

# Street Manager

NEWSLETTER



*Street Manager is a new digital service by the DfT that is transforming the planning, management and communication of street and road works. Using open data and intelligent services, its aim is to minimise disruption – and improve journeys for the public.*

## Newsletter 24 – 22nd June 2020

Contents:

1. Welcome
2. How many organisations are in Street Manager?
3. Latest functionality
4. New training videos
5. Upcoming webinar schedule
6. Open data fields
7. Covid-19 field
8. Priorities for development in Phase 1 and beyond
9. Info about what needs to be on an FPN
10. Invoicing



### 1. Welcome from PO Paul

Once more unto the breach, dear friends, once more. Now it isn't every day that a Street Manager newsletter begins with a quote from Shakespeare, but I think the circumstances demand it. We were all ready to go in March and now, here we are, three months later and the day is nearly upon us. You've made your list, checked it twice and are ready to go live if you haven't already. Here in Street Manager Towers, we have been hard at work with the last release of SM before go-live that is already in Sandbox and will be with you in production on Thursday. We've been having webinars and we've also started to upload short training videos to our YouTube channel. There are 8 so far and they are generally around 6 minutes or less. Hopefully, some users will find them to be useful. Have a good launch and we look forward to your feedback on the service!

### 2. How many organisations are in Street Manager?

As of today, we have 155 HAs, 105 contractors and 116 promoters.  
Find the latest list of organisations [here](#).

Please note: this is a revision down of the numbers which were published in the previous newsletter, which were inaccurate. Apologies for any confusion caused.

### 3. Latest functionality

The latest release to Sandbox was delayed by a day and was deployed between 1pm and 4pm on the 19<sup>th</sup> June, not the 18<sup>th</sup> as was planned. This release will be deployed to Production on the 25<sup>th</sup> June.

New UI functionality included in this release is as follows:

- Update to comment types
- Ability to mark comments as read
- Addition of a covid-19 field when submitting a permit

More details can be found [here](#).

### 4. New training videos

Several new training videos on the UI functionality are now available on the [Street Manager YouTube channel](#). These walk through some common scenarios which users will need to carry out, showing exactly how to progress through the stages and highlighting any common problems which users might run into.

1. [Promoter raising a permit](#)
2. [Promoter logging works start and stop](#)
3. [Promoter reviewing S81](#)
4. [Promoter marking FPN as paid](#)
5. [Promoter editing application before assessment](#)
6. [Highway Authority assessing a permit](#)
7. [Highway Authority adding an inspection to a permit](#)
8. [Highway Authority issuing an FPN](#)

We plan to produce more over the coming weeks, all of which will be added to the YouTube channel. Subscribe for notifications.

### 5. Upcoming webinar schedule

Webinars will be running weekly until the 15<sup>th</sup> July, at which point we will revert to a fortnightly schedule. The links to book tickets for each event are as follows:

- Tuesday 30<sup>th</sup> June @ 2pm – [General FAQ with Paul](#)
- Wednesday 1<sup>st</sup> July @ 11am – [General FAQ with Paul \(note – this is on go-live day\)](#)
- Wednesday 8<sup>th</sup> July @ 11am – [General FAQ with Paul](#)
- Wednesday 15<sup>th</sup> July @ 2pm – [General FAQ with Paul](#)

## 6. Open data

Open data is a feature which will be available for live works from the 1<sup>st</sup> July. If you'd like to register your interest, then follow [this link](#) to sign up. The table below shows the fields which will be shared. We hope to publish planned works from the end of September:

