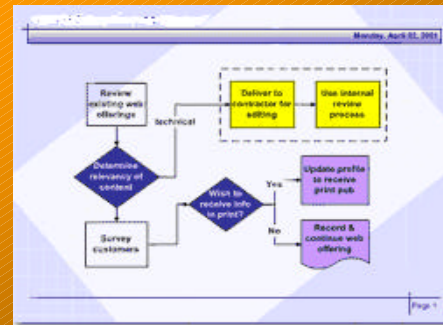


Process Maps

Development Services

Sustainable Transport



September 2003

**Information Resources Unit
Governance Department
Friars Terrace
Stafford
ST17 4AY**

Telephone: (01785) 278325

Process Mapping

➤ What is process mapping?

This exercise was undertaken in order to achieve a complete understanding of the records that need to be created to support the work of the Sustainable Transport Division . Each map represents a particular process or activity, and provides a graphical “workflow” representation of each key process, showing the records required in order to necessitate compliance with either legal or operational need.

Process Mapping is recommended by both the *Lord Chancellor’s Code of Practice on the Management of Records under Freedom of Information* and by the ISO15489, the *International Records Management Standard*, and is used by the Information Resources Unit in its work with every County Council Directorate.

Process mapping is the most comprehensive and effective method of establishing the business requirement for recordkeeping.

➤ Methodology

As part of the Information Audit process, IRU staff conducted interviews in order to establish the core functions, and each of the supporting processes, within Sustainable Transport.

This information was used to construct a hierarchy of business activities, each of which was given a distinct classification. This hierarchy is shown in the *Business Classification Scheme*, which provides a functional means of classifying records and offers a clearer and more logical approach to office-based or electronic filing than a subject-based structure.

➤ **Application**

- Retention Schedule

Each Record Series identified through process mapping is given a retention period, notes governing its disposal, and a recommendations as to its destruction, transfer to off-site storage, or permanent preservation.

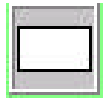
- Records Management Programme

The process maps indicate every stage at which Sustainable Transport ought to be creating records, and they will form the foundations of the ongoing Records Management Programme within the service.

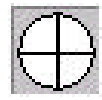
- Process Improvement

Process Maps can be used as a basis re-engineering within any unit through merging, streamlining, costing, or eliminating inefficient business processes.

Key to Symbols



Process



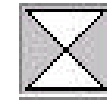
Or



Decision



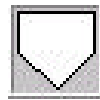
Look-up
Database



Collate



Terminator



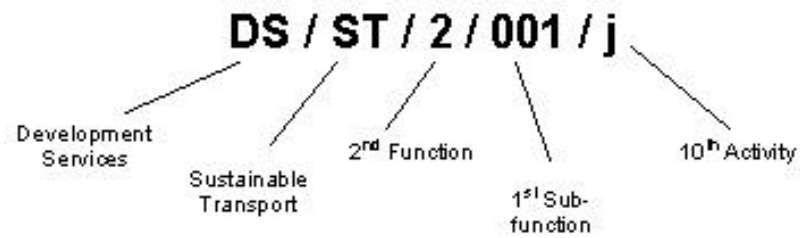
Off-page
(down)

