

Highways and Engineering Service



Winter Service Plan

2004/2005

Revision 1 (August 2004)

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1 INTRODUCTION

- 1.1 This document has been produced in association with the revised Code of Practice for Maintenance Management to describe the Council's proposals for dealing with hoar frost and snow deposits on the highway network over the winter period. It lists information regarding the winter service, such as the roles and responsibilities of West Berkshire Council and its Contractor, Ringway Highway Services.
- 1.2 The Council has agreed that the Primary and Secondary precautionary salting networks will remain broadly unchanged from 2003/2004, however the recently constructed Old Oxford Road at Chieveley has been adopted following major alterations to junction 13 of the M4 by the Highways Agency. This has therefore been added to the Council's Primary precautionary network.
- 1.3 A winter service standby service will be provided for the period commencing 1 November 2004 (Week 45) to 10 April 2005 (Week 15). This period may be extended to the end of April if unfavourable conditions persist.
- 1.4 Precautionary salting and snow clearance of the Primary network will be carried out based on information received from the weather forecasting service. The Secondary network will **only be salted and/or cleared of snow during particularly severe and prolonged hazardous winter weather conditions (prolonged hazardous conditions shall be experienced for 72 hours before works may commence)**. Where water has been deposited on the highway as the direct result of an unforeseen incident, for example fire, road traffic accident, burst water main, salt shall be applied to reduce as far as possible the effects of hoar frost, ice and other severe winter weather conditions on the highway.
- 1.5 Salting of Town Centre footways, the Council's public open air car parks and approaches to offices and buildings with daily public access as detailed in Appendices E and G respectively will be carried out based on information received from the weather forecasting service and **only during prolonged hazardous conditions**, as detailed in 1.4 above.
- 1.6 For precautionary salting, response and treatment times are 1 hour and 3 hours respectively. This means that the Contractor must commence salting within 1 hour of receiving an instruction and complete all of the routes within 3 hours.
- 1.7 As the Highway Authority, West Berkshire Council has a duty under Section 150 of the Highways Act 1980 to remove accumulations of snow, if causing a highway to become obstructed. Roads will therefore be cleared of snow in descending order of priority Category 1 roads until such time as the Primary precautionary salting network is cleared. Then, if other roads are physically blocked or particularly hazardous and there is a need for access, further action will be taken.

Town centre footways (detailed in Appendix I) and footways outside schools will also be cleared along with the Primary network and secondary priority snow clearing routes.

- 1.8 There are currently 207 salt bins provided at locations throughout West Berkshire for public use. These are maintained by the Contractor and are detailed in Appendix G.

Motorways and Trunk Roads

- 1.9 The treatment of the M4 motorway and A34 trunk road routes is the responsibility of the Highways Agency and their agent, Mott Macdonald.

2 POLICY STATEMENT

West Berkshire Council aims to provide a service to reduce as far as possible the effects of hoar frost, ice and snow and other severe winter weather conditions to provide travelling conditions as safe as reasonably practicable having regard to financial constraints on all Category 1, Category 2 and other well trafficked roads throughout West Berkshire.

3 CLIENT/CONTRACTOR RELATIONSHIP

- 3.1 The Term Contract for Highway Works (2000 – 2004) in West Berkshire includes for winter service operations. The Term Contractor is Ringway Highway Services.
- 3.2 There are 10 Primary precautionary salting routes, all of which will be treated under the Term Contract, which are detailed in Appendix B.
- 3.3 The following table indicates how the principal winter service responsibilities are divided between the Council and Ringway Highway Services.

Preparation of Winter Service Policy and Plan	West Berkshire Council
Road hierarchy priorities	West Berkshire Council
Salt purchase	Contractor
Routing (salting and snow clearance)	Contractor with guidance from the Council
Vehicles/plant	Front line gritters and snowploughs are all owned and maintained by the Contractor.
Decision making	West Berkshire Council
Day-to-Day operations	Mainly the Contractor with central co-ordination by the Council
Manning levels	As defined in the Term Contract
Performance monitoring	West Berkshire Council
Opening of Emergency Operations Centres and Emergency Planning Rooms	West Berkshire Council
Approval to commence operations in extreme snow conditions	West Berkshire Council

4 DECISION MAKING

- 4.1 Decision making is the responsibility of West Berkshire Council's appropriate Duty Officer.

