Department for Transport

Highways maintenance transparency reports – guidance for completing the core report and technical annex

Contents

Overarching guidance

The template is structured in two parts. The core report is intended to provide high-level information on highways maintenance activities and future plans and is designed for a broad audience. The technical annex provides more detailed information for those who wish to explore specific aspects in greater depth.

Local Highway Authorities in Mayoral Combined Authorities (MCAs) should provide their own reports individually. An MCA may choose to publish a combined report in addition to these if it wishes, but there is no requirement to do so.

Your transparency report should be signed off by your head of service and your section 151 officer.

Please note that as part of DfT's assurance process authorities will be asked to provide a sample of evidence to support the claims they have made about their activities. This process will take place after transparency reports are published. If evidence is not provided, or if the evidence does not support the answers provided, this will be reflected in the next update of the red/amber/green ratings. See the evidence section of guidance for more information.

Publishing, submission deadlines, and links to incentive funding

To meet DfT's incentive funding and rating requirements, you must, by 10 September 2026:

- publish the core report prominently on your website. The technical annex must also be available via the same location, but can be made available as a download or link; and
- submit a link to the report to DfT via roadmaintenance@dft.gov.uk

We would also be grateful if you would submit a word (.docx) copy of the technical annex of your transparency report to DfT alongside the link.

As outlined in the Department's letter of April 2026, you will need to set out evidence within the transparency reports and as part of your submission to prove that you:

- are spending all of DfT's highways maintenance funding on highways maintenance; and
- have published an updated asset management policy and strategy.

Formatting and style

- Use plain English. The audience for the core report are members of the public not technical specialists. The core report should be easy to access and understand. The technical annex may require more technical and detailed information, but you should still seek to use plain English language.
- Please make sure you address all the sections based on the instruction notes

- Please delete the instruction notes before publication
- The paragraph numbers set out in the template are to help you cross reference with the guidance, you do not need to replicate these for the published version of your report.
- Feel free to adjust the visual design of the document to your own house style, but please do not change the layout of tables, their descriptions, titles, or section headlines, unless there are specific instructions allowing this.
- Please do not put links on their own as answers to questions. Instead, answer the question at hand in full, and, if you wish, you can then add a link which includes further contextual information.

Official data sources

In several places you will be asked to use official statistics to complete tables. You can find links to the official statistics required below.

Data item	**Official source**
Road condition	Data tables from Road conditions in England to March 2025
Highways maintenance allocations	Highways maintenance block: formula allocations 2026-27 to 2029-30 for LHAs not within combined authorities
Road length	Data tables from Road length statistics

Where official statistics are utilised to work out ratings, the Department will draw directly on the official statistics available on gov.uk and not on the transparency reports. **Please note that there are separate arrangements for gathering, verifying and revising official statistics and the transparency reporting process does not replace these.**

Official national statistics on the condition of local roads in England are published on GOV.UK. They are usually released 6 to 9 months after the end of each financial year, which runs from 1 April to 31 March.

Evidence

Evidence in the transparency reports falls into two categories:

i) To support **incentive funding requirements**, as set out in the Letter to local authorities about local highway maintenance funding in 2026 to 2027 - GOV.UK.
This letter set out that incentive requirements in relation to spend and updated asset management policies and strategies needs to be demonstrated within your 2026-27 highways maintenance transparency report.

The final incentive requirement, in relation to continued professional learning, will require evidence to be submitted to DfT separately by 30 November 2026, as set out in the letter.

ii) **Broader evidence** to support the claims you have made in your report about your policies, activities and processes.

It is expected that you will be able to, if asked, evidence any of the claims made in your transparency report. However, we recognise that collating a large amount of evidence as part of this process would be unnecessarily burdensome for authorities. We therefore ask that you describe the evidence or basis for you claims in each section where requested to.

As part of DfT's assurance process we will then ask authorities to provide a sample of evidence to support the claims made in their transparency report. The sections of the report that this sample relates to will be determined by DfT, and authorities will be contacted about this once they have published their reports. Examples of the types of evidence that could support your claims are set out within each relevant guidance section. If your evidence is set out within your asset management policy or strategy or other public documents, you may provide this as a link, with a clear indication of where in that document the relevant evidence can be found.

If evidence is not provided, or if the evidence does not support the answers provided, this will be reflected in the next update to the red/amber/green ratings.

We recognise that different authorities will have different asset management documentations and processes, so please note that the examples provided are not exhaustive.

Example of an evidence summary (from section B5.5 - performance monitoring and continuous improvement

> *"We maintain a KPI framework (see Asset Management Strategy, Section 6: [link]) covering network condition, safety, customer satisfaction and delivery efficiency. Performance is reviewed quarterly and formally reported annually to Cabinet ([Annual Highways Report 2025, link]). Trends (e.g. carriageway condition deterioration and reactive repair volumes) directly inform our risk-based maintenance programme and capital prioritisation ([Forward Programme 2025–28, link]). A value for money and peer review was completed in 2024 with recommendations embedded in our latest service improvement plan."*

Definitions

Key Highway Assets

For the purposes of this report, key highway assets are: carriageways, footways and cycleways, structures, drainage assets, street lighting and signals.