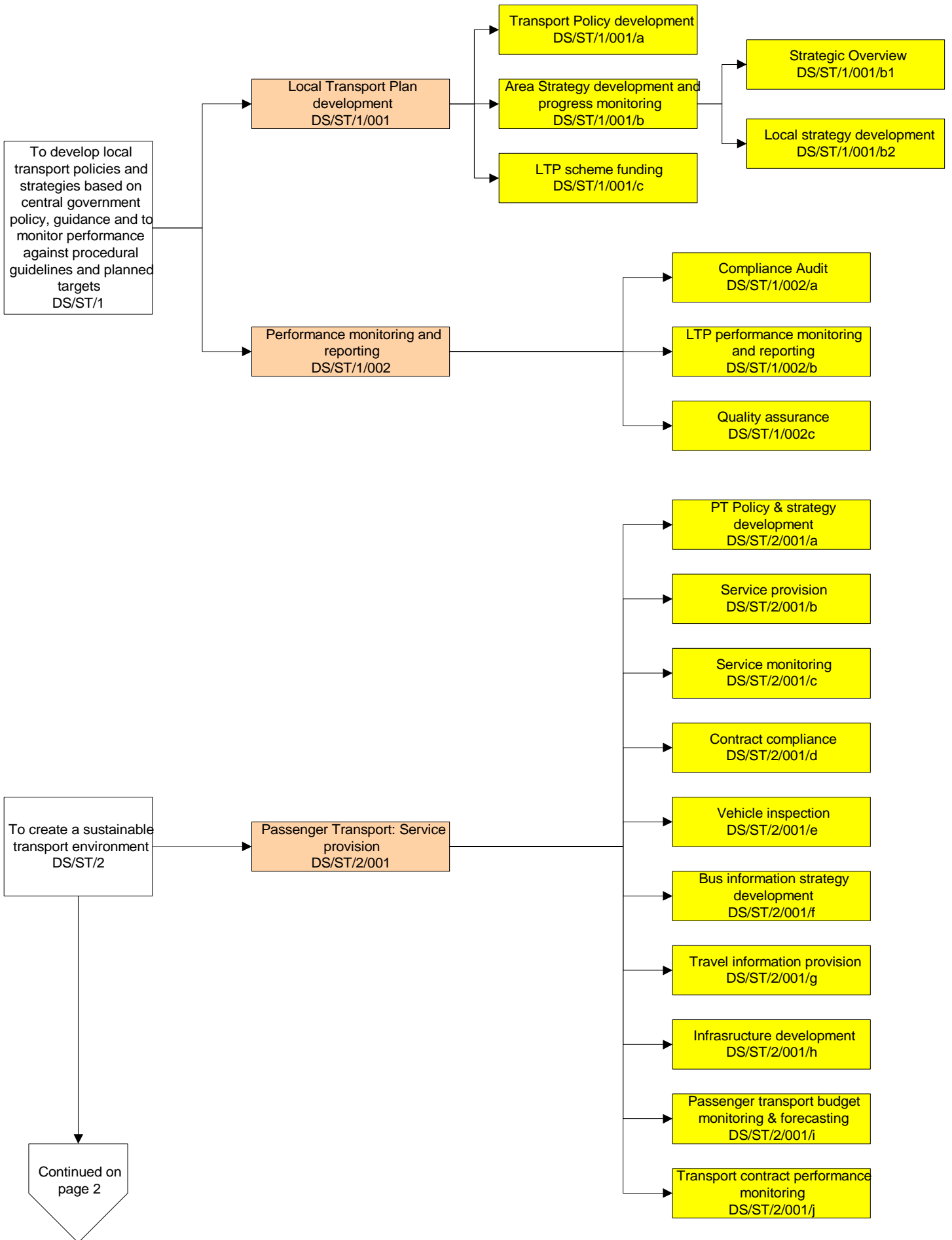


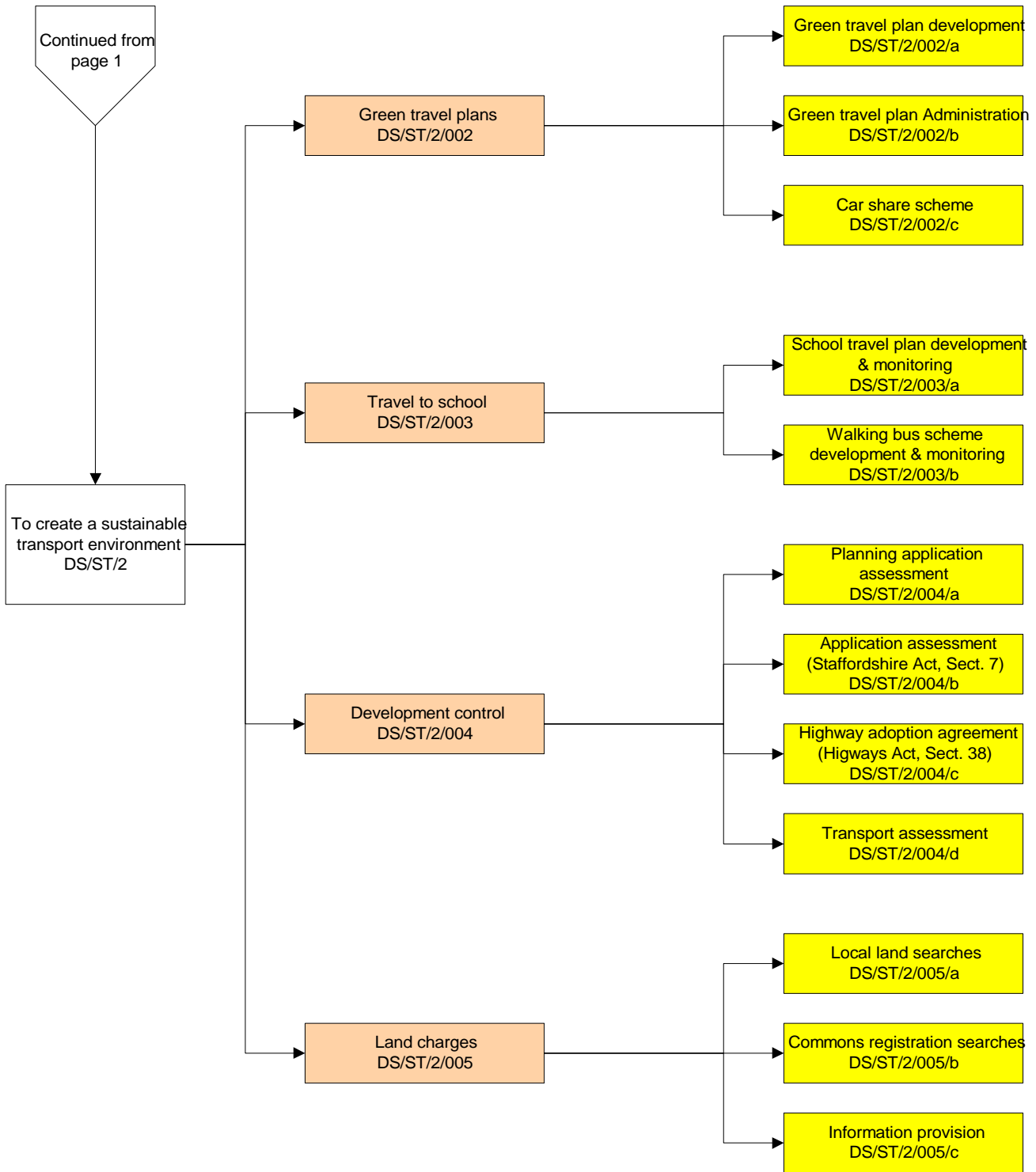
Manual
Input

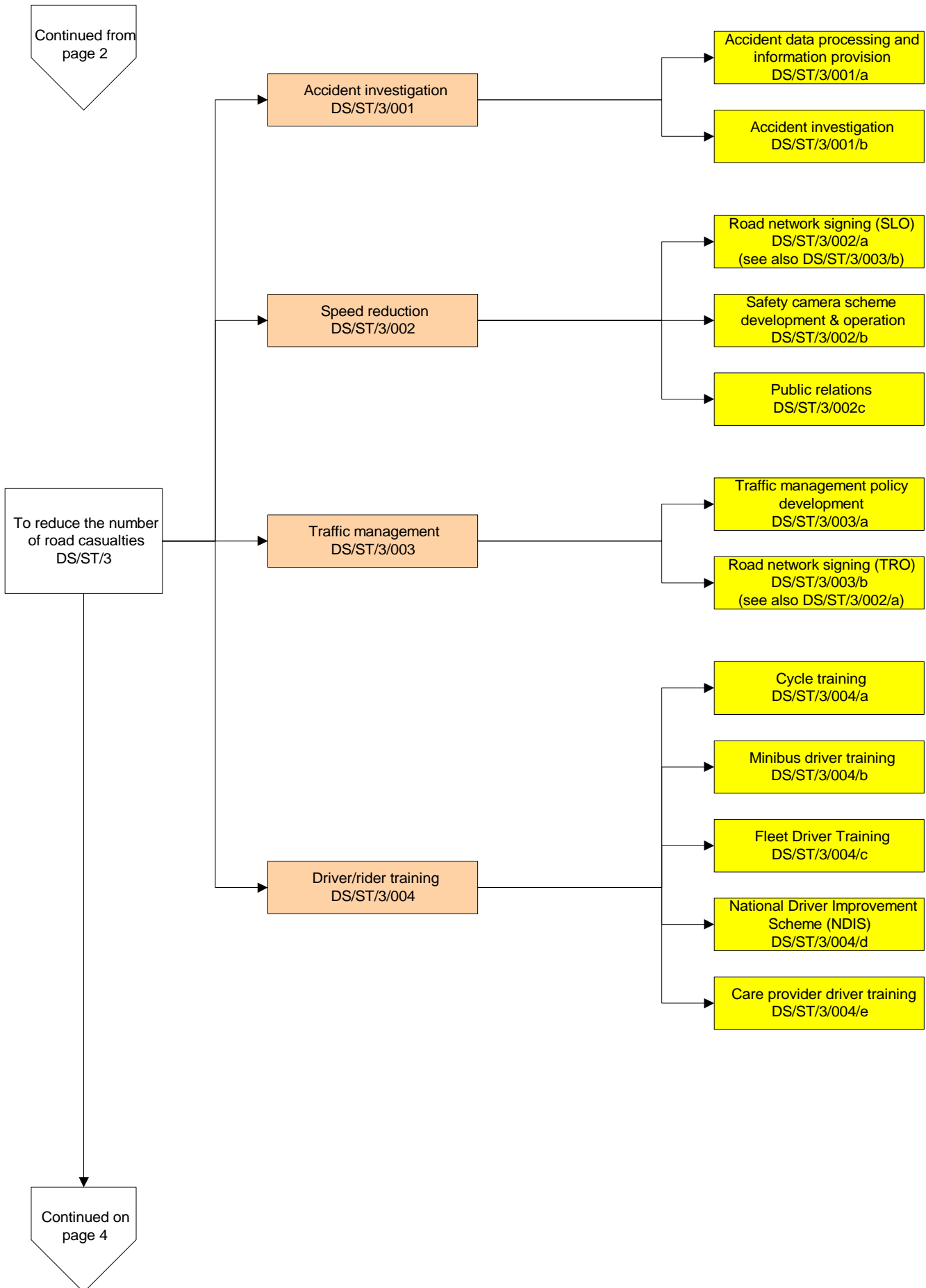


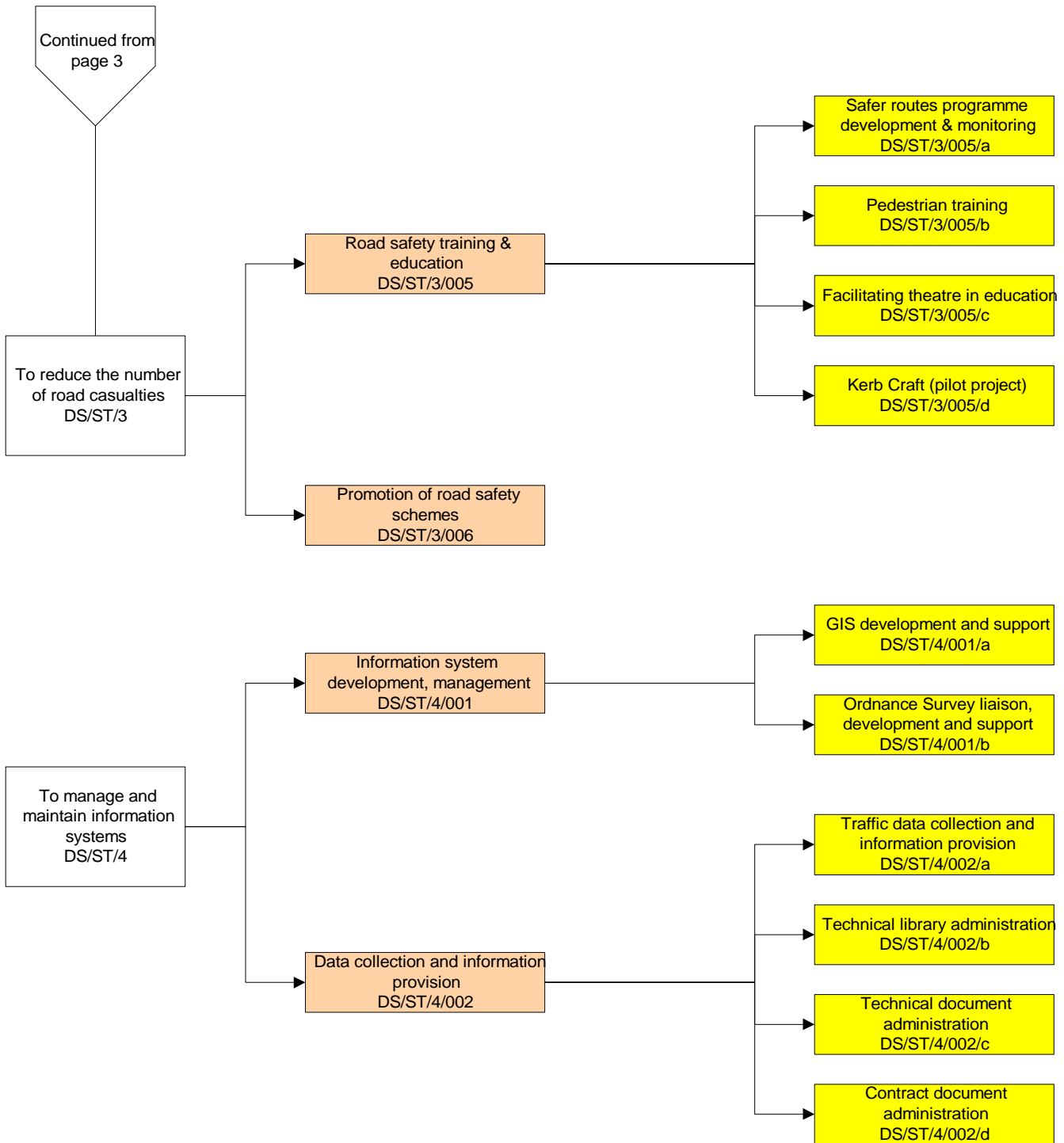
Record





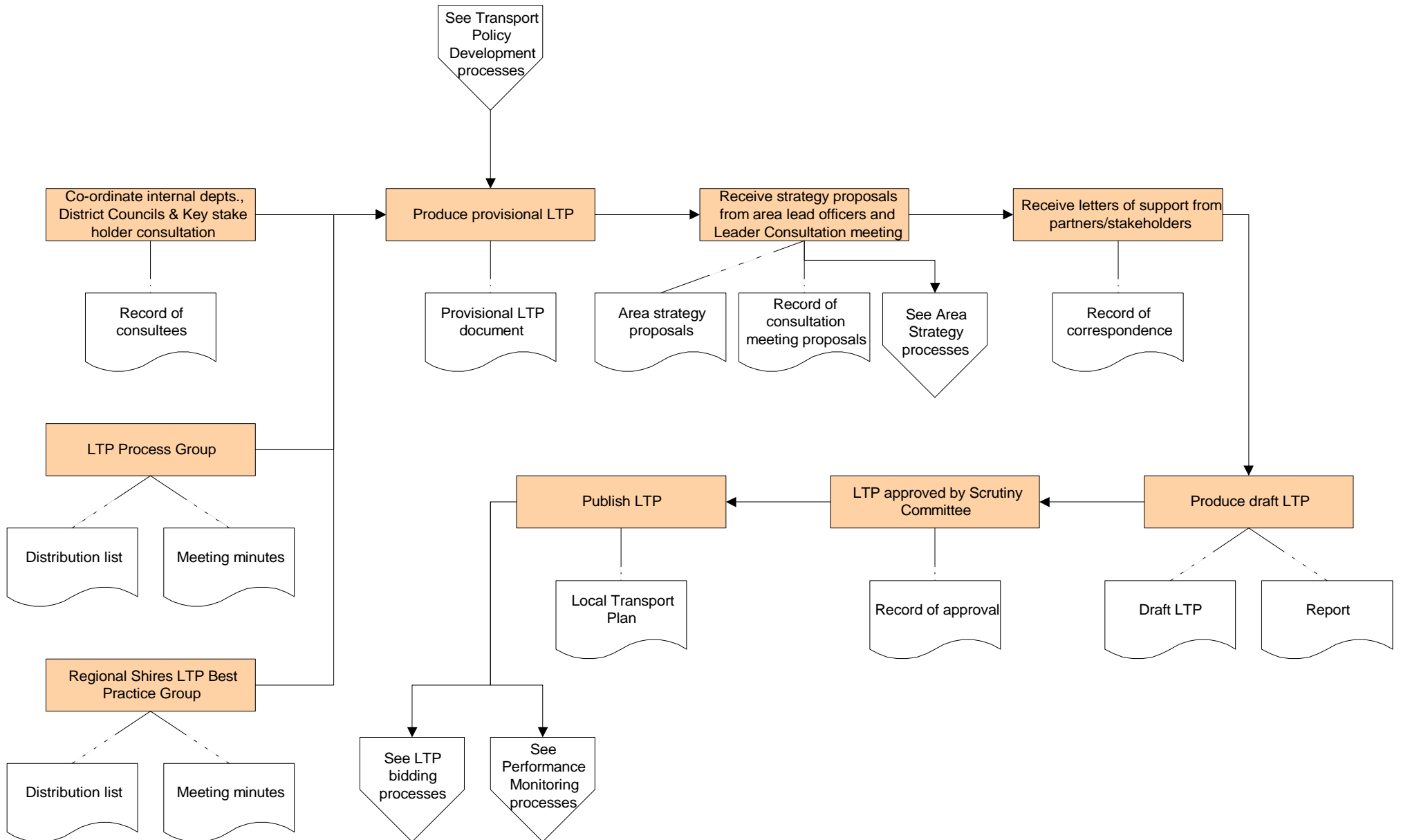






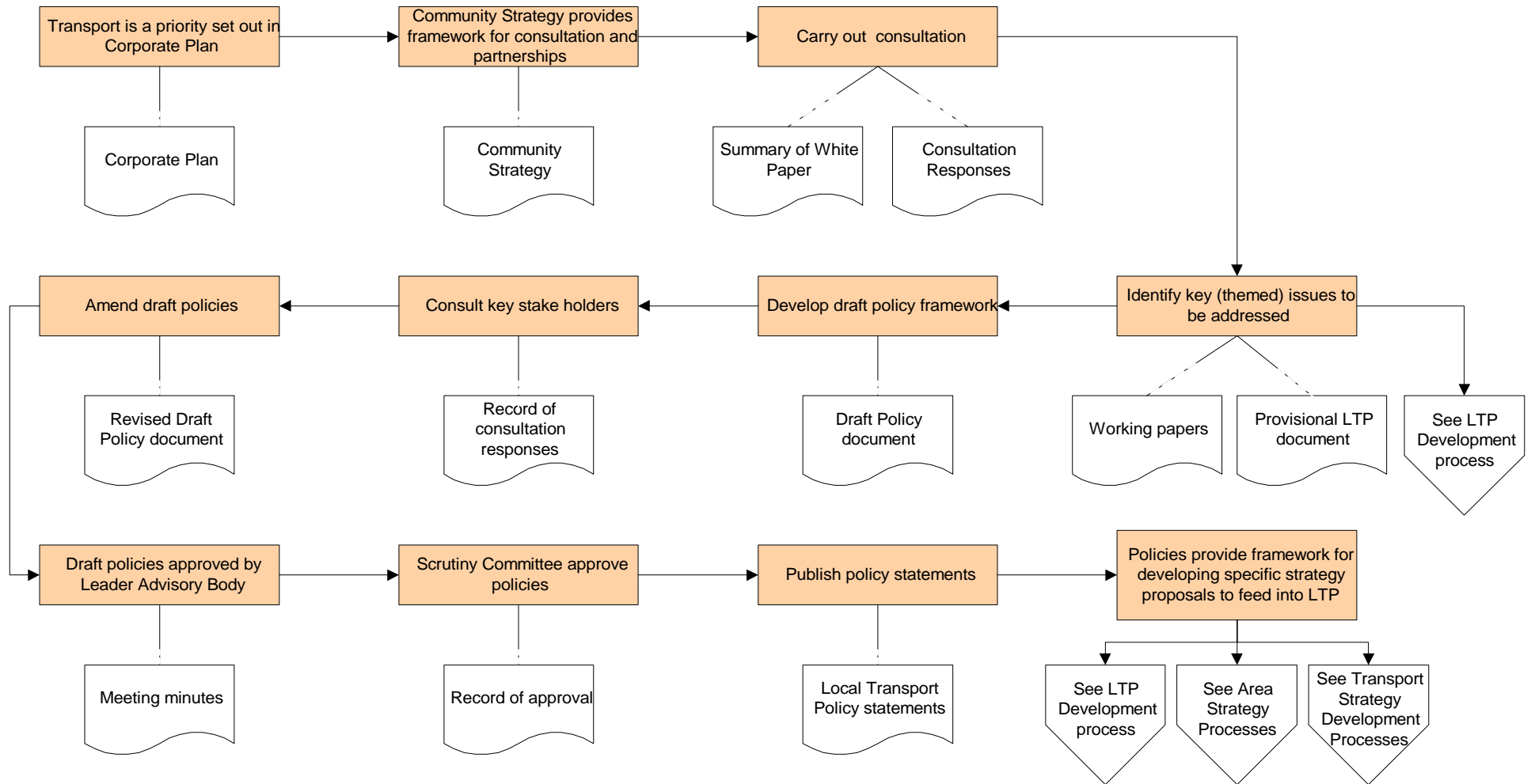
Process: Local Transport Plan Development

DS/ST/1/001



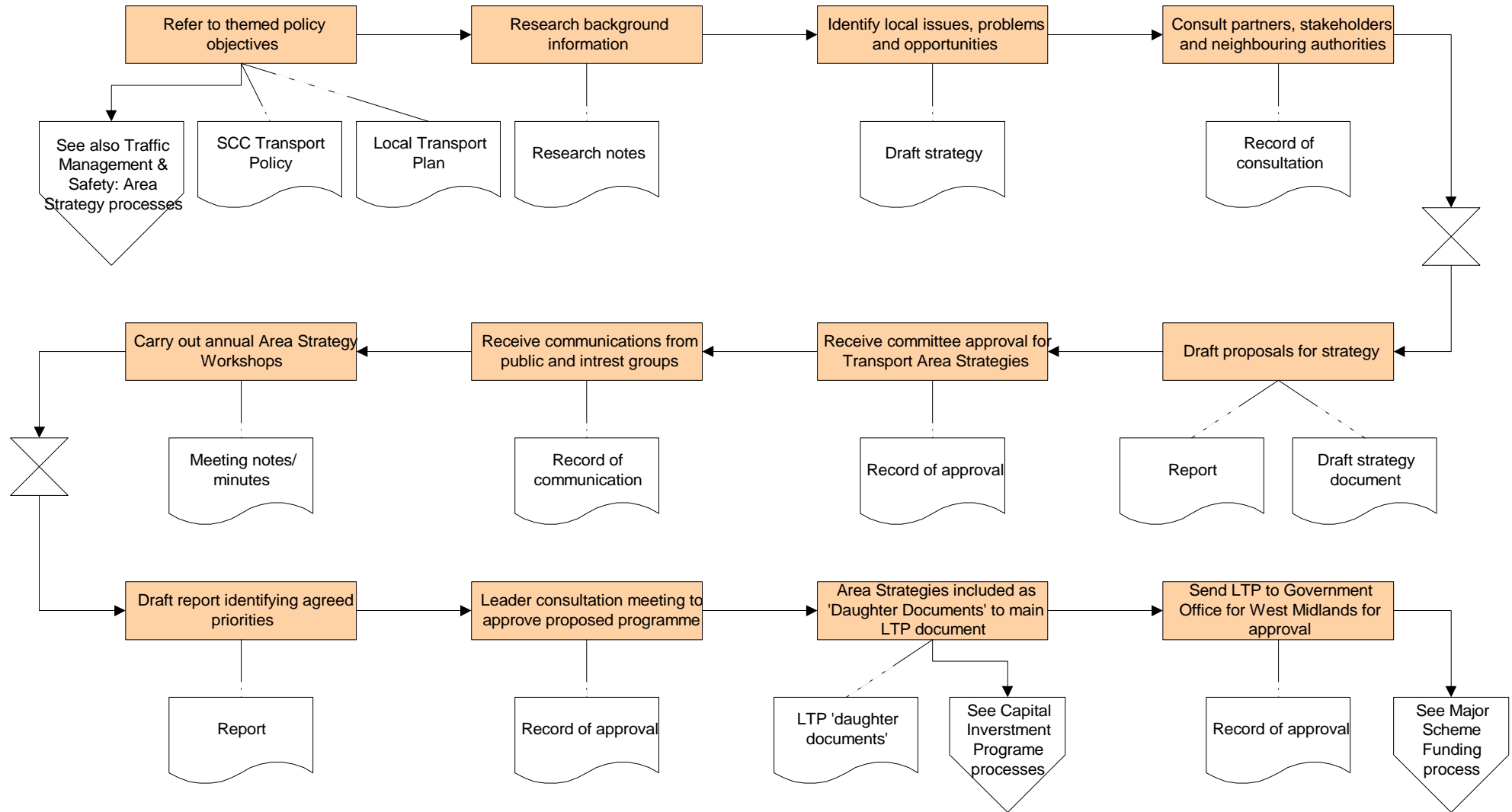
Process: Transport Policy Development

DS/ST/1/001/a



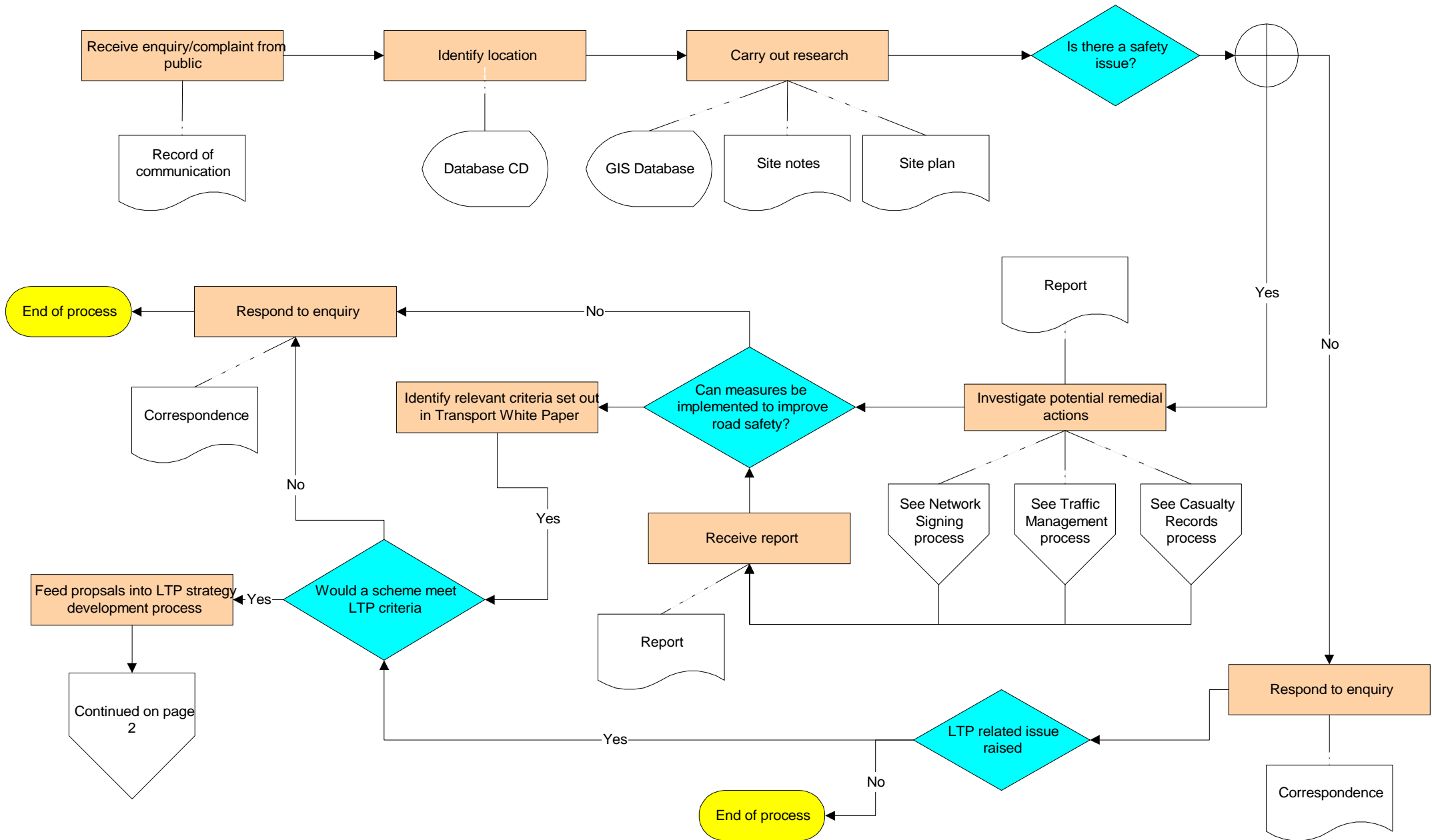
Process: Area Strategy Development: Strategic Overview

DS/ST/1/001/b1



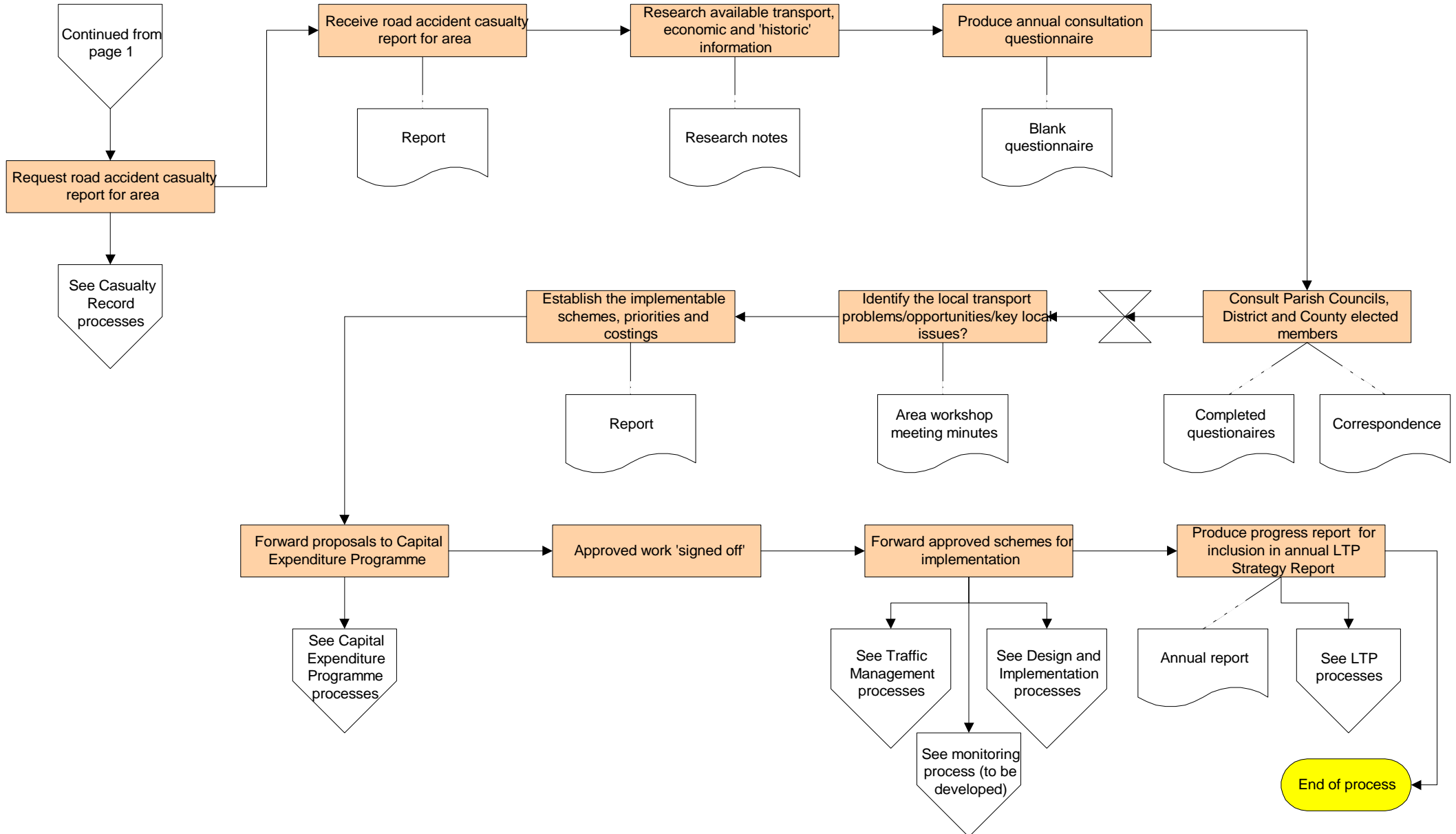
Process: Area Strategy Development: Local Strategy

DS/ST/1/001/b2



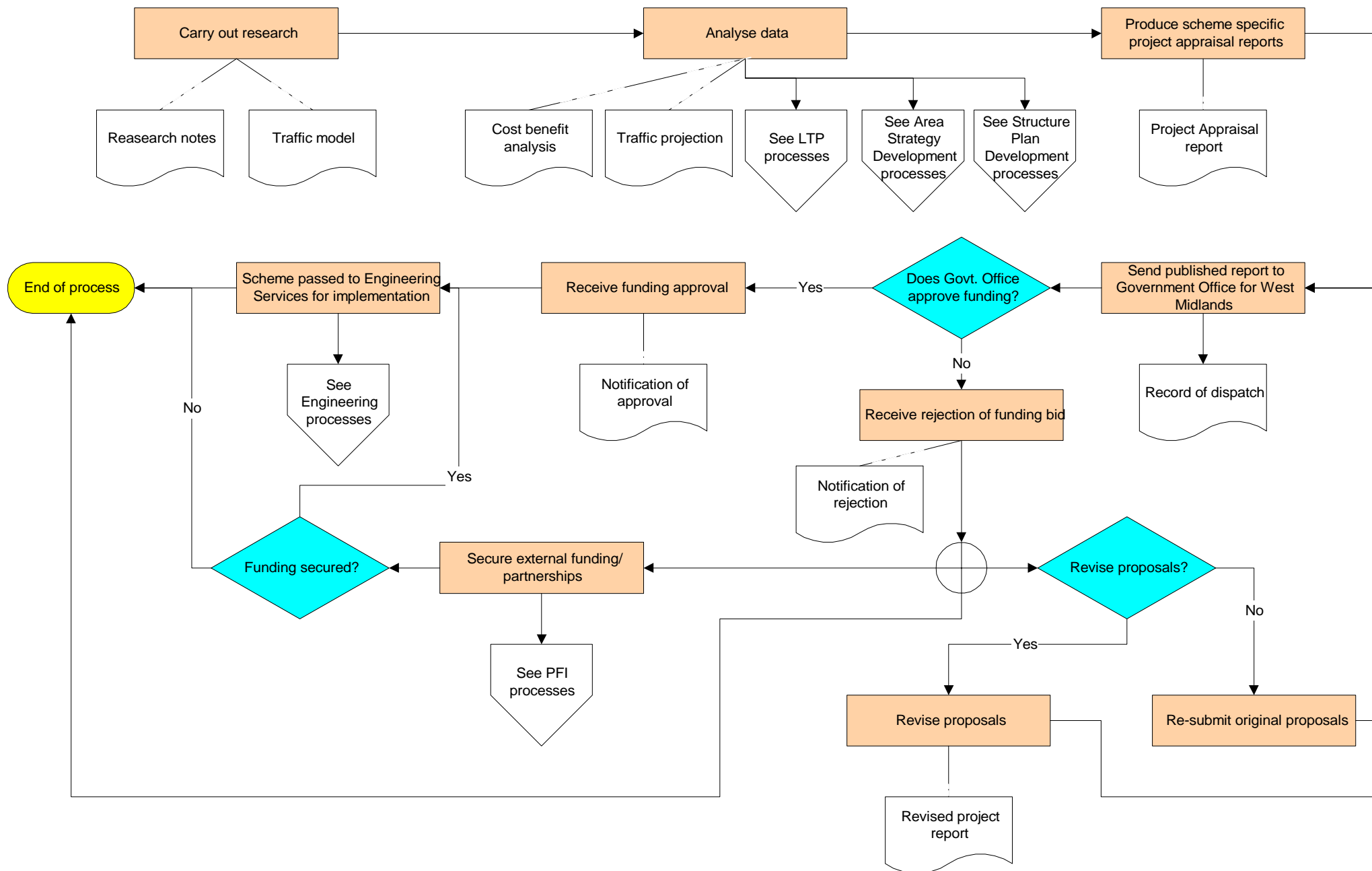
Process: Area Strategy Development: Local Strategy

