

Severe Weather 2013/14 Pre-Winter Update

Report by John Blair, Director, Resources

1 Purpose of Report

The winters of 2009/10, 2010/11 and 2012/13 brought prolonged severe weather conditions throughout Scotland. In a report to Council on 6 November 2012 the Director Corporate Resources updated members on the resources that were available to Road Services to deal with severe weather.

This report updates Members on the plans that are in place for the forthcoming winter season and to consider the financial implications of providing the current level of service.

2 Background

- 2.1** The winters of 2009/10 and 2010/11 have been reported previously to Council. The winter of 2011/12 was mild by comparison, however the winter of 2012/13 whilst not as cold as 2009/10 and 2010/11, there were more days of snow which led to some disruption of the road network but did not have any significant impact on the delivery of key public services across Midlothian.

The report to Council on 6 November 2012 detailed the arrangements put in place by the Council to manage the winter service throughout Midlothian.

Road Services have a core staffing complement of 32 operatives to treat the road and footpath network during periods of adverse weather. There are a 27 items of plant and vehicles available to provide the winter service based at the Fushiebridge Depot. When required these resources are supplemented through the use of Council staff within Landscape and Countryside Services, Property Maintenance and Waste Services. In addition through a Winter Framework contract local companies are engaged through competitive tendering via the Council's procurement process.

The Midlothian Council Winter Service Policy and Operational Plan states that:

'The purpose of this Winter Service Policy and Plan is to demonstrate that Midlothian Council has taken such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads, to fulfil its' Statutory responsibilities as defined in Section 34 of the Roads (Scotland) Act 1984.

Furthermore this plan takes into consideration the recommendations set out in the Code of Practice (July 2005), 'Well Maintained Highways' (Code of Practice), Section 13 and the subsequent updated recommendations issued in June 2011. Given that the Code of Practice is only making recommendations, it should be noted that Midlothian Council may deviate in certain ways to meet local conditions.'

The Winter Service Policy also states:

'Given the scale of financial and other resources involved in delivering the winter service it is not reasonable either to:

- *Provide the same service on all parts of the network*
- *Ensure running surfaces are kept free of ice and snow at all times, even on treated parts of the network*

Accordingly Midlothian Council Road Services have in place operational procedures to deliver an efficient and effective winter service in accordance with the Winter Service Policy and Operational Plan.

The Winter Service Policy and Operation Plan includes details of the carriageway and footway priority hierarchy and route plans. Copies of the route plans are held at Fushiebridge Depot and Dundas Buildings, Bonnyrigg and are based on the following categories.

Carriageway Priorities

Priorities are as follows:-

- | | |
|-------------------|---|
| Priority Routes: | Important principal roads and bus routes – to hospitals, ambulance depots, fire stations and local danger spots (e.g. very steep hills) |
| Secondary Routes: | Cross routes, connecting routes and accesses into industrial areas. |
| Tertiary Routes: | Residential areas, other unclassified roads. |

Note: Details of these routes can be found on Council's website via the following link;

http://www.midlothian.gov.uk/info/1291/gritting_and_snow_clearing/154/winter_road_maintenance

Footway Priorities

Priorities are as follows:-

- | | |
|-------------------|--|
| Priority Routes: | Agreed 'access routes' to schools, health clinics, and town centres. |
| Secondary Routes: | Footways on hills and connecting footways |
| Tertiary Routes: | Flat lying and residential areas |

A copy of the Winter Service Policy and Operational Plan can be found in Appendix A

In addition to treating the road and footpath network during the winter period, Road Services have in place a Winter Service Level Agreement to cover other essential services.

The Winter Service Level Agreement can be found in appendix B

This Service Level Agreement covers the following:-

- Social Work Buildings
- Educational Establishments
- Access for Additional support needs pupils (at their home address)
- Access for other vulnerable residents in Midlothian (at their home address)
- Public Buildings
- National Health Service facilities within the Midlothian Area. This new service is at the request of NHS Lothian following a successful pilot scheme during the 2012/13 winter season.

Road Services have the in-house resources to meet the demands of a 'normal' winter which typically this equates to an average of 7 days of snowfall. However, given the recent historic severe weather events it has been determined that additional resources be placed on standby to deliver the service level agreement and to meet public expectations.

Care for People in Emergencies

The Midlothian Care for People Group was established as part of the Lothian and Borders Strategic Co-ordination Group.

During previous winters, successful partnership working has been undertaken between Midlothian Council, NHS Lothian, the emergency services and the voluntary sector. These arrangements remain in place to respond to the needs of those who may be at risk in the event of severe weather.

The following are key areas of activity of the Care for People Group in preparing for winter emergencies.

- Care providers have plans in place to ensure that car home support services can be reprioritised to meet the needs of individual service users who are at greatest risk.
- Close liaison with NHS facilitating the continuing discharge of patients from hospital during adverse weather conditions.
- Plans are in place to ensure continuing access for staff, goods and services to care establishments in adverse weather conditions.