The Duty Officer also has a specific responsibility for liaising directly with the duty forecaster and for disseminating information to the media as described in Section 15.

- 4.2 The Duty Officer is responsible for receiving and taking the appropriate action on information relating to the winter service in West Berkshire. Using the forecast data provided the Duty Officer will make his decision regarding precautionary salting as appropriate. To assist with this process, call out guidelines are provided as detailed in Appendix K. The Winter Service Manager will also be available to give advice to the Duty Officer when required.

4.3 Timing of Actions

Where practicable, the decision to precautionary salt should be made to ensure that spreading is completed two hours before the forecasted time of freezing or snow.

Morning spreading operations should be completed where possible by 7.30 am. Spreading during 'rush hours' should be avoided whenever possible.

- 4.4 The Duty Officer's decision is recorded on a Daily Record Form as detailed in Appendix L. This form is filed and maintained by the Winter Service Manager.
- 4.5 The Contractor is contacted and receives all communications from the Duty Officer via telephone and fax.
- 4.6 Appropriate training is to be provided regularly for all Duty Officers particularly with regard to technological improvements in forecasting techniques and the ice prediction system.

5 ROSTERING OF SUPERVISORY AND OPERATIONAL STAFF

- 5.1 The day to day winter service operations are managed by the Winter Service Manager. This role is normally performed by the Principal Engineer (Highway Maintenance) or in his absence by a Project Engineer (Highway Maintenance).
- 5.2 The Council's team of Duty Officers is rostered to be on standby for the winter period, which is generally November to March inclusive. The roster is included in Appendix J.
- 5.3 Each Duty Officer is available 24 hours a day, during his week on duty. Outside of normal working hours, the Duty Officer can be contacted via the dedicated winter service call out mobile telephone. The appropriate numbers are included on the Duty Officer roster.

During normal office hours all winter service enquiries from members of the public should be directed to the Streetcare team on 01635 519080.

Outside of these hours, enquiries should be directed to West Berkshire Council's Emergency (Out of Office Hours) service listed in Appendix O.

(Officers home telephone numbers must not be released to members of the public).

- 5.4 When on duty, each Duty Officer will make decisions regarding Winter Service action in accordance with this policy. The Winter Service Manager will be available to give advice to the Duty Officer when required. Further information concerning weather forecasts and decision making is provided in Sections 4, 13 and 14.
- 5.5 Rosters of Contractor's staff involved in winter service are requested during October in preparation for commencement of operations in November.
- 5.6 Prior to the commencement of the winter period, each Duty Officer is provided with an information pack, which includes details of all appropriate telephone contacts, together with any additional information that may be appropriate.

6. ROAD HIERARCHY

West Berkshire Roads

6.1 The road hierarchy system in West Berkshire is defined in the Council's Highway Maintenance Strategy as follows:-

Category 1: The most important roads in the District in terms of volume of traffic carried, the proportion of heavy goods vehicles and their strategic function as principal links between settlements or within major urban areas.

Category 2: The main distributor roads carrying significant volumes of traffic and public transport services. These are important thoroughfares distributing traffic from the strategic routes to residential or commercial areas.

Category 3: All other roads being roads providing local access within and between residential and commercial areas.

6.2 The Primary precautionary salting network comprises all Category 1 and Category 2 roads, and some heavily trafficked Category 3 roads and represents 36% of all highways (excluding motorways and trunk roads) in the District. The total length of the Primary salting network is 4664 km (289.6 miles).

6.3 The Secondary salting network comprises Category 3 residential roads, bus routes, roads leading to schools, roads outside hospitals and lightly trafficked rural roads, which become hazardous if left untreated during prolonged periods of particularly severe weather conditions. The Secondary salting network is prioritised into two categories to allow for variance in physical conditions across the geographical area of West Berkshire. Some remote areas in West Berkshire require treatment earlier and for a longer period. The total length of the Secondary salting network is 283 km (176 miles).