DS/ST/1/001/b2



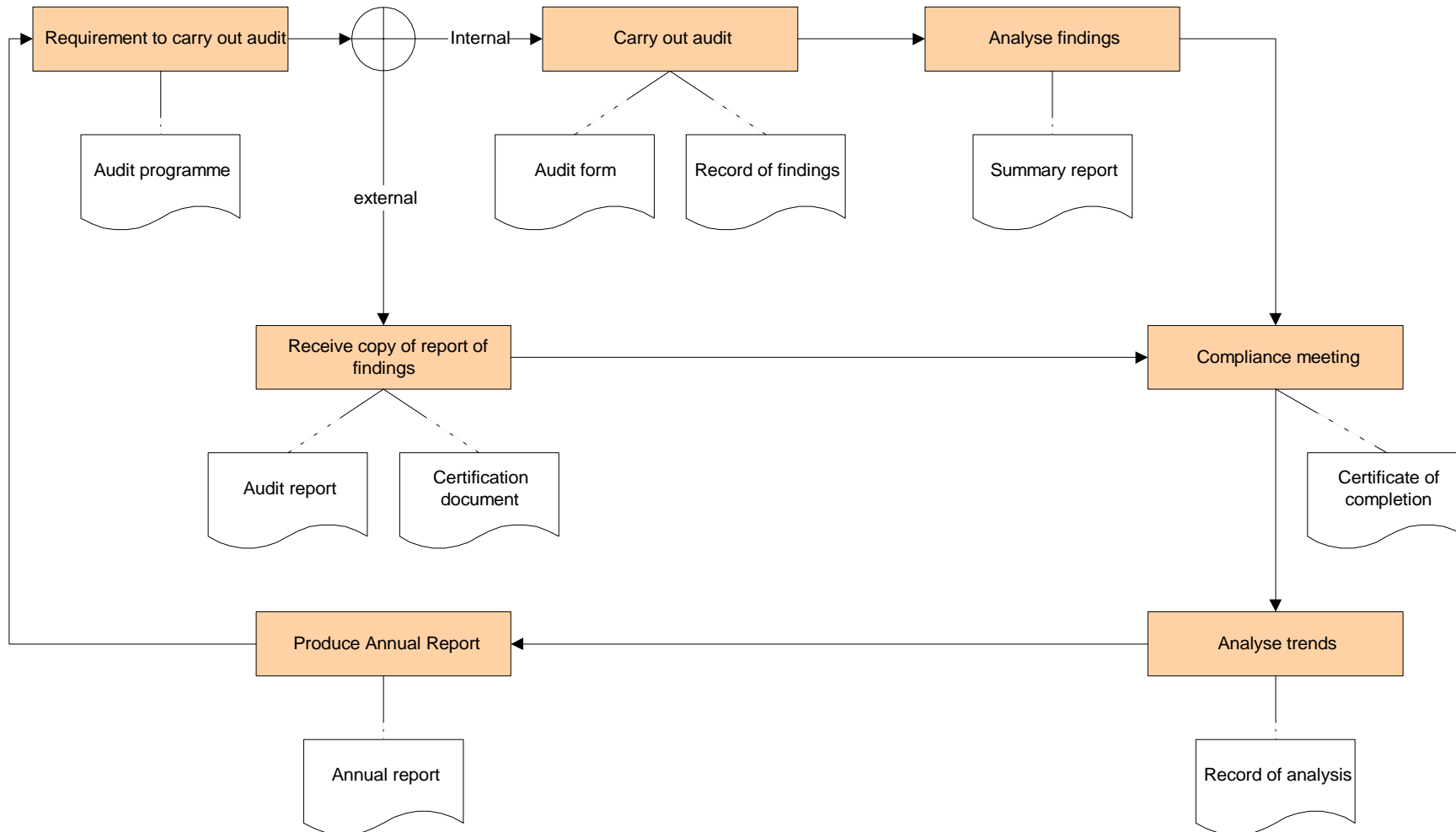
Process: Local Transport Plan: Scheme Funding

DS/ST/1/001/c



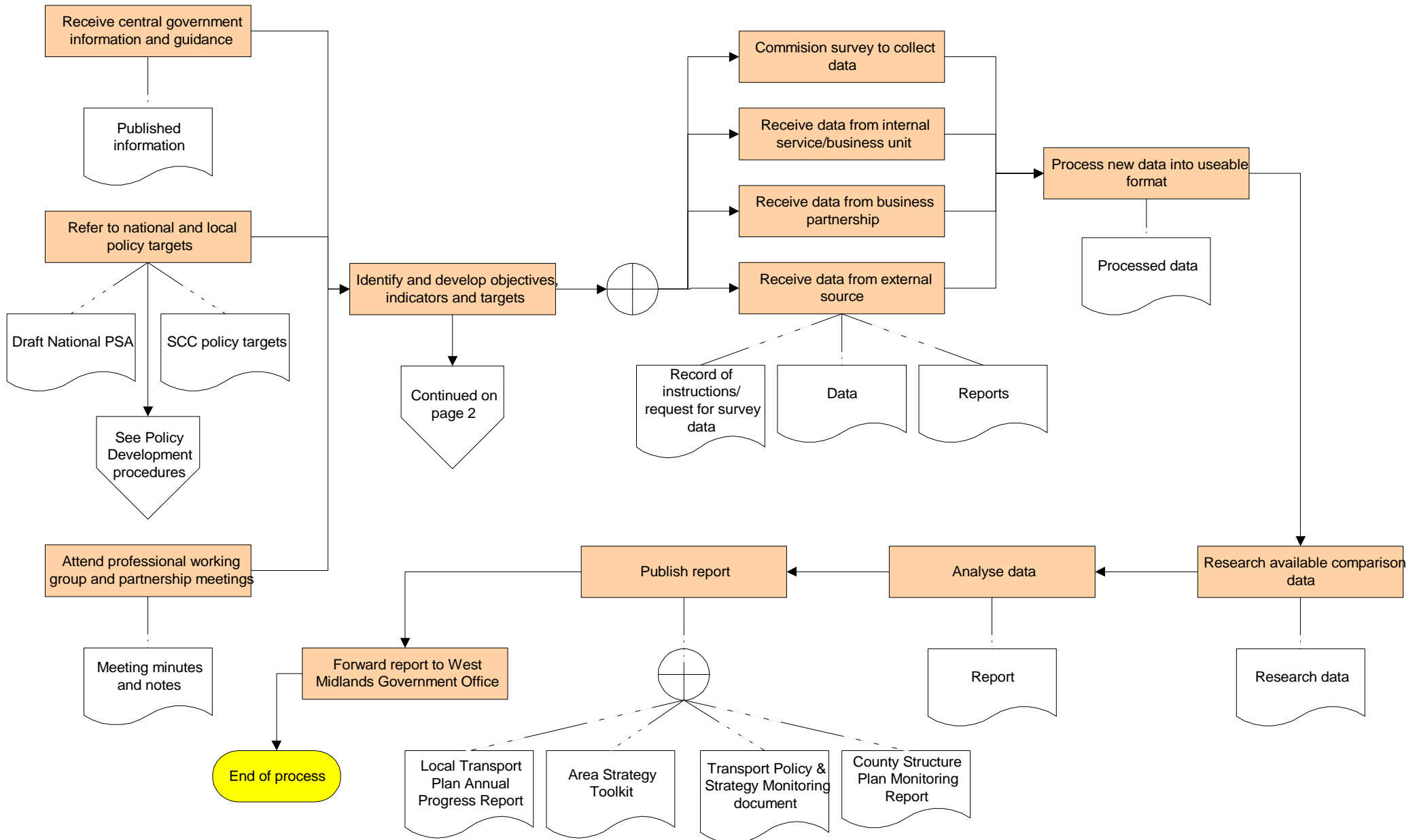
Process: Compliance Audit

DS/ST/1/002/a



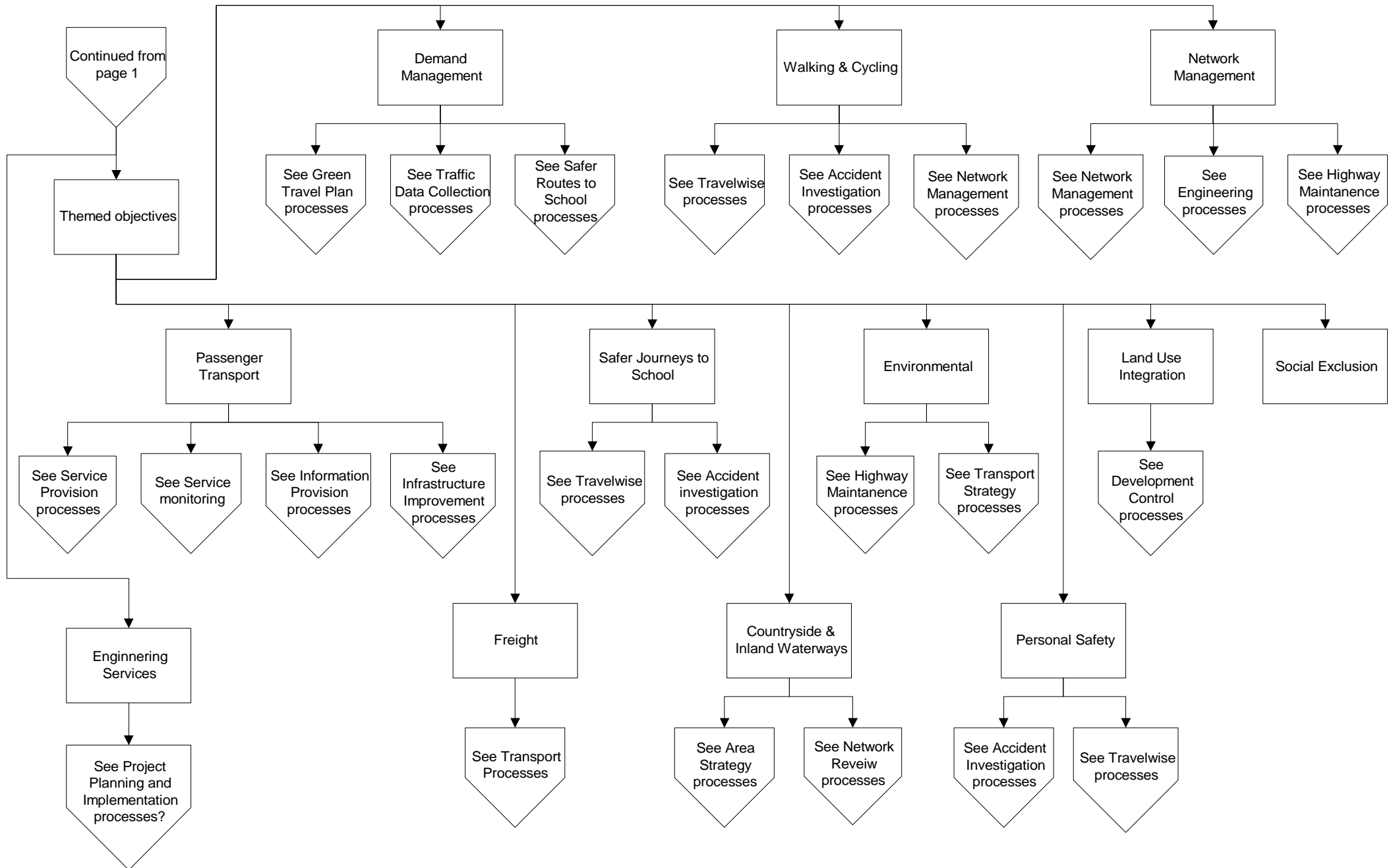
Process: Local Transport Plan Performance Monitoring

DS/ST/1/002/b



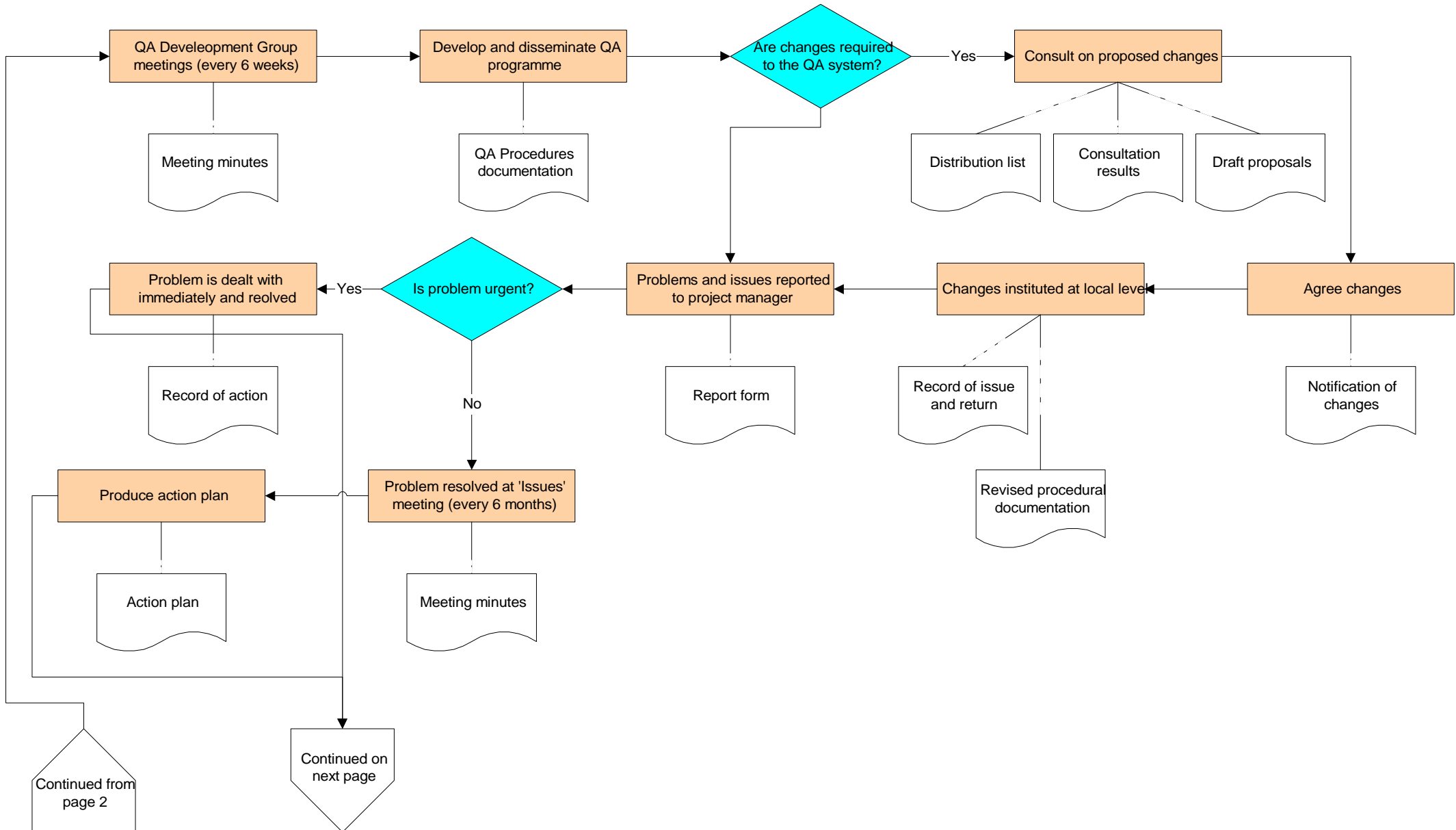
Process: Local Transport Plan Performance Monitoring

