Pothole Fund - Guidance on the Application Process
The Department for Transport has actively considered the needs of blind and partially sighted people in accessing this document. The text will be made available in full on the Department’s website. The text may be freely downloaded and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard please contact the Department.

Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR
Telephone 0300 330 3000
Website www.gov.uk/dft
General enquiries https://forms.dft.gov.uk

© Crown copyright 2014
Copyright in the typographical arrangement rests with the Crown.
You may re-use this information (not including logos or third-party material) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence OGL or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.
Contents

1. Introduction .................................................................................................................. 4
2. About the Pothole Fund............................................................................................... 6
3. Assessment Criteria....................................................................................................... 8
1. Introduction

1.1 Local roads and footways are used by most people on a daily basis and are fundamental to the economic, social and environmental well-being of the communities that they serve.

1.2 In the 2014 Budget statement, the Government announced the creation of a Pothole Fund (“the Fund”) worth £200 million, with £168 million being made available to highway authorities in England to help repair damage to the local road network. The funding is available in the 2014/15 financial year.

1.3 The Department has already made substantial funding available to local highway authorities for highways maintenance. In total over £4.5 billion is being provided to authorities for local highways maintenance during this Parliament and a further £5.8 billion in the next.

1.4 The funding already provided includes £200 million the Government made available in March 2011 to help repair potholes on the local road network following the severe winter that was encountered at the end of 2010. More recently, in March 2014, the Department for Transport allocated over £183 million to help authorities repair damage to their roads following the wettest winter on record.

1.5 Despite the significant funding being made available and the tools being provided through the Highways Maintenance Efficiency Programme (HMEP), potholes continue to be an issue in many parts of the country. This Fund has been established to help to address this issue.

1.6 The funding being made available, based on an average cost of £52 to repair a single pothole, is enough to fill over 3 million potholes on the local highway network.

Who is eligible to apply to the Fund?

1.7 Any local highway authority that currently receives funding through the Department for Transport's Highways Maintenance Capital Block Grant. Those authorities that have an operational highways maintenance PFI project will not be eligible to bid.

1.8 Transport for London (TfL) and London Boroughs who do not have an operational highways maintenance PFI project are eligible to bid for up to £10m of the Fund.

1.9 As the devolved administrations have received £32 million from the £200 million announced in the Budget, they will not be eligible to bid.

1.10 Only one application per local highway authority in England should be made.
1.11 An application form is attached and the rest of this document provides guidance to help with applications.
2. About the Pothole Fund

2.1 Final decisions on the amount of funding to be awarded will be made following an assessment and scoring of the bids received. The £168 million being made available is for the 2014-15 financial year.

<table>
<thead>
<tr>
<th>Table 2.1 Funding Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£m</strong></td>
</tr>
<tr>
<td>Capital</td>
</tr>
</tbody>
</table>

2.2 The application form is split into a number of sections.

2.3 Section A is to seek information about the local highway network for which bidding authorities are responsible.

2.4 Section B relates to the activities the authority undertakes to address potholes. It seeks information on whether authorities have taken action to implement the recommendations arising from the Highways Maintenance Efficiency Programme (HMEP) Potholes Review Report published in April 2012.

2.5 This report followed a review which looked at potholes not only from an engineering perspective but strategically.

2.6 It focused on three main themes:
- Prevention is better than cure – intervening at the right time will reduce the amount of potholes forming and prevent bigger problems later.
- Right First Time – do it once and get it right, rather than face continuous bills. Guidance, knowledge and workmanship are the enablers to this.
- Clarity for the public – local highway authorities need to communicate to the public what is being done and how it is being done.

2.7 The report made a number of recommendations for Government, local highway authorities and others to take forward.

2.8 As part of this Fund we want to see examples of innovative approaches that authorities may be taking in respect of repairing potholes and other defects on the local road network. Types of activities could include utilising innovative technology or having dedicated pothole patrols to speed up their repair times.

2.9 The Department also asks a number of questions about the condition of footways. Applications should provide evidence of plans that are in place
for improving the walking environment and encouraging walking within each local area.

2.10 Section C relates to **asset management**. The Department continues to strongly encourage local authorities to adopt asset management principles and has previously provided funding for authorities to help build up their asset inventory and analysis capabilities. Since then a number of reports and guidance have been produced to help local highway authority’s move to an asset management approach and make the most of their resources, with much of the recent work being produced by the HMEP.

2.11 The Highway Infrastructure Asset Management Guidance, published in 2013 by the UK Roads Liaison Group (UKRLG), with the support of the HMEP, provides comprehensive advice to enable the successful implementation of asset management practices. In addition the recent discussion document, Gearing up for Efficient Highway Delivery and Funding, published by the Department for Transport in January 2014, includes a section on asset management.

2.12 Section D asks a number of questions with respect to highway efficiencies. This includes whether an authority is working collaboratively with other authorities or through an alliance to ensure that they can maximise any funding that they receive.

2.13 Section E asks questions about any innovative or best practice practices undertaken by your authority.
3. Assessment Criteria

3.1 The bid requirements are very straightforward. The application form seeks information on the highway network and asks a number of questions which are based on yes/no answers.

3.2 If your bid provides a 'yes' answer to one of the questions then we will wish to see, as set out in the application form, further evidence to corroborate the answer.

3.3 Each section of the form is scored using a system that has been designed for this Fund. Depending on the overall total score a final funding amount will be determined and this will be proportionate to each local highway authority's road length. Once all bids have been assessed and scores have been calculated, the Department will contact each authority with a funding offer.

3.4 The authority will then be required to confirm within 48 hours of the offer the total number of potholes they will repair by end March 2015 on their highway network. To be eligible for funding we will also require each authority to sign a 'pothole pledge', agree to provide a monthly progress report to the Department setting out how many potholes they have fixed from the total number. We will also be considering how we can use geographic information to map progress.

3.5 Once a pothole pledge has been signed, the Department's final agreed funding award will be provided. This funding will be the maximum that the authority will receive and the Department will not be able to provide any additional funding. It is expected that all potholes will be repaired by 31 March 2015.

3.6 There is one application form for bidding into this Fund. Applicants should complete all sections on the form and any necessary supporting material should be annexed and clearly referenced in the bid document itself.

3.7 All applications to the Fund will be assessed against the criteria set out in Chapter 2.

3.8 Decisions on successful bids will be made as soon as possible.

Submission of Bids

3.9 We only require an email copy of the bid (in Microsoft Word format) and this needs to be submitted by 4pm on Thursday 22 May to: roadmaintenance@df.t.gsi.gov.uk

3.10 Local authorities are also required to publish the applications on their websites when submitting their bids to the Department.
Enquiries

3.11 If you have any questions about this guidance, including clarification on the application form or any information requirements for bids to the Fund, please contact:

Steve Berry (Head of Local Highways Maintenance)
steve.berry@dfi.gsi.gov.uk / 020 7944 6097

Department for Transport
April 2014