- Plans to identify other individuals in the community not currently in receipt of care services who may be placed at risk in the event of adverse weather conditions. The plan includes arrangements to make contact with such households and with the support of local voluntary and community groups to provide practical help and support including shopping, collecting prescriptions, clearing footpaths etc.
- Develop resilience plans with community councils and local communities so that they are better able to respond to their needs. Bulk bags of a salt/grit mix are made available to local community group when snow is forecast greater than 10cm. However, it should be noted that only half of these bags were used during 2012/13.

3 Report Implications

3.1 Resource

Road Services take the lead role on winter maintenance across the Council. The co-ordination and management of all operational resources across the Council is undertaken from the Fushiebridge Depot to provide a response in line with the Winter Service Policy and Operational Plan and Service Level Agreement. The Director, Corporate Resources on behalf of the Corporate Management Team has also established standby arrangement to ensure management cover is in place during holiday periods.

The following table details the budget and central spend levels associated with the Winter Maintenance Service in the last five years.

Financial Year	Expenditure Type	Amount
2008/09	Actual	£1,162,000
2009/10	Actual	£1,743,000
2010/11	Actual	£2,832,000
2011/12	Actual	£869,000
2012/ 13	Actual	£1,557,000
2013/14	Budget	£1,048,000

The winter maintenance revenue budget for 2013/14 is £1,048,000 which is based on the likelihood of 7 days snow clearing and 130 occasions of salt treatment to the roads and footpath network during the mornings and evenings.

The salt usage by the Council over the last five years has been as follows:

Year	Usage
2008/09	7,300 tonnes
2009/10	7,600 tonnes
2010/11	6,600 tonnes
2011/12	2,900 tonnes
2012/13	6,500 tonnes

Currently the Council has a salt stock holding of 5500 tonnes. This salt is stored between the dome at Fushiebridge and undercover at Butlerfield Industrial Estate. Further salt supplies are available using suppliers through the Scotland Excel contract.

3.2 Risk

There are several risk implications attributed to the delivery of the Winter Service Policy and Operational Plan and The Roads (Scotland) Act 1984 places a duty on local authorities to

“take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”.

To that end the Winter Service Policy Operational Plan seeks to mitigate this risk by carrying out those duties in an effective manner.

Public expectations have been raised over the previous five years with the increase in service delivery during the adverse periods of winter. In 2012/13 where there were a number of positive comments regarding the service provided. As such there is a risk to the Council's reputation should there be a reduction in the level of service and response provided.

There is a financial risk as outlined in the table within section 3. Should the weather be similar to 2008/09, 2009/10 and 2012/13, there is a risk of significant overspend.

Should the weather be similar to 2010/11 then the financial risk to the Council could approach a £2million overspend, thus putting significant strains on already constrained budgets.

Accordingly Council is asked to consider whether the Winter Service Policy Operational Plan is financially sustainable within the current budget process.

Appendix C outlines the Service Level Agreement and the expenditure associated with the delivery. Council is invited to consider what, if any services are reduced or removed from the Winter Service Policy and Operational Plan.

The cost implications are dependent on the level of service and can be summarised as follows:-

Service Provided	Average Winter	Winter based on 2012-13	Severe winter
Routine gritting of the road network	£367,200	£428,400	£489,600
Routine gritting of footway network	£99,000	£132,000	£165,000
Routine gritting of car parks	£38,000	£47,500	£57,000
Snow clearing of the road network	£110,250	£315,000	£551,250
Snow clearing of footway network	£196,000	£420,000	£672,000
Snow clearing of car parks	£6,650	£14,250	£22,800
Removal of snow from the network			£400,000
Grit bins	£24,000	£36,000	£84,000
Community group bulk bags		£2,350	£7,050
Snow clearing around public buildings		£12,600	£42,000
Snow clearing for vulnerable persons		£12,600	£42,000
Standing charge for dedicated equipment, standby etc	£200,000	£200,000	£200,000
Totals	£1,041,100	£1,620,700	£2,732,700

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- × Community safety
- × Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☐ Business transformation and Best Value
- ☐ None of the above

3.4 Impact on Performance and Outcomes

The ability of people and goods to move about is vital to ensure that normal business continues within Midlothian. Any restriction on the Winter Service would have an impact on that ability to continue to operate as normal as possible.

3.5 Adopting a Preventative Approach

The provision of an acknowledged first class Winter Service ensures that the people and goods are able to move around as much as reasonably practicable.

3.6 Involving Communities and Other Stakeholders

Consultation has been undertaken with officers from all divisions to determine out the relative priorities and response as detailed in the Service Level Agreement.

NHS Lothian were consulted regarding provision of a co-ordinated level of service.