DS/ST/1/002/b



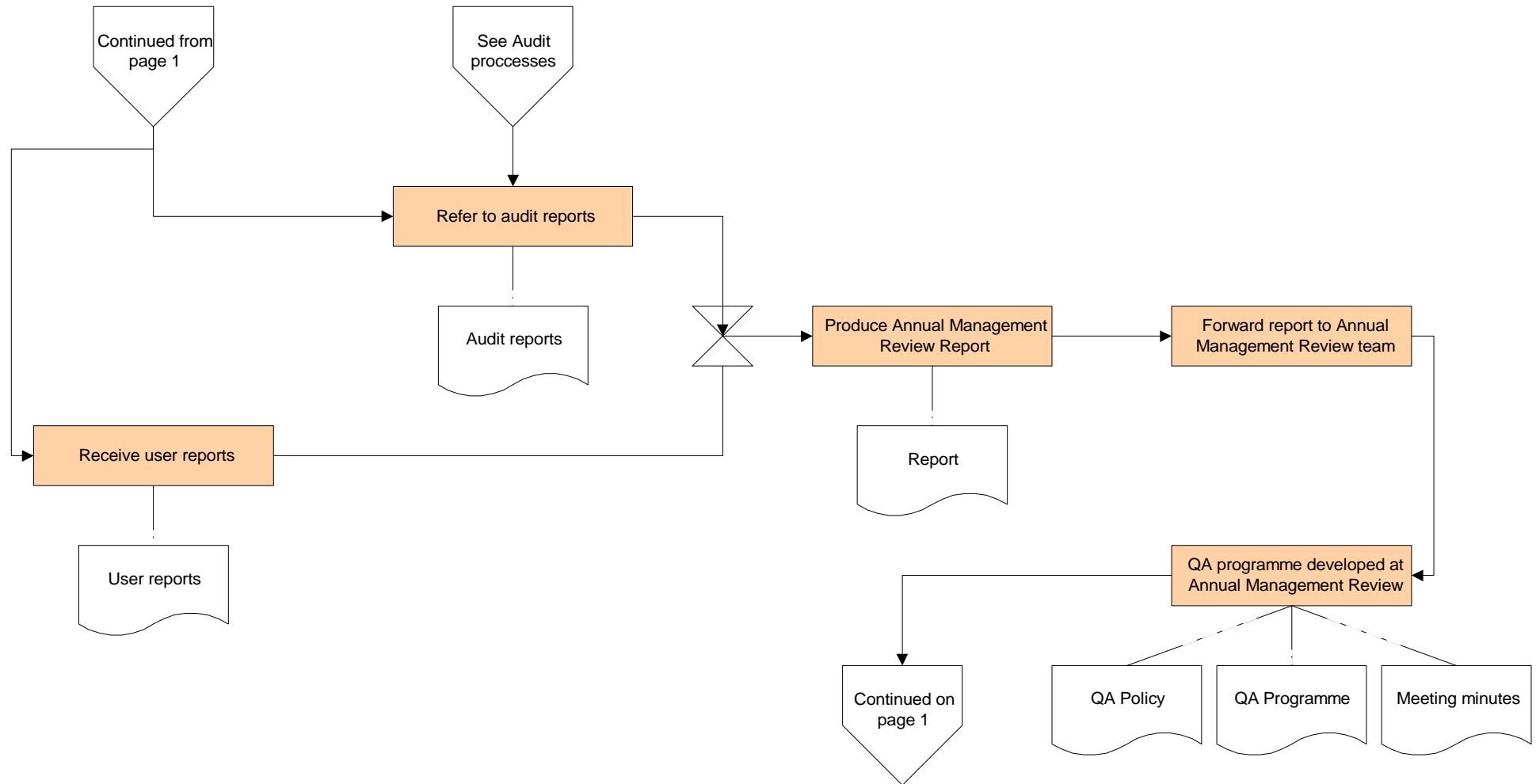
Process: Quality Assurance

DS/ST/1/002/c



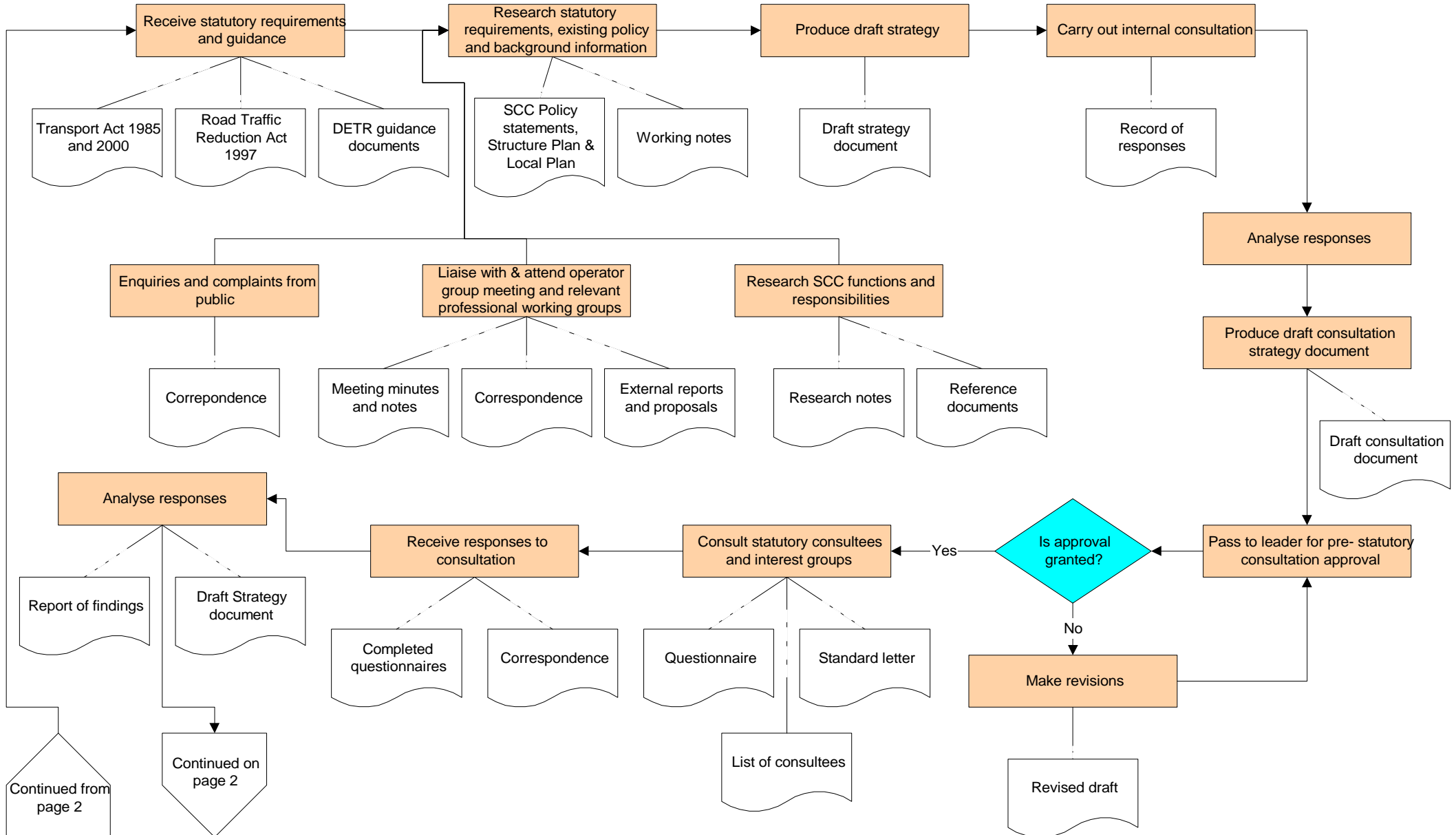
Process: Quality Assurance

DS/ST/1/002/c



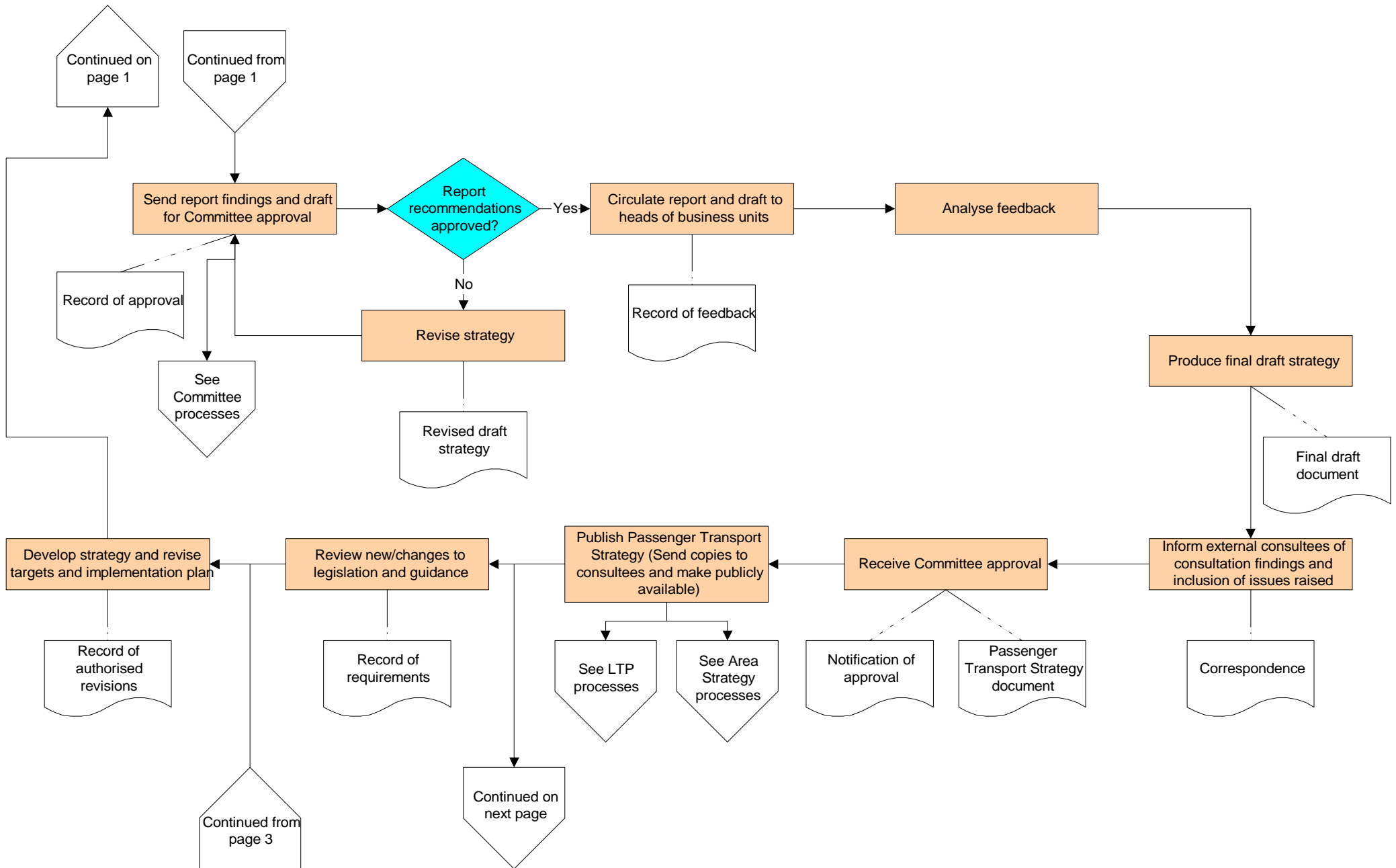
Process: Passenger Transport Policy & Strategy Development

DS/ST/2/001/a



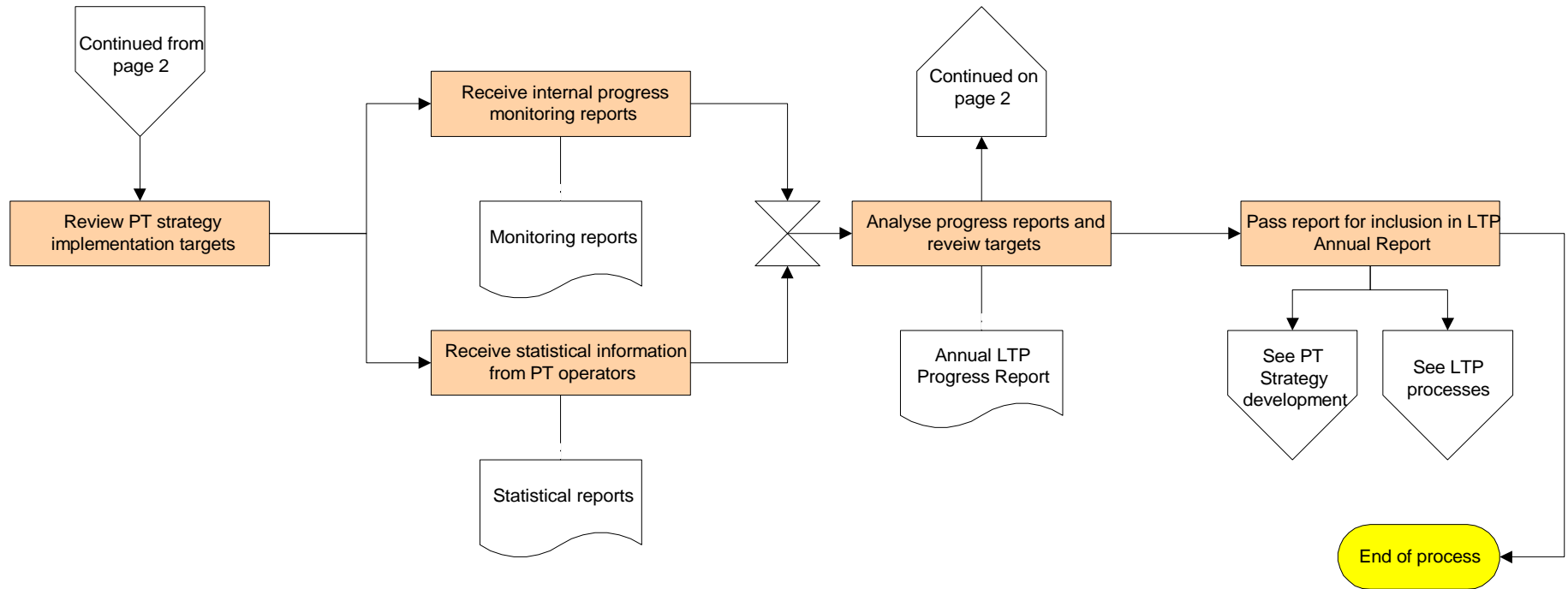
Process: Passenger Transport Policy & Strategy Development

DS/ST/2/001/a



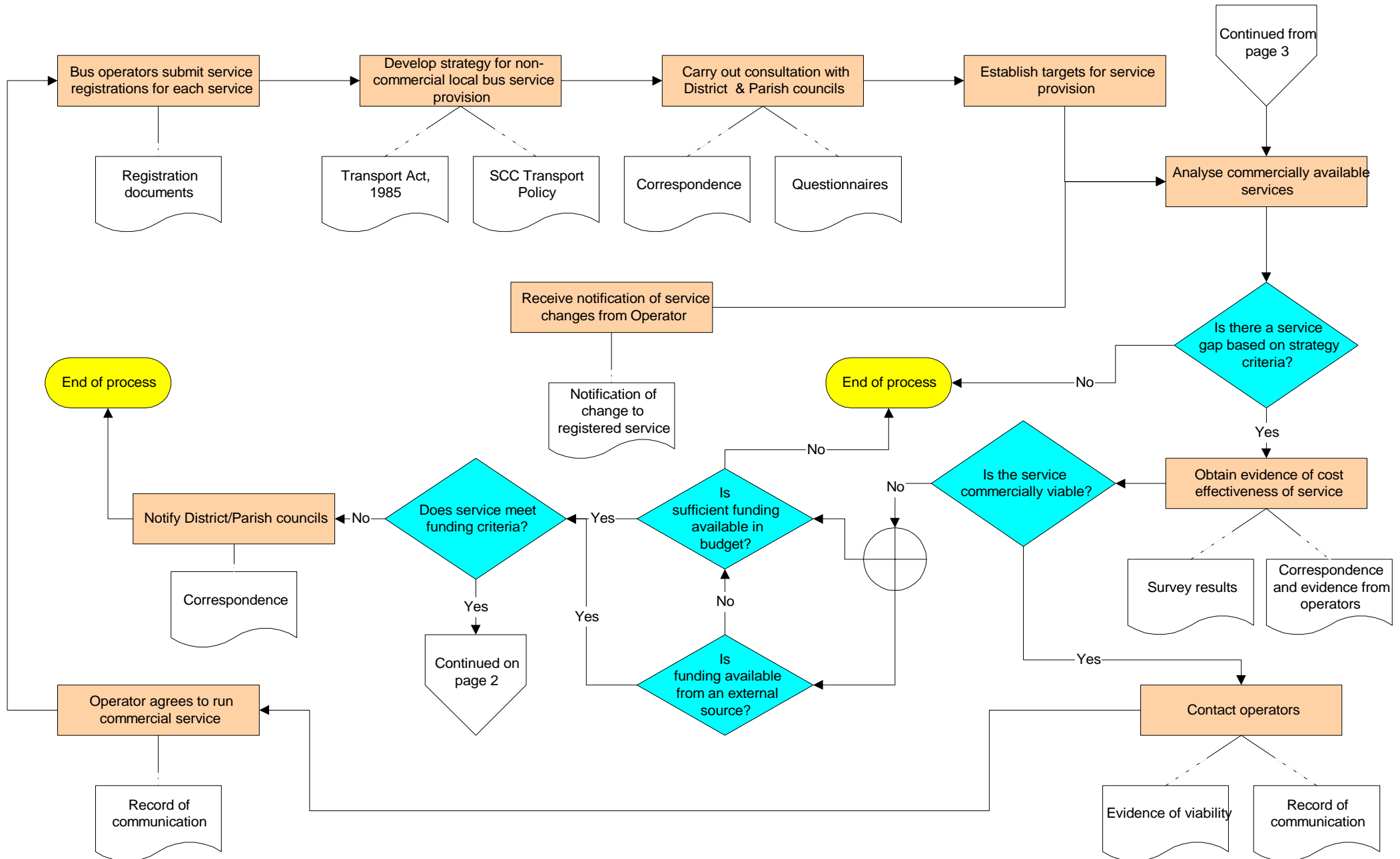
Process: Passenger Transport Policy & Strategy Development

DS/ST/2/001/a



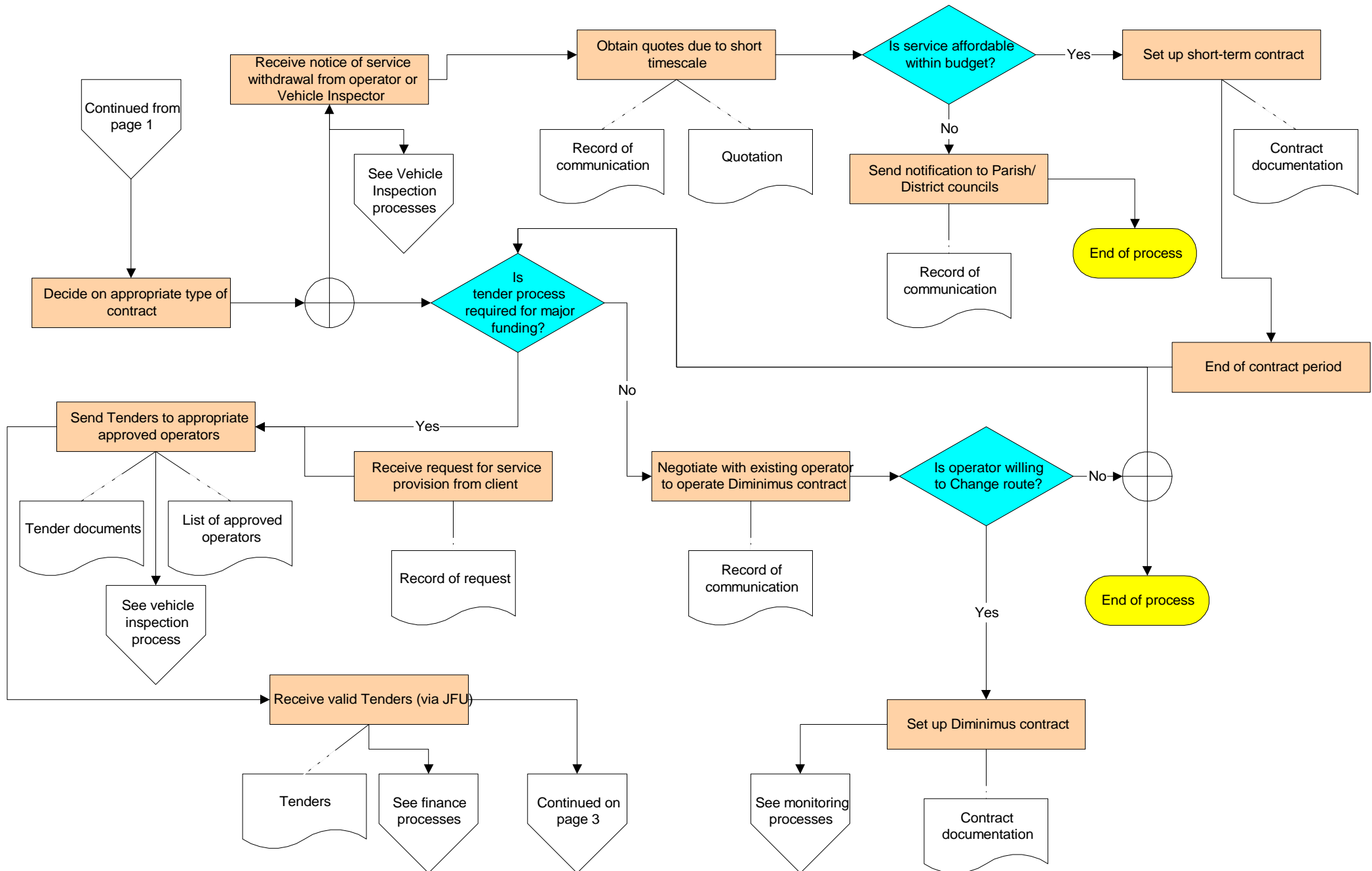
Process: Passenger Transport Service Provision

DS/ST/2/001/b



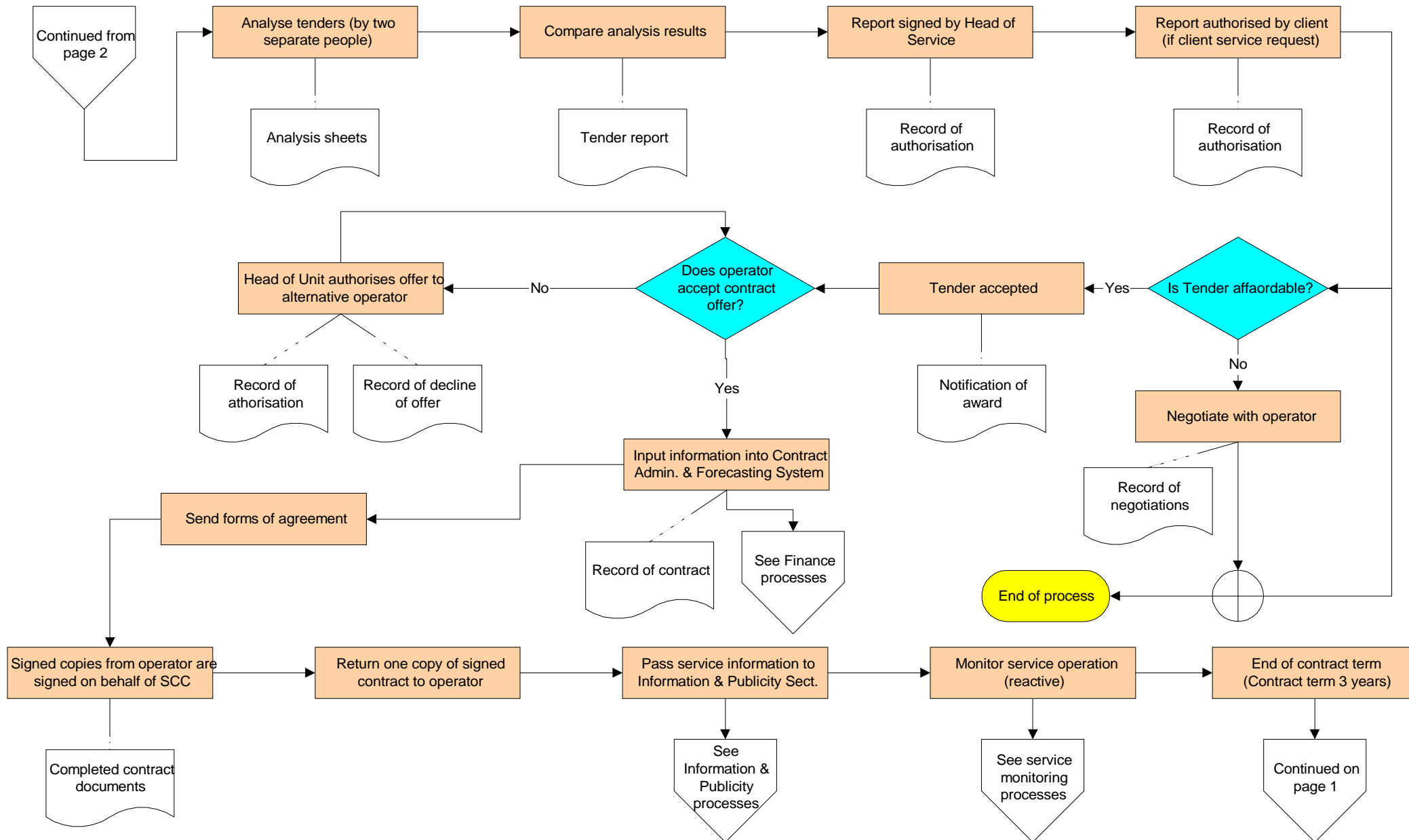
Process: Passenger Transport Service Provision