6.4 The Primary precautionary salting network is broken down into 10 individual salting routes. Each route is efficiently designed in order to comply with Audit Commission guidelines where possible and to give a maximum treatment time of 3 hours. The Primary precautionary salting routes to be salted by the Contractor are detailed in Appendix B.

6.5 The Secondary salting network is broken down into 2 first priority routes and 8 second priority routes. The Secondary precautionary salting routes to be salted by the Contractor are detailed in Appendix C.

6.6 Sections of road having proprietary 'Thin Veneer' type surfacings will receive a double application of salt due to their porous nature. These sections of road are detailed in Appendix F.

6.7 Performance of the Contractor in relation to response and treatment times is monitored to ensure satisfactory service delivery and contract compliance, where appropriate.

6.8 By agreement, no cross boundary salting will take place between West Berkshire Council and adjoining Counties/Unitary Authorities or vice versa.

6.9 The Winter Service Manager holds details of the:

- Primary precautionary salting network
- Secondary salting network
- First priority plough routes
- Second priority plough routes
- Drawings associated with the routes
- Database of salt bin locations
- Roads having 'Thin Veneer' surfacing

Motorways and Trunk Roads

6.10 The treatment of the M4 motorway and the A34 trunk road is the responsibility of the Highway Agency and their agent, Mott Macdonald.

7.0 FOOTWAYS AND CYCLEWAYS

- 7.1 The Council does not presalt any of its footway network, however during prolonged hazardous weather conditions (prolonged hazardous conditions shall be experienced for 72 hours before works may commence), the Category 1 network (primary walking routes) as defined in the Code of Practice for Maintenance Management and detailed in Appendix I will be treated and cleared of snow deposits.
- 7.2 As detailed in the Council's 'Safer Driving this Winter on West Berkshire Roads', the Council does not promote the use of bicycles during periods of prolonged hazardous conditions. With the exception of shared carriageway/cycleway routes on a primary or secondary salting route, shared footway/cycleway and remote cycleway networks are not salted when hoar frost, ice or prolonged hazardous conditions are forecast. Being part of the carriageway, shared carriageway/cycleway routes on the primary and secondary salting route networks will be salted by default in accordance with the Winter Service Plan.

8 SALTING OPERATIONS AND SALT

8.1 Response Time

Throughout the winter service season the Contractor must start salting within 1 hour of receiving the instruction from the Duty Officer or at the time specified.

8.2 Each primary precautionary salting route is designed so that treatment can be completed in a maximum of 3 hours from the time of leaving the depot.

8.3 Rock salt complying with BS 3247 shall be supplied by the Contractor responsible for the Winter Service on the network and shall be stored at the following depots:

Depot	Stock Capacity (Tonnes)	Proposed Pre-Winter Stock
Chieveley	1200	1200

It is a contractual requirement that appropriate salt stockpiles (at the locations shown above) are in place by 30 September each year.

Salt chemical composition is to be established by the Contractor through testing in accordance with BS3247 (Part 1).

8.4 Salt at Chieveley is stored in purpose-built barns although an additional quantity of salt can be stored in the open, covered by proprietary sheeting at the depot.

It is the responsibility of the Contractor to maintain adequate salt stocks for them to meet the terms of the contract.

8.5 Rock salt shall be applied at the following rates, which are dictated by weather conditions.

	Condition	Rate of Spread G/m ²	Remarks
Pre Treatment	Hoar frost	10	Using salt stored under cover
	Salting on thin veneer type surfaces prior to hoar frost	20	No remarks
	Salting prior to snowfall	20 to 40	Forecast Dependent
Post Treatment	Salting on thin veneer type surfaces after snowfall	20 to 40	Forecast Dependent
	Salting after snowfall	20 to 40	Dependent upon actual conditions
Compacted Snow	Hard compacted snow and ice at air temperatures above minus 5.0°C	20 to 40	
	Hard compacted snow and ice at air temperatures below 5°C	Single sized abrasive aggregate not exceeding 6 mm or 5 mm sharp sand (no rock salt)	

8.6 **Railway Level Crossings**

Salt **shall not** be spread over any level crossing. This is because the salt acts as an electrolyte and short circuits the signal system.