During 2012/13 Road Services provided the gritting and snow clearing to NHS Lothian. Subsequently to the trial NHS Lothian have awarded Road Services a contract to continue this service to all NHS facilities within Midlothian on a shared services basis. NHS facilities will be covered under the Priority hierarchy as set out in section 2.

3.7 Ensuring Equalities

The SLA and consultation in previous winters has identified those persons at greatest risk within our communities along with an appropriate response.

3.8 Supporting Sustainable Development

There is a potential issue relating to the financial sustainability of delivering the current Winter Service Policy Operational Plan and Service Level Agreement and Council are asked to consider the level of response that is sustainable.

3.9 IT Issues

There are no IT implications associated with the proposals outlined in this report.

4 Summary

The recent winters have provided a variety of challenges for the Council. This resulted in many issues and services requests that have been considered and incorporated into the Winter Service Policy Operational Plan and Service Level Agreement.

5 Recommendations

Council is requested to

- consider the level of service that is financially sustainable based on the information provided in this report.
- adopt and publish the Winter Service Policy and Operational Plan for the 2013/13 winter season.

6 September 2013

Report Contact: Mark Rankine Tel No: 0131 270 5734
mark.rankine@midlothian.gov.uk

Background Papers: Council report Tuesday 6 November 2012, Severe Weather – 2012/13 Pre-Winter Update

Appendices

Appendix A Winter Service Policy and Operational Plan 2013-2014

Appendix B Winter Service Level Agreement 2013 – 2014

Appendix C Financial Summary

Midlothian Council

Winter Service Policy and Operational Plan



Winter Service Policy and Operational Plan

2013 – 2014



Introduction

The purpose of this Winter Service Policy and Plan (This Plan) is to demonstrate that Midlothian Council has taken such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads, to fulfil its' Statutory responsibilities as defined in Section 34 of the Roads (Scotland) Act 1984.

Furthermore this plan takes into consideration the recommendations set out in the Code of Practice (July 2005), 'Well Maintained Highways' (Code of Practice), Section 13 and the subsequent updated recommendations issued in June 2011. Given that the Code of Practice is only making recommendations, it should be noted that Midlothian Council may deviate in certain ways to meet local conditions.

Content

- 1. Winter Service and Weather Emergencies**
- 2. Purpose, Objectives and Statutory Basis**
- 3. Winter Service Policy**
- 4. Winter Service Operational Plan**
- 5. Network Hierarchy and Route Planning**
- 6. Decisions and Management Information**
- 7. Resources and Operational Issues**
- 8. Winter Service Training and Development**
- 9. Plant, Vehicles, Materials and Resilience**
- 10. Information and Publicity**
- 11. Post Snow Inspection and Maintenance**
- 12. Other Weather Emergencies – Climate Change / Contingency**



Winter Service and Weather Emergencies

Winter service is not deemed an emergency service as it deals with regular, frequent and reasonably predictable occurrences of low temperatures, ice and snow.

Whilst the effects of climate change are likely to result in an increased frequency and intensity of severe weather events, these have been taken into account in winter service planning.

This Plan is likely to have relevance in emergency planning for dealing with extreme weather conditions, as such this plan should be read in conjunction with Midlothian Council's Severe Weather Plan.

The resources available during the winter period can be utilised during a severe weather event such as floods and storms.

Purpose, Objectives and Statutory Basis

Section 34 of the Roads (Scotland) Act 1984 states 'a road authority shall take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'.

The Purpose of this Plan is to discharge those duties however it should be noted that section 13.1.9 of the Code of Practice states

'Given the scale of financial and other resources involved in delivering the winter service it is not reasonable either to:

- Provide the same service on all parts of the network

- Ensure running surfaces are kept free of ice and snow at all times, even on treated parts of the network

This Plan can contribute significantly to the core objectives set out in the code. The Plan also contributes to the delivery of some corporate objectives of the Authority, to comply with the requirements of the Roads Scotland Act and comply with the recommendations as laid out in the Code of Practice

Winter Service Policy

Midlothian Council recognises it's duties under the Roads (Scotland) Act 1984, the Local Government in Scotland Act 2003 and the recommendations made in the Code of Practice.



The purpose of this policy seeks to discharge those duties and provide transparent and consistent guidance for staff and stakeholders during winter or any other severe weather period within the Midlothian Council Area.

Midlothian Council has undertaken consultation with stakeholders to take account of their views.

Furthermore Midlothian Council has taken steps in the winter service operational plan to ensure the corporate objectives of the authority are supported by this Policy.

Policy Service Standards

1. Keep agreed priority routes and main bus routes free from snow and ice as far as reasonably practicable.
2. Clear agreed road and footway 'Access Routes' to all schools and education establishments within Midlothian during periods of snow.
3. Support facilities management staff within school grounds during periods of prolonged snow conditions, as required and as resources are available.
4. Support social / care centres in clearing pedestrian access routes in and around facilities.
5. Maintain waste collection services as far as possible, set up local collection points when and if conditions allow.
6. Treat NHS facilities within Midlothian as part of the priority route hierarchy and provide hand crews to clear footways and pedestrian access areas.**
7. Support local community groups by providing bulk bags of salt / grit at pre agreed locations during periods of prolonged snow conditions.