DS/ST/2/001/b



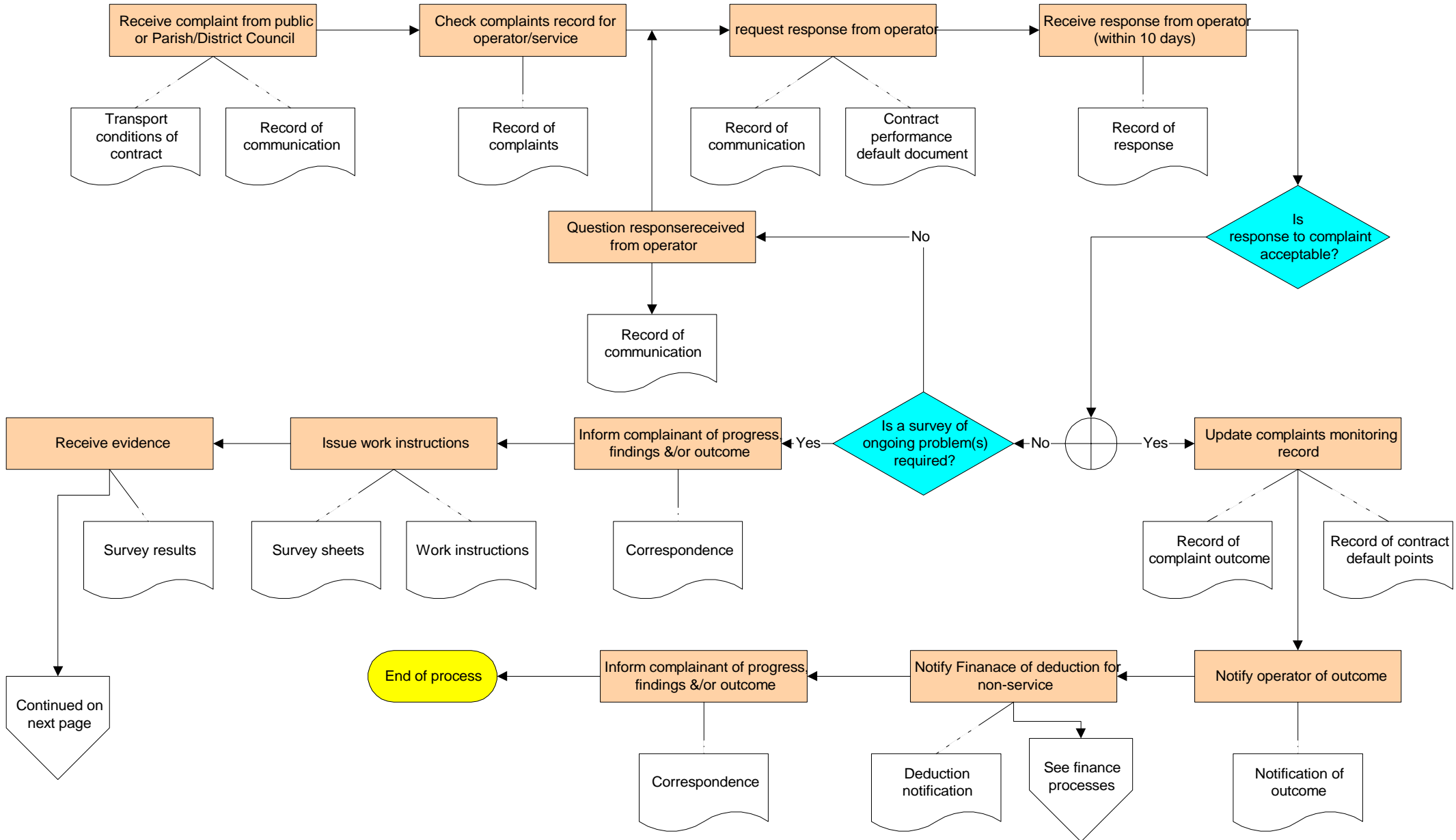
Process: Passenger Transport Service Provision

DS/ST/2/001/b



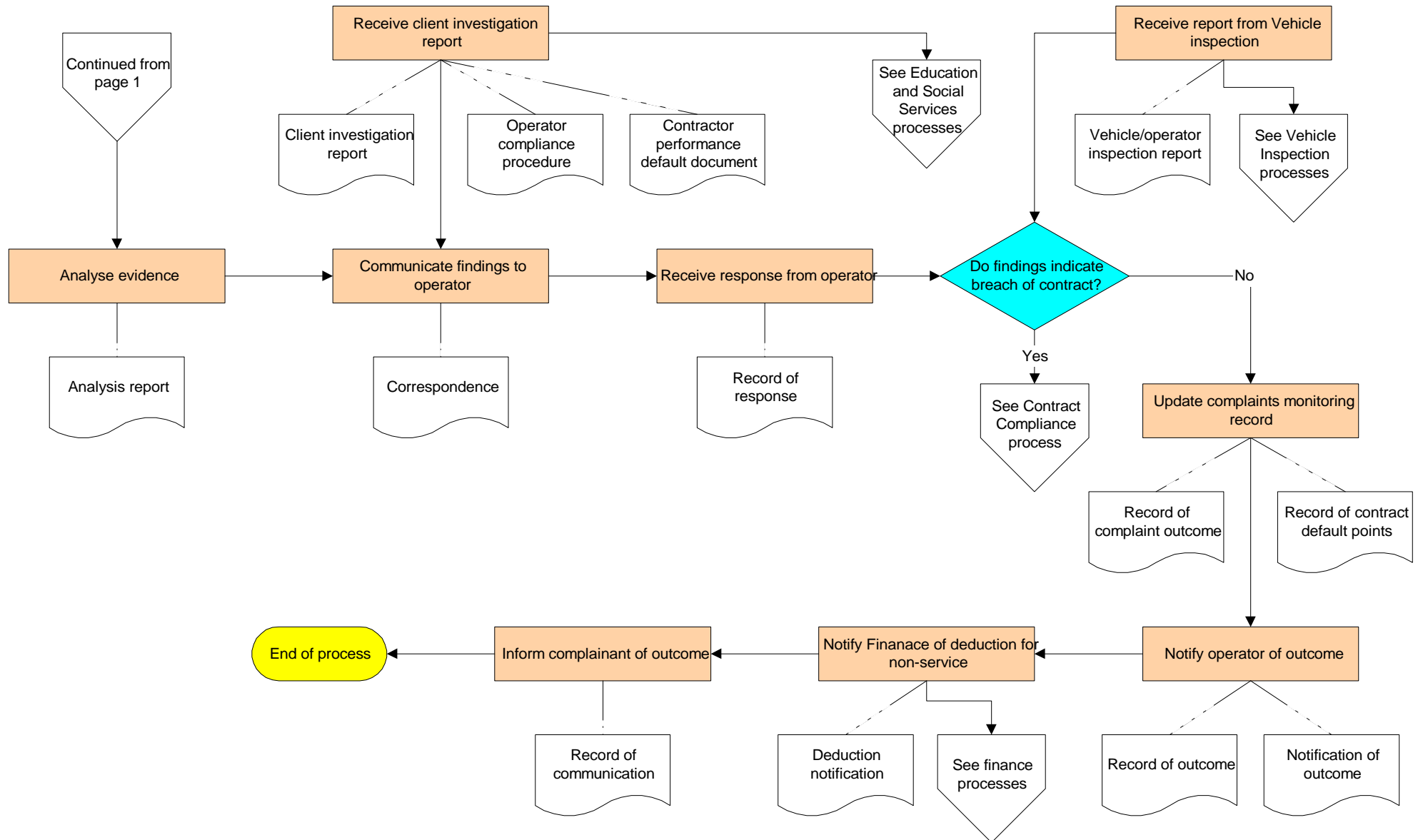
Process: Passenger Transport Service Provision Monitoring

DS/ST/2/001/c



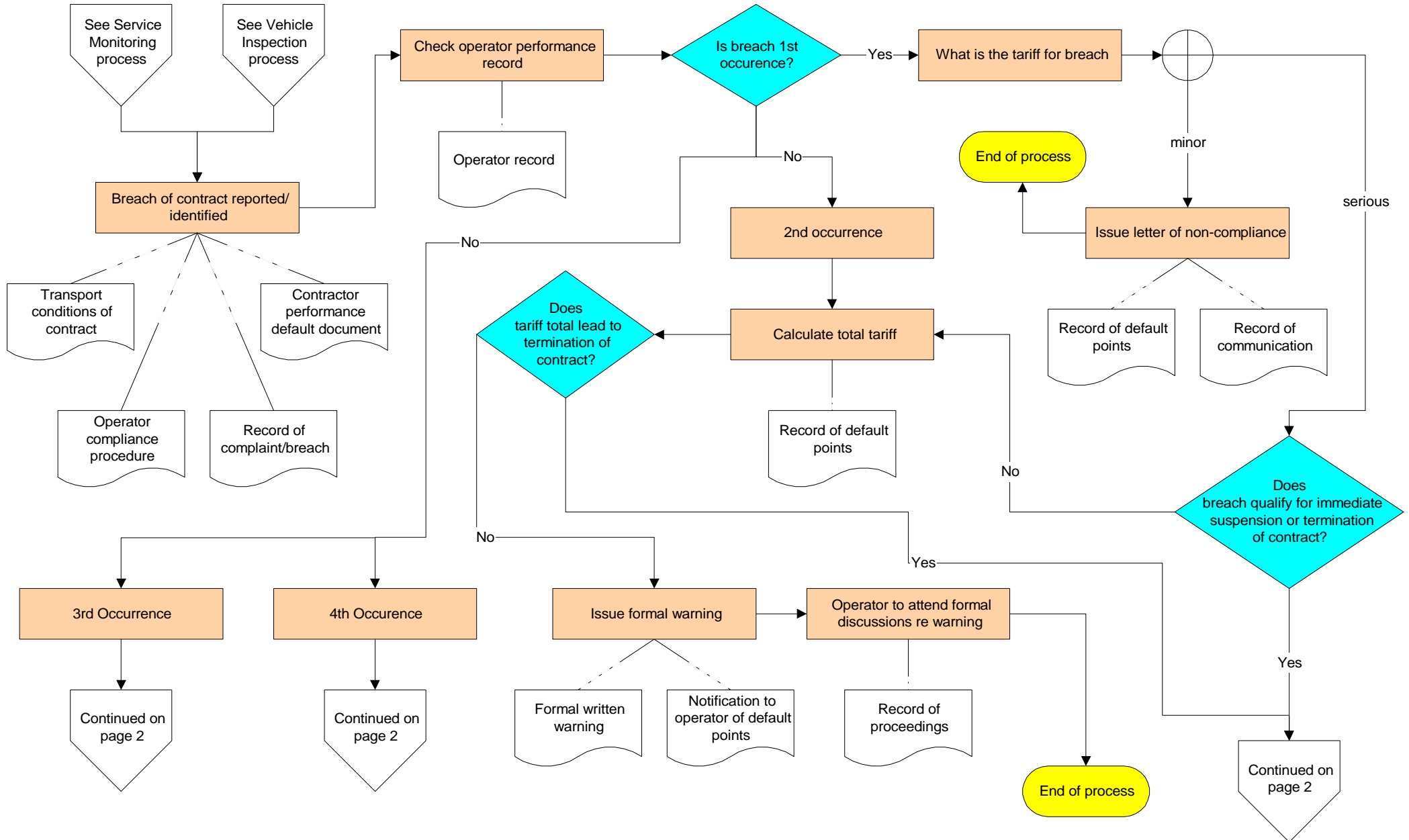
Process: Passenger Transport Service Provision Monitoring

DS/ST/2/001/c



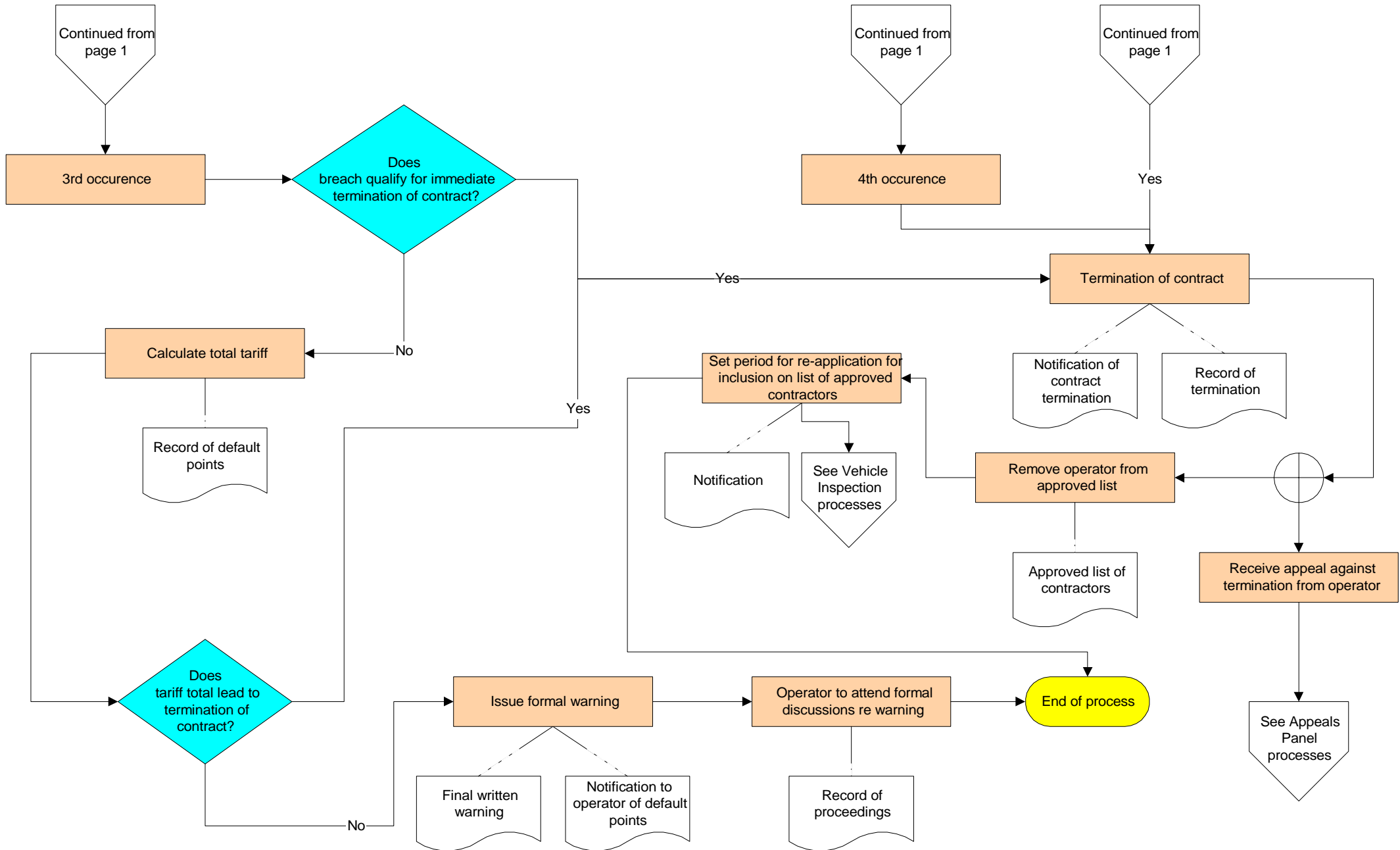
Process: Passenger Transport Service Contract Compliance

DS/ST/2/001/d



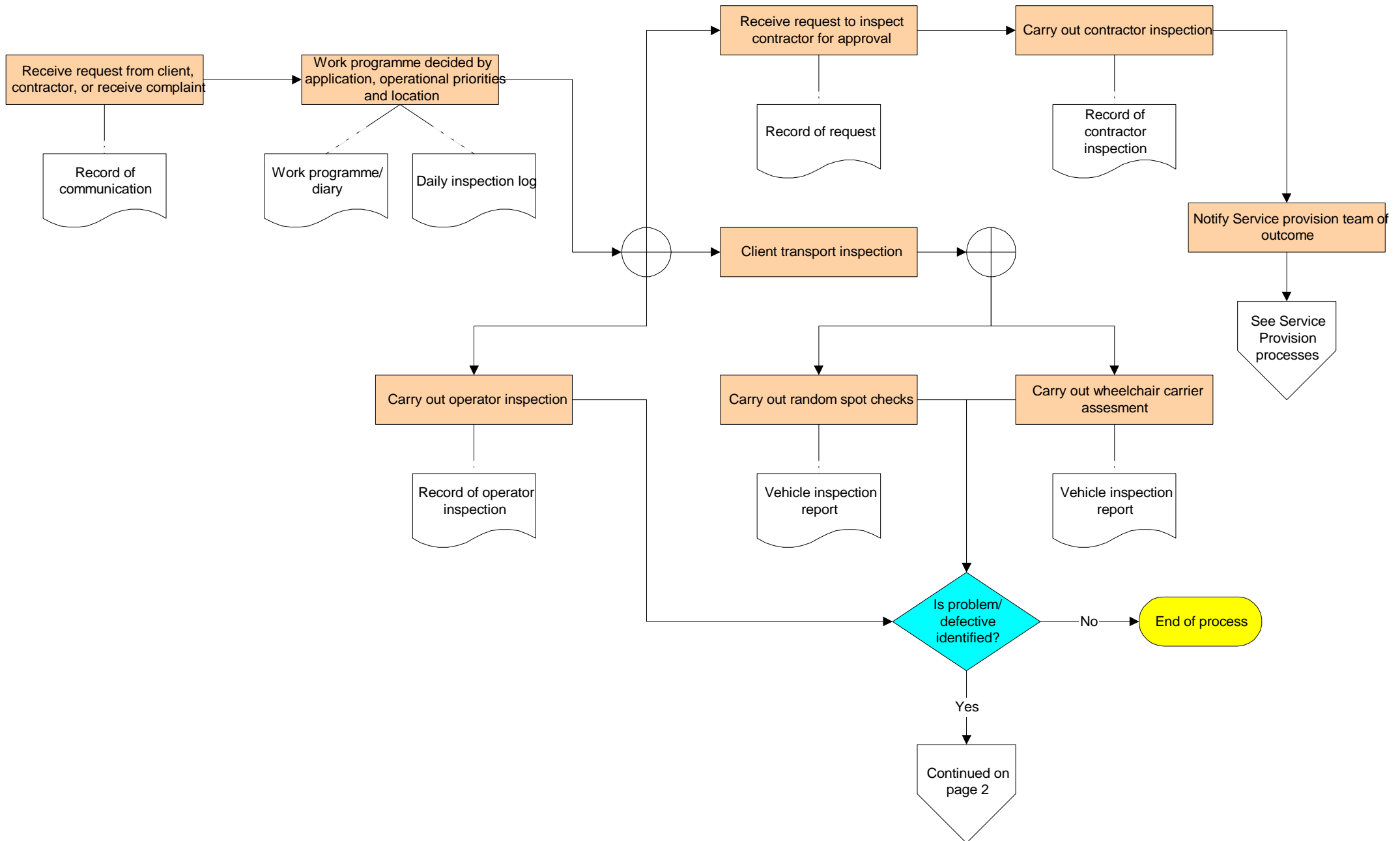
Process: Passenger Transport Service Contract Compliance

DS/ST/2/001/d



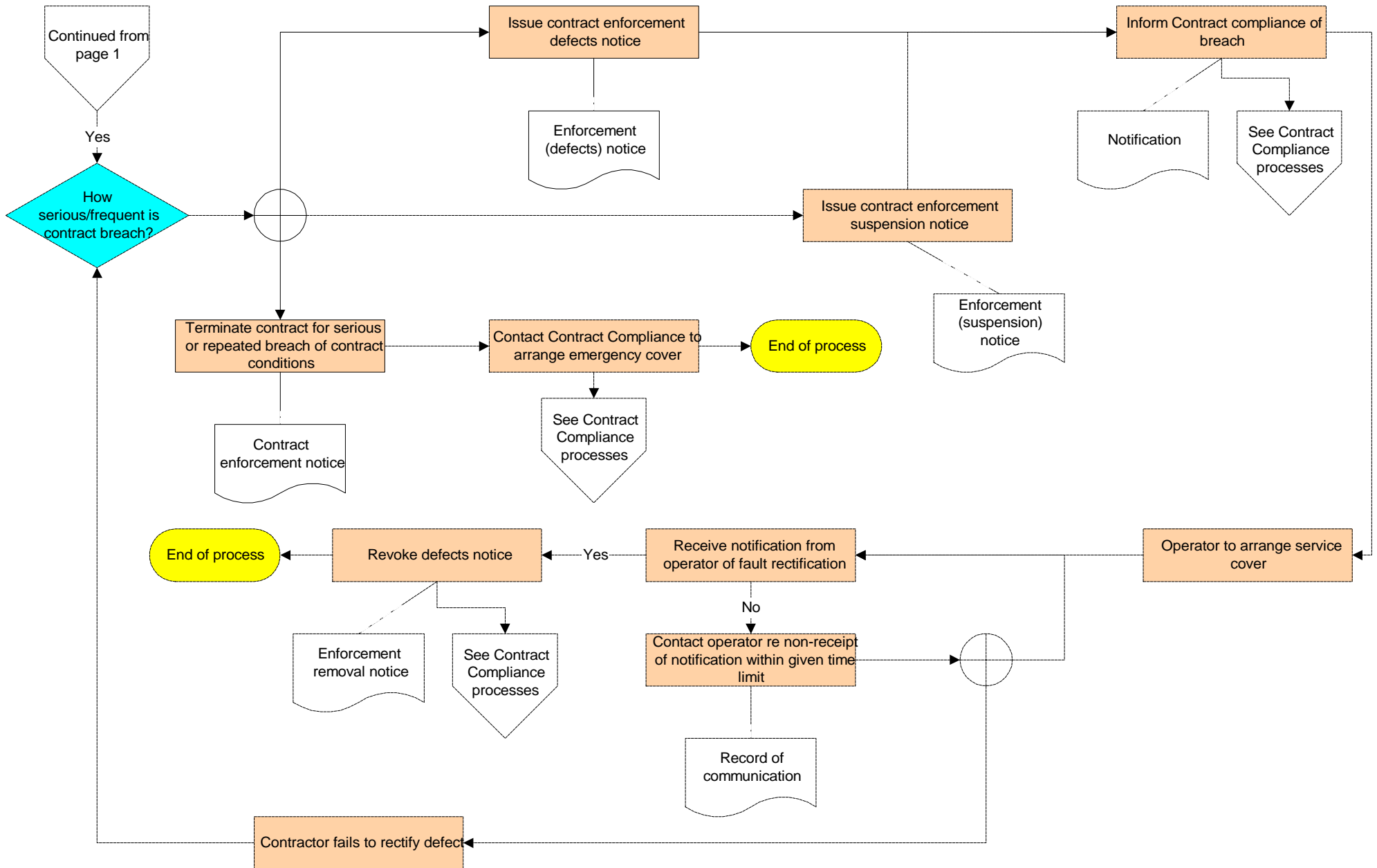
Process: Passenger Transport Vehicle Inspection