When salting is authorised, Network Rail shall be contacted by fax/telephone (numbers in Appendix O) who will treat the crossing with an approved de-icing agent using their own contractors.

All gritting vehicles will carry a notice issued by Network Rail giving instructions not to salt (see Appendix D).

8.7 **Motorways and Trunk Roads**

Salt stock for the use on the M4 motorway and the A34 trunk road is the responsibility of the Highways Agency and their agent, Mott MacDonald.

9 SNOW CLEARING

West Berkshire Roads

- 9.1 When conditions are such that snow clearing becomes necessary, an instruction will be given by the Duty Officer to the Contractor to immediately commence snow-clearing operations. It is anticipated that some notice, albeit only a few hours, is usually given by the duty forecaster and so it is essential that snowploughs are fitted without delay.
- 9.2 West Berkshire Council provides snow clearing routes and the Contractor will patrol the routes until such time as directed by the Duty Officer. The highway network is cleared in descending order of priority, concentrating first on the clearance of Category 1 roads followed by other roads in accordance with West Berkshire's agreed policy. The Contractor is provided with snow ploughing routes for:

Priority roads – A4, A339, A338, A340, A343, A329

Secondary roads – B4000, B4001, B4009, B3051, B4494

Third priority roads – All other remaining routes

The priority snow clearing routes are the Primary precautionary salting routes divided into two with the more important roads cleared first. These are detailed in Appendix P.

The secondary snow clearing routes are the Secondary salting routes divided geographically into two so as to reduce travel distances in order to clear areas efficiently and as soon as possible. These are detailed in Appendix P.

The third priority snow clearing routes are in geographical areas and are designed to open links between routes already cleared.

The Winter Service Manager holds the details of the above routes.

Once these routes are cleared resources are then diverted to the clearance of the remaining roads on the network.

- 9.3 If snow clearing becomes necessary, the West Berkshire Emergency Control Centre (ECC) will be opened and manned until conditions abate. During this time, all incoming calls relating to winter service operations will be directed to the appropriate ECC.
- 9.4 Following snowploughing operations, the routes ploughed will be inspected for damage. Details of the damage and estimates for the repair must be passed to the Highway Manager.
- 9.5 **Railway Level Crossings**

Prior to ploughing over a railway level crossing, the driver will stop and contact Network Rail for permission to plough. When ploughing of railway level crossing is complete driver will contact Network Rail to inform them that crossing is clear.

Motorways and Trunk Roads

- 9.6 Clearance of snow from the M4 motorway and the A34 trunk road is the responsibility of the Highways Agency and its agent, Mott MacDonald.

10 SALT BINS

10.1 Approximately 208 salt bins serve the highway network and 35 serve Council properties as detailed in Appendix G. These are repaired and replenished throughout the winter period as necessary by the Contractor. Outside the Winter Service period, the salt bins are collected, cleaned and stored in the Contractor's Depot. Any remaining salt is returned to the stockpile

The criteria for the provision of salt bins is as follows:

- (i) The bin should not be sited on a salting route unless it is intended for use on an adjoining road, which is not on the route.
- (ii) Only sited where there is a steep and/or hazardous gradient, and where there are occupied buildings nearby.
- (iii) If it is possible for a lorry to gain access in order to install the bin and fill with salt, then locations near subways and or bridges are acceptable.
- (iv) In cases of special needs.