Types of maintenance on the carriageway

The categories set out below are provided for the purposes of consistent transparency reporting only. They are not intended to represent a definitive classification of maintenance activities or to replace authorities' own asset management practices, which may use more detailed or locally appropriate frameworks.

The classifications are utilised throughout the report but are particularly important for understanding your spending and planned works. These classifications relate closely to those utilised in the **FY 2026 carriageway work done survey** (Single Data List item 130-04), but please note that we have included additional treatment types to try to capture a fuller range of relevant activities. We hope to fully align definitions for 2026/27 with input from local highway authorities.

The significant difference between the approach taken in the *carriageway work done survey* and the transparency reports is that in this report you are asked to report treatments (or the spend on those treatments) as different types of planned and reactive maintenance. A further option, *other carriageway-related activity*, is provided in the spend section to allow you to capture the full range of your carriageway relevant maintenance activities.

Planned Maintenance

Maintenance work that is pre-identified, scheduled, and budgeted, informed by condition surveys, asset data, lifecycle planning, and risk-based assessments. For the purposes of transparency reporting this can be broken into three categories:

Preventative maintenance - A planned strategy of early, cost-effective treatments applied to protect highway assets, slow deterioration, prevent water ingress, and extend service life. It is used when assets still have remaining life (e.g., green/amber condition), allowing low-cost interventions before defects develop.	
Carriageway work done survey treatment type	**Definition**
Surface dressing	All types of surface dressing and the renewal of anti-skid treatment to enhance the surface texture and seal the carriageway surface. Any preparatory work or prior remedial treatment such as regulating or patching are included, as also is the removal and replacement of road markings and studs.

Micro surfacing	A site-mixed, cold applied asphalt surface course in accordance with Clause 918.
Preservation and rejuvenation	Spray applied penetrative preservative in accordance with Clause 950, or a Rejuvenator that penetrates and changes the rheology of the binder.
Thin surfacing	Includes proprietary slurry seal treatment and treatments such as Ralumac and Nimpactacote.
This may also include the following treatment types that are not covered in the carriageway work done survey	
Crack and joint sealing	Debris is removed from cracks, and a specialist sealant is applied to stop water and incompressible materials entering the pavement, preventing small cracks becoming potholes.
Retexturing	Uses hydro-blasting, shot blasting, or fine milling to restore skid resistance on polished or low texture roads.

Structural maintenance - Major planned interventions undertaken where preventative treatments are no longer sufficient, to restore or renew the structural integrity of the pavement, including:	
Carriageway work done survey treatment type	**Definition**
Resurfacing	The replacement of the existing surface course to restore the running surface. The techniques include inlay, repave, remix and thin overlays up to and including 50mm in thickness. The removal of old surfacing and any necessary reconstruction, patching or regulation are included, as well as any consequential works as described for reconstruction.
Reconstruction excluding in-situ recycling	The removal of some or all the structural layers of a road pavement and their replacement with new material, including the new surfacing. As a minimum this involves the removal of the surface course and the binder course, and some or all the base. For concrete roads, reconstruction is defined as the full or partial replacement of the slab. Any consequential works in connection with footways, cycle tracks, drainage, road studs and markings, safety fences, and the raising, lowering and replacement of existing kerbs is included. Small areas of reconstruction carried out prior to larger overlaying or resurfacing works are not included but are associated with the appropriate larger operation

In-situ recycling	Re-using of the existing construction in-situ, with the addition of Foamed Bitumen, Bitumen Emulsion and Cement in accordance with BS9228. Includes Shallow (Retread), Medium (E.g. Regen), and Deep in-situ recycling, with a Surface Dressing or Asphalt surface course finish.
Overlays	Material placed on top of the existing pavement in a layer (or layers) of regular thickness. This is a more substantial treatment than a surface dressing
This may also include the following treatment types that are not covered in the carriageway work done survey	
Ex-situ recycling	Existing pavement materials are removed, processed off-site or nearby, and then reused as part of the reconstructed

Repair / patching programmes Repairs of defective areas scheduled as part of your planned carriageway repairs and patching programme.	
Carriageway work done survey treatment type	**Definition**
Programmed patching	Patching and minor repairs, including haunching, to flexible and concrete carriageway. Patching and haunching associated with reconstruction, overlay, resurfacing, and surface dressing are excluded. Examples of patching include: - Cut out and hot/warm asphalt inlay patching - Thermal patching - Spray injection patching - Polymer modified mastic screed or grouted patching - Cold lay patching
This may also include the following treatment types that are not covered in the carriageway work done survey	
Localised carriageway repairs	(including short-length resurfacing or larger reactive patches)
Edge of carriageway repairs	Repairs to localised deterioration at the carriageway edge
Ironwork repairs / reinstatement	Repairs or replacement of ironwork located within the carriageway, excluding routine cleaning and maintenance activities.

