. Nature and extent of kerb and edge defects</li> <li>3. Nature and extent of surface skidding resistance, where appropriate</li> </ol>
Serviceability	<ol style="list-style-type: none"> <li>1. Nature and extent of surface defects</li> <li>2. Ride quality of the surface</li> <li>3. Extent of encroachment and weed growth</li> <li>4. The slipperiness of the surface</li> <li>5. Noise and vibration</li> </ol>
Sustainability	<ol style="list-style-type: none"> <li>1. Nature and extent of surface defects</li> <li>2. Nature and extent of carriageway deflection</li> </ol>

#### B - Drainage Systems

Table 13

Key Objectives	
Safety	<ol style="list-style-type: none"> <li>1. Accumulation of water on carriageway, footway or cycle route</li> </ol>
Serviceability	<ol style="list-style-type: none"> <li>1. Accumulation of water on carriageway, footway or cycle route</li> </ol>
Sustainability	<ol style="list-style-type: none"> <li>1. Control flooding</li> <li>2. Control pollution</li> <li>3. Inadequate drainage will affect the integrity of the road, reduce the effective life and increase maintenance costs</li> </ol>

**C - Traffic Signs, Bollards and Pedestrian Crossings**

Table 14

<b>Key Objectives</b>	
Safety	<ol style="list-style-type: none"> <li>1. Identification of risk to users</li> <li>2. Separation of potential traffic conflicts</li> <li>3. Key safety contributor for vulnerable road users</li> </ol>
Serviceability	<ol style="list-style-type: none"> <li>1. Contributes to network efficiency and ease of use</li> <li>2. Contributes to network integrity</li> </ol>
Sustainability	<ol style="list-style-type: none"> <li>1. Support of sustainable transport mode</li> <li>2. Contributes to local economy</li> <li>3. Heavy traffic routing can optimise maintenance</li> </ol>

**D - Fences and Barriers**

Table 15

<b>Key Objectives</b>	
Safety	1. Integrity and location of safety fencing for vehicles and pedestrians
Serviceability	1. Risk of livestock disrupting traffic
Sustainability	1. Appearance and condition of fencing

**E - Road Markings and Studs**

Table 16

<b>Key Objectives</b>	
Safety	1. Route delineation in darkness and poor weather
Serviceability	1. Ease of use in darkness and bad weather
Sustainability	<ol style="list-style-type: none"> <li>1. Support of sustainable transport modes</li> <li>2. Edge delineation to reduce edge damage</li> </ol>

**F - Verges, Landscaped Areas and Trees**

Table 17

<b>Key Objectives</b>	
Safety	<ol style="list-style-type: none"> <li>1. Obstruction to user visibility</li> <li>2. Leaf fall and debris from trees and bushes causing slippery surfaces</li> <li>3. Root growth affecting surface regularity</li> </ol>
Serviceability	<ol style="list-style-type: none"> <li>1. Improved quality of user experience</li> </ol>
Sustainability	<ol style="list-style-type: none"> <li>1. Landscape conservation</li> <li>2. Support for habitat and biodiversity</li> <li>3. Problems of root growth causing damage to road surface, structures and drainage</li> </ol>

Each element of the network will be given a defined standard of condition, which is considered necessary to meet the requirements for safety, serviceability, and sustainability. Where it is not possible to meet these standards within the constraints of the available budgets, targets will be set for attaining and sustaining these standards in the long-term. These standards will be consistently applied and will be reviewed at intervals in light of changing circumstances.

For full details of Condition Standards to be applied see Appendix 19.

## **Section 8 - Performance Management**

### **8.1 Performance Management Systems**

Service Plans for each Service within the Council have been developed as part of the Council's Performance Management System within the context of the Council Plan 2018-2023, Orkney 2020: Our Vision, and the Single Outcome Agreement with the Scottish Government.

The Performance Management System monitors and measures outcomes by means of several tools, including Service Plans (SP). Service Plans describe core services and activities and provide the mechanism for further planning to take account of new legislation, statutory guidance, political and management priorities and improvements identified through Specified Performance Indicators (SPI).

The mechanisms through which service priorities contained within service improvement plans are progressed, monitored and reported are by Service Plan Action Plans and Service Balanced Score Cards which are monitored by Service Management Teams, the Corporate Management Team and the relevant Service Committees of the Council.

### **8.2 Specified Performance Indicators**

The Accounts Commission as part of their obligations under The Local Government Act 1992 requires that local authorities publish performance information on a range of Specified Performance Indicators.

One such indicator is the percentage of the road network that should be considered for maintenance treatment. This is presented in the form of the results of the annual SRMCS survey.

The condition of roads will be affected by budgetary constraints, traffic flows/usage and weather patterns. Section 6 of this plan deals with relevant inspection, assessment and recording regimes.

### **8.3 Roads Function Actions within D and I SP Action Plan**

Updated depending on SP Balanced Scorecard performance.

### **8.4 Performance Indicators within D and I SP Balanced Scorecard**

Street Lighting, Safety Inspections, Defect Repairs and Road Condition all feature in the annual Development and Infrastructure Quality Objectives and Targets.

## **Section 9 - Programming and Priorities**

Developing and implementing an effective system for programming and prioritising roads maintenance is a key requirement of the roads service. It allows comparison of the overall maintenance requirement against the level of funding available and for appropriate choices to be made. It is especially important when dealing with claims and or awards against the Authority for failure to maintain the roads network properly.

The broad priorities for the respective types of roads maintenance (reactive, routine and programmed) will largely be determined by the outcome of safety and service inspections and condition surveys, assessed against local risks and policies identified within the Roads Service Plan. Priorities and programmes for the remaining categories of regulation, winter service and weather and other emergencies will largely arise out of the design of the service.

Reactive maintenance is primarily for maintaining network safety and involves attending to Category 1 defects and other matters requiring urgent attention arising from inspections and public requests in accordance with the specified standards of response.

Routine maintenance is primarily for providing defined standards of network serviceability, maximising availability, reliability, integrity, and quality. The priorities and programmes will largely be determined from Category 2 and 3 defects identified during inspections and the implementation of good working practices.

Programmed maintenance will be undertaken to provide a sustainable roads network that minimises costs over time and adds value to the community and contributes to a sustainable environment. In the longer term it will also contribute to the safety and serviceability of the network. These will incorporate works produced from long term programmes and Category 4 defects from Safety Inspections.



## **Section 10 - Winter Service**

### **10.1 Winter Service Policy**

The Winter Service will be provided in accordance with the aims and objectives of the Council Plan, the Development and Infrastructure Service Plan and the Winter Service Policy Statement.

The Roads Service will produce a Service Plan which details the carriageway and footway hierarchy for precautionary treatment, post treatment and snow clearing operations. The plan will be reviewed annually following consultation with Community Councils and other stakeholders. The Service will monitor the standard of performance achieved and all fixed and variable costs incurred, and the Roads and Environmental Services Manager will present an annual report to the Head of Infrastructure and Strategic Projects.

