

Record of officer decision

Decision title:	To commission consultancy support in reviewing the council's Herefordshire Permit Scheme and creating performance reports for years 1, 2 and 3.
Date of decision:	18/8/2025
Decision maker:	Engineering Manager
Authority for delegated decision:	<p>Authorisation is set out in the councils E and E Directorate scheme of delegation updated 11th February 2025:</p> <p>To act on behalf of the council in respect of the legislation specified in the foregoing:</p> <ul style="list-style-type: none"> • Traffic Management Act 2004 • New Roads and Street Works Act 1991 <p>I confirm the authorisation limit within the financial procedure rules is sufficient for the decision and that the officer has authority under the contract procedure rules.</p>
Ward:	Countywide
Consultation:	None
Decision made:	To commission Brighton Traffic Management Ltd to review the performance, end-of-year reporting.
Reasons for decision:	<p>The review of the permit scheme is a statutory requirement; this is to ensure the scheme is fair and aligned with current legislation and operational needs.</p> <p>The statutory requirements are set out in the Traffic Management Permit Scheme Regulations 2007, Regulation 15 and 30.</p> <p>In 2019 Brighton Traffic Management were commissioned to develop the Permit Scheme and are deemed best placed to review.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Finance: The quote is £20,000.00 plus £650 per day for additional works, as necessary.</p> <p>The breakdown of cost is £7500 per year review with savings due to doing the 3years together.</p> <p>The budget used for the review will be the income from the Permit Scheme, C07192.</p> <p>Section 53, Part III of the New Roads and Street Works Act 1991 (NRSWA) requires a street authority to keep a register showing each street for which they are responsible, with such information that is prescribed with respect to street works, and such other descriptions of works that may be prescribed, executed or proposed to be executed in the street.</p>

	<p>Regulations allowed this information to be provided by electronic method, of which ETON was used to capture the data. These Regulations have now been repealed but the requirement to keep a register with these details, in section 53 is still in force.</p> <p>Part 3 of the TMA allows a local highway authority to introduce a permit scheme which is a scheme designed to control the carrying out of specified works in specified streets in a specified area following the introduction of further enabling legislation. Section 37 of the TMA provides that regulations be made with respect to the content, preparation, operation, variation or revocation of permit schemes (Permit Regulations). These Permit Regulations (The Traffic Management Permit Scheme (England) Regulations 2007 and the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015), afford compliance with Section 53 of the NRSWA</p>
<p>Details of any alternative options considered and rejected:</p>	<p>None, Statutory duty to review the permit scheme, consultant commissioned to deliver the scheme, therefore reviewing is best placed with the proposed provide.</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

I am an officer delegated to make the decision

Signed:

Print Name: Bruce Evans

Job Title: Engineering Manager