** This follows as pilot scheme during 2012 -2013 winter period and a shared service agreement is now in place for all NHS Lothian facilities within the Midlothian Area, however, this does not include the Bonnyrigg Community Hospital where we only assist with Snow clearing.



Winter Service Operational Plan

This Winter Service Operational Plan has been developed to take account on the requirements of section 13.4 and Appendix H of the Code of Practice to provide a dynamic and interactive plan that can meet changing circumstances.

Midlothian Council has an agreed and defined route priority hierarchy to ensure that maximum use is made of the available resources as follows:

Carriageway Priorities

- | | |
|---------------------|---|
| 1 Priority Routes: | Important principal roads and bus routes – to hospitals, ambulance depots, fire stations and local danger spots (e.g. very steep hills) |
| 2 Secondary Routes: | Cross routes, connecting routes and accesses into industrial areas. |
| 3 Tertiary Routes: | Residential areas, other unclassified roads. |

Footway Priorities

- | | |
|---------------------|--|
| 1 Priority Routes: | Agreed 'access routes' to schools, health clinics / medical centres, and town centres. |
| 2 Secondary Routes: | Footways on hills and connecting footways |
| 3 Tertiary Routes: | Flat lying and residential areas |

These routes will be treated in accordance with the treatment matrix.

Midlothian Council's defined treatment route plans for carriageways and footways for pre-treatment and snow conditions are based upon the general maintenance hierarchy but adapted to take account of the factors identified in the Code of Practice and local conditions and priorities.

The Code of Practice recognises that during periods of severe weather it is reasonable that Midlothian Council may only treat a minimum network (priority routes only) to allow passage on these routes. Secondary and tertiary routes may not be treated until all Priority routes are clear.

Midlothian Council carriageway and footway treatment routes can be found on Midlothian Council's website



Network Hierarchy and Route Planning

Midlothian Council has allocated a network hierarchy rating to all roads within the area based on the Code of Practice. This hierarchy rating has been utilised along with the available resources to determine the route planning for treatment during winter to ensure as far as is reasonably practicable Midlothian Council discharges its duties under the Road (Scotland) Act 1984.

Decisions and Management Information

Midlothian Council takes full advantage of decision support systems and services from the 'Metoffice' and 'Vaisala' to enable timely, efficient and accurate decision making.

The decision making process and recording Management Information of Winter Service operations is carried out in accordance with the Winter Service Manual and Procedures document.

Midlothian Council continually monitors performance during service delivery and responds to changing conditions or network incidents by analysing the treatment reports and feedback from stakeholders to ascertain where any improvements can be made as part of the annual review process of this document.

Resources and Operational Issues

Midlothian Council has available resources from the in house Roads Operations service based at Fushiebridge depot. Roads Operations manage and provide the winter / weather service throughout the year.

Roads Operations have agreements with Land Services, Building Maintenance Services, Facilities Management and Waste Services to utilise available additional resources during periods of snowfall and other severe weather events.

In addition to the above, through a framework contract, Roads Operations have a number of companies and equipment at their disposal during the winter to assist with winter and other duties on an as required basis.

A full list of the available resources is held by the Roads Operations and Asset Manager. This also shows where all resources are deployed and to what end.



The Roads Operations and Asset Manager has undertaken consultation with colleagues in Education, Social Services, Travel Team, Leisure Services, Customer Services and local community groups to establish agreed service levels to deal with the many conflicting priorities of each service, matched to the available resources.

This co-ordination and collaboration Service Level agreement is held by the Roads Operations and Asset Manager.

Winter Service Training and Development

Midlothian Council ensures that all HGV personnel involved in the winter service plan, are trained and experienced to demonstrate competence in delivery of their duties. Other winter service staff will have or are being trained by the Roads Operations Supervisor based at Fushiebridge depot.

In general all Roads Operations staff are trained to SVQ level 2 as a minimum.

An annual evaluation and review of training requirements is undertaken by the Roads Operations Supervisor to ensure all staff have the appropriate vocational and health and safety training / qualifications. Any identified training will be completed prior to the start of the winter season. Some evidence based training and assessment can only take place during winter operations. A record of all training is held by the Roads Operations Supervisor at Fushiebridge Depot.

Midlothian Council carries out periodic exercises to test plans for responding to severe weather events, these exercises are usually carried out in early October, to ensure all equipment is operational and all staff are aware of their duties.

Plant, Vehicles, Materials and Resilience

Plant

8 number Mini tractors c/w snow scraper and gritter – Fushiebridge

2 number JCB 3CX shovels and 3 number JCB 2CX shovels – Fushiebridge

2 number Renault tractors c/w scraper and gritter – Stobhill

Other plant will be made available from framework contract partners.