Although there is no requirement for a SLA under the current structure within Development and Infrastructure, the present SLA will be retained and developed as an operational specification and plan.

Development and Infrastructure, on behalf of the Council as Roads Authority, will continue to ensure that the approved standards and levels of service are achieved. The operational management and delivery of the service will continue to be undertaken by the Roads Function who will utilise the in-house resources of the Service supported by external contractors as appropriate.

### **10.2 Winter Service Operations**

#### **10.2.1 Service Level Agreement (SLA) for the Delivery of Winter Services**

The Service Level Agreement will specify the level of service that has been approved by the Council and the method of payment for the delivery of the service. The SLA is included in the List of Operational Plans within Appendix 17 of this plan.

#### **10.2.2 Winter Service Plan**

The Winter Service Plan provides the detailed information required to deliver the Winter Service, such as periods of cover, treatment times and route priorities for all roads in Orkney and is included in the List of Operational Plans within Appendix 17 of this plan.

## Section 11 - Weather and Other Emergencies

There is a requirement as part of the delivery of the Winter Service to provide a 24-hour response to weather and other emergencies, and maintenance teams are required to provide assistance during periods of bad weather or other notified civil emergencies, such as road traffic accidents, oil pollution incidents or extreme weather events.

The effects of climate change must also be considered in planning for both roads maintenance and for emergency response. Evidence suggests that the general climate changes will be;

- The climate will become generally warmer.
- Hot, dry summers and mild wet winters will be more frequent. Very cold winters will become less frequent and snow amounts will decrease.
- Relative sea levels will continue to rise, and extreme sea levels will occur more frequently.
- Severe gales and storms will occur more frequently.
- Heavy winter rain, with associated extreme rainfall events, will become more frequent.

The consequences of this will be an increased risk of flooding from both the sea and water courses and from the inability of the present drainage system to cope with the increased flows, together with deterioration and damage to the roads infrastructure and increased roads safety problems from adverse driving conditions.

In addition to the delivery of the Winter Service, maintenance teams will therefore be required to assist in various emergencies, including;

- High winds, including closure of the Churchill Barriers and the clearing of debris from the roads.
- Flooding from the sea due to high or surge tides.
- Flooding due to inadequate drainage following prolonged periods of heavy rain.
- Subsidence, landslips and high temperature.
- Road Accidents in association with the Cleansing Service.
- Oil or other pollution incidents in association with the Cleansing Service.
- Collapsed walls and buildings.
- Other Civil Emergencies.

## **Section 12 - Verge Maintenance**

### **12.1 Introduction**

The cutting of vegetation on roadside verges is done primarily for road safety purposes and to provide a refuge for pedestrians walking on the road. Vegetation on either the roadside verge or private land should not restrict visibility at junctions, access points or bends. In addition, sightlines and minimum stopping distances should be kept clear and signs, lights and marker posts clearly visible at all times.

The Roads Management and Maintenance Plan 2018-2023 is based on the good practice contained within the Code of Practice entitled “Well-managed Highway Infrastructure”. In addition, the Council has a duty under the Nature Conservation (Scotland) Act 2004 and has made a commitment to conserve and enhance biodiversity in Orkney in the Orkney Islands Council Delivery Plan 2015 – 2018 and Our Plan 2018 – 2023.

The Verge Maintenance Plan recognises these aims and will contribute to the wider corporate objectives by managing the maintenance of the roadside verges in such a way that it enhances biodiversity whilst ensuring the safety of all road users.

The primary objectives of the verge cutting regime will be:

- To maintain safety;
- To prevent obstruction of sight lines, road traffic signs and other markers;
- To inhibit the growth of dangerous weeds (in accordance with the Weeds Act 1959);
- To prevent encroachment of vegetation onto the carriageway; and
- To manage the roadside verges in a manner that promotes biodiversity by conserving, wherever possible, special wildlife habitats and wild flowers.

### **12.2 Verge Maintenance Plan**

The Verge Maintenance Plan, which is reviewed annually, specifies the frequency of cutting and identifies which verges are considered conservation verges. The Plan is referred to in Appendix 17.

### **12.5 Safety Cuts**

Safety cuts will be undertaken primarily to maintain sight lines at road junctions, sharp bends and blind summits to maintain a safe breaking distance applicable to the character of the road.

### **12.6 Consultation**

The Verge Maintenance Plan will be reviewed annually following consultation with Community Councils and the Environmental Policy Officer.

## Section 13 - Street Lighting

### 13.1 Purpose

The purpose of public lighting is to make the night time environment a safe place to be in for all users. This will include lighting to roads, footways and footpaths, Cycleways and public buildings. An appropriate level of lighting not only creates a safer environment but can also help improve the local economy and contribute to a more inclusive society.

### 13.2 Policy

Guidance on the provision of street lighting is contained in the Roads Development Guide. The Council hopes to introduce an Orkney Islands Council Streetlight Policy within the term of this RMMP.

### 13.3 Legal Framework

There is no statutory requirement on Local Authorities to provide public lighting. The Roads (Scotland) Act 1984 empowers a local Roads Authority to provide lighting for roads or proposed roads, which are, or will be, maintainable by them and which in their opinion ought to be lit.

Lighting will generally be designed and maintained in accordance with the European and British Standards BS EN 13201-4:2015 Road Lighting, and BS 5489-1:2013 Code of Practice for the Design of Road Lighting.

Further regulations and standards that affect the design and maintenance of road lighting include the Local Government (Scotland) Act 2003, the Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 2015, the New Roads and Street Works Act 1991 and the Electricity Safety, Quality and Continuity Regulations 2002.

### 13.4 Strategy and Hierarchy

All elements of the public lighting system require inspection and maintenance to ensure that they are safe, operate correctly and continue to provide their designed performance and maximise their life. Maintenance can be divided into two categories:

- **Cyclical** – Preventative maintenance carried out on a cyclical basis to reduce or eliminate failures and to ensure that the system is operating safely in the way it is designed to.
- **Reactive** – Repair or replacement of equipment that has failed or been damaged.

An inspection and testing regime is in place to meet both the statutory requirements for electrical inspection and testing and to improve the reliability of the street lighting asset.

### 13.5 Inspection, Assessment and Recording Regime

Control Pillar inspections will be undertaken on a 6-year cycle. Where defects are identified this will increase to an annual inspection until all defects are rectified at which time the inspections will revert back to a 6-year cycle.

### 13.6 Performance Management

The percentage of light faults repaired within 7 days is a performance indicator within the annual list of Development and Infrastructure Quality Objectives and Targets.

## **Part D – Sustainability, Procurement and Financial Management**

### **Section 14 - Sustainable Roads Maintenance**

#### **14.1 Sustainable Development Policy**

Roads maintenance has a significant role to play, and impact to make, in the achievement of sustainable development. To ensure delivery of this objective, authorities should develop policies for sustainable development in roads maintenance that ensure that there is a linkage between the strategic objectives of the authority at the highest level, and the materials, practices and processes used in an ongoing way on the roads network.