Reactive maintenance

Unplanned work undertaken in response to defects or hazards that arise unexpectedly, typically identified through safety inspections or public reports. It involves making defects safe within defined response times and carrying out temporary or permanent repairs where needed to maintain the safety and usability of the network. Reactive maintenance can be temporary or permanent as described below:

Temporary reactive carriageway repairs / patching

A *temporary road surface repair* is a short-term measure to make the road safe. This involves using a material designed to work in cold temperatures, to fill the hole until a permanent repair can take place.

The methods set out below closely align with the types of repairs considered as part of planned carriageway repairs / patching as set out above but are not part of a planned programme

Carriageway work done survey treatment type	**Definition**
Temporary patching	Patching and minor repairs, including haunching, to flexible and concrete carriageway. Patching and haunching associated with reconstruction, overlay, resurfacing, and surface dressing are excluded. Examples of patching methods that are normally temporary include: - Cold lay patching - Spray injection patching - Thermal patching and polymer modified mastic or grouted patching where used as short-term repairs
This may also include the following treatment types that are not covered in the carriageway work done survey	
Temporary edge repairs	Short-term stabilisation of carriageway edges to address deterioration or prevent further damage pending permanent treatment.
Other localised make-safe repairs	Targeted interventions to address carriageway defects and remove immediate risk to users pending permanent repair.

Permanent reactive carriageway repairs / patching

A *permanent road surface repair* is a treatment designed and executed to restore the structural and functional performance of the pavement, with a service life appropriate to the road's condition, classification, and lifecycle plan. The methods set out below closely align with the types of repairs considered as part of planned

carriageway repairs / patching set out above, but are not part of a planned programme.	
Carriageway work done survey treatment type	**Definition**
Permanent patching	Patching and minor repairs, including haunching, to flexible and concrete carriageway. Patching and haunching associated with reconstruction, overlay, resurfacing, and surface dressing are excluded. Examples of patching methods that are normally permanent include: - Cut out and hot/warm asphalt inlay patching - Thermal patching and polymer modified mastic or grouted patching where used as durable repairs
This may also include the following treatment types that are not covered in the carriageway work done survey	
Permanent edge repairs	Long-term reinstatement of carriageway edges to address deterioration and restore structural support.

Other carriageway-related activity

This category is provided to ensure that the full range of carriageway relevant maintenance activities can be captured within the spend sections of your reporting. It includes activities that do not fall clearly within the planned or reactive maintenance categories set out above and should be used where appropriate to reflect local practice. This may include, but is not limited to:

- Regulatory functions
- Road markings
- Inspections
- Condition surveys
- Verge management
- Winter service (including gritting and snow clearance)

Guidance by section

This section provides supplementary guidance on a section-by-section basis to support completion of the transparency reporting template. In many instances, including throughout the Core report, requirements and instructions are set out within the template itself; this guidance provides further detail and does not repeat all guidance provided there.

Not all sections of the template are covered in this guidance. Additional detail is included only where further clarification is considered helpful. Where relevant, examples are also provided to illustrate the types of information or evidence that may be appropriate (If needed).

A1 – What we are responsible for maintaining

In section A1 please replicate the official road length data for your network as published at: Road length statistics.

A2 – Road condition in your area

In section A2 please replicate the official condition data for your network as published at: Road conditions in England to March 2025 . This should only be provided in the format set out.

DO NOT provide information based on the new PAS2161 format in this year's transparency report. The new PAS2161 data standard will come into effect for 2026/2027.

Where official statistics are utilised to work out ratings, the Department will draw directly on the official statistics available on gov.uk and not on the transparency reports. **Please note that there are separate arrangements for gathering, verifying and revising official statistics and the transparency reporting process does not replace these.**

Figures for condition are shown by year, but they relate to financial years, not calendar years. For example, figures labelled 2023, 2024 or 2025 refer to the financial years ending in March 2023, March 2024 and March 2025 respectively. At the time this report was published, the official statistics for the 2025/26 financial year were not yet published by the Department for Transport. These are due for release in autumn 2026.

A3.2 – What are you doing to tackle potholes

Please use the following definitions of types of maintenance

A3.4 - What happens after a pothole is reported

This section is to help readers understand what they should expect to happen once they have reported a pothole or defect. It should address both internal processes and user experience.

A4.1. – Spending on highways maintenance

Please set out your total spending figures for highways maintenance in your authority. It should include Capital and Revenue spending together.