Vehicles

4 number, 17t HGV gritters c/w snow scraper

5 number, 26t HGV gritters c/w snow scraper and 2 Hi Capacity 'V' ploughs

1 number, 7.5t gritter c/w snow scraper

4 number, 6t pick-up trucks, 2 with a gritter

1 number 4t pick-up truck

2 number, 4x4 pick-up trucks with gritters

All of the above are based at Fushiebridge Depot

2 number 3.5t pick-up truck with gritter based at Stobhill depot

All other pick-up's and vans based at Stobhill depot will be utilised along with the available framework contract partners vehicles listed.

Materials

Midlothian Council obtains salt supplies for de-icing through the Scotland Excel (SE) contract, using Cleveland Potash as the main supplier, with other suppliers available through the SE framework. Regular contact is maintained between the supplier and the Council to ensure that the supply is treated as a service rather than a simple commodity purchase.

In periods of extreme or prolonged conditions it may be necessary to obtain supplies from out-with the existing contracts and Midlothian Council will use this option as required and in collaboration with our Edinburgh, Lothian's and Borders Forum (ELBF) shared service partners.

Stocks of road salt and grit are controlled by the Roads Operations and Asset Manager. A minimum stock of 5000t of 6mm low moisture salt is held prior to November between Fushiebridge Salt dome and at Crummock (Scotland) Ltd, yard at Butlerfield Ind Est. This stockholding will be used for the road and footway network as well as the NHS facilities.

This stock of salt is subject to routine reporting on use and current levels to the Scottish Government and may be sequestered to provide mutual aid to other authorities. As such it is prudent to instigate conservation measures during periods of prolonged snowfall or low temperatures (i.e. mixing salt with grit, using grit only on footways and grit bins).



There is a further stock of salt to be used in School grounds. This will also be managed by the Roads Operations and Asset Manager to monitor use.

A stock of 0/4mm grit will be available from framework partner 'Leiths' at their Newtongrange plant and can be supplemented from their Edstone Quarry near Peebles should the need arise. Leith has agreed to have a minimum of 800t available at any time.

A supply of salt / grit mix from the main stock holding, for use by footway clearing crews is held at the following locations.

Leith's Newtongrange Plant – Framework Contract Partner

Crummock's Yard, Butlerfield Industrial Estate - Framework Contract Partner

Weesweep's Yard, Butlerfield Industrial Estate - Framework Contract Partner

R Darlings at Mayshade Garden Centre, Eskbank - Framework Contract Partner

Stobhill depot, Newtongrange

These stocks ensure that footway clearing crews are able to go direct to their designated routes from their place of work, thus speeding up operational response times.

In addition to salt and grit, there is a stock of 4000 litres of a de-icing solution held. This solution is suitable for treatment down to minus 18 degrees Celsius and will be utilised using a vehicle mounted spray bar to treat known problem areas at these very low temperatures.

The weighbridge installed at Fushiebridge depot ensures the accurate recording of salt stock and usage, to allow accurate reporting to the Scottish Government.

Resilience

Resilience of salt stock is measured by Society of Chief Officers for Transportation in Scotland (SCOTS) based on the treated network length and the available stock holding. The level of resilience in the past has been used to determine delivery priorities of top up salt supplies to Local Authorities and Trunk Road Operators.



Midlothian Council did not require any additional supplies during 2010 /11, 2011/12 or 2012 /13 and will again reduce this risk in 2013 – 2014 by having a pre season stock holding of at least 5000t and the instigation of salt conservation measures. These measures proved very effective in maintaining a 24 hour service at all times during the severe weather of 2010 -2011 and 2012 - 2013.

Information and Publicity

Prior to the start of winter Midlothian Council will publish information regarding the winter service provision. A self help leaflet will also be available in public buildings to assist members of the public.

The Communications and Marketing Unit will advise the Emergency Management Team on both public and general stakeholder response to any incident and on the public messages to be broadcast across the communications channels at the Council's disposal. This role includes liaising closely with public communications leads at the Scottish Government and other category one responders as part of the public communications subgroup of the Strategic Co-ordinating Group.

If the incident is sufficiently serious and far-reaching, members of the Communications and Marketing Unit will be seconded to the lead agency, normally the Police, for an unspecified time as part of the mutual aid arrangements.

The communications channels include: the Council's Contact Centre, media relations, stakeholder relations in terms of voluntary organisations, Mid TV, www.midlothian.gov.uk, Facebook and Twitter.

The Communications and Marketing Unit will ensure regular and appropriate communications at least daily and more frequently depending on the incident and the Council's continuing response. Staff are available to be called out 24 -7.

In addition to the above the Service Level Agreement states that the Midlothian Council Contact Centre may be required to operate on a 24 hour basis during any severe weather period. This will be agreed between the Head of Commercial Operations and the Head of Customer Services.