Sustainable development for roads maintenance involves living within environmental limits whilst achieving a sustainable economy and includes effective protection of the environment and the prudent use of natural resources.

#### **14.2 Quality of Life**

The third core objective of the RMMP is network sustainability which can be defined as: -

- Minimising costs over time (whole life costs)
- Maximising community value
- Maximising environmental contribution

These are based on the principle that roads maintenance should not be just about repairing and replacing the roads infrastructure in the most efficient way possible but, in doing so, should add value to the community and benefit to the environment. These benefits may include improving the quality of public spaces, improving community safety or improved accessibility.

Not all maintenance will make a direct contribution, and, in most cases, the contribution will be small, however the cumulative effect of an efficiently managed maintenance programme will be significant.

In addition, sustainability will be fundamental to a Best Value review of roads maintenance. We will carry out a sustainability appraisal of our current practices and delivery arrangements to open new areas for consideration of continuous improvement.

#### **14.3 Materials, Products and Treatments**

To meet the core objectives of the RMMP, materials, products and treatments used for roads maintenance must meet the required standards for both effectiveness and durability. However, the specification of materials and processes should consider the availability of locally sourced materials, goods or services whenever possible, even where this may incur a financial penalty or require the adoption of a modified technical standard. In the context of Best Value, the right balance of materials or treatments used in any circumstance should not just be a financial or technical issue but should take account of sustainability and their contribution to the wider community.

#### **14.4 Technical Specifications and Guidance**

All roads maintenance will be designed to current technical standards and guidance. Where appropriate however, and based on sound engineering judgment, this will be modified to take account of local needs or circumstances.

## **14.5 Quality Management Training and Development**

Quality management systems are intended to encourage and facilitate consistent management and organisational processes. A substantial proportion of the activities carried out within Roads Services are already accredited under ISO 9001:2015 and it is the intention that all Roads Management and Maintenance will in time be subject to a quality management regime based on the same principles which will integrate all Roads Management and Maintenance Systems.

In addition, in pursuing the objective of network sustainability, the environmental contribution made by roads maintenance will be crucial. Consideration will therefore be given to the establishment of an Environmental Management System to ISO 14000 to address the range of issues affecting the environment. These may include;

- Noise.
- Materials utilisation
- Pollution control.
- Nature conservation and biodiversity.
- Environmental intrusion.

## **14.6 Noise**

Road traffic noise is not generally an issue within Orkney however, significant problems may occur with badly specified or maintained ironwork within urban areas. Although not necessarily a safety issue, we acknowledge the disruption caused by such an event and will work to resolve wherever possible.

## **14.7 Materials Utilisation, Waste Management and Recycling**

Roads maintenance activity consumes significant quantities of processed raw materials and manufactured products. Policies for materials purchasing and utilisation, waste management and recycling, can all make a major contribution to the objective of network sustainability.

Wherever possible we will maximise the use of local materials to minimise transport cost and support the local economy. This will also help to maintain the local character, particularly in the conservation areas. Sustainable purchasing and materials utilisation may however have both cost and technical implications which must be balanced against the environmental and economic benefits to the community.

The introduction of a landfill tax in 1996 and the subsequent increases in the tax have encouraged the development of a sustainable waste management policy within roads maintenance. Wherever possible, waste materials arising from the reconstruction of roads and footpaths or from other road surface treatments will either be reused directly or reprocessed for subsequent reuse as secondary materials. This includes all road planings and other bitumen products and all stone and concrete waste materials, including road sweepings. The Waste Electrical and Electronic Equipment (WEEE) Directive will also affect the disposal or recycling of street lighting equipment. Materials that cannot be reused or recycled will be disposed of to a licensed tip or facility. This will include inert excavated material at the Bossack landfill or other licensed landfill site, and silt and other oily wastes arising from gully emptying at the reed bed facility at Chinglebraes waste transfer station.

Wherever practicable we will;

- Retain and reuse materials on site.
- Maximise the value of re-used materials.
- Support the market development of recycled materials through their use wherever possible.
- Ensure that any materials that cannot be reused or recycled are disposed of in accordance with statutory requirements.

### **14.8 Pollution Control**

Several maintenance operations have the potential to cause noise, air or water pollution. Advice will be sought from the Environmental Health Service, SEPA and other appropriate environment agencies regarding statutory requirements.

Scarifying or major resurfacing can cause environmental damage which is inevitable but where possible we will phase, and schedule works to avoid sensitive periods, including the tourist season in main tourist locations and potentially difficult weather conditions.

Fuel and other material storage areas both in depots and sites will be located with care. They will not be sited where they could cause damage to landscape or nature conservation or where they could pollute watercourses or groundwater.

Arrangements will be available to deal with diesel spills particularly on major sites.

All planning and environmental requirements will be complied with.

The use of rock salt for winter maintenance activities will be carefully managed to reduce the impact on the environment.

### **14.9 Nature Conservation and Biodiversity**

Biodiversity is simply 'the Variety of Life' from the smallest bug to the mightiest whale, along with the ecosystems they live in. Conserving biodiversity is not just about rare and threatened species and habitats, but the common place as well such as, our road side verges and wider 'soft estate'. All those who care about the countryside are in fact appreciating biodiversity. It is important for maintaining the quality of our lives and is intimately bound up with it.

Although the countryside may still appear visually attractive, it has become apparent that much of its richness and diversity is under threat; some plants and animals that were once familiar are now rare. Nature has an in-built propensity to change, continually evolving new variants and new species, but all of this occurs naturally over a very long period. Biodiversity cannot evolve fast enough to compensate for the losses and declines we are currently experiencing.

In 2005, Scotland launched 'Scotland's Biodiversity: It's in Your Hands' a 25-year strategy for the conservation of the biodiversity of Scotland for all. The strategy has been given support from the highest level through the new Biodiversity Duty in the Nature Conservation (Scotland) Act 2004. This marks a major step in the conservation of biodiversity. Our Orkney Local Biodiversity Action Plan has seen great success in achieving our local targets and actions. It is now more important than ever to keep the forward momentum and encourage more participation in the delivery of the local plan and national strategy.

Orkney Islands Council has made a commitment to conserving and enhancing biodiversity in Orkney in the Orkney Islands Council Delivery Plan 2018 – 2023 and Our Plan 2018 – 2023.

The Roads Management and Maintenance Plan will contribute to the wider corporate objectives of the Council by managing the maintenance of road verges and the wider "soft estate" in accordance with the plans noted above, whilst ensuring that the safety of road users is not/never compromised.

#### **14.10 Dealing with Noxious Weeds**

The control of injurious and noxious weeds is a statutory responsibility under The Noxious Weeds Act 1959. The Wildlife and Countryside Act 1981 also makes it an offence to plant, or otherwise cause to grow any plant in the wild at a place out with its native range. We will continue to work in accordance with these Acts and with adjacent landowners to control and prevent the spread of noxious weeds. The prescribed weeds are;

- Ragwort.
- Broad leaved dock.
- Curled dock.
- Creeping thistle.
- Spear thistle.