For spend categories section, please note that this is intended to help local people understand some of the breadth of spend that your highways maintenance budget covers. If there are significant areas of spend that are not represented in the sections set out, and you want to add more, you may add up to three additional rows. You may also choose to utilise different spend categories, should you judge that a different set of categories would provide greater value to a public audience (e.g. categorising your spend by maintenance activities rather than asset categories).

Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.

A4.2. Where our funding for highways maintenance comes from

Funding received through the Department for Transport / UK Government should include:

1. DfT capital highways maintenance allocations
2. Any other relevant DfT funds outside of the highways maintenance block funding (such as Local Transport Grants and Integrated Transport Block) but only the portions of that which have been assigned for highways maintenance by your authority
3. Any other Government funding that is being used for highways maintenance by your authority (if applicable)

The table in A4.2 should contain both capital and revenue funding together.

For funding provided by the council or third parties, you may add additional and/or separate rows if you wish to.

The **DfT capital highways maintenance allocation** is defined as the total allocation from your highways maintenance block grant (baseline and incentive, and additional allocations where received in 2024/25), available online, at: https://www.gov.uk/government/publications/highways-maintenance-funding-allocations.

If your authority sits within a combined authority, the relevant allocation is the amount passported to you for highways maintenance by your combined authority.

Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.

More detail on Capital spending figures

Capital maintenance spend means any capital expenditure incurred by a local highway authority to maintain the highways for which it is responsible under section 41 of the Highways Act 1980. This includes capital works required to keep the highway network safe, serviceable and in a condition fit for its intended use.

This covers capital maintenance on all parts of the highway, including (but not limited to):

i. Carriageways
ii. Footways and cycleways
iii. Highway drainage (including gullies, pipework, culverts, ditches and associated assets)
iv. Structures (bridges, retaining walls, subways, culverts, tunnels, etc)
v. Street lighting and signage
vi. Traffic signals and other highway electrical assets
vii. Highway earthworks (embankments, cuttings, slopes)
viii. Safety fences, barriers and parapets
ix. Winter service–related capital renewals (e.g., gritter fleet, depots, salt barns, where capitalised)

More detail on revenue spending figures

While DfT does not allocate revenue funding for local highways maintenance, we know that authorities use revenue funding to deliver their asset management programme, and so this is an important figure for transparency purposes.

Authorities should ensure that revenue expenditure reported for transparency purposes is consistent with their established accounting treatment. This covers revenue utilised for maintenance on all parts of the highway, including (but not limited to):

i. Carriageways
ii. Footways and cycleways
iii. Highway drainage (including gullies, pipework, culverts, ditches and associated assets)
iv. Structures (bridges, retaining walls, subways, culverts, tunnels, etc)
v. Street lighting and signage
vi. Traffic signals and other highway electrical assets
vii. Highway earthworks (embankments, cuttings, slopes)
viii. Safety fences, barriers and parapets
ix. Winter service - including gritting and snow clearance
x. Verges

B1.1 – Capital funding allocation

This section is for capital funding only. Definitions for each part of the requested table are provided below:

Requested information	Further guidance
Highways maintenance capital funding allocated through DfT	The DfT capital highways maintenance allocation is defined as the total allocation from your highways maintenance block grant (baseline and incentive, and additional allocations where received in 2024/25), available online, at: https://www.gov.uk/government/publications/highways-maintenance-funding-allocations. If your authority sits within a combined authority, the relevant allocation is the amount passported to you for highways maintenance by your combined authority. Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.
Other DfT capital funding utilised by local authority for highways maintenance	This section is to capture any portions of other capital funding streams from DfT that your local authority is using for highways maintenance, for example additional grants received to support signals maintenance, active travel funds (from Active Travel England), Safer Roads Fund where portions of these are used for highways maintenance
Other Government capital funding allocated by local authority to Highways Maintenance	This section is to capture elements of other capital funding streams from government departments other than DfT that your local authority is using for highways maintenance. For example, from Levelling Up Fund (LUF), UK Shared Prosperity Fund, Town deals / Future High Streets Fund, Housing Infrastructure Fund (HIF).
Other capital funding allocated to highways maintenance	This should include capital funding from council sources or third parties.
Total Capital funding allocated t o highways maintenance	The sum of the above.

Authorities should not report the full value of any funding stream where it is used for multiple purposes beyond highways maintenance; only the proportion relating to highways maintenance should be included.

Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.

B1.1.2 – This section is for if you need to provide further information on your capital maintenance funding, for example regarding loans or adjustments year to year.

B1.2 - Spending

Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.

Please note that the information provided for total capital & revenue spend should match the spend set out in section A4.1.

B1.2.2 – This space is for if you need to provide further contextual information on your maintenance spend, for example regarding pre- and post- year spend.