Post Snow Inspection and Maintenance

Once the snow has been removed from the road and footway network, the Roads Inspectors will inspect the network to ascertain defects in need of repair.



These inspections will be carried out generally in accordance with the Code of Practice and the Council's Inspection and Recording Procedures.

It should be noted that due to the potential volume of defects caused by the conditions, it may not be possible to adhere to the timescales for inspection and subsequent repairs of Category 1 (CAT1) defects as laid out in the Code of Practice.

Midlothian Council will however, allocate additional resources at their disposal to the repair of identified defects to mitigate as far as is reasonably practicable any delays in repairing CAT 1 defects.

Midlothian Council will also check and replenish all public grit bins as soon as resources allow during and following the completion of snow clearance operations.

Furthermore all vehicles and plant will be cleaned, lubricated, checked / inspected and repaired as required following the completion of snow clearing operations

A debriefing session will be held at an appropriate time and place, involving representatives from all personnel and stakeholders to review the winter service operational plan.

Other Weather Emergencies – Climate Change

Midlothian Council recognises that Climate change and in particular the previous periods of prolonged cold weather in 2009/10 and again in 2010/11 have an impact on the ability to deliver services.

As such this operational plan can be implemented at any time of year to deliver a service during any period of severe weather, including floods and storms.

Additional supplementary resources are available to this end such as;

2 no Gully Motors

3 no pumps, various sizes

1 no Emergency response unit

This can be augmented with additional pumps and tankers from external parties on the framework contract, should conditions dictate.



Contingency Planning

Contingency planning for severe weather or any other major event is covered by the Emergency Plan and / or the Severe Weather plan, which should be read in conjunction with this plan.

Although as previously stated the resources and response available for winter can be readily utilised for other severe weather events.

Mark Rankine

Roads Operations and Asset Manager

August 2013



Winter Service Level Agreement

Roads Operations and Asset Manager
Midlothian Council
2013 -2014

Road Services based at Fushiebridge depot will manage and carry out all gritting / snow clearing requirements to discharge Midlothian Council's duties under the Roads (Scotland) Act 1984, as laid out in the Winter Service Policy and Operational plan.

Routine Gritting

Roads: All priority and secondary routes will be treated as per the decision and treatment matrix to suit forecast conditions. 8 HGV gritters are allocated to these routes to carry out treatment as required by the conditions. Tertiary and residential roads will only be treated during prolonged cold conditions.

Car Parks: Most public car parks are gritted between 5am and 7am using 2 number mini gritters mounted on pick-up trucks.

Footways: Mini tractors with rear mounted gritters are allocated to Penicuik, Loanhead, Dalkieth, Bonnyrigg, Mayfield, and Gorebridge to treat town centre areas of footways and routes to schools. These treatments will be carried out generally from 5am. Land Services staff will assist.

PPP2 Schools: Land Services provide a routine gritting service to these properties as part of the facilities management contract. They are treated using mini gritters mounted on pick-up trucks, normally from 5am. Land Services have access to salt through the central stockholding. Road Services will deliver this to Stobhill in 10t loads as requested by the Land Services Manager.

Road Services have provided Land Services staff with snow shovels and long handled steel shovels to allow Land Services to carry out their duties.

Dalkeith Campus: As per PPP2 schools

Snow Sports Centre: The centre is responsible for routine gritting within the facility and for procuring their own salt stocks. (10t has been ordered for the 2013 -2014 season and will be delivered during October 2013. Any additional salt required by the centre will need to be procured by the centre.

Grit Bins: All public grit bins will be filled by a dedicated grit bin crew with a salt / grit mix prior to the end of October and will be replenished as required. It should be noted that there will be 1 crew allocated to grit bins during the winter period to top up grit bins as requested by the public.

NHS Facilities: All access roads, car parks and pedestrian access paths will be gritted prior to 8am as per the road priority routes. This excludes the Community Hospital in Bonnyrigg which is gritted by their in house facilities management company. (This follows the successful pilot carried out during the winter of 2012 -13)

Snow Conditions (up to 10cm)

Roads: All priority routes will be cleared of snow and treated with salt/grit before any treatment takes place on secondary or tertiary routes. This service using HGV snow plough / gritters will be in operation 24 hours a day until conditions are sufficiently clear along with improving weather conditions. The HGV's based at Fushiebridge may be supplemented by framework contractor vehicles as required by the Roads Operations and Asset Manager.

Car Parks: The mini gritters will treat car parks after they have been ploughed by either a shovel or framework contractor snow plough, as required.

Footways: Mini tractors will be out from 5am on the first day of snow, clearing town centre footways and routes to schools in Penicuik, Dalkeith, Bonnyrigg, Mayfield, Gorebridge and Loanhead. These tractors will remain working on footways throughout the days as conditions dictate. Land Services staff will assist.