Advice on controlling ragwort is given in the Code of Practice. Further professional advice will be sought on the methods of control to be used for the control of the above weeds.

#### **14.11 Environmental Intrusion**

Depots and material storage are often the most visible evidence of the environmental awareness of the service. Whilst these depots must meet the operational requirements of the service, we will ensure that they are located, designed, managed and maintained to the highest practicable environmental standards.

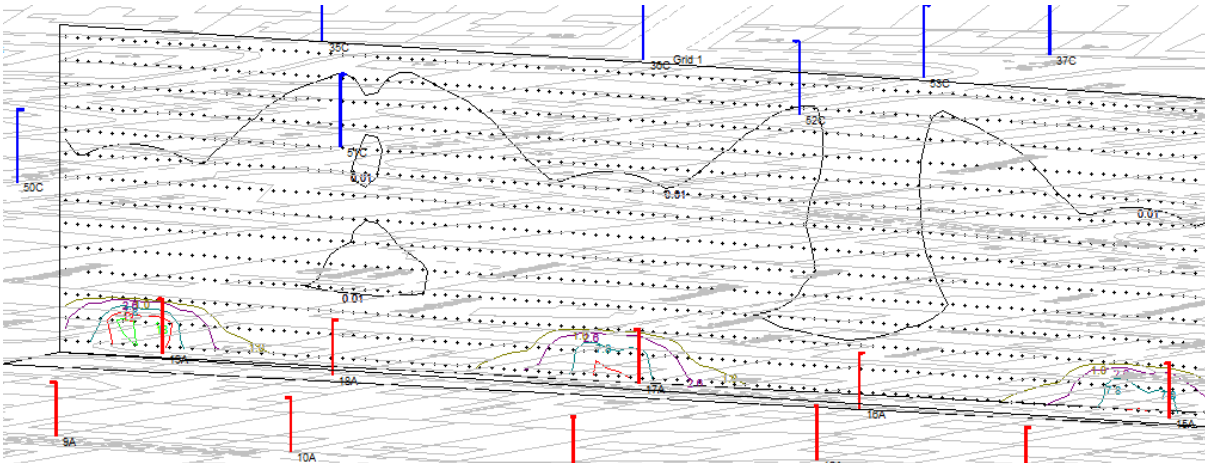
Excessive and redundant sign "clutter" will also cause visual intrusion, opportunities will be taken to remove or simplify redundant signing as part of planned maintenance works.

Perhaps the most obvious form of environmental intrusion is the light pollution caused by streetlighting and other lit assets. At the time of writing we have converted approximately 75% of our Street Light network to LED with the aim of converting the entire network by March 2019. This is dramatically reducing the upward lighting spill which enhances the ability to enjoy the night sky in Orkney.

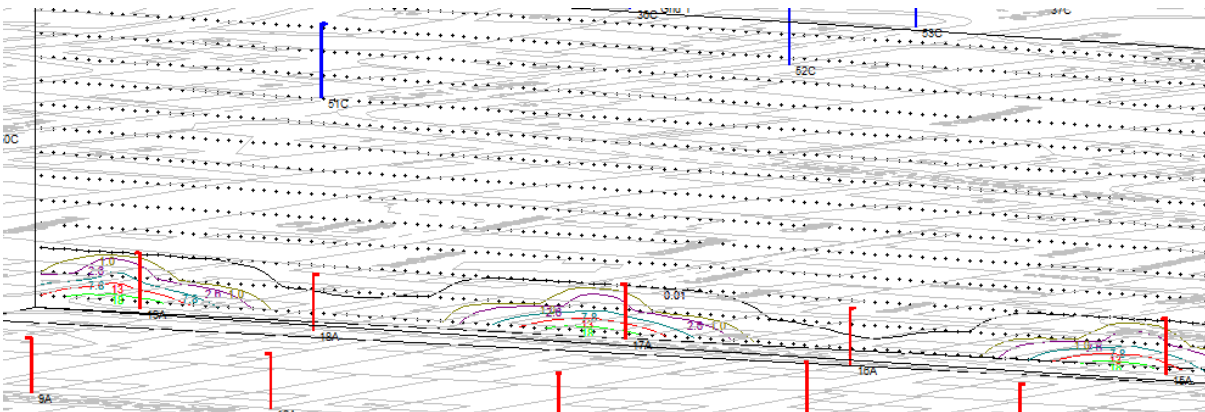
The below examples highlight the lighting spill of 0.01lux which is equivalent to quarter moonlight. Example A highlights how the old SON T lanterns contributed to the Orange glow which used to shine over our urban areas. Example B shows the dramatic reduction in light pollution with the introduction of LED.



### Example A - 100W SON T



### Example B - Philips 46W Luma Mini



There are growing numbers of Local Authorities across Scotland now considering or implementing part night dimming/turn off in the early morning hours. With growing budgetary concerns this could be construed as a low risk reduction in service with dimmed lights using considerable less power yet still providing an appropriate lighting level. This would again contribute to a lessened light pollution. We currently don't dim any of our Street Lighting but may consider doing so in the future.

Signs will not be illuminated unless statutorily required and the latest revision to the "Traffic Signs Regulations and General Directions" in 2016, removes the legal requirements for lighting some traffic signs. We will work towards removing unnecessary lit signs in line with this document.

### 14.12 Environmental Consultation and Assessment

Environmental issues cover a very wide range, each of which is a specialist area and on which experience and best practice is continuing to develop.

We will consult local environmental and conservation groups to develop advice and environmental competence, and to give greater understanding of road maintenance problems. Environmental advisers within the Council will also be consulted. Such consultees on road maintenance and policies are a fundamental requirement for Best Value reviews.

**Section 15 - Financial Management**

The Head of Finance will report on the financial performance of the service measured against a budget profile developed from a needs-based management and maintenance programme, as specified in the Roads Service.

## **Appendices**

Appendix 1 – Carriageways

Appendix 2 – Other Council Roads

Appendix 3 – Footways

Appendix 4 – Footpaths

Appendix 5 – Cycleways

Appendix 6 – Street Lights

Appendix 7 – Illuminated Signs and Bollards

Appendix 8 – Non-Illuminated Signs and Bollards

Appendix 9 – Bridges and Structures

Appendix 10 – Sea Walls and Retaining Walls

Appendix 11 – Drainage

Appendix 12 – Line Marking

Appendix 13 – Safety Barriers and Railings

Appendix 14 – Life Buoys

Appendix 15 – Car Parks

Appendix 16 – Other Assets

Appendix 17 – List of Operational Plans

Appendix 18 – Defect Investigatory Levels

Appendix 19 – Condition Standards

Appendix 20 – Risk Register

# Minute

## Harbour Authority Sub-committee

Tuesday, 30 October 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors Graham L Sinclair, Andrew Drever, David Dawson, Gwenda M Shearer, Magnus O Thomson, Owen Tierney and Kevin F Woodbridge.

