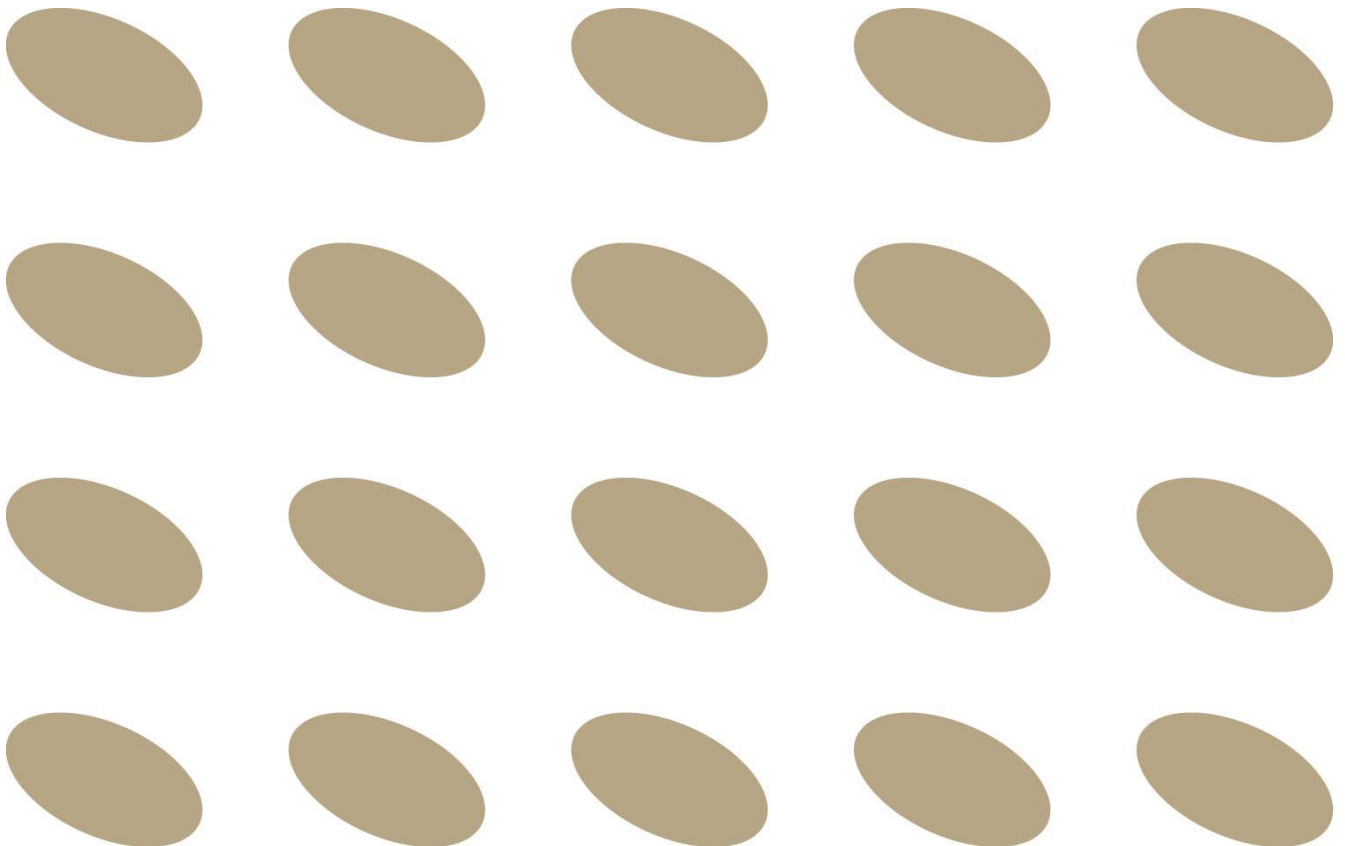


# Highway Liability

(Developing a risk based approach to managing infrastructure)

11 December 2017, Manchester



# Highway Liability

## Introduction

APSE, in conjunction with the IHE - Institute of Highways Engineers - is pleased to offer a new event to develop and undertake a risk based approach to managing infrastructure.

Following the publication of the 2016 Code of Practice "Well managed highway infrastructure", the IHE have been developing risk liability guidance to ensure that local authorities are fully compliant with their requirements in this area.

This one day event is designed to provide delegates with an understanding of the issues associated with their requirements, and the practical steps local authorities across the UK will need to take.

Places on these events will be strictly limited as they will be highly interactive working sessions which will consider the impact of current legislation and the procedures that need to be in place to comply with the legal requirements.

The objectives of the course are:

- Gain an understanding of the risk based approach
- Realise the key considerations for managing highway liability risk
- Appreciate statutory duties and legal implications within this approach
- Identify what is required for training and assessment of competence
- Gain awareness of the Information management and record keeping requirements
- Identify the issues on risk ownership and risk transfer

## Who should attend?

The course will be relevant to those with responsibilities within highways including senior managers, area supervisors, health and safety advisors, trade union officials, elected members, or anyone who wishes to improve their knowledge and skills in this area.