DS/ST/2/001/e



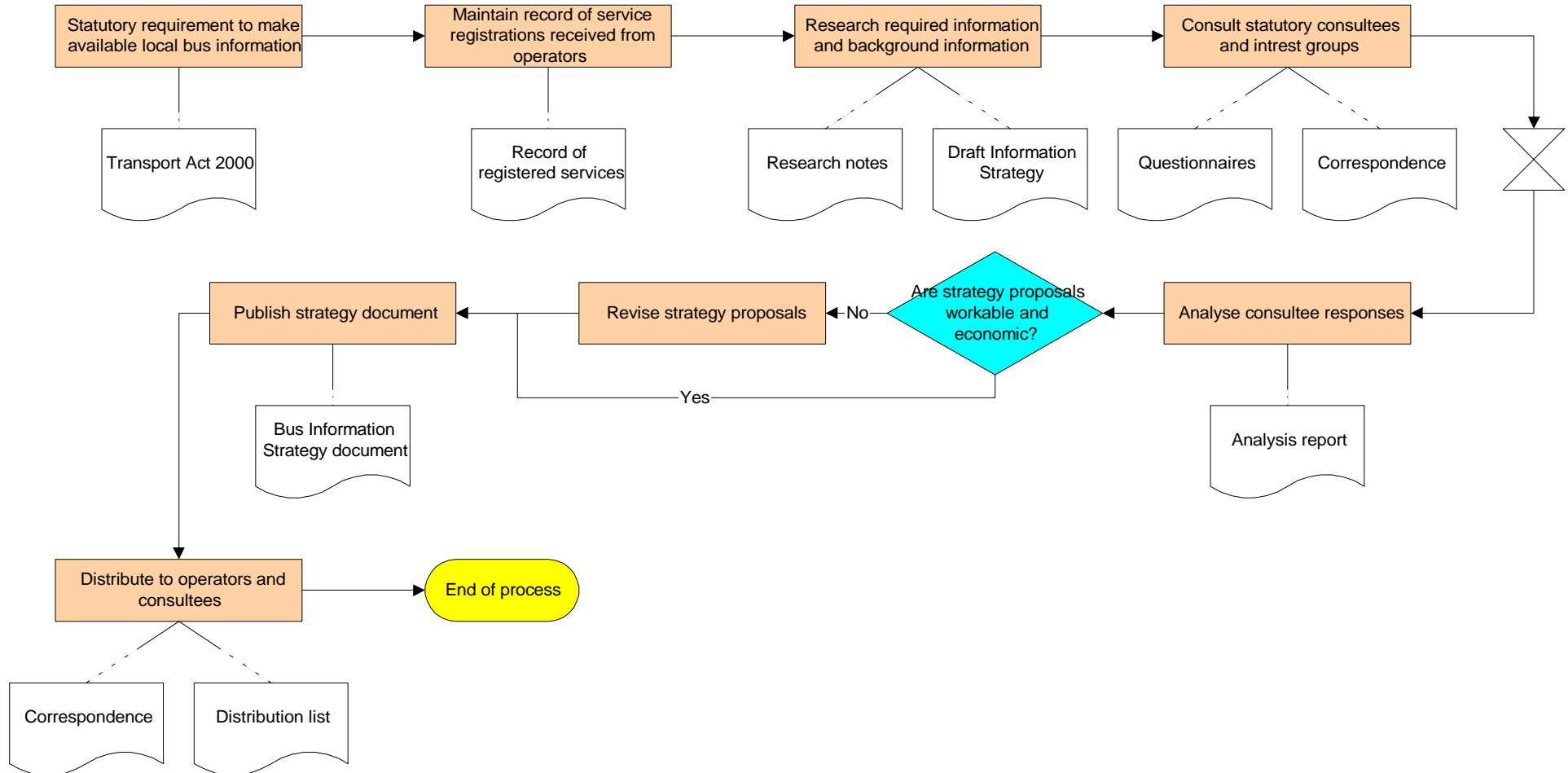
Process: Passenger Transport Vehicle Inspection

DS/ST/2/001/e



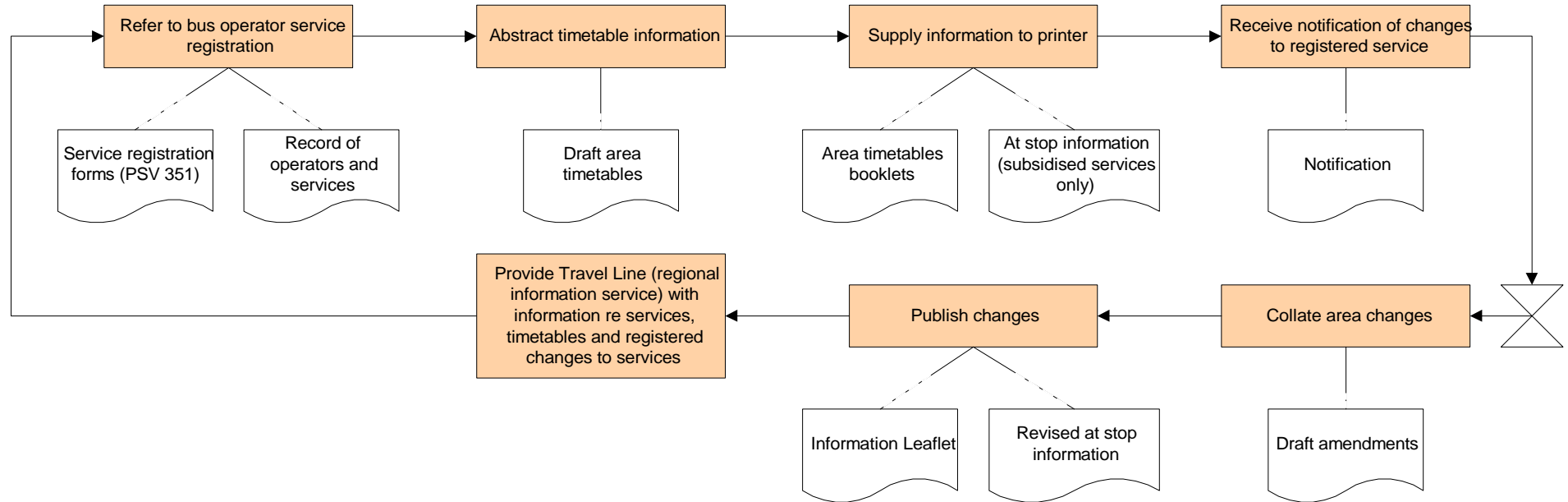
Process: Bus Information Strategy Development

DS/ST/2/001/f



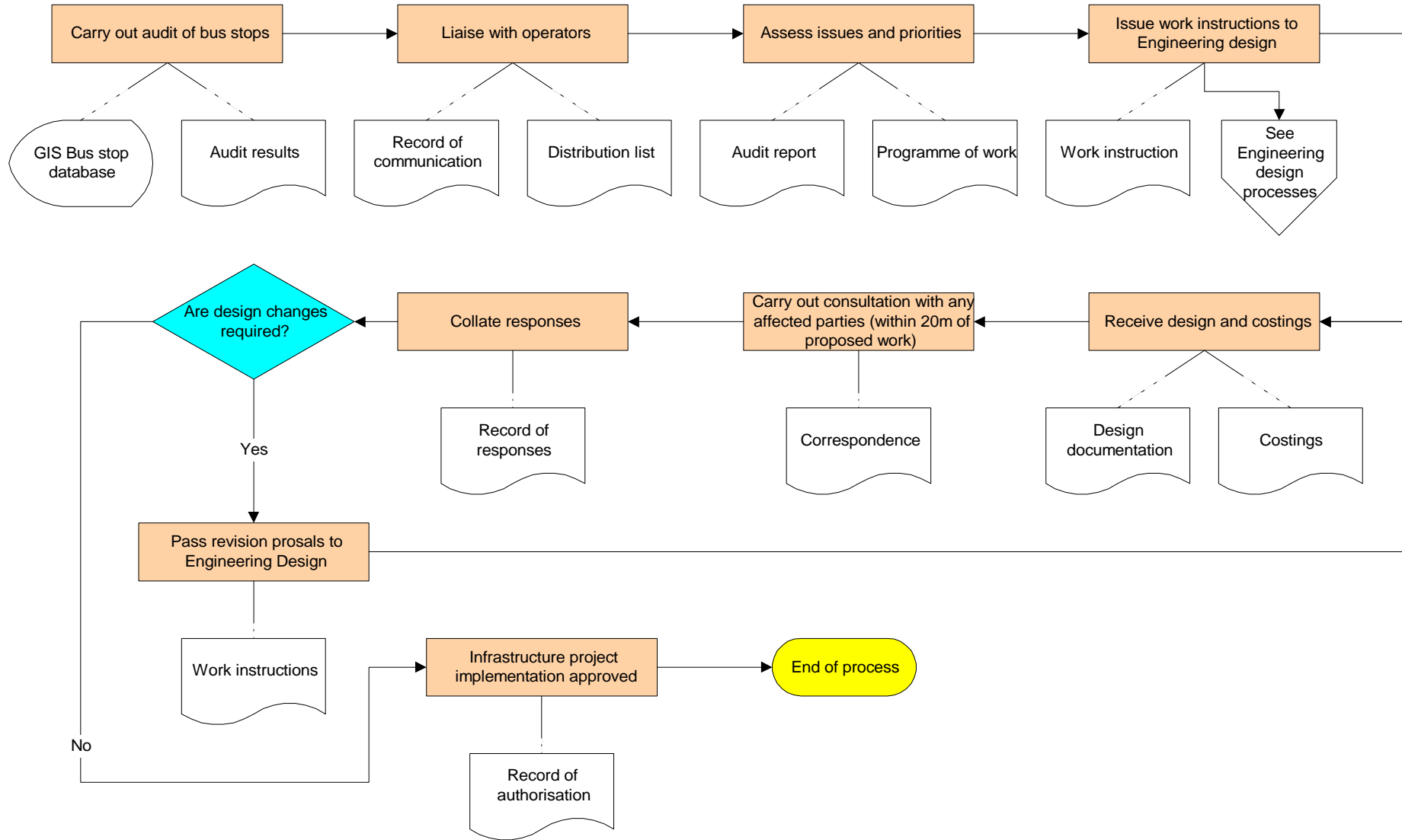
Process: Bus Travel Information Provision

DS/ST/2/001/g



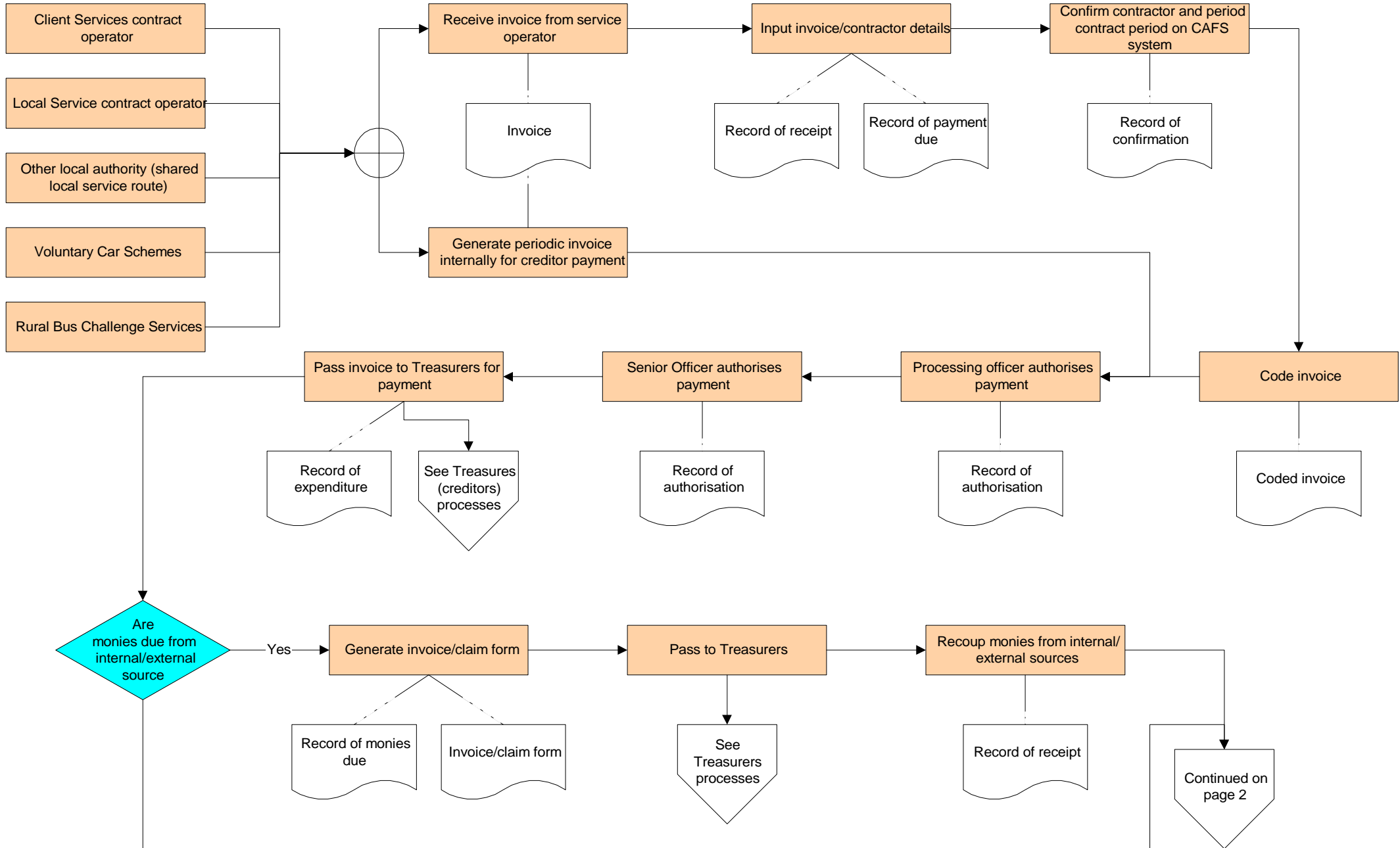
Process: Transport Infrastructure Development (new function in process of development)

DS/ST/2/001/h



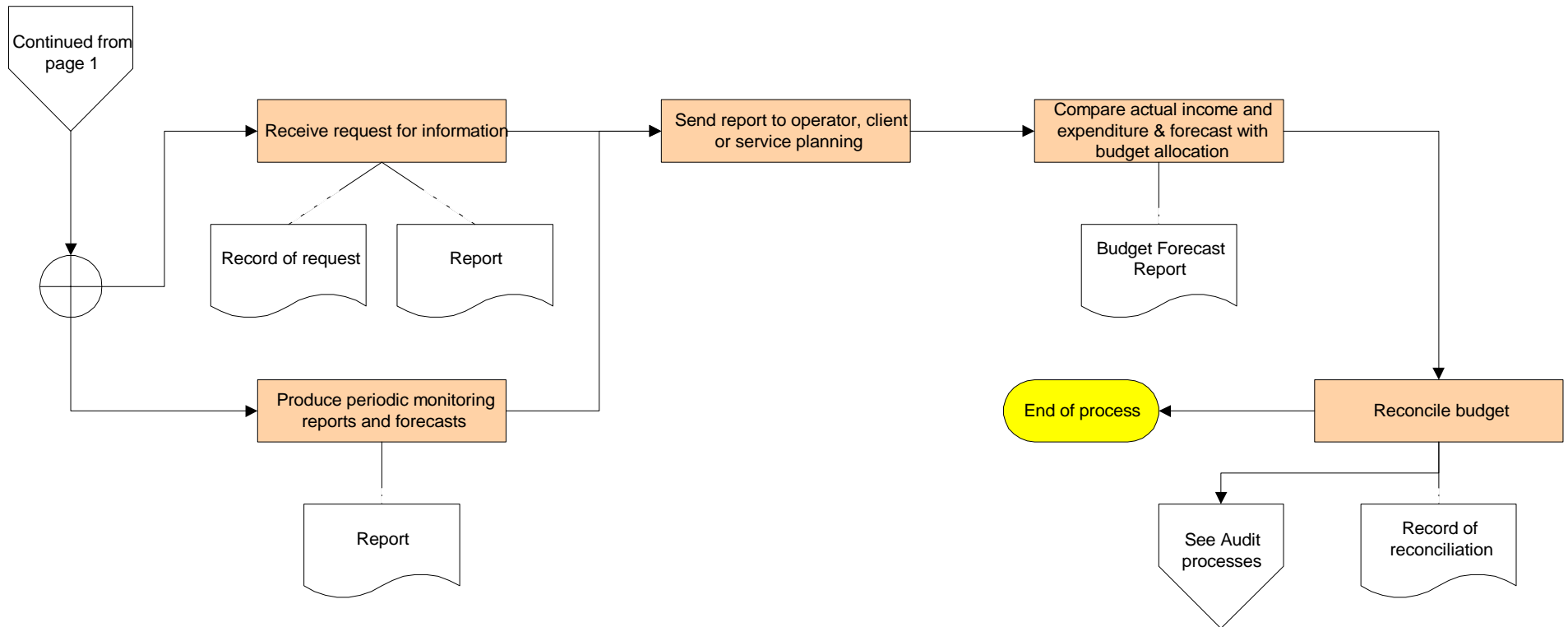
Process: Budget Monitoring & Forecasting

DS/ST/2/001/i



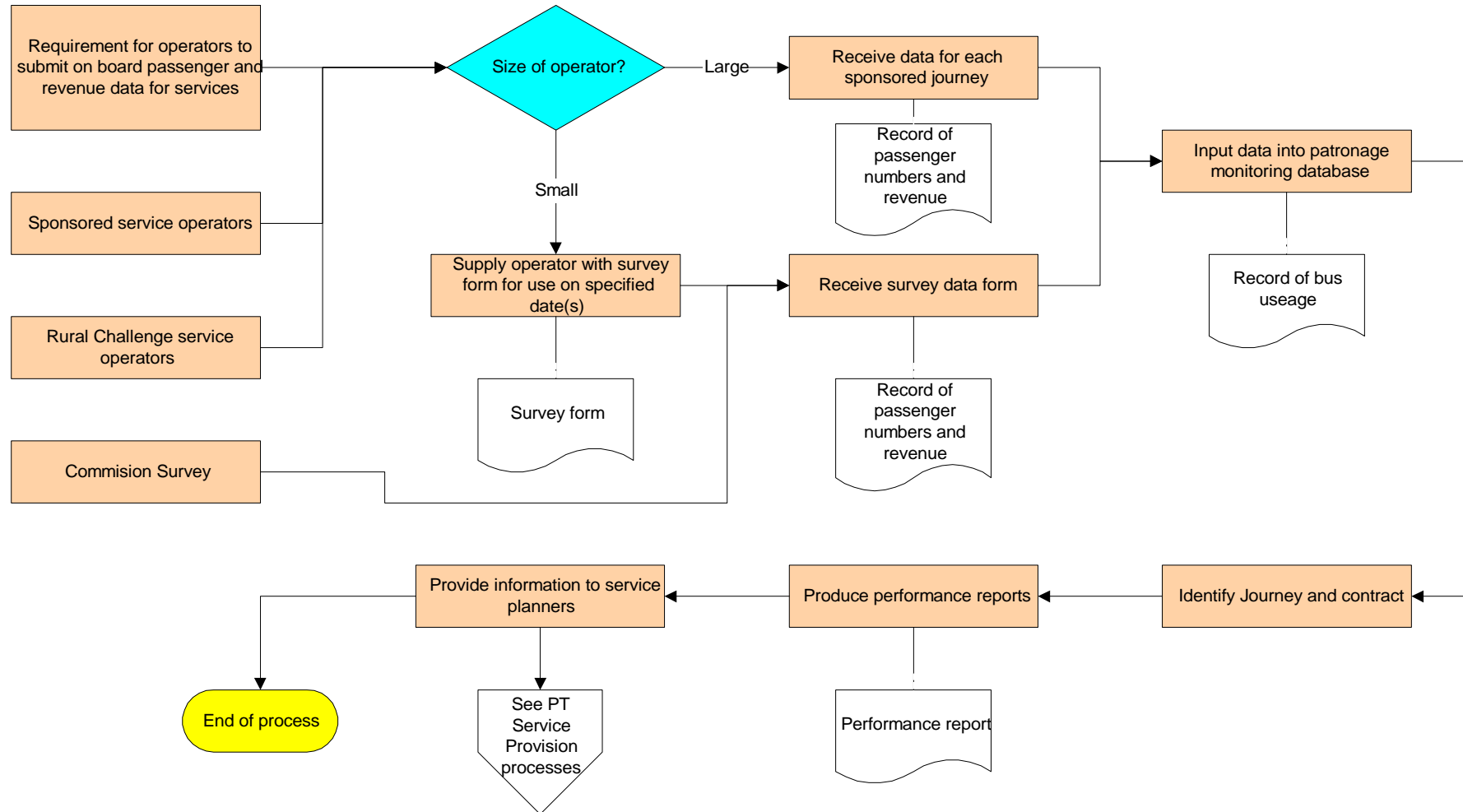
Process: Budget Monitoring & Forecasting