In addition there will be 48 no, 3 man hand clearing crews removing snow and gritting footways throughout Midlothian. These crews will come from Land Services staff and the framework contract partners.

These crews will start outside School entrances and work through defined agreed priority, secondary and then tertiary routes.

PPP2 Schools: As per gritting, with the addition of 2 no 90hp tractors with scraper and gritter attachments to clear snow from access roads and car park areas.

Dalkeith Campus: As per PPP2 schools.

Schools: Facilities Management (FM) staff will clear snow and grit agreed routes within the school boundary.

Road Services have provided grit bins to all school properties and will maintain these bins throughout the winter using a salt stockpile obtained for Education.

Grit Bins: As per routine gritting.

Snow Sports Centre: Road Services will assist with an HGV gritter / plough as part of the priority routeing when available. One of the 90hp tractors from Land Services will also attend to clearing snow from the centre.

Stobhill Depot: Waste Services staff will use the large shovel based at Stobhill to clear snow from the roads and parking areas around the facility. Land Services will grit / salt the depot with their mini gritter as required.

NHS Facilities: As per routine gritting but includes snow clearing at the Bonnyrigg Community Hospital

Severe Weather / Snow (greater than 10cm lying)

Roads: As per snow conditions, although there will be additional resources brought in to assist the Roads Service HGV's on priority routes using framework partners.

Focus will remain on priority routes only until these routes are clear and weather conditions improve. Thereafter secondary routes will be treated until clear and only then will tertiary routes receive treatment.

Depending upon the prevailing road conditions - shovels and haulage vehicles from framework partners may be brought in to remove snow to ease the passage of vehicles. This snow will be taken to designated stockpile sites.

Car Parks: The mini gritters will treat these car parks after they have been ploughed, as required.

Mechanical shovels from framework partners will be used to clear car parks.

Footways: As per snow conditions, with the addition of a mini excavator to assist each 3 man crew.

Grit Bins: As per snow conditions.

Community Groups: In addition to the public grit bins there is list of agreed locations with local community group where a bulk bag of grit will be placed for their use in the local area. BMS hi-ab will assist in the delivery of these bulk bags.

PPP2 Schools: As snow conditions.

Dalkeith Campus: As per snow conditions.

Schools: As per snow conditions however, HGV snow ploughs or mechanical shovels will clear the access into the school grounds and a car parking area. Playgrounds will NOT be cleared as a priority. Where possible, snow will be removed to stockpile locations, as resources become available.

Snow Sports Centre: Land Services will provide a 90hp tractor with scraper and gritter attachments to assist in keeping the centre open.

Leisure Centres: All Leisure centre grit bins will be filled by Road Services prior to the end of October. Any requests for re-filling must be made at least 24 hours before this becomes necessary.

Leisure centre staff will be responsible for keeping access points clear and gritted.

Road Services have provided snow shovels, long handled steel shovels and wheel barrows to each leisure centre to assist them in their duties

Severe Weather / Snow (greater than 10cm lying) cont'd

A Land Services Tractor with scraper and gritter attachments will assist in clearing Loanhead and Penicuik Leisure centres after clearing the snow sports centre.

NHS Facilities: As per snow conditions, if conditions dictate then Building Maintenance Services (BMS) staff will assist in clearing and gritting access points and footways within medical facilities. – As per the list of facilities issued to BMS

Road Services have provided BMS with snow shovels and long handled steel shovels to assist in their duties

Social / Care Facilities: BMS crews will clear around all social / care facilities as per list provided to BMS manager, crews are to liaise with facility manager to ensure all access points and fire escapes are clear.

Aaron House will be assisted with snow clearance when the HGV plough is available.

Public Buildings: BMS crews will clear around all Public buildings as per supplied list, after completion of clearing around social / care facilities

When and if waste collection services are suspended, Waste Service staff will assist BMS to carry out snow clearing and gritting around Public Buildings as listed – (list provided to the Waste Services Manager).

Road Services have provided snow shovels and long handled steel shovels to Waste Services staff to assist in their duties.

The Waste Services Manager will be responsible for the provision of suitable vehicles to provide 3 man crews to clear the snow. Upon completion of clearing listed facilities the Waste Services manager will liaise with the Roads Operations and Asset Manager to obtain additional workload.

Waste Services: Should waste collections be suspended and central location collection points instigated, Roads Services will provide a mechanical shovel or plough to clear the designated areas to assist in this service. Liaison will be between the Waste Services Manager and the Roads Operations and Asset Manager.

Stobhill Depot: Waste services staff will use the large shovel based at Stobhill to clear snow from the roads and parking areas around the facility. Land Services will grit / salt the depot with their mini gritter as required.

Public / School Transport: The majority of bus routes are on main priority treatments routes and will be cleared as a priority.

Identified locations where there are issues with pinch points / abandoned vehicles restricting bus routes, will see parking restrictions invoked as required. The Police will assist Public Transport Unit staff in removing vehicles causing an obstruction. Roads Services will place out 'no waiting' cones at these identified locations prior to any snowfall, this decision when to implement this arrangement will be forecast based.