## Clerk

- Angela Kingston, Committees Officer.

## In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Harbour Master.
- Colin Kemp, Corporate Finance Senior Manager.
- David Sawkins, Deputy Harbour Master, Strategy and Support.
- Karen Bevilacqua, Solicitor.

## Observing

- Rebecca McAuliffe, Press Officer.

## Declarations of Interest

- No declarations of interest were intimated.

## Chair

- Councillor Graham L Sinclair.

## 1. Revenue Expenditure Monitoring

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

**1.1.** The revenue financial summary statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers for the period 1 April to 30 September 2018, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated a budget surplus position of £901,500.

**1.2.** The revenue financial detail by Service Area statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers for the period 1 April to 30 September 2018, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

**1.3.** The explanations given and actions proposed in respect of significant budget variances as outlined in the Budget Action Plan, attached as Annex 3 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

## **2. Harbour Authority – Annual Performance Report**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master, the Sub-committee:

Noted the Annual Performance Report in respect of the Harbour Authority for the operating period 1 April 2017 to 31 March 2018, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

## **3. Proposed Remediation Works at Lyness**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master, the Sub-committee:

Noted:

**3.1.** That, in 1977, the Council acquired the Lyness Harbour Area from the Ministry of Defence, and subsequent site investigation works had confirmed the presence of historic oil contamination.

**3.2.** That, in order to satisfy the Council's present liability in terms of contamination and to make the site available for any development proposal, it was necessary and essential to address the contamination issue at Lyness.

**3.3.** That, due to the history of the site, attempts to persuade the UK Government to agree to address the contamination were likely to be challenging, with no guarantee of a successful outcome.

**3.4.** That, whilst remediation works at Lyness would not create a new capital asset, the Capital Project Appraisal process was being followed to ensure appropriate governance was in place regarding significant expenditure, estimated at £384,000.

**3.5.** The Stage 1 Capital Project Appraisal, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, in respect of proposed remediation works at Lyness.

The Sub-committee resolved to **recommend to the Council:**

**3.6.** That, in order to make a brownfield site available for re-use, the Executive Director of Development and Infrastructure should submit, to the Policy and Resources Committee, a Stage 2 Capital Project Appraisal in respect of proposed remediation works at Lyness.

**3.7.** That the Executive Director of Development and Infrastructure should approach the Ministry of Defence, advising of the Council's commitment to remediation work at Lyness and seeking a financial contribution towards the cost of undertaking the remediation works, as a result of the site being a former Royal Navy/NATO fuel depot.

#### **4. Conclusion of Meeting**

At 11:40 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.

## Inter-Island Ferry Services

### Summer 2019 Timetables

<b>Page.</b>	<b>Timetable.</b>
1367.	Outer North Isles, including Education trial.
1368.	Graemsay and Hoy (Moaness).
1369.	North Ronaldsay.
1370.	North Ronaldsay.
1371.	Westray-Papa Westray.
1372.	Rousay, Egilsay and Wyre.
1373.	Shapinsay.
1374.	South Isles.

**Outer North Isles Ro-Ro Service**  
**Effective from 5 May - 30 September 2019 Inclusive**

Port	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Kirkwall dep	0840A		0720B	0700B	0700B		0700B
Sanday arr			0700B	0720B		0720B	0720B
Sanday dep		0800A					
Eday arr	0955						
Eday dep	1005A		0855				
Stronsay arr	1040		0905B				
Stronsay dep			0855	0835	0835		
Eday arr		0815A	0910B	0850B	0850B		
Eday dep		0850		0925	0925		
Sanday arr		0905A		0940B	0940B		
Sanday dep			0925				
Westray arr	1045		0935B	0845	0845		
Westray dep		0830A		0900B	0900B		
Kirkwall arr		1020	1045	1055	1055	0935	1055
Kirkwall dep		1010	1010	1040			
Stronsay arr		0940	1300	1200	1300		
Stronsay dep	1740A	1035	1030	1010			
Eday arr	1815						
Eday dep	1825A						
Sanday arr		1200					
Sanday dep		1210					
Eday arr		1230					
Eday dep		1240					
Westray arr		1105	1425				
Westray dep	1800A	1115	1435	1325	1425		
P. Westray arr				1335	1435		
P. Westray dep							
Kirkwall arr	1940	1330	1600	1400	1600	1510	1600
Kirkwall dep	1950A	1240	1620	1500	1620		1600A
Eday arr	1935A	1355	1640	1640	1500		1620A
Eday dep		1600					1640A
Eday dep		1715					
Stronsay arr	2125	1730					
Stronsay dep		1805	1755				
Sanday arr		1815	1805				
Sanday dep							
Eday arr							
Eday dep							
Sanday arr							
Westray arr	2100						
Westray dep		1745					
Kirkwall arr		1755					
		1950	1940	1950	1920	1940	1950
		1920	1940	1920	1940	2000	1920

**A – Vehicles must be booked before 1400hrs on Saturday B – Vehicles must be booked before 1600hrs the day before sailing All other vehicle bookings must be made one hour before the departure from Kirkwall**

\* This sailing is not available for vehicle bookings Westray to Kirkwall. \*\* These sailings may be delayed due to cargo operations. ♦ Trial period ONLY

For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

**RO-RO TIMETABLE 5 May - 30 SEPT 2019 INCLUSIVE, excluding the following dates for special excursions, posters are on display advertising regattas and events: Sports, 27 July, 2 August & 10 August 2019.**

Vehicles **must** be available for boarding **20 minutes** before departure, passengers **10 minutes** before departure.

**No Show Charges** – All cancellations must be made **at least 24 hours before the intended date of travel** or full charges may apply.

A scheduled feeder service for passengers and light cargo will operate between Pierowall (Westray) and Papa Westray to connect with the above sailings (see overleaf). A private minibus service is also available on request between Rapness and Pierowall.