DS/ST/2/001/i



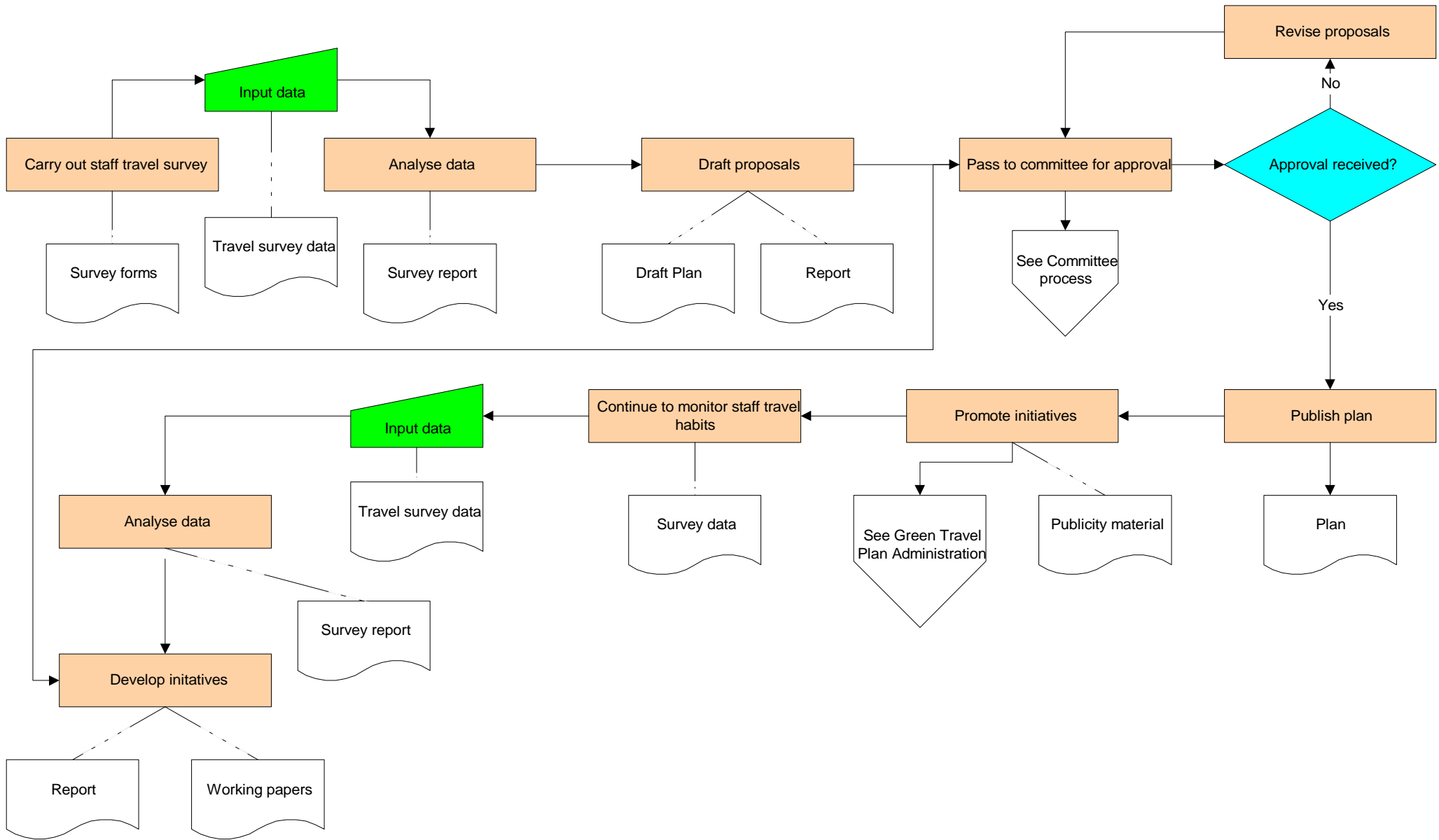
Process: Transport Contract Performance Monitoring

DS/ST/2/001/j



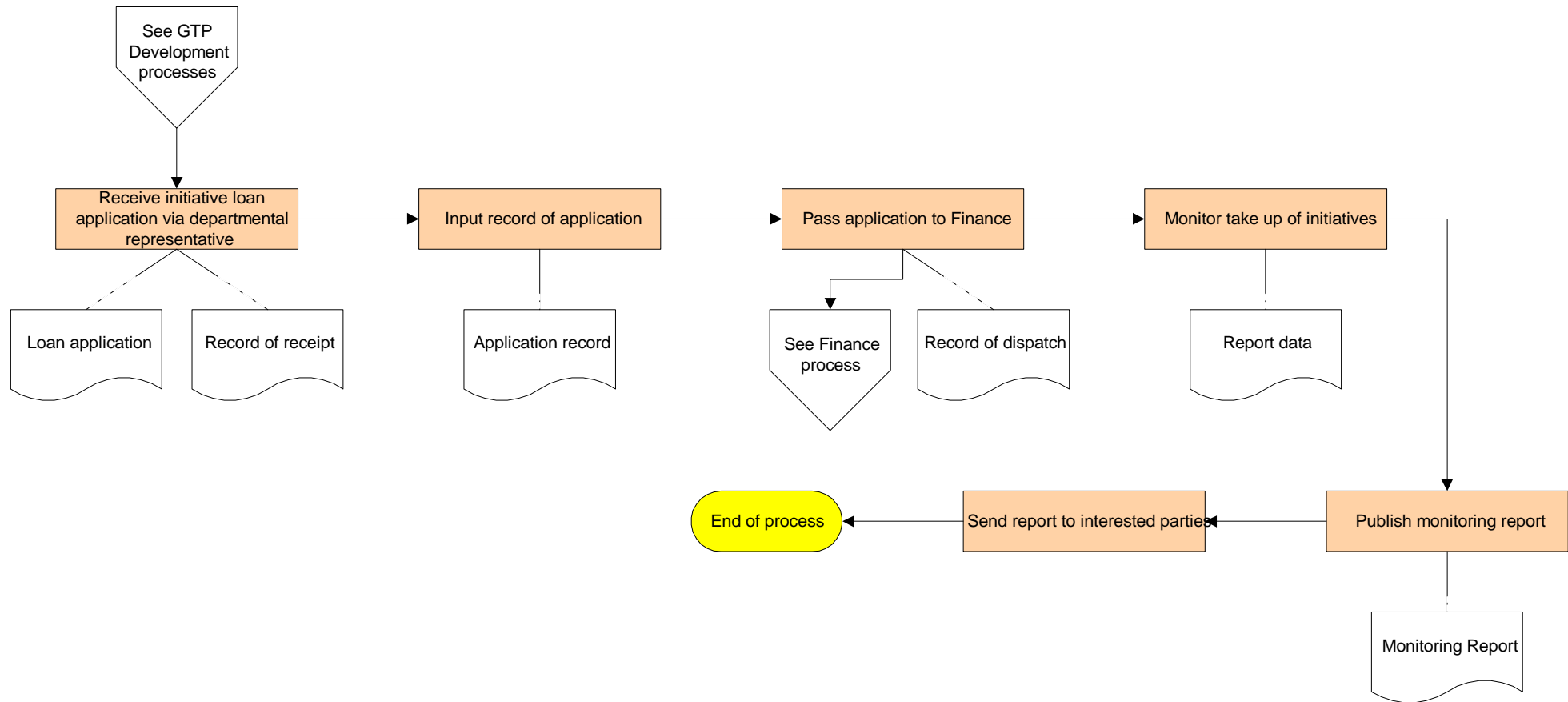
Process: Green Travel Plan Development

DS/ST/2/002/a



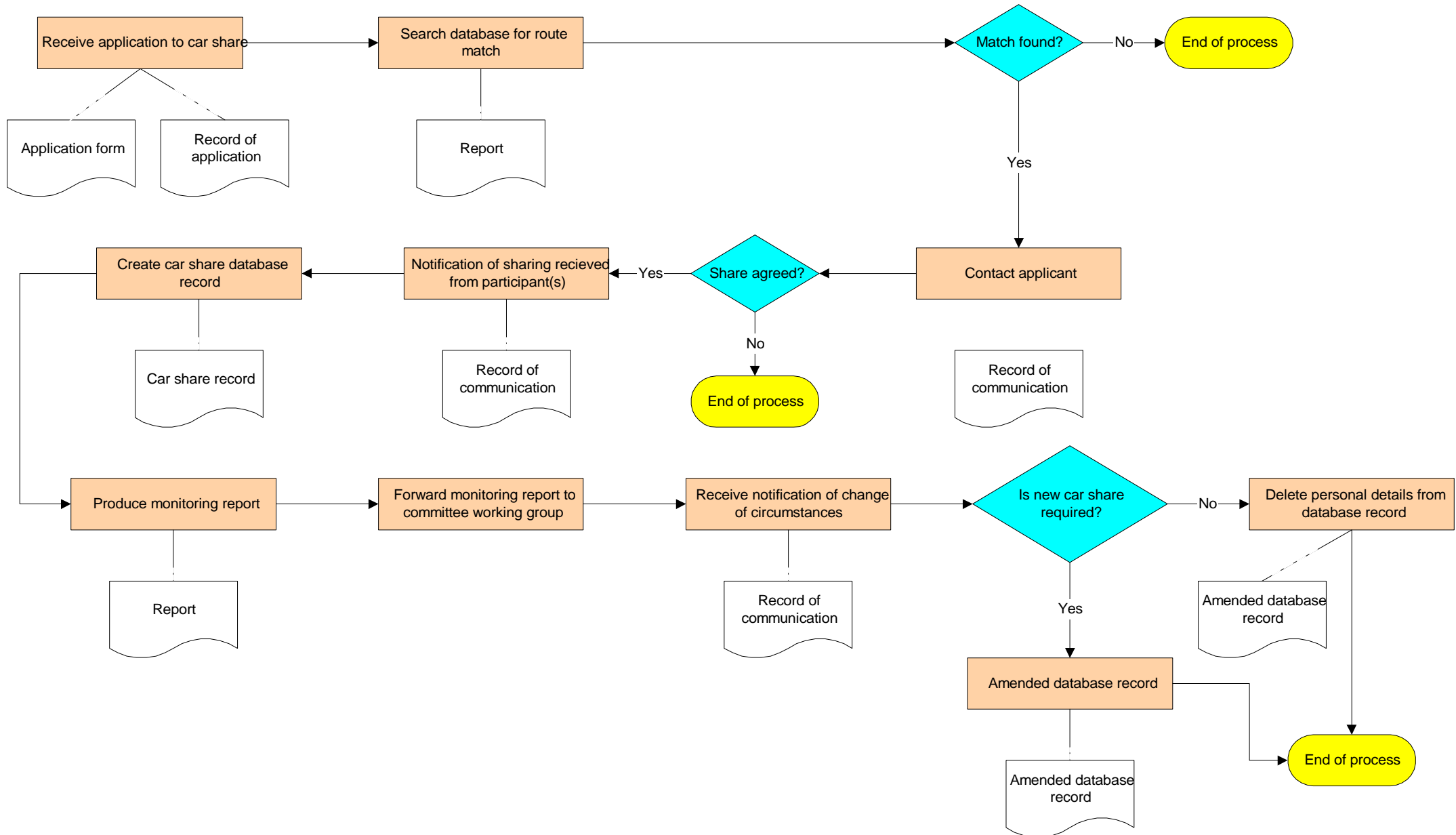
Process: Green Travel Plan Administration

DS/ST/2/002/b



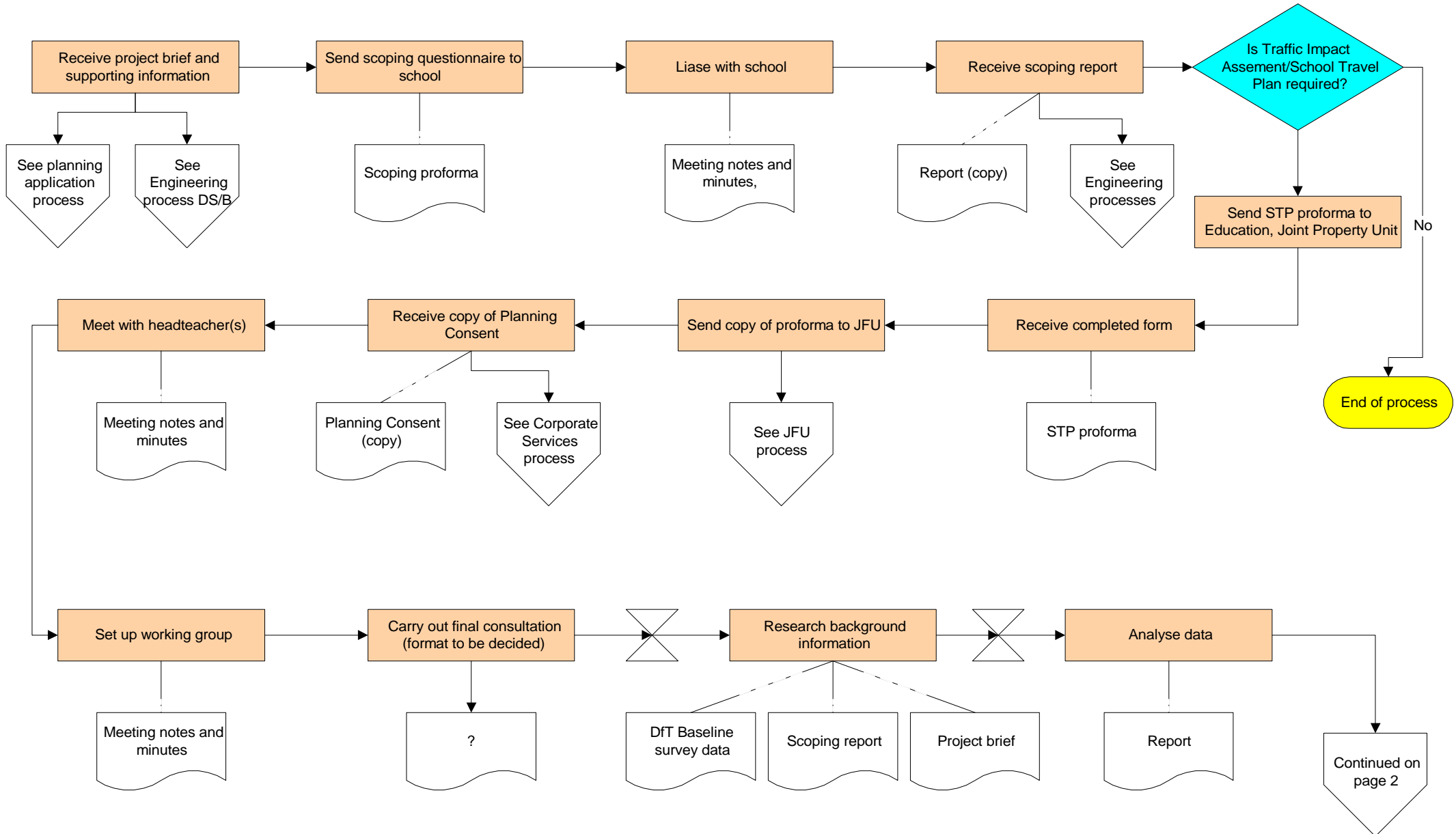
Process: Car Share Scheme

DS/ST/2/002/c



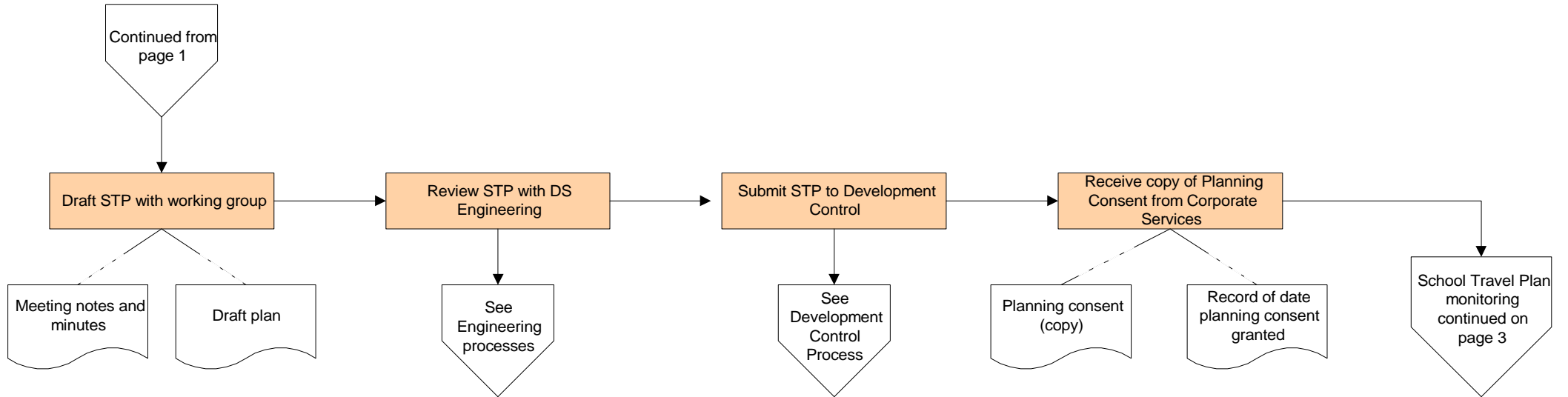
Process: School Travel Plan Development & Monitoring

DS/ST/2/003/a



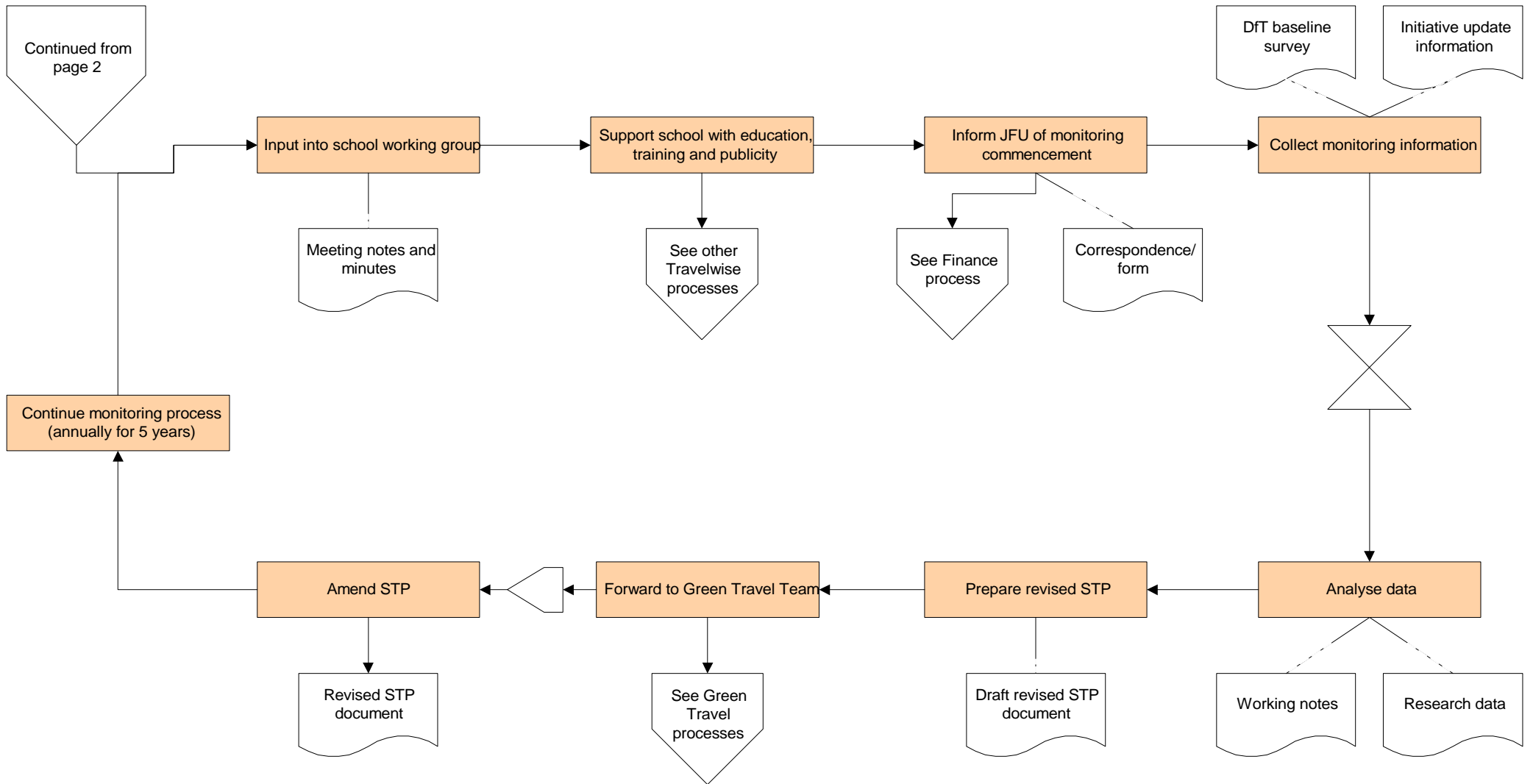
Process: School Travel Plan Development & Monitoring