As set out in the Letter to local authorities about local highway maintenance funding in 2026 to 2027 - GOV.UK, if any of your allocation is 'pre-spent' in the preceding financial year (for example, preparatory works in the previous financial year) or post-spent in the subsequent financial year (for example, delivering a large scheme in the following year), then your highways maintenance capital spend forecast for 2026 to 2027 may be lower than the DfT allocation by the amount that has been pre-spent or that is planned to be post-spent and this will still comply with this incentive requirement as long as this is clearly explained in the transparency report.

B1.2.3. - Spending on carriageways by type of spend

This section should only include spend related to carriageways.

Carriageway related maintenance spend types	**What this includes**
Preventative carriageway maintenance	1. Any costs for preventative carriageway maintenance. See types of maintenance section. 2. Any costs for preparatory patching ahead of preventative surface treatments should also be included here. 3. Drainage-related costs may also be included, under consideration of the following guidance:

	– Costs in relation to routine or planned drainage and gully cleansing activities may be included within preventative carriageway maintenance, where these activities are undertaken primarily to **protect the condition and lifespan of the carriageway** by preventing water-related deterioration. – This should exclude drainage works whose **primary purpose** is flood alleviation, property protection, watercourse management, or wider surface-water management beyond the carriageway.
Structural carriageway maintenance	1. Any costs for structural carriageway maintenance. See types of maintenance section.
Planned carriageway repairs / patching	1. Any costs for planned carriageway repairs / patching. See types of maintenance section. 2. Preparatory patching ahead of preventative surface treatments should not be included here and should instead be included under costs for preventative carriageway maintenance.
Reactive carriageway repairs / patching (temporary repairs)	1. Any costs for temporary, reactive carriageway repairs / patching. See types of maintenance section.
Reactive carriageway repairs / patching (permanent repairs)	1. Any costs for permanent, reactive carriageway repairs / patching. See types of maintenance section.
Reactive carriageway patching (total)	Where authorities are unable to split reactive patching costs between temporary and permanent repairs from existing records, a single combined figure may be reported.
Other carriageway-related maintenance spend	See types of maintenance section: Other types of carriageway-related maintenance spend to ensure that the "total" section adds up to your total carriageway-related maintenance capital spend (e.g. including costs for carriageway-related maintenance that cannot be attributed to a single spend category)
Total	The sum of the spend categories above

Further guidance in support of this section is provided below:

- Authorities should apply **reasonable professional judgement** when classifying spend. The Department is interested in the **balance of spend** between categories rather than precision beyond what is reasonable from existing information.
- **Capital and revenue** spend should be set out for each spend category **in accordance with the accounting treatment** of that spend within each authority. The department recognises that some spend categories may consist exclusively of either capital or revenue spend, and that some may consist of spend from both capital and revenue.
- Where **staff costs** are directly attributable to the planning or delivery of highway maintenance activities under individual spend categories (e.g. staff costs specifically in relation to 'planned carriageway patching' or other spend categories listed), authorities may include associated costs using a proportionate estimate. Authorities are not expected to introduce new time-recording or cost-allocation systems solely for the purposes of this return.
- Any staff costs related to carriageway-related maintenance spending that cannot be attributed to an individual spend category / maintenance technique can be considered under the 'other' spend category. Authorities should take care to avoid double-counting of staff costs where such costs are already considered within individual spend categories.
- Where a scheme or programme includes activity that could **fall within more than one spend category**, authorities should seek to apportion costs using a reasonable and proportionate approach.

B2.1 – Road resurfacing and surface treatments

Please only provide information relating to carriageway treatments.

For your planned structural, preventative, and repair programmes in 2025-26, please provide data on a similar basis as you did for the **FY 2026 carriageway work done survey (Single Data List item 130-04)**, including the additional treatment types listed in the guidance in the types of carriageway maintenance section. Please note that we hope to fully align definitions for 2026/27 with input from local highway authorities.

Where treatments were delivered reactively rather than as part of a planned programme, please allocate this portion of works to reactive categories.

Authorities are expected to report treatment activities in km and m² within the table where they can. However, we recognise that authorities may classify and count their maintenance activities differently, so it may be necessary to include supplementary information outside of the table. For example, if you do not capture any or some of your reactive repairs in m^2, you may also add information about these activities in the further context section to help complete the picture. For example, as a number of potholes filled.

Definitions of each type of maintenance are set out in the maintenance types section of this guidance document.

Projected figures for 2026-27 should assume that incentive funding criteria have been met and that no highways maintenance capital incentive funding has been withheld by the Department for Transport, unless your authority plans to not meet the criteria.

B3.1 pothole /defect intervention criteria

Building on section A3.1, please set out in the table below how your local authority defines potholes and other carriageway defects, and the intervention criteria that apply.

Most authorities use a combination of minimum investigatory thresholds (for example depth or area) and risk-based categorisation to determine response times.