## Duration

1 day event: Start time: **9.30 am**

Finish time: **4.30 pm**

## **Trainers**

The sessions will be delivered by Richard Hayes Chief Executive of the IHE, supported by the APSE Head of Training.

### **Richard Hayes – Institute of Highways Engineers**

Richard was appointed to Chief Executive of the IHE in 2015.

He is a long standing member of the IHE, a former President of the Institute and has been instrumental in leading the Institute on winter competency standards and training.

Richard has led the IHE's long term project to provide clear career pathways within Highways and to improving the routes to Engineering Professional Registration.

He previously worked freelance as a head of service, consultant, interim manager and trainer across many sectors in the Highways industry and has over 30 years' experience in delivering highway services.

### **The Institute of Highway Engineers (IHE)**

Formerly the Institute of Highway Incorporated Engineers, the IHE is the professional institution for practitioners in highway and traffic engineering offering Engineering Council registration and professional development support.

The Institute awards the professional qualifications: Incorporated Engineer, Engineering Technician and Chartered Engineer.

The Institute was founded in 1965 and celebrated its 50th anniversary in 2015.

It has been registering engineers and technicians with the Engineering Council since 1972 and accrediting academic courses since 1989.

IHE sponsor the All Party Parliamentary Group for Highways, Cycling infrastructure and the Parliamentary Advisory Committee for Transport Safety. IHE have develop the supporting guidance for Risk and Liability to accompany the UKRLG document "*Well managed Highway Infrastructure.*"

### **Jan Kennedy – Head of APSE Training**

Jan Kennedy is Head of APSE Training and has responsibility for the learning, skills and development arm of the Association. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme. Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education.

Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing. Her current study is helping learners with dyslexia.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Negotiation Skills, Time Management, Marketing, and Service Level Agreements. Jan works in partnership with Hull University to deliver training modules to lunchtime supervisors. Jan also co-delivers on the current Master Classes on Health and Safety Issues.

Jan can be contacted at e-mail address at: [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk) or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

### **What's included?**

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments.

## Highway Liability course content

09.00 – 09.30	Registration and refreshments
09.30 – 10.00	Welcome and introductions Domestics Course Objectives Background to event
10.00 -11.00	Risk based approach and Highway liability risk <ul style="list-style-type: none"><li>• Legal considerations</li><li>• Managing risks</li><li>• Managing claims</li></ul>
11.00 – 11.15	Morning Break
11.15 – 12.30	Assessment of competence <ul style="list-style-type: none"><li>• Training</li><li>• Record keeping</li><li>• Managing information</li><li>• Risk ownership</li></ul>
12.30 – 13.30	Lunch
13.30 -14.30	Practical sessions <ul style="list-style-type: none"><li>• Workshops on morning topics</li></ul>
14.30 -14.45	Break
14.45 – 15.30	Workshops review and feedback
15.30 – 16.15	Action planning <ul style="list-style-type: none"><li>• The next steps for your authority</li></ul>
16.15 – 16.30	Evaluations, Certificates and Close

# Highway Liability - booking form

For official use:  
 Del No: .....  
 Date: .....  
 Database: Y / N

Contact name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

Please tick all relevant boxes:  
 11 December 2017, Manchester

**Booking information: APSE will take bookings up to 24 hours prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.**

**Please note:** places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

- APSE members:**
- 1 delegate: £239 + VAT per delegate per course
  - 3 or more delegates £209+ VAT per delegate per course
- (Discount only applies to delegates attending same date.)*
- Non-members:**  per delegate £409 + VAT

I found out about the event via:  
 email  website  seminar  advisory group  manager/colleague  other

**Please quote your purchase order number (if appropriate):** \_\_\_\_\_

I am paying in advance       I am paying by cheque       I am paying by bacs

**Booking confirmation:** APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter **by post within 10 working days** of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

**Payment:** APSE will issue an invoice after the event to delegates attending from Local Authorities, public sector and local government organisations or APSE approved partners unless we are notified otherwise.

In the event of any delegates not being invoiced through the organisations stated above APSE will require payment in advance before the event. Payment must be submitted within 10 working days of making the booking.

Advance payment must be made either by cheque payable to: APSE or by bacs (details can be provided on request at [finance@apse.org.uk](mailto:finance@apse.org.uk)). A receipt will be provided on request.

All delegate fees are subject to vat, the rates quoted are exclusive of vat. Please ensure you include this in your payment.

**Cancellation charges:** Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk) or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £75 administration fee. The full delegate fee will be payable for cancellations received less than 10 working days before the event or for non-attendance. All fees are non-refundable after the cancellation period.

Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £75 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us.

The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

**Please return completed form to:**

Jan Kennedy  
 APSE – 2<sup>nd</sup> Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.  
 Tel 0161 772 1810 – Fax 0161 772 1811 - Email: [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk)- Web: [www.apse.org.uk](http://www.apse.org.uk)