**For information on these services contact Ferry Services, Shore Street, Kirkwall, Orkney, KW15 1LG. Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**



**GRAEMSAY AND HOY (MOANESS)  
EFFECTIVE FROM 5 MAY UNTIL 29 SEPTEMBER 2019**

Our service from Stromness to Hoy/Graemsay is a **PASSENGER ONLY** service. Vehicles can be carried by prior arrangement to Graemsay on the advertised cargo sailings.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Stromness dep	0745*	0745*	0745*	0745*	0745*	0930	0930
Hoy (Moaness) dep	0810*	0810*	0810*	0810*	0810*	1000	1000
Graemsay dep	0825*	0825*	0825*	0825*	0825*	1015	1015
Stromness dep	1000	1000	1000	1000	1000		
Hoy (Moaness) dep	1030	1030	1030	1030	1030		
Graemsay dep	1045	1045	1045	1045	1045		
Stromness dep	1200A		1200A	1200A			
Graemsay dep	1230A		1230A	1230A			
Hoy (Moaness) dep	1240A		1240A	1240A			
Stromness dep	1600	1600	1600	1600	1600		
Graemsay dep	1615	1615	1615	1615	1615		
Hoy (Moaness) dep	1630	1630	1630	1630	1630		
Stromness dep	1745	1745	1745	1745	1745	1800	1800
Graemsay dep	1800	1800	1800	1800	1800	1815	1815
Hoy (Moaness) dep	1815	1815	1815	1815	1815	1830	1830
Stromness dep					2130		
Graemsay dep					2145		
Hoy (Moaness) dep					2200		

\* **Sailings subject to possible alteration during May and June. Please check with the Company for details.**

A **Cargo Sailings will have limitations on passengers numbers therefore booking is advisable. These sailings may be delayed due to cargo operations.**

**NOTES**

1. All enquires must be made through the Kirkwall Office. Telephone: 01856 872044.
2. Passengers are requested to be available for boarding **5 minutes** before departure.
3. Monday cargo to be booked by **1600hrs** on previous Friday otherwise all cargo must be booked before **1600hrs** the day before sailing. Cargo must be delivered to Stromness Pier no later than **1100hrs** on the day of sailing.
4. For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company offices and premises and website.
5. **No Show Charges** - All cancellations must be made by **1600hrs** Monday to Friday and **1400hrs** Saturday for Sunday and Monday sailings or full charges may apply.

**For information on this service contact Ferry Services, Shore Street, Kirkwall.  
Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**

**Tuesday 07 May 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 10 May 2019**

Kirkwall dep 0730  
North Ronaldsay arr 1010  
North Ronaldsay dep 1040  
Kirkwall arr 1320

**Tuesday 14 May 2019**

Kirkwall dep 1130  
Papa Westray arr 1330  
Papa Westray dep 1400  
North Ronaldsay arr 1515  
North Ronaldsay dep 1545  
Kirkwall arr 1825

**Friday 17 May 2019**

Kirkwall dep 0900  
North Ronaldsay arr 1140  
North Ronaldsay dep 1210  
Kirkwall arr 1450

**Tuesday 21 May 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 24 May 2019**

Kirkwall dep 0745  
North Ronaldsay arr 1025  
North Ronaldsay dep 1055  
Kirkwall arr 1335

**Tuesday 28 May 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 31 May 2019**

Kirkwall dep 0830  
North Ronaldsay arr 1110  
North Ronaldsay dep 1140  
Kirkwall arr 1420

**Tuesday 04 June 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 07 June 2019**

Kirkwall dep 0700  
North Ronaldsay arr 0940  
North Ronaldsay dep 1010  
Kirkwall arr 1250

**Tuesday 11 June 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 14 June 2019**

Kirkwall dep 0800  
North Ronaldsay arr 1040  
North Ronaldsay dep 1110  
Kirkwall arr 1350

**Tuesday 18 June 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 21 June 2019**

Kirkwall dep 0700  
North Ronaldsay arr 0940  
North Ronaldsay dep 1010  
Kirkwall arr 1250

**Tuesday 25 June 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 28 June 2019**

Kirkwall dep 0700  
North Ronaldsay arr 0940  
North Ronaldsay dep 1010  
Kirkwall arr 1250

**Tuesday 02 July 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 05 July 2019**

Kirkwall dep 0630  
North Ronaldsay arr 0910  
North Ronaldsay dep 0940  
Kirkwall arr 1220

**Tuesday 09 July 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 12 July 2019**

Kirkwall dep 0700  
North Ronaldsay arr 0940  
North Ronaldsay dep 1010  
Kirkwall arr 1250

**Tuesday 16 July 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 19 July 2019**

Kirkwall dep 0630  
North Ronaldsay arr 0910  
North Ronaldsay dep 0940  
Kirkwall arr 1220

**Tuesday 23 July 2019**

Kirkwall dep 1030  
North Ronaldsay arr 1310  
North Ronaldsay dep 1340  
Papa Westray arr 1455  
Papa Westray dep 1525  
Kirkwall arr 1715

**Friday 26 July 2019**

Kirkwall dep 0700  
North Ronaldsay arr 0940  
North Ronaldsay dep 1010  
Kirkwall arr 1250

**Tuesday 30 July 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Saturday 03 August 2019\*\***

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

**Tuesday 06 August 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 09 August 2019**

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

**Tuesday 13 August 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 16 August 2019**

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

**Tuesday 20 August 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 23 August 2019**

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

**Tuesday 27 August 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 30 August 2019**

Kirkwall	dep	0930
North Ronaldsay	arr	1210
North Ronaldsay	dep	1240
Kirkwall	arr	1520

**Tuesday 03 September 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 06 September 2019**

Kirkwall	dep	0830
North Ronaldsay	arr	1110
North Ronaldsay	dep	1140
Kirkwall	arr	1420

**Tuesday 10 September 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 13 September 2019**

Kirkwall	dep	0630
North Ronaldsay	arr	0910
North Ronaldsay	dep	0940
Kirkwall	arr	1220

**Tuesday 17 September 2019**

Kirkwall	dep	1030
Papa Westray	arr	1230
Papa Westray	dep	1300
North Ronaldsay	arr	1415
North Ronaldsay	dep	1445
Kirkwall	arr	1725

**Friday 20 September 2019**

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

**Tuesday 24 September 2019**

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

**Friday 27 September 2019**

Kirkwall	dep	0830
North Ronaldsay	arr	1110
North Ronaldsay	dep	1140
Kirkwall	arr	1420

**\*\* Subject to change re: Sanday Show**

**All North Ronaldsay and Papa Westray departure times are estimates and are subject to alteration due to cargo operations, weather and tide**

**All arrivals in Kirkwall subject to change due to cargo operations.**

**Sailings are all weather permitting and subject to confirmation the day before sailing.**

**Westray - Papa Westray Passenger Service**  
**Summer Timetable effective from 5 May until 30 September 2019**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pierowall	dep	0700A	0700A	0730	0730	0730	0730	
Papa Westray	arr	0725	0725	0755	0755	0755	0755	
Papa Westray	dep	0730A	0730A	0800	0800	0800	0800	
Pierowall	arr	0755	0755	0825	0825	0825	0825	
Pierowall	dep	0845B	0800B	0915	0915	0915	0915	
Papa Westray	arr	0905	0820	0940	0940	0940	0940	
Papa Westray	dep	0910B	0825B	0945	0945	0945	0945	
Pierowall	arr	0930	0850	1010	1010	1010	1010	
Pierowall	dep	0945	0855	1205	1305			1115
Papa Westray	arr	1010	0920	1230	1330			1140
Papa Westray	dep	1015	0925	1235	1335			1145
Pierowall	arr	1040	0950	1300	1400			1210
Pierowall	dep	1135	1305	1355				
Papa Westray	arr	1200	1330	1420				
Papa Westray	dep	1205	1335	1425				
Pierowall	arr	1230	1400	1450				
Pierowall	dep	1545C	1455D	1545C	1545C	1500E	1625	1630
Papa Westray	arr	1610	1515	1610	1610	1525	1650	1655
Papa Westray	dep	1655	1520	1655	1655	1735	1655	1700
Pierowall	arr	1720	1545	1720	1720	1800	1720	1725
Pierowall	dep	1815	1550B	1815	1815	1855	1815	2130A
Papa Westray	arr	1840	1610	1840	1840	1920	1840	2155
Papa Westray	dep	1845	1615B	1845	1845	1925	1845	2200A
Pierowall	arr	1910	1640	1910	1910	1950	1910	2225