Please use additional rows should you have more than four defect categories.

If this information is also set out in an adopted policy or publicly available document, please provide a link.

B3.2 – Number of potholes filled

We understand that different authorities will estimate the number of potholes they have filled differently. If your methodology allows for it, please set out how your total number breaks down between the planned and reactive maintenance activities set out in the table. If you do not have this data for any of the columns, please indicate so by noting that no data is held.

This table should include safety and non-safety pothole interventions. If planned structural carriageway maintenance or other forms of planned maintenance have resulted in reducing the number of potholes on a stretch of road, these may be included in the figure too.

We understand that some authorities may not have figures available for reactive (temporary) and reactive (permanent) pothole repairs. If you cannot provide separate figures for reactive (temporary) and reactive (permanent) pothole repairs, please indicate this in the table and then include an overall number of reactive repairs completed in the additional information box.

Please make sure you include the CAUTION FOR READERS section in your published report.

B3.3 - Prices of pothole interventions

Please set out your understanding of the average cost of making permanent and temporary pothole repairs on your network. These can either be based on unit rates in a contract or calculated using your own historic data (for example, based on expenditure data and number of relevant repairs completed in the previous financial year). This should include both material and labour costs.

Definitions of types of maintenance can be found in the guidance above.

Examples of evidence that might support your claims:

- Cost calculations
- Contract prices

B3.4 – Defect repair quality

3.4.1 - Authorities can set expectations for the longevity of repairs through, for example, internal standards and specifications, or contractual requirements.

3.4.4 - Systematically recording information about expected and delivered longevity of repairs could support monitor compliance with contractual requirements, aid monitoring and evaluation of your service, or improve transparency for local people.

Examples of evidence that might support your claims:

- Contractual or works specifications
- Examples of records.

B3.5.3 - Tools used for reporting

Citizen reporting tools are digital systems (such as web-based platforms or mobile apps) provided by local authorities, often in partnership with third-party suppliers, to enable the public to report highway defects. These tools capture information such as location, description and images, and integrate reports into the authority's systems for assessment and action.

B4.1 Highway Structures

Please include information on structures in line with the definition of structures set out in Section C1 of the Code of Practice for Well Managed Highways Infrastructure, **excluding information on sign/signal gantries and cantilever road signs**.

Do not include information about bridges maintained by other authorities (e.g. Network Rail, Crown Estate, etc).

General inspections and **principal inspections** are standard types of highway structure inspections defined in the Design Manual for Roads and Bridges (DMRB). General inspections are routine visual checks (typically every 2 years) to identify obvious defects, while principal inspections are more detailed (typically every 6 years) and may require close access to assess structural condition more thoroughly. CS 470 refers to the DMRB standard covering inspection requirements for highway structures, including the management of defects and use of interim measures.

Further information is available at: https://www.standardsforhighways.co.uk/dmrb

Examples of evidence that might support your claims:

- Contractual or works specifications
- Examples of records of inspections.

B5.1 - Asset management policy and strategy

The 2026 to 2027 incentive fund requirements set out at: Letter to local authorities about local highway maintenance funding in 2026 to 2027 - GOV.UK, include publication of an updated highways asset management policy and strategy.

As set out in the evidence section, you will need to provide proof to DfT of the most recent review or update to your asset management policy and strategy. Examples of evidence could include:

- minutes from a cabinet or executive meeting where the plan got signed off, or
- an email from the cabinet member with responsibility for highways confirming their clearance.

As set out above, this element should be submitted to DfT alongside your transparency reports. Within section B.5.1.4 of your published transparency report, you can state the nature of the evidence that you have submitted to DfT (e.g. that you have submitted evidence such as mentioned in the example above to DfT).

B5.2 Asset data

Effective asset management relies on the availability, quality and use of asset data. The Well-managed Highway Infrastructure: A Code of Practice highlights that decisions should be evidence-led, supported by robust, up-to-date information on asset inventory and condition. This enables authorities to understand the extent, performance and risks associated with their networks.

Maintaining proportionate and reliable data across key asset groups, such as carriageways, structures and drainage, supports risk-based planning, prioritisation and lifecycle management. It also improves transparency and accountability. Overall, strong data foundations allow authorities to target investment effectively and ensure that service levels are delivered in a consistent and sustainable way.

For asset inventory and condition data table please use the same definition of structures used in section B4. For the purposes of transparency reporting, please see definition of key highway assets.

Examples of evidence that might support your claims:

- Reference to location in asset management policy /strategy
- Asset data collection plan (including frequency of data collection)
- Audit/review reports
- Asset data strategy or equivalent

B5.4 - Lifecycle planning and efficiency

Lifecycle plans set out how highway assets will be managed, maintained and renewed over time to achieve the desired levels of service in the most cost-effective way. They typically define the asset deterioration profile, intervention strategies, and timing of maintenance or renewal activities across the asset's life.