11 PLANT AND VEHICLES

11.1 A schedule of plant and vehicles owned by the Contractor is listed below:

Chieveley:	5 no	Econ 'Unibody' gritters
	2 no	Econ 6x4 gritter
	2 no	Econ demountable gritters
	1 no	Transit pickup (weight restricted bridges)
	1 no	Rolba demountable gritter (reserve)
	10 no	Bunce snowploughs

11.2 To be effective, salt must be spread evenly and at rates to suit prevailing weather conditions. Excessive salt spreading is undesirable on both environmental and economic grounds. To this end, it is therefore essential that the spreading equipment is calibrated annually and the controls marked accordingly for spreads of 10g/m² for normal pre-salting and 20g/m² and 40g/m² for more severe conditions.

11.3 All gritter drivers are issued with mobile phones.

11.4 The 9 operational gritters at the Chieveley depot are fitted with a 'Road Salt Records and GPS Interface'.

This system records details of gritter route including:

- a) Speed
- b) Width of spread
- c) Spreading rate
- d) Start and finish time
- e) Lengths of gritting and travelling light.

This information is downloaded to a computer, which creates a report that can be scrutinised to ensure compliance with the contract specification.

11.5 All Contractors' staff are qualified to City & Guilds Local Government Management Board 6157 for gritter and snow plough operations.

11.6 Details of routes including maps are kept in each vehicle.

12 OPERATIONAL COMMUNICATIONS

- 12.1 All winter service vehicles are in contact with a base station via mobile phones in order that instructions can be passed and current information relayed back from the vehicles.
- 12.2 The Contractor is required to provide the Council with a list of the telephone numbers that are to be used prior to the commencement of winter service operations and not later than 1 November.
- 12.3 The Contractor is required to provide the Council with a copy of the Daily Winter Service Action Report. This records details of each vehicle, driver, route number, start time, finish time, rate of spread and any other remarks. See Appendix H.

13 WEATHER FORECASTS

13.1 During the winter period, West Berkshire Council will use the 'Open Road' forecasting service provided by the Met. Office. The regional office providing this service is the London Weather Centre. The information received each day includes the following:

- (i) detailed 24-hour forecast evening update forecast
- (ii) evening update forecast
- (iii) realistic site specific temperature graphs (three sites)
- (iv) early morning summary
- (v) 2 - 5 day forecast

13.2 The 24-hour forecast is received at 1430 hours each afternoon. The main features of this forecast are as follows:

- (i) Readiness Colour

This is based on the traffic light colours; green, amber or red. The definitions are:

Green	-	no snow or ice expected.
Amber	-	risk of snow or ice.
Red	-	snow, ice or drifting snow expected.

- (ii) Hazards

This section includes the hazards causing the red or amber readiness colours as well as other weather hazards such as heavy rain, high winds or fog, which could accompany a green readiness colour. Where possible a qualifying time is given. For example, icy patches expected after 2300 hours.

- (iii) Minimum temperatures

Minimum air and road temperatures for urban, semi-urban and rural areas are provided.

- (iv) Confidence statements

This consists of high, moderate or low confidence for each of the hazards described above, together with a qualifying statement. For example: low confidence regarding extent of showers this evening but high regarding road temperatures falling below zero

- (v) 24 hour weather summary

This is a general summary of the forecast for the period from midday to midday.

An example of a typical forecast is shown on the following page.

13.3 At approximately 1930 hours each evening, a forecast update is issued by the London Weather Centre and can be viewed by the Duty Officer at home on a portable laptop computer. If further information is required the Duty Officer can make use of the 24 hour consultancy service provided by the London Weather Centre when a discussion can be held with the duty forecaster (see Section 9 for further information on decision making).

13.4 Example of A Typical Weather Forecast

24 hour forecast text: 21/10/2000 15:15
24 Hour Forecast for Berkshire

Valid from noon on 21 October 2000 to noon on 22 October 2000

Readiness Colour

Green

Hazards Summary

Minimum Temperature Summary

	Y/N	Conf		Temp (C)	Period Sub- zero
Ice	No	High	Air	Ps02 - 4	N/A
Hoar Frost	No	High	All Road	Ps04	N/A
Snow	No	High	Urban Road	Ps06	N/A
Fog	Yes	High	Semi Urban Rd	Ps05	N/A
Strong Wind	No	High	Rural Road	Ps03	N/A
Heavy Rain	No	High	Bridge Decks	Ps04/5	N/A