A. Are available **ON REQUEST** only (must be booked 24hrs in advance)

B. Will not operate between 8 July to 19 August inclusive

C. From 8 July to 19 August inclusive sailings will be replaced by  
(dep Pierowall 1625 arr Papa Westray 1650)

D. Additional sailings from 8 July to 19 August inclusive

E. From 8 July to 19 August inclusive sailings will be replaced by  
(dep Pierowall 1705 arr Papa Westray 1730)

### Notes

All of these sailings with the exception of those marked **A/B/C/D/E** are scheduled and are timed to connect with the arrivals and departures of the ro-ro vessels at Rapness - normal fares will therefore apply. Any sailings outwith these times will be treated as hires and charged accordingly.

- All enquires to the Company's main office, Telephone 01856 872044
- Passengers must be available for boarding **10 minutes** before departure times.
- No Show Charges** - All cancellations must be made at least **24 hours** before the intended time of travel or full charges may apply.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

## ROUSAY, EGILSAY AND WYRE RO-RO SERVICE

### SUMMER TIMETABLE EFFECTIVE FROM 5 MAY UNTIL 29 SEPTEMBER 2019

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rousay dep	0650	0650	0650	0650	0650	0650	
Egilsay dep	0710	0710A	0710A	0710A	0710A	0710A	
Wyre dep	0730	0730A	0730A	0730A	0730A	0730A	
Rousay dep	0745	0745	0745	0745	0745	0745	
Tingwall dep	0820	0820	0820	0820	0820	0840	
Rousay dep	0850	0850	0850	0850	0850		
Wyre dep	0900	0900	0900	0900	0900		
Rousay dep	0910	0910	0910	0910	0910	0910	0915
Egilsay dep	0930	0930	0930	0930	0930	0930A	0935B
Wyre dep	0950	0950	0950	0950	0950	0950	0955B
Rousay dep	1005	1005	1005	1005	1005	1005	1010
Tingwall dep	1040	1040	1040	1040	1040	1040	1045
Rousay dep	1115	1115	1115	1115	1115	1115	1120
Tingwall dep	1150	1150	1240	1150	1150	1150	1155
Rousay arr	1215	1215	1305	1215	1215	1215	1220
Rousay dep	1315	1315		1315	1315	1315	1315
Egilsay dep	1335A	1335A		1335A	1335A	1335A	1335B
Wyre dep	1355A	1355A		1355A	1355A	1355A	1355B
Rousay dep	1410	1410	1410	1410	1410	1410	1410
Tingwall dep	1445	1445	1445	1445	1445	1445	1445
Rousay dep	1520	1520	1520	1520	1520	1520	1520
Wyre dep	1530	1530	1530	1530	1530	1530	1530
Tingwall dep	1605	1605	1605	1605	1605	1605	1605
Rousay dep	1635	1635	1635	1635	1635	1705B	1635
Egilsay dep	1655	1655	1655	1655	1655		1655B
Wyre dep	1715	1715	1715	1715	1715	1715B	1715B
Rousay dep	1730	1730	1730	1730	1730	1730	1730
Tingwall dep	1800	1800	1800	1800	1800	1800	1800
Rousay arr	1825	1825	1825	1825	1825	1825	1825
Rousay dep	1830B	1830B	1830B	1830B	1830B	1830B	
Wyre dep	1840B	1840B	1840B	1840B	1840B	1840B	
Egilsay dep	1900B	1900B	1900B	1900B	1900B	1900B	
Rousay arr	1915B	1915B	1915B	1915B	1915B	1915B	

- A** On request **TO and FROM** Egilsay and Wyre. Customers are requested to make advanced bookings by 1700 on the day before travel, except for travel on Monday which **must** be made by 0900 on Monday.
- B** On request **TO and FROM** Egilsay and Wyre. Customers are requested to make advanced bookings by 1430 on the day of travel, except for travel on Saturday or Sunday which **must** be made by 1115 on Saturday.

In the event of an urgent need for "on request" sailings outside of the above please contact the Tingwall Office during normal office hours.

#### NOTES

- All vehicle bookings **MUST** be made through the Tingwall Office Telephone 01856 751360.
- Vehicles **must** be available for boarding **15 Minutes** before departure and passengers **5 minutes** before departure times.
- No Show Charges** - All cancellations must be made by **1600hrs** (1115 on Saturday, for travel on Sunday's and Monday's) on the day before the intended date of travel or charges may be incurred.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

For information on these services contact Ferry Services, Tingwall, Evie. Telephone 01856 751360, E-Mail: [info@orkneyferries.co.uk](mailto:info@orkneyferries.co.uk)

**SHAPINSAY RO-RO SERVICE**

**SUMMER TIMETABLE EFFECTIVE FROM 5 MAY UNTIL 29 SEPTEMBER 2019**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shapinsay	dep	0730A	0730B	0730B	0730B	0730B		
Kirkwall	dep	0815A	0815B	0815B	0815B	0815B		
Shapinsay	dep	0900A	0900B	0900B	0900B	0900B	0900B	0900A*
Kirkwall	dep	0945	0945	0945	0945	0945	0945	0945A
Shapinsay	dep	1030	1030	1030	1030	1030	1030	1030A
Kirkwall	dep	1130	1130	1130	1130	1130	1130	1130A
Shapinsay	dep	1330	1330	1330	1330	1330	1330	1330A
Kirkwall	dep	1415	1415	1415	1415	1415	1415	1415A
Shapinsay	dep	1515	1515	1515	1515	1515	1515	
Kirkwall	dep	1600	1600	1600	1600	1600	1600A	
Shapinsay	dep	1645	1645	1645	1645	1645	1645A	
Kirkwall	dep	1730	1730	1730	1730	1730	1730A	
Shapinsay	dep							1730A
Kirkwall	dep							1815A
Shapinsay	dep						1900A	1900A
Kirkwall	dep						1945A	1945A*

**A** Vehicles must be booked before 1400hrs on Saturday.

**B** Vehicles must be booked before 1600hrs the day before sailing.

All other vehicle bookings must be made at least one hour before departure.

