

HAUC (UK) Business Plan - July 2010 Update

Objectives and Activities for delivery	Key Deliverables and Milestones	Target Completion Date	Responsibility / Resource Requirement
<b>REGULATIONS &amp; Codes of Practice - delivers Objectives 4 &amp; 6</b>			
Actively work together to develop fair and workable regulations and codes of practice and guidance	Gain commitment from all HAUC(UK) members to responding with feedback to key reports / requests	Highlight to all members from September 2009 onwards – <b>Recently launched DfT consultations highlighted at 21 April HAUC(UK) meeting</b>	HAUC(UK) Joint Chairs / Regional Chairs
<b>Safety CoP</b>	All Working Groups to produce a timeline for existing and future work streams  <b>Consultation launched March 2010</b> Code of Practice published Summer 2010	Implement from October 2009 onwards  <b>Closed June 2010</b> April 2011?	Working Groups / DfT
<b>SROH CoP</b>	Consultation Aug 2009 Code of Practice published	Nov 2009 <b>April 2010 for October implementation</b>	Working Group / DfT
<b>Inspections CoP &amp; Fees regulations</b>	<b>Consultation launched March 2010</b> Code of Practice published Implementation	<b>Closed May 2010</b> <b>January 2011?</b> <b>April 2011?</b>	Working Group / DfT
<b>Records CoP</b>	Delayed	Delayed	Working Group / DfT
<b>Training &amp; Accreditation</b>	Regulations came into force 6 April 2010 Re-assessments commence April 2011 - awarding bodies to revise training process	April 2010 April 2011 April 2010	Working Group / DfT
<b>Co-ordination CoP</b>	Published on DfT web site – Aug 2009 - review procedures incorporating S74,	August 2009 Ongoing	Working Group / DfT

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<b>Diversionsary Works</b>	FPNs and Permits Publish HAUC Advice Note/s pending revised CoP	April 2010	Working Group / DfT
<b>S74</b>	<b>Consultation launched March 2010 Revised Regulations and Proposed Implementation</b>	<b>Closed 25 May 2010 October 2010? – awaiting Ministerial decision</b>	Working Group / DfT DfT
<b>Lane Rental</b>	<b>Consideration of the introduction of lane rental</b>	<b>Ongoing – awaiting consideration by Minister</b>	DfT

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<b>JOINTLY PROMOTING GOOD PRACTICE - delivers Objectives 1, 2, 3 &amp; 5</b>			
<b>Good Practice WG</b> <i>Establish good practice working group to review regional initiatives for adoption as HAUC Advice Notes</i>	Group to be established by Dec 2009 – to consolidate initiatives into HAUC(UK) Advice Notes and give presentations on good practice / innovation during HAUC(UK) quarterly meetings.  Feed in all examples to DfT, Scottish Road Works Commissioner and Mayor of London’s good practice in a timely manner	April 2010 first review – ongoing – <b>National Group established and Terms of Reference drafted + Regional HAUC Good Practice Groups reporting back on initiatives to HAUC(UK)</b>  As required	Regional / National Working Group  HAUC(UK) Secretariat
<b>Communications WG</b> <i>Establish working group to best promote HAUC (UK) to internal and external community</i>	Group to be established by Dec 2010	<b>April 2010 first review – Ongoing – Group established, meeting regularly, Draft Strategy produced, key activities identified and being implemented, including</b>	<b>HAUC(UK) Secretariat (Dave Capon, Tom Coales and Jane Smith) + Phil Cameron and Robert Hudleston</b>

<p><b>Case Studies</b> <i>Development and promotion of case studies</i></p>	<p>Convert relevant NJUG Case Studies involving joint initiatives into HAUC(UK) studies and publish on HAUC (UK) web site and inform all stakeholders via Communications working group.</p> <p>Feed in all examples to DfT, Scottish Road Works Commissioner and London Mayor</p>	<p><b>production of HAUC(UK) Leaflet for operatives</b></p> <p>Commence October 2009 – NJUG Secretariat to review and identify joint case studies and pass to Joint Chairs for allocation to members to refine – ongoing – <b>A number of examples of good practice being identified in Regional Quarterly Reports – one presentation of good practice to be included at each HAUC(UK) Quarterly Meeting</b></p>	<p>HAUC(UK) Secretariat</p> <p>Joint Chairs / Working Group Chairs</p> <p>Short-term HAUC(UK) sub group</p>
<p><b>HAUC Advice Notes</b></p>	<p>Request all for new case studies</p> <p>Review JAG(UK) and NJUG documentation to convert into HAUC(UK) advice notes</p>	<p><b>Requests made / further planned</b></p> <p>Initial List by October 2009 - Ongoing</p>	<p>HAUC(UK) Secretariat</p> <p>HAUC(UK) Secretariat and HAUC (UK) Regional and National Chairs</p>
<p><b>Conferences</b> <i>Promotion through HSC10 and Regional &amp; National HAUCs &amp; RAUC(S)</i></p>	<p>Establish joint stand promoting case studies and advice notes</p> <p>Joint attendance at HSC10 and regional HAUC events</p>	<p><b>Joint Stand and Merchandising produced</b></p> <p><b>Attendance agreed and booked for HSC10 and all Regional Conferences</b></p>	<p>HAUC(UK) Secretariats and Comms Working Group</p> <p>HAUC(UK) Secretariat</p>
<p><b>HAUC(UK) Awards</b> <i>Active Promotion of HSC Awards and submissions</i></p>	<p>HAUC(UK) members to actively promote the awards and enter / encourage entries for Awards</p>	<p><b>Ongoing - Included in HAUC(UK) Newsletter, circulated to membership via emails</b></p>	<p>All to HAUC(UK) Secretariat</p>