Wind Northwest 6 to 10 miles per hour during day dropping to 3 to 6 mph and becoming variable after midnight

Extent of Ice

Snow Height and Accumulation

Icy Patches	N/A	Below 100m	N/A
Icy Stretches	N/A	100m to 200m	N/A
Widespread Ice	N/A	Above 200m	N/A

24 Hour Weather Summary

Today (1200 – 1800)	Overcast with still some patchy light drizzle, gradually drying up from the west.
Tonight (1800-0600)	Mainly cloudy through evening but cloud tending to fragment from the west. Clear spells will lead to fog developing in many areas.
Tomorrow (0600 – 1200)	Overcast with fog in many areas, gradually fog thinning and lifting but may linger into afternoon in some areas.

Additional Remarks

Cloud clearance much earlier in west of county with roads west of Newbury likely to have coldest temperatures

Forecaster: R.J. Bourton.

Transmitted by London Weather Centre on 21-Oct-2000 at 14.12.

The Met. Office On Call – tel. 0800 731 6149 for direct access to a forecaster.

Your Account Manager at The Met. Office is Nick Ashton, telephone 020 7204 7463.

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14 THERMAL MAPPING AND ICE PREDICTION

West Berkshire Roads

- 14.1 Vaisala Ltd has undertaken thermal mapping across Berkshire, a technique for measuring and analysing the thermal characteristics of road surfaces.

It is normally carried out under three different weather conditions, one of which is the extreme condition or night when skies are clear and winds light. The other weather conditions are known as intermediate and damped. Under extreme conditions, the maximum variation in road surface temperature is produced, this, together with the coldest absolute temperatures, leads to potentially hazardous road conditions. Under such conditions it is most important to be able to accurately predict road surface temperatures.

- 14.2 The information yielded from thermal mapping is used in conjunction with site specific forecasts to predict accurately the minimum temperature of road surfaces across the road network. This allows accurate decisions to be made not only about whether to salt or not but whether to salt only those roads that require treatment.

- 14.3 Thermal mapping has been used to produce data, which allows the pre-salting routes to be analysed objectively and to ensure the optimum location of road surface and atmospheric condition sensors. Ten sensor sites have been installed on the network locations shown on the following page.

Annual calibration checks on all sensors are undertaken by the appropriate equipment supplier, with a full report submitted to the Council.