Road Services will provide the PTU with a dedicated shovel / plough to assist in clearing any identified problem areas to improve the movement of public transport.

The PTU Manager will appoint a member of his staff to co-ordinate communication with the bus operators and the Roads Service teams to ensure problems are identified early and current information is available to the bus operators.

The School transport co-ordinator will identify to the Roads Duty Officer any problems with school transport and where available, resources will be allocated to assist.

Communications:

All winter communications between services should be through the Roads Operations and Asset Manager or the email severeweatherdutyofficer@midlothian.gov.uk

During periods of severe weather the Road Services depot telephone 0131 270 5730 will be diverted to the Contact Centre (CC) by agreement with the Head of Customer Services. The Roads Operations and Asset Manager will update the CC on current operations so that this message can be relayed to the public.

The Roads Operations and Asset Manager will update via email the 'Weather group' when forecasts of severe weather are issued. This group consists of the Emergency Management Team (EMT), the contact centre, Emergency Planning staff and operational managers.

The contact centre will be issued with a 2 way radio to allow direct contact with the night shift operative as required.

SALT Stocks:

The Roads Operations and Asset Manager will procure sufficient salt supplies for Road Services to discharge their duties under the Roads (Scotland) Act 1984.

These stocks will ONLY be used for the road and footway network with reports on usage being submitted to the Scottish Government.

ALL other services will be responsible for ordering and storing their own supplies of salt / grit.

In this regard, if services provide their annual requirements, to the Roads Operations and Asset Manager by April of each year, supplies will be ordered in on their behalf. You will need to provide a total amount of salt required, a storage location and a cost code for recharge. This will be recharged at the current contract rate in force. Any transport costs will be similarly charged at the current contract rate.

If there are specific supply arrangements to be made these must be advised to the Roads Operations and Asset Manager by April each year.

Any requests for salt made after April of each year may NOT be dealt with due to supplier requirements and it will be up to each service to procure their own supplies.

ICICLES: BMS will inspect and monitor public buildings and council housing during severe weather and will make arrangements for dealing with any ICICLES that may cause a danger to the public.

Midlothian Council Road Services
Winter Service Level Agreement Financial Summary

2013 - 2014 Season

Service Provided	number of days / treatments	Cost per day / treatment	Cost for Average Winter	Cost for Winter similar to 2012-13	Cost for Severe winter
Routine gritting of the road network	120	£3,060	£367,200		
	140	£3,060		£428,400	
	160	£3,060			£489,600
Routine gritting of footway network	60	£1,650	£99,000		
	80	£1,650		£132,000	
	100	£1,650			£165,000
Routine gritting of car parks	80	£475	£38,000		
	100	£475		£47,500	
	120	£475			£57,000
Snow clearing of the road network	7	£15,750	£110,250		
	20	£15,750		£315,000	
	35	£15,750			£551,250
Snow clearing of footway network	7	£28,000	£196,000		
	15	£28,000		£420,000	
	24	£28,000			£672,000
Snow clearing of car parks	7	£950	£6,650		
	15	£950		£14,250	
	24	£950			£22,800
Removal of snow from the network	10	£40,000			£400,000
Grit bins	2	£12,000	£24,000		
	3	£12,000		£36,000	
	7	£12,000			£84,000
Community group bulk bags	1	£2,350		£2,350	
	3	£2,350			£7,050
Snow clearing around public buildings	3	£4,200		£12,600	
	10	£4,200			£42,000
Snow clearing for vulnerable persons	3	£4,200		£12,600	
	10	£4,200			£42,000
Standing charge for dedicated equipment, standby etc			£200,000	£200,000	£200,000
Totals			£1,041,100	£1,620,700	£2,732,700

Declaration Box

Instructions: This box must be completed by the author of the report. The box will be copied and saved by the Council Secretariat who will delete it from the report prior to photocopying the agenda.

Title of Report:

Meeting Presented to:

Author of Report:

I confirm that I have undertaken the following actions before submitting this report to the Council Secretariat (Check boxes to confirm):-

- ☐ *All resource implications have been addressed. Any financial and HR implications have been approved by the Head of Finance and Human Resources.*
- ☐ *All risk implications have been addressed.*
- ☐ *All other report implications have been addressed.*
- ☐ *My Director has endorsed the report for submission to the Council Secretariat.*

For Cabinet reports, please advise the Council Secretariat if the report has an education interest. This will allow the report to be located on the Cabinet agenda among the items in which the Religious Representatives are entitled to participate.

Likewise, please advise the Council Secretariat if any report for Midlothian Council has an education interest. The Religious Representatives are currently entitled to attend meetings of the Council in a non-voting observer capacity, but with the right to speak (but not vote) on any education matter under consideration, subject always to observing the authority of the Chair.