

A Temporary Traffic Management Resource Audit for Local Authorities

Highways teams are under constant pressure to manage multiple temporary traffic management schemes with limited time and resources. Between site visits, incident investigations, complaint handling and compliance reporting, reactive tasks can quickly dominate the working week.

Complete this resource audit to learn where your team's time is spent and identify opportunities to redirect effort toward higher-value project management activities.

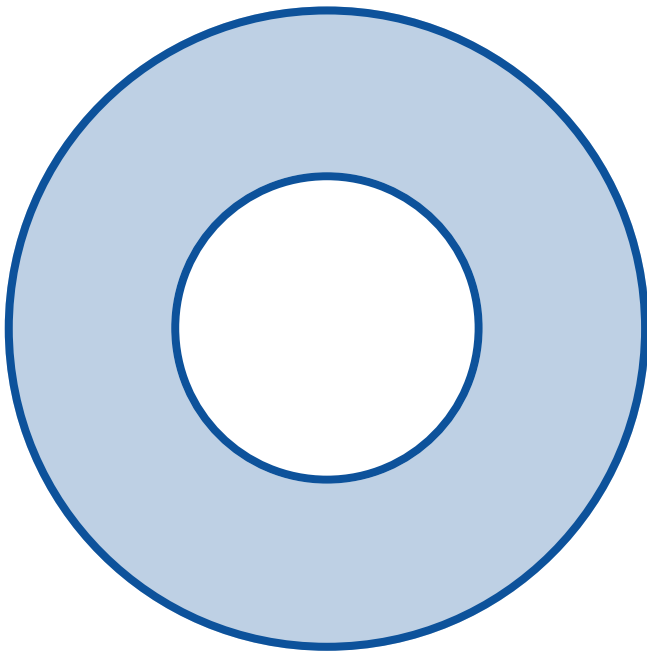
Step 1: Estimate Your Team's Weekly Time

Allocate approximately 100% of your team's weekly time across the activities below.

Activity	Estimated % of Team Time
Routine site inspections	_____ %
Travelling between projects	_____ %
Incident response and investigations	_____ %
Preparing reports and documentation	_____ %
Responding to public complaints	_____ %
Compliance inspections	_____ %
Proactive planning and project improvement	_____ %

Step 2: Visualise Your Week

Plot your results from the previous step onto the chart below by sectioning out the estimated % of team time for each activity.



Step 3: Reflection

Which activities consume the most time?

- ☐ Routine site inspections
- ☐ Travelling between projects
- ☐ Incident investigations
- ☐ Complaint handling
- ☐ Compliance reporting
- ☐ Administration
- ☐ Other _____

Which activities would create the greatest value if your team had more time? Rank your top three:

- ☐ Project planning
- ☐ Safety improvements
- ☐ Environmental monitoring
- ☐ Contractor engagement
- ☐ Compliance management
- ☐ Network optimisation
- ☐ Community engagement
- ☐ Scheme performance reviews

Where Could You Reclaim Time?

Current Activity	Challenge	Proactive Monitoring Opportunity
Travelling	Time spent driving between sites	Remote project visibility
Site inspections	Routine manual checks	Verify conditions remotely
Incident response	Delayed verification	AI alerts and video evidence
Reporting	Manual administration	Automated reports and dashboards
Complaint handling	Gathering evidence	Instant access to recorded footage
Compliance	Multiple site visits	Centralised monitoring and evidence