In line with the Well-managed Highway Infrastructure Code of Practice (UKRLG), lifecycle plans should:

- Be based on an understanding of asset condition, performance and risk
- Identify whole-life costs of different maintenance strategies
- Support long-term financial planning and investment decisions
- Demonstrate how authorities will balance preventative, reactive and renewal treatments

Lifecycle plans are a core component of a risk-based asset management approach, enabling authorities to optimise outcomes for network condition, safety and value for money over the long term.

Examples of evidence that might support your claims:

- Excerpts from lifecycle plans

B5.5 – Performance Monitoring and continual improvement

Performance management is the process of defining, monitoring and reviewing measures that show how well a highways asset management approach is achieving its intended outcomes. The Well-managed Highway Infrastructure: A Code of Practice emphasises the importance of establishing clear levels of service, supported by appropriate performance indicators, to evidence delivery and accountability.

A robust performance management framework helps authorities understand asset condition, service quality and cost-effectiveness over time. By regularly reviewing KPIs, analysing trends and undertaking value for money or peer reviews, authorities can apply a continuous improvement approach, using evidence to inform maintenance planning, prioritisation and investment decisions, and to ensure that limited resources are targeted to best effect.

Examples of evidence that might support your claims:

- Performance metrics along with example of reporting
- Link to approved performance management framework (note that this should indicate when this was most recently approved)

B6 - Maintaining footways and cycleways

Footways and cycleways are critical to supporting safe, accessible and active travel. *Well-managed Highway Infrastructure: A Code of Practice* promotes a risk-based approach, where authorities define hierarchies (e.g. based on function, usage and vulnerability) to inform inspection frequencies, maintenance standards and investment priorities.

Using this approach enables authorities to target resources towards the busiest and most critical routes, supporting safety, network resilience and user experience. It also encourages consideration of year-round service needs - such as winter service

and routine clearance - as well as the lifecycle management of assets through both structural and preventative maintenance.

Definitions of preventative, structural and other maintenance types is provided in the types of maintenance section above.

B7 – Drainage

Effective drainage is fundamental to maintaining network safety, resilience and asset condition. The Well-managed Highway Infrastructure: A Code of Practice promotes a risk-based, evidence-led approach, where decisions are supported by reliable asset information and sound engineering judgement.

For drainage, this requires a clear understanding of asset inventory, condition and performance, including how drainage issues contribute to surface water flooding and carriageway deterioration. Maintaining good records and moving towards more planned, risk-based maintenance helps authorities target interventions effectively, reduce reactive responses and manage long-term costs. Integrating drainage within wider asset management and lifecycle planning supports a more proactive, resilient and value-based approach to network management.

Examples of evidence that might support your claims:

- Contractual or works specifications
- Examples of records.

B8 - Skills and training

Effective highways asset management relies on having the right skills, competence and professional capacity in place. The *Well-managed Highway Infrastructure: A Code of Practice* emphasises the importance of ensuring that staff and contractors have appropriate knowledge, training and experience to support informed, risk-based decision-making.

A structured approach to skills and development, covering training plans, professional accreditation and defined competence requirements, helps authorities maintain capability across key roles. Supporting continuous professional development, including early career pathways, also ensures resilience and succession. Together, this enables authorities to deliver consistent, evidence-led asset management, manage risk effectively and sustain long-term service performance.

Examples of evidence that might support your claims:

- Training and development plan/or link to one
- Information about your early career development programmes

B8.1.8 – Further context on skills/training (optional) – This section can be used to explain any of the answers you would like to add further context to. As part of this we would appreciate finding out more about the types of early career support you offer (if you do).

B9 – Adapting roads to withstand climate pressures

Climate and environmental factors, such as heavy rainfall, prolonged heat, and freeze-thaw cycles, are integral to effective highways asset management, as they influence asset performance, deterioration rates and long-term resilience. Understanding both the impacts of a changing climate and the carbon implications of maintenance activities supports better decision-making, helping authorities to optimise durability, manage risk and deliver best whole-life value from their assets.

For the purposes of this section, extreme weather and geohazards include events and processes such as flooding, heatwaves, freeze–thaw cycles, storms, landslides, subsidence, and erosion that can affect the performance and resilience of highway assets. Authorities may wish to draw on national resources such as DfT's Transport hazard summaries - Transport hazard summaries - GOV.UK.

Information about a resilient network can be found in Section A.4.4 of the Code of Practice for Well Managed Highways Infrastructure.