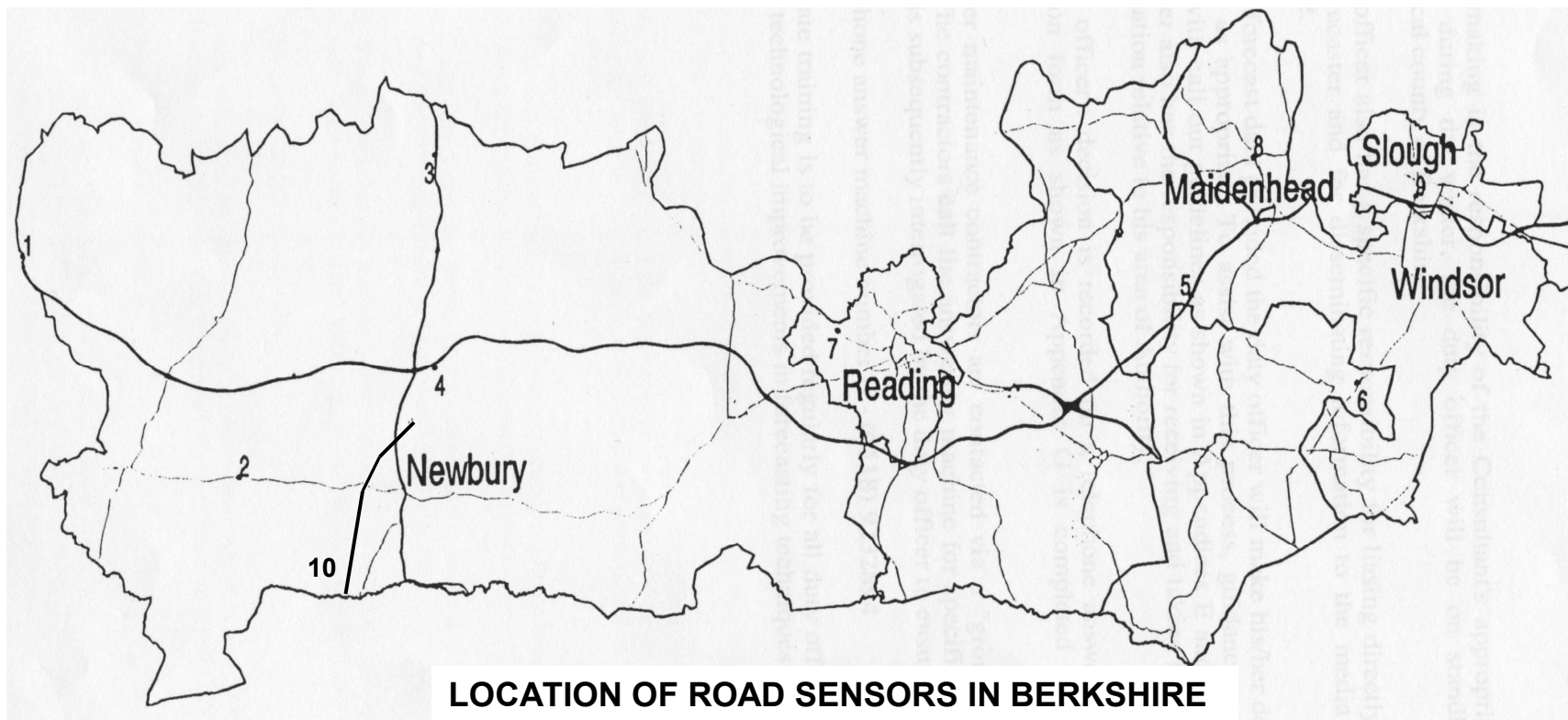
Every hour, information from these sensors is fed automatically into the Central Processing Unit at Vaisala's offices in Birmingham. The parameters recorded are, air temperature, humidity, precipitation, wind speed and direction, road surface condition (wet or dry) and depth temperature. Forecasts are produced by the London Weather Centre for West Berkshire roads based on this information. These forecasts when used in conjunction with the thermal mapping data forms one of the most sophisticated ice prediction systems in the U.K.

West Berkshire Council acts as lead authority on behalf of the other Berkshire Unitary Authorities in respect of the co-ordination and procurement of contracts with the Met Office and Vaisala Ltd.

All six Berkshire Unitary Authorities have access to the ice detection equipment described above.

Motorways and Trunk Roads

- 14.4 Arrangements have been made with the Highways Agency Area 3 consultants for the use of information, and maintenance of the Unitary Authority sensors located on the Motorways and Trunk roads.



- | | |
|--------------------|-----------------------|
| 1 M4 Membury | 6. A332 Windsor |
| 2 A4 Halfway | 7. A329 Reading |
| 3. A43 East Ilsley | 8 A4 Bad Godesberg |
| 4 M4 Chieveley | 9 A355 Tuns lane |
| 5 M4 Shurlock Row | 10 A34 Newbury Bypass |

15 MEDIA COMMUNICATIONS

West Berkshire Roads

- 15.1 Liaison with the news media, particularly the local radio stations, BBC Radio Berkshire, Radio 2-Ten FM and Kick FM is of the utmost importance and will be maintained during periods of snowfall. This contact will normally be directly with the Council's Public Relations Manager.
- 15.2 BBC Radio Berkshire, Radio 2-Ten FM and Kick FM will be advised by fax on those occasions when precautionary salting is to be undertaken. For information, a copy of the fax is given in Appendix N.
- 15.3 It is also desirable that communications with the Police is maintained. To this end, a copy of the fax message described in 15.2 will be issued to the Thames Valley Police Headquarters at Kidlington for onward transmission to local stations as appropriate. Additional information will also be provided as appropriate to the motoring organisations, particularly during periods of snow clearance when it is essential that the travelling public is advised of current road conditions and cleared routes.
- 15.4 Prior to the onset of winter, details of the Council's Winter Service Plan will be published in the local press and made available through the Council's web site: www.westberks.gov.uk.
- 15.5 A leaflet called 'Safer Driving This Winter on West Berkshire Roads' will be produced along with plans showing the primary salting network and available from Council offices and libraries.