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**Appendix A**

<p><i>Identification of suitable platforms (third party events/ conferences) to present good practice</i></p>	<p>Focus at HAUC(UK) and Regional HAUC conferences + other opportunities</p>	<p><b>Commenced and Ongoing – Innovation Session at HSC10, good practice sessions at all Regional HAUCs, Local Authority, utility and contactor presentations at NJUG Street Works Fora, London Mayor’s Code of Conduct launched and implemented and progress report published after one year and expanded with launch of NJUG National Code of Conduct on 22 June 2010,</b></p>	
<p>Objectives and Activities for delivery</p>	<p>Key Deliverables and Milestones</p>	<p>Target Completion Date</p>	<p>Responsibility / Resource Requirement</p>
<p><b>DEVELOP A PROGRAMME OF ENHANCED SAFETY, TRAINING &amp; ACCREDITATION, QUALITY &amp; SUSTAINABILITY INITIATIVES - delivers all Objectives, but especially 1, ,3, 4 &amp; 5</b></p>			
<p><b>Safety</b> <i>Promote Safety at HSC conferences and Regional HAUCs</i></p>	<p>Request for EDF Energy and Anglian HAUC to consider sharing Safety videos on website and for use by other companies</p> <p>Consider raising profile of all key safety initiatives through use of key stakeholders / Ministerial involvement</p>	<p><b>Commenced 2009, safety focus at Regional HAUC Conferences</b></p> <p>Discuss at HAUC(UK) quarterly meetings – Ongoing <b>+ Included in Communications Strategy</b></p>	<p>HAUC(UK) Secretariat / Joint Chairs of Regional HAUCs</p> <p>All</p>
<p><b>Training and Accreditation</b></p>	<p>Consider DfT / HAUC Training Seminars</p>	<p>In the run-up to April 2011</p>	<p>Training and Accreditation Working Group</p>

<p><b>Quality</b> <i>Promotion of industry / local authority quality initiatives</i></p> <p><b>Sustainability</b> <i>Develop a process for single joint assessment / testing / trialling of new sustainable methods and use of materials, development of national specifications and joint approval, with agreement for all other local authorities to then accept without further testing.</i></p> <p><i>Commitment to minimise spoil to landfill through working together to develop and implement the use of recycled materials</i></p>	<p>Review NJUG case studies and convert any joint initiatives into HAUC (UK) studies</p> <p>Discuss at HAUC(UK) quarterly meeting to understanding national and regional approaches</p> <p>Identify volunteer at October 2009 HAUC(UK) Quarterly meeting (NB John Webb already doing something similar in NW and willing to capture draft high level process) to:</p> <p>1) Develop and agree process for single trialling and approval 2) Produce a matrix of regional and national approved materials to avoid duplication of trials and approvals.</p> <p>Maintain matrix on HAUC(UK) website</p>	<p>Commence October 2009 – NJUG Secretariat to review and identify joint case studies and pass to HAUC (UK) Joint Chairs for allocation to members to refine - ongoing</p> <p>Standard agenda item to be included in National and Regional reports at HAUC(UK) – July 2009 onwards – <b>Examples provided including in particular around approval of new recycling materials</b></p> <p>December 2009 and ongoing for additions / amendments</p> <p>Draft March 2010</p> <p>Draft March 2010</p> <p>Ongoing – being activated</p>	<p>NJUG Secretariat / Joint Chairs / All</p> <p>HAUC(UK) Secretariat to include on agenda each quarter.</p> <p>HAUC(UK) Secretariat to pursue for HAUC(UK) quarterly meeting</p> <p>HAUC(UK) Secretariat to collate and maintain on website after initial production</p>
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**Appendix A**