Field	Example Data	Field	Example Data
proposed_start_date	2020-06-08T08:54:36.368Z	event_reference	35
proposed_start_time	2020-06-08T08:54:36.368Z	event_time	2020-06-17T07:49:50.813Z
street_name	MONTAGU MANSIONS	event_type	WORK_STOP
traffic_management_type	Road closure	activity_type	Highway improvement works
traffic_management_type_ref	road_closure	actual_end_date_time	2020-06-17T07:40:00.000Z
usrn	8400845	actual_start_date_time	2020-06-09T09:00:00.000Z
work_category	Standard	area_name	MARYLEBONE HIGH STREET
work_category_ref	standard	highway_authority	CITY OF WESTMINSTER
work_reference_number	SM-5816-PW-01	highway_authority_swa_code	5990
work_status	Works completed	is_covid_19_response	Yes
work_status_ref	completed	is_ttro_required	No
works_location_coordinates	POINT(85647.67 653421.03)	permit_reference_number	SM-5816-PW-01-01
works_location_type	Footway	promoter_organisation	HS2 Ltd
object_reference	SM-5816-PW-01-01	promoter_swa_code	7347
object_type	PERMIT	proposed_end_date	2020-06-15T16:54:36.368Z
version	1	proposed_end_time	2020-06-15T16:54:36.368Z

## 7. Covid-19 field

One recent addition into Street Manager is the “Is this work in response to COVID-19?” flag.

### Is this work in response to COVID-19?

Yes  No

This is aimed at local authority works and is to be used when carrying out highway works in response to COVID-19. We've seen a raft of measures being put into place around the country to, for example, increase access for pedestrians and cyclists. Not all these works will require permits of course, but the DfT is keen to capture info on these works where they do. This field is on the user interface in Sandbox already and will be in production on Thursday. In the API, this is an optional field.

## 8. Priorities for development in Phase 1 and beyond

Just a short reminder here around what the team is currently working on for the next several months:

### Phase 1 – April to September

- Commenting – Apart from introducing a search box on the comments page, the improvements to commenting, discussed above, are now delivered.
- List page enhancements – All this work is planned and ready to be developed and is on track to be with users before the end of phase 1 (end of September).
- Sample Inspections (version 1) – This is being built currently with design work and planning complete. It is due to be launched before the end of phase 1.

- Section 81 (version 2) - The internal meetings have been held, designs are done and user testing is due over the next few weeks.

#### Phase 2 – October to March 2021

- Withdraw an inspection – User testing has taken place and that testing reviewed as internal discussion and design work continues.
- Performance Reporting – Initial internal workshop held reviewing the material on reporting we've collected over the duration of the project.
- Section 58 – User research is taken place over the next few weeks.
- Section 74 – User research to be undertaken by the end of July.
- Coring Inspections – User research is to be undertaken by the start of August.

### 9. What needs to be on an FPN?

The DfT is in the process of producing further guidance on this but, please note, the information that needs to be on a Fixed Penalty Notice. Note in particular the wording of (d) - this may be as simple as saying that you accept payment by BACS.

#### *Contents of fixed penalty notice*

- 3 (1) A fixed penalty notice must identify the offence to which it relates and give reasonable particulars of the circumstances alleged to constitute that offence.
- (2) A fixed penalty notice must also state—
  - (a) the amount of the penalty and the period within which it may be paid;
  - (b) the discounted amount and the period within which it may be paid;
  - (c) the person to whom and the address at which payment may be made;
  - (d) the method or methods by which payment may be made;
  - (e) the person to whom and the address at which any representations relating to the notice may be addressed;
  - (f) the consequences of not making a payment within the period for payment.
- (3) The person specified under sub-paragraph (2)(c) must be the street authority or a person acting on their behalf.

### 10. Invoicing

The three-month delay to Street Manager has had a few knock-on effects, and one of these is to the charging and invoice dates for the service. As the date when the regulations come into force is now 1<sup>st</sup> July 2020, this means that charging begins on the same date. The DfT has paid for Street Manager from 1<sup>st</sup> April to 30<sup>th</sup> June. As we are going to send invoices quarterly in arrears, the first invoice you will receive will be on the 1st October 2020.

If you are one of those few organisations who require DfT to be set up as a supplier for you, then this will be done before this date. We are currently in the process of setting up our invoicing system, but this has also been delayed as part of the covid-19 response. This process will be completed soon, and then everyone who has contacted us about this via the [streetmanager@dft.gov.uk](mailto:streetmanager@dft.gov.uk) inbox will be contacted to complete the supplier set up requirements you have.