Information about the ADEPT Live-labs 2 and Carbon Leadership programmes can be found at: https://www.adeptnet.org.uk/

Examples of evidence that might support your claims:

- Reference to page in provided asset management documents
- Link to or copy of relevant documents on resilient network
- Reference to section in Asset management policy or strategy
- Environmental plan
- Carbon report
- Carbon Leadership sign-up sheet (cross referenced with ADEPT)
- DfT can cross check Live labs 2 authority engagement records with ADEPT

B10 – Innovation

Innovation can support continuous improvement in the way highway services are planned and delivered. This includes the use of new materials, techniques and technologies, as well as improvements to processes and ways of working.

Creating the conditions for innovation, such as through procurement approaches, collaboration with the supply chain and openness to trialling new solutions, can help authorities test and adopt more effective practices over time. Sharing learning and applying successful approaches more widely supports improvement across both individual services and the wider sector.

Innovative practices that authorities may include in their report include, but are not limited to:

- **Materials and treatments** – for example, higher-performance, longer-life or low-carbon materials used for repairs, surface treatments or preventative maintenance.

- **Digital and data** – for example, the use of AI or other digital tools for condition assessment, maintenance planning or delivery; digital twins; automation; or improved use of asset and performance data.
- **Vehicles, plant and equipment** – for example, innovative maintenance vehicles, machinery or tools that improve productivity or safety, reduce carbon emissions, or minimise disruption to road users.
- **Delivery and process innovation** – for example, new contracting, commercial or procurement models; collaborative delivery approaches; outcome-based specifications; or new approaches to how maintenance activities are planned and delivered.
- **Workforce and capability** – for example, new approaches to skills, training or ways of working that support more efficient, safer or lower-carbon maintenance delivery.

Examples of evidence that might support your claims:

  - excerpt from procurement/contract requirements
  - Innovation registers or reviews
  - Examples

B11 – Working with utility companies to reduce disruption to road users

Works undertaken by utility companies and highway authorities have a significant impact on network availability, performance and the condition of highway assets. The regulatory framework for street works places a strong emphasis on coordination, minimising disruption to road users and ensuring the quality of reinstatements.

Effective collaboration and oversight are therefore key to managing these impacts. Monitoring works, engaging with utility companies in forward planning, and making use of tools such as permit schemes and traffic sensitivity reviews can help authorities better understand activity on their network and reduce disruption. This information supports more coordinated programmes, improved reinstatement quality and a more efficient, joined-up approach to managing the highway.

Please note that DfT may also consider activity reported on Street Manager as part of ratings, for example around rates of inspection of utility reinstatements, and remedial works enforced.

- Guidance on permit schemes can be found online at: Permit schemes: statutory guidance for highways authorities
- Guidance on traffic sensitive streets can be found online at: https://static.geoplace.co.uk/downloads/Traffic-Sensitive-Streets-Guidance-2.0.pdf

B12 – Managing highways maintenance contracts effectively

Where highways maintenance is delivered through contracted arrangements, authorities retain ultimate responsibility for ensuring that works are effective, represent value for money and support long-term asset management objectives.

This requires maintaining sufficient in-house capability to act as an informed client, able to specify, challenge and assure delivery.

Effective contract management includes understanding costs, monitoring performance and ensuring that outcomes align with agreed levels of service. By analysing unit costs, applying appropriate performance measures and aligning incentives with desired outcomes (such as durable, right-first-time repairs) authorities can drive efficiency and continuous improvement. A strong client–contractor relationship, supported by good quality information, enables better decision-making and more effective use of available resources.

Benchmarking of contracts refers to the systematic comparison of highway maintenance contract costs, performance and delivery outcomes against relevant peers or established standards. This is used to assess whether services are being delivered efficiently and achieving value for money.

Consistent with UK asset management practice, benchmarking should:

- Compare unit costs, productivity and service outputs with similar authorities or frameworks (e.g. through CIPFA, APSE or regional benchmarking groups)
- Assess performance against key indicators, such as defect response times, network condition outcomes and customer satisfaction
- Inform contract management, procurement and continuous improvement
- Support transparency in demonstrating that contracts represent market-aligned and proportionate expenditure

Benchmarking should be proportionate and based on comparable data and service scopes, recognising local factors such as network characteristics, traffic levels and urban/rural mix. It forms part of a wider evidence base for effective commercial and asset management decision-making.

Connection to ratings

Transparency reports will be used to derive red, amber, green ratings for how well each local highway authority is maintaining its network and making use of its increased government funding.

Where official statistics are utilised to work out ratings, the Department will draw directly on the official statistics available on gov.uk and not on the transparency reports.

The Department will not base ratings directly on the number of potholes filled. This is because differences in network size, condition, and local context mean that raw numbers of potholes filled alone are not a consistent indicator of the relative performance of each authority. For example, authorities with more mature asset management approaches may prevent defects from forming and therefore record fewer potholes, while others may need to undertake higher volumes of reactive repairs as they improve network condition following a wet and cold winter. Ratings will instead consider a broader range of measures to ensure a fair and meaningful assessment of performance.