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<b>IMPLEMENT AND REFINE A TIMELY AND EFFECTIVE DISPUTE RESOLUTION PROCESS - - delivers Objective 6</b>			
<p><b>Dispute Resolution</b> <i>Actively encourage and promote local / regional resolution</i></p>	<p>First Resolution Process completed and summary of findings produced and shared</p> <p>Summary of lessons learnt and recommended improvements to be produced and shared</p> <p>Active leadership and promotion of the HAUC(UK) culture and preferred behaviours by all members</p>	<p>August 2009 – Complete and on HAUC(UK) website</p> <p>HAUC(UK) Advice Note produced - Complete</p> <p>Ongoing</p>	<p>Dave Turnbull</p> <p>Dave Turnbull</p> <p>HAUC(UK) Joint Chairs / National and Regional Chairs</p>
<b>ACTIVE SUPPORT AND PROMOTION OF ADVANCE PLANNING &amp; CO-ORDINATION INITIATIVES – delivers Objectives 1, 3 and 5</b>			
<p><b>Promotion</b> <i>Joint Promotion of London, W Midlands, Yorkshire, S West and other Advance Planning Initiatives</i></p> <p><i>Active sharing of planned utility and local authority works</i></p> <p><i>Joint Promotion and active delivery of other co-ordination initiatives such as Workathons, Clearway 2012</i></p>	<p>Presentations at HSC10 and Regional HAUCs</p> <p>Update on progress to be provided at HAUC(UK) quarterly meetings</p> <p>Capturing of examples and review March 2010</p> <p>Development of case studies and promotion at national and regional HAUCs</p>	<p>Presentations made to LHAUC, W Mids HAUC, E Mids HAUC, SWHAUC &amp; Wales, YHAUC, Bucks CC and Tameside MBC</p> <p>Commenced – Ongoing</p> <p>Commenced – <b>Ongoing + implemented as part of London Mayor’s Code of Conduct with expansion to NJUG National Code of Conduct launched 22 June 2010</b></p>	<p>Les Guest and Regional Chairs</p> <p>All to send to HAUC(UK) Secretariat</p> <p>Regional HAUCs / All</p>

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<b>NON-REGULATORY SOLUTIONS – delivers Objectives 1, 2 3 &amp; 5)</b>			
<p><b>Good Practice Communications Guide</b>  <i>Produce good practice guide for utility and highway authorities on improving communications with road users and communities including:</i></p>	<p>Review and improve how the public are kept informed about street and road works</p>	<p>Winter 2010/11 – <b>DfT producing Communications Good Practice Guide, NJUG held Communications Workshop on 30 April, with results fed into DfT</b></p>	<p>DfT / HAUC(UK)</p>
<p><b>Self assessment street works toolkit</b></p>	<p>Develop a self assessment street works toolkit for use by local authorities and utility companies to help identify strengths and weaknesses and inform local action planning.</p>		<p>DfT / HAUC(UK) / NJUG</p>
<p><b>Performance Scorecard</b>  <i>Improve data on performance</i></p>	<p>Develop a simple scorecard of street works sector performance including measures of planning, timeliness, and road performance.</p>	<p>Launch Oct 2010</p>	<p>DfT / HAUC(UK) / NJUG                      Performance Director</p>
<p><b>Non-regulatory Solutions</b>  <i>Jointly develop, deliver and promote non-regulatory solutions</i></p>	<p>All HAUC(UK) members to show real leadership and actively promote and participate in:</p> <ol style="list-style-type: none"> <li>1) Advance Planning initiatives</li> <li>2) Workathons</li> </ol>	<p>Summer 2010</p> <p>Tangible examples to be reported and recorded at HAUC(UK) Quarterly meetings</p> <p>Commenced – and Ongoing</p>	<p>Les Guest &amp; Regional Chairs</p> <p>All</p>

	<p>3) Training and Accreditation</p> <p>4) Recycling</p> <p>5) Minimum-dig / innovative working methods, practices, technology and materials</p> <p>6) Informal / formal resolution of issues within HAUC wherever possible</p> <p>7) The delivery of the Communications Strategy / programme especially with operatives undertaking road and street works</p>	<p>Commenced – and Ongoing</p> <p>Commenced – and Ongoing</p> <p>Commenced – and Ongoing</p> <p>Commenced – and Ongoing</p> <p>Ongoing, pending finalisation of strategy</p>	<p>T &amp; A Working Group / All Regional Chairs / All</p> <p>Regional Chairs / All</p> <p>Regional Chairs / HAUC(UK) Joint Chairs / All</p> <p>All</p> <p>Communications Group to develop strategy / programme and all to deliver</p>
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