* Slight alterations may be made to these sailings on a few Sundays in June, July and August to allow connections with the other ships - details will be advertised by separate notices.
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**NOTES**

- All vehicle bookings must be made through the Kirkwall Office. Telephone 01856 872044.
- Vehicles **must** be available for boarding **15 minutes** before departure times, and passengers **5 minutes** before departure.
- No Show Charges** - All cancellations must be made by 1600hrs the day before the intended date of travel, or by 1400 on Saturday for sailings marked A, or full charges may apply.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

For information on this service contact Ferry Services, Shore Street, Kirkwall.  
Telephone: 01856 872044, Fax: 01856 872921, E-Mail: [info@orkneyferries.co.uk](mailto:info@orkneyferries.co.uk)

## SOUTH ISLES RO-RO SERVICE

### SUMMER TIMETABLE FROM 5 MAY UNTIL 29 SEPTEMBER 2019

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
							1	2	3
Longhope dep	0625	0625	0625	0625	0625	0800	0830	0730	0830
Lyness dep		0650	0650	0650					
Flotta dep	0650	0710	0710	0710	0650	0830		0755B	
Lyness dep	0710				0710	0900	0900	0815	0900
Houton arr	0745	0745	0745	0745	0745	0935	0935	0850	0935
Houton dep	0800	0800	0800	0800	0800	0950	0945	0900	0945
Lyness arr							1020		1020
Lyness dep	0845				0845	1030		0945	
Flotta dep	0910	0845	0845	0845	0910	1055			
Lyness dep		0910	0910	0910					
Houton arr	0945	0945	0945	0945	0945			1020	
Houton dep	1015	1000	1015	1000	1015			1030	
Lyness dep	1100	1040	1100	1040	1100			1105	
Flotta arr								1125	
Flotta dep								1150	
Houton arr	1135	1110	1135	1110	1135	1130			
Houton dep	1145	1120	1145	1120	1145				
Flotta dep		1200		1200					
Lyness dep	1230	1230	1230	1230	1230			1500	
Houton arr	1305	1305	1305	1305	1305			1535	
Houton dep	1315	1315	1315	1315	1315	1415		1545	
Flotta dep					1400				
Lyness dep	1400	1400	1400	1400	1425			1630	
Flotta dep	1425	1425	1425	1425		1500			
Houton arr	1500	1500	1500	1500	1500			1705	
Houton dep	1515	1515	1515	1515	1515			1715	
Flotta dep	1600	1600	1600	1600	1600			1750	
Lyness dep	1640	1640	1640	1640	1640	1530	1600	1815	1600
Houton arr	1715	1715	1715	1715	1715	1605	1635	1850	1635
Houton dep	1730	1730	1730	1730	1730	1615	1650	1900	1650
Lyness dep	1810	1810	1810	1810	1810	1700	1730	1935	1730
Flotta dep	1830A	1830A	1830A	1830A	1830A	1720A			
Longhope arr	1850	1850	1850	1850	1850	1740	1750	1955	1750

A - On Request. At the very latest (except in an emergency) bookings for these services must be made by 12 noon on the day of travel.

B - On Request. Bookings for this service must be made by 1400 on the day before travel

#### NOTES

- All vehicle bookings must be made through the Houton Office. **Telephone: 01856 811397, Fax: 01856 811701.**
- Vehicles **must** be available for boarding **15 minutes** before departure, and passengers **5 minutes** before departure.
- No Show Charges** - All cancellations must be made by **1700 on the day before the intended date of travel (or by 1400 on a Saturday for Sunday and Monday travel)** or charges may be applied.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

#### The Sunday runs are effective as follows:

Sunday 1 – 05/05/19 to 02/06/19

Sunday 2 – 09/06/19 to 11/08/19

Sunday 3 – 18/08/19 to 29/09/19

For information on these services contact Ferry Services, Houton, Orphir. Telephone: 01856 811397, Fax: 01856 811701, Email: [info@orkneyferries.co.uk](mailto:info@orkneyferries.co.uk)

Appendix 4.

# Inter-Island Ferry Services

## Summer 2019 Timetables

Page.	Timetable.
1375.	Outer North Isles, excluding Education trial.



**Outer North Isles Ro-Ro Service**  
**Effective from 5 May – 30 September 2019 Inclusive**

Port	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Kirkwall dep	0840A			0720B	0700B	0700B	0700B
Sanday arr	0920A			0700B	0720B	0720B	0720B
Sanday dep						0740B	0740B
Eday arr						0905	0905
Eday dep	0955					0915B	0915B
Stronsay arr	1005A						
Stronsay dep	1040						
Eday arr							
Eday dep							
Sanday arr							
Sanday dep							
Westray arr	1045						
Westray dep							
Kirkwall arr							
Kirkwall dep							
Stronsay arr							
Stronsay dep	1740A						
Eday arr	1815						
Eday dep	1825A						
Sanday arr							
Sanday dep							
Eday arr							
Eday dep							
Westray arr							
Westray dep	1800A						
P. Westray arr							
P. Westray dep							
Kirkwall arr	1940	1925	1905				
Kirkwall dep	1950A	1935A	1915A				
Eday arr			2030				
Eday dep			2035A				
Stronsay arr	2125						
Stronsay dep							
Sanday arr							
Sanday dep							
Eday arr							
Eday dep							
Westray arr		2100					
Westray dep							
Kirkwall arr							

**A – Vehicles must be booked before 1400hrs on Saturday    B – Vehicles must be booked before 1600hrs the day before sailing    All other vehicle bookings must be made one hour before the departure from Kirkwall**

**\* This sailing is not available for vehicle bookings Westray to Kirkwall.    \*\* These sailings may be delayed due to cargo operations.    ♦ Trial period ONLY**

For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

**RO-RO TIMETABLE 5 MAY - 30 SEPT 2019 INCLUSIVE, excluding the following dates for special excursions, posters are on display advertising regattas and events: Sports, 27 July, 2 August & 10 August 2019.**

Vehicles **must** be available for boarding **20 minutes** before departure, passengers **10 minutes** before departure.

**No Show Charges** – All cancellations must be made **at least 24 hours before the intended date of travel** or full charges may apply.

A scheduled feeder service for passengers and light cargo will operate between Pierowall (Westray) and Papa Westray to connect with the above sailings (see overleaf). A private minibus service is also available on request between Rapness and Pierowall.

**For information on these services contact Ferry Services, Shore Street, Kirkwall, Orkney, KW15 1LG. Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**

Appendix 5.

# **Orkney Islands Council Quarries**

## **Business Plan 2015 to 2020**

### **Mid-term Review 2018**

Pages 1376 to 1404.

Resolved that, under section 50A(4) of the Local Government (Scotland) Act 1973, the public were excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1 and 6 of Part I of Schedule 7A of the Act.

**This constitutes a summary of the Appendix in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **Local Government (Scotland) Act 1973 – Schedule 7A**

### **Access to Information: Descriptions of Exempt Information**

- Paragraph 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
- Paragraph 6. Information relating to the financial or business affairs of any particular person (other than the authority).