16 PERFORMANCE MONITORING AND AUDIT

- 16.1 The Winter Service provided by West Berkshire Council is undertaken by the Contractor under a Term Maintenance Contract (Highways and Bridge Works 2000-2004).
- 16.2 The performance of the Contractor shall be monitored in accordance with the requirements of this Contract as listed below.

	Performance Indicator	Performance Target and Assessment Frequency
1.	Winter Service - all Works Orders completed within the specified time and returns provided by Contractor.	98% - monthly.
2.	Number of Public Liability claims relating to crashed attributed to ice/snow conditions - a review of the Employer's and Contractor's performance in respect of delivery of the Winter Service Works.	Quarterly with input from the Employer's Claims and Risk Unit.
3.	Winter Service - Route Efficiency - a review by the Employer and the Contractor as to the average number of miles salted per route.	Per Winter Service season.
4.	Winter Service - fleet number per precautionary routes - a review by the Employer and the Contractor as to the average number of vehicles used to complete the precautionary salting i.e. number of vehicles divided by number of routes.	Per Winter Service season.
5.	Winter Service - fleet capacity per 100 miles salted – a review by the Employer and the Contractor as to the average payload of the fleet i.e. total capacity of the fleet divided by total salted miles/100.	Per Winter Service season.
6.	Winter Service - average cost per kilometre - a review by the Employer and the Contractor as to the average cost per season of a treated kilometre.	Per Winter Service season.

- 16.3 At the end of each Winter Service season, the performance will be measured and summarised as part of the Winter Service Policy and Plan annual report.
- 16.4 Throughout the Winter Service season ad hoc audits will be instigated by the Winter Service Manager whenever possible.

An audit will consist of West Berkshire Council staff following a gritter on an actual salting run to record and verify the following:

- (1) Time vehicle left depot.
- (2) Vehicle following agreed route.
- (3) Vehicle travelling at appropriate speed whilst salting.
- (4) Ensure vehicle driver stops to check spreading equipment is working correctly.
- (5) Check that salt is being spread.
- (6) Time vehicle arrives back in depot.

Following an audit, a formal meeting will be held with the Contractor to discuss their performance, results and any urgent actions required to achieve the contract standards.

17 FLOODING

- 17.1 West Berkshire Council has an existing agreed flooding plan to implement when flooding is expected or experienced.

The flooding plan details the roles and responsibilities of both West Berkshire Council and the Environment Agency. A copy is attached as Appendix R.

- 17.2 Requests for sandbags and help/information should be directed to Streetcare on 01635 519080 (during normal working hours) and the duty Emergency Contact Officer on 01635 42161 (after hours and weekends).

18 BUDGETS

18.1 West Berkshire's 2004/2005 budget for winter service allows for the following:

- (i) Maintenance, repair and calibration of communication and ice prediction equipment
- (ii) Fixed costs of standby arrangements
- (iii) An average of 50 precautionary salting runs on the Primary network
- (iv) Weather forecasts and ice prediction service

18.2 It should be noted that whilst snow clearing operations will be undertaken in accordance with the Winter Service Plan and as instructed by the Winter Service Manager, there is no specific budget for this work. However, a report will be prepared and submitted to the appropriate committees as soon as possible after snow clearing has been completed in order for any budgetary pressures and adjustments to be discussed and agreed.

19 REFERENCES

Document	Publisher	Published Date
Delivering Best Value in Highway Maintenance – Code of Practice for Highway Maintenance	DETR	July 2001
Highway Winter Maintenance (ICE design and practice guide)	Thomas Telford	2000