DS/ST/2/003/a



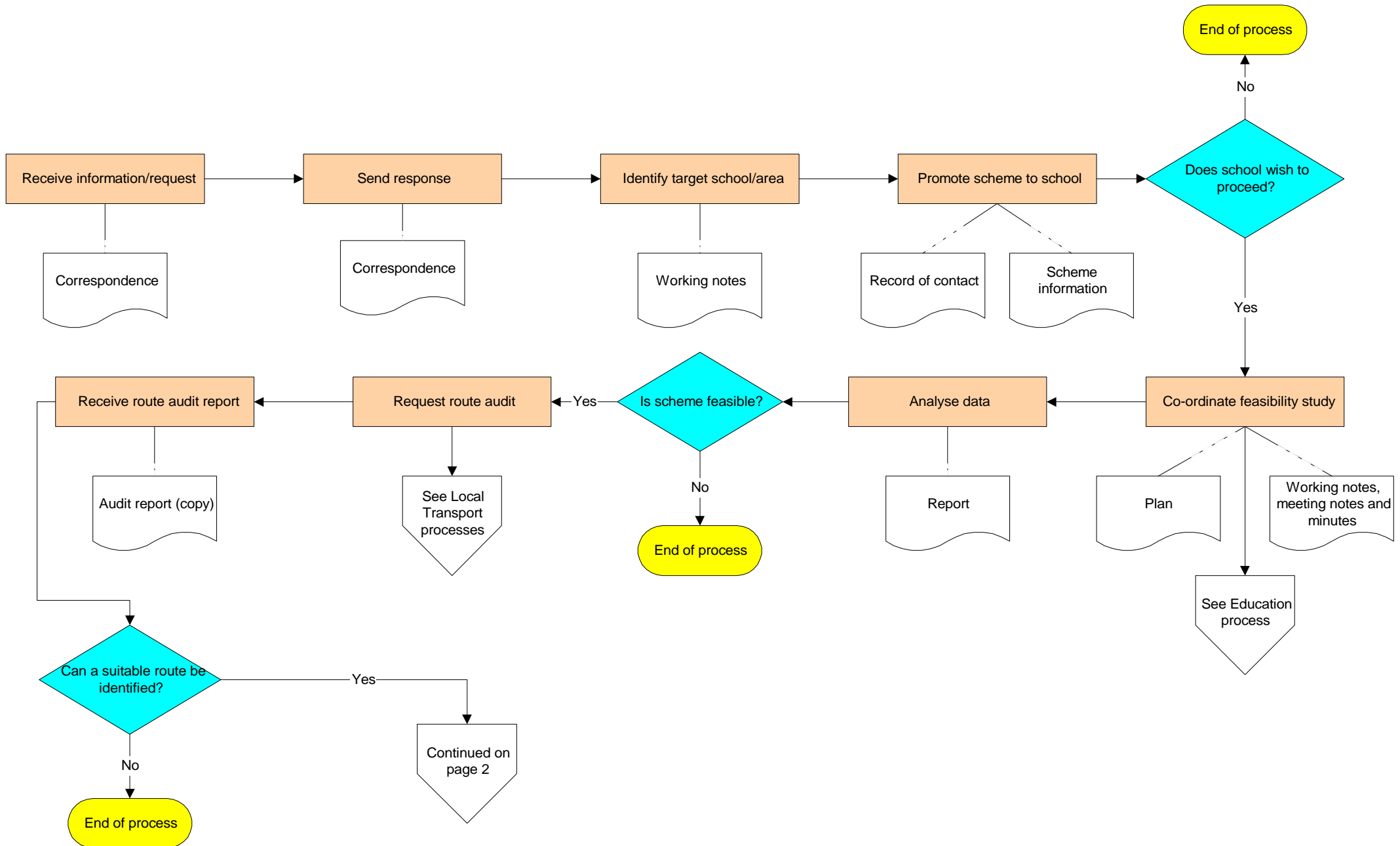
Process: School Travel Plan Development & Monitoring (Monitoring procedures to be implemented not yet finalised)

DS/ST/2/003/a



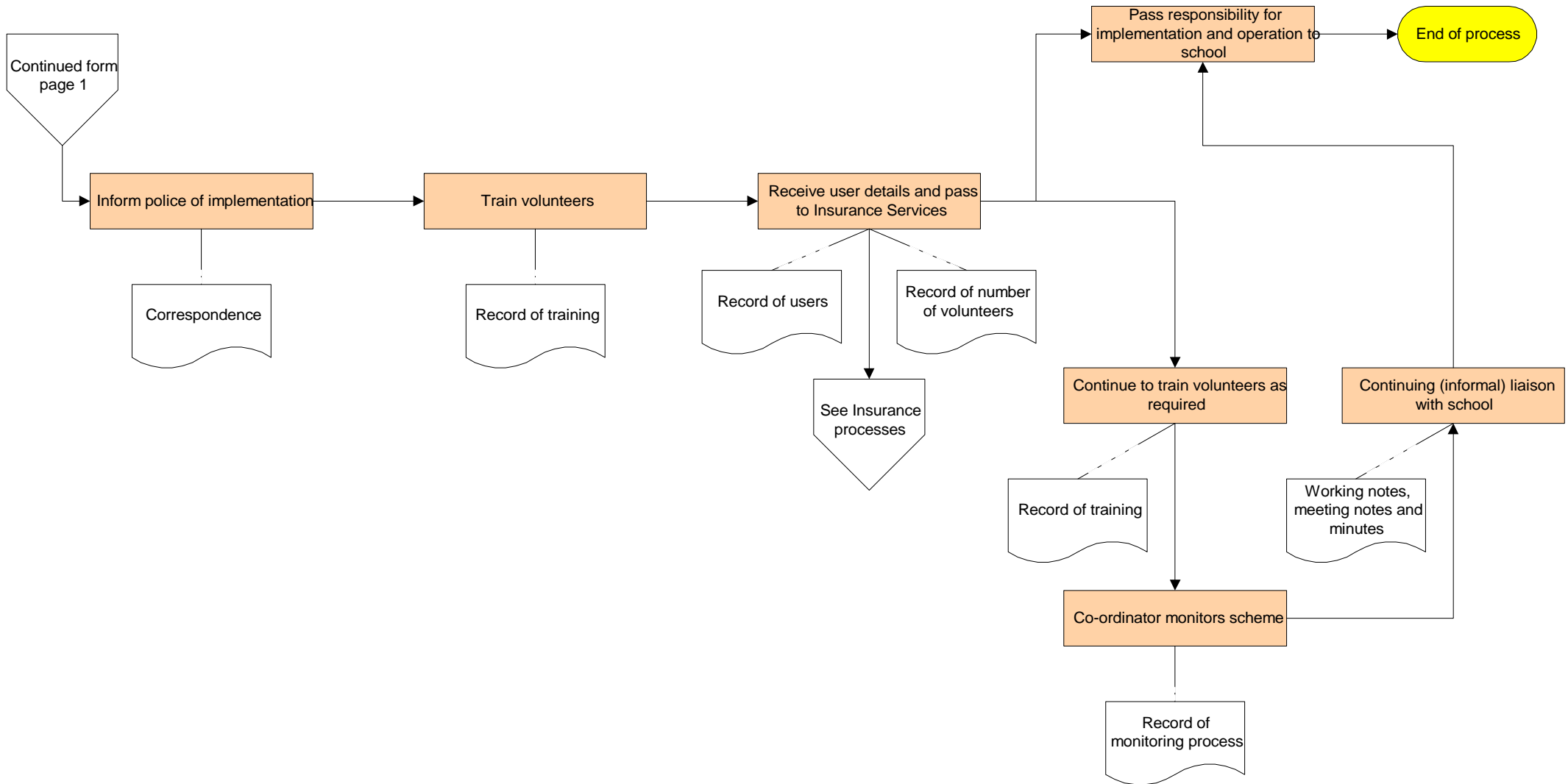
Process: Walking Bus Scheme Development & Monitoring

DS/ST/2/003/b



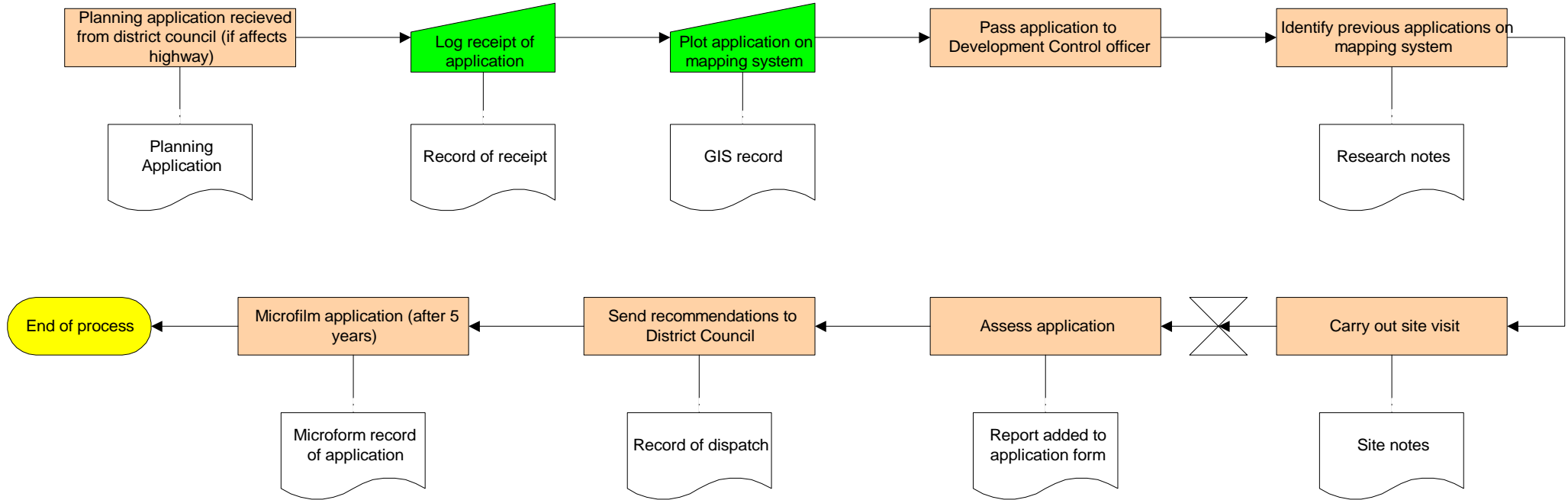
Process: Walking Bus Scheme Development & Monitoring

DS/ST/2/003/b



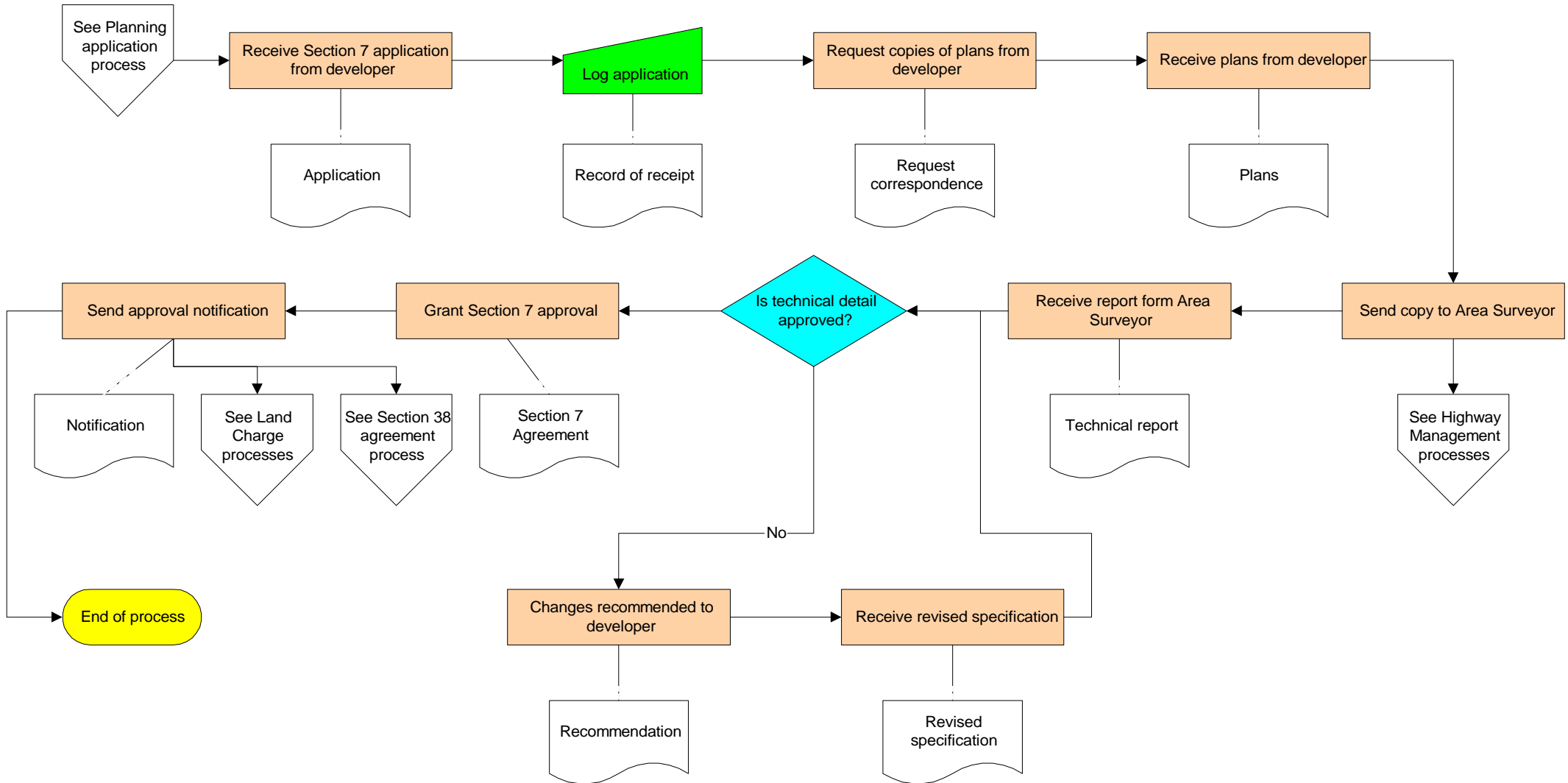
Process: Planning Application Assessment

DS/ST/2/004/a



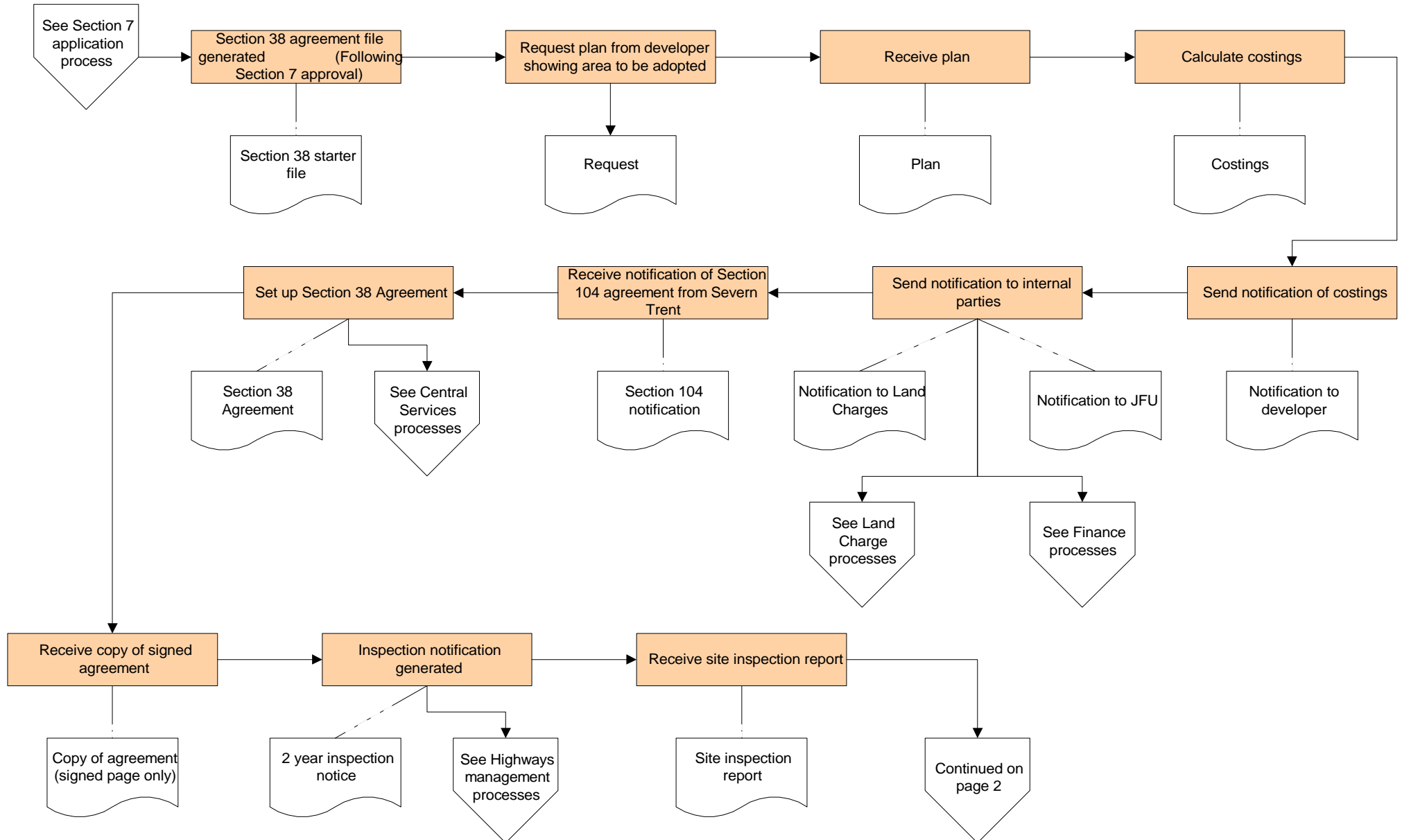
Process: Section 7 Application Assessment (Staffordshire Act, Section 7)

DS/ST/2/004/b



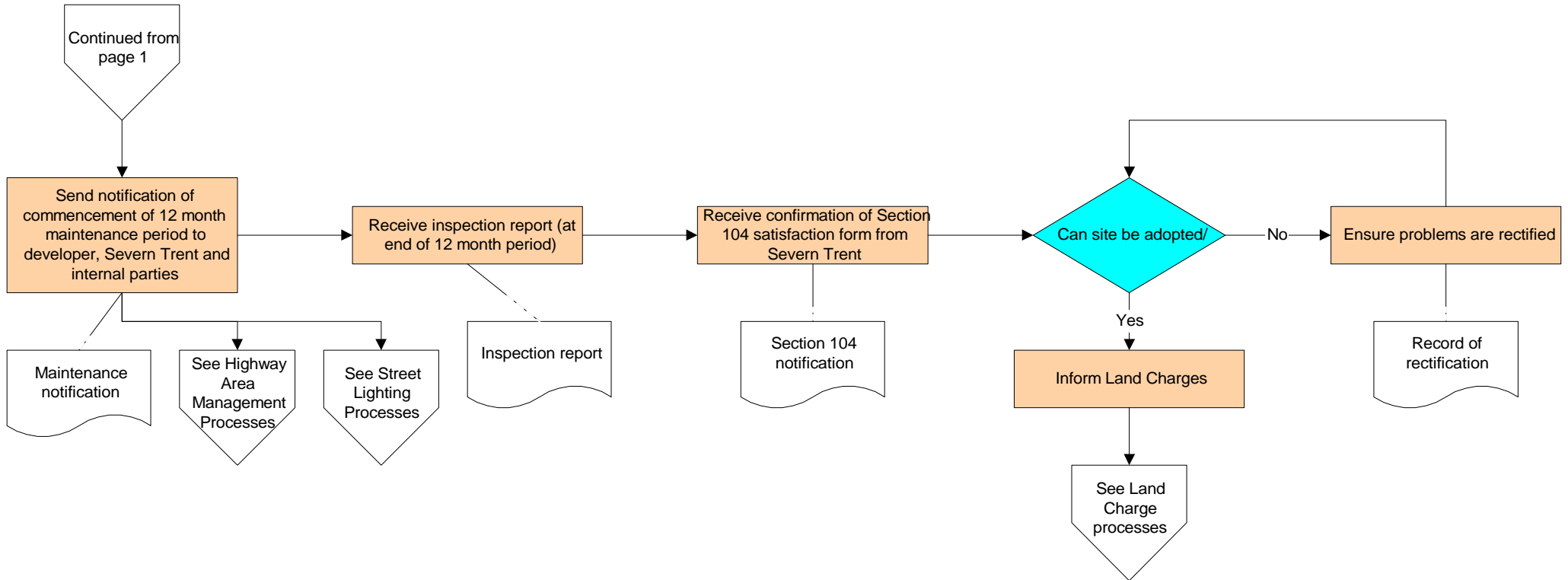
Process: Highways Act, Sect. 38 Agreements

DS/ST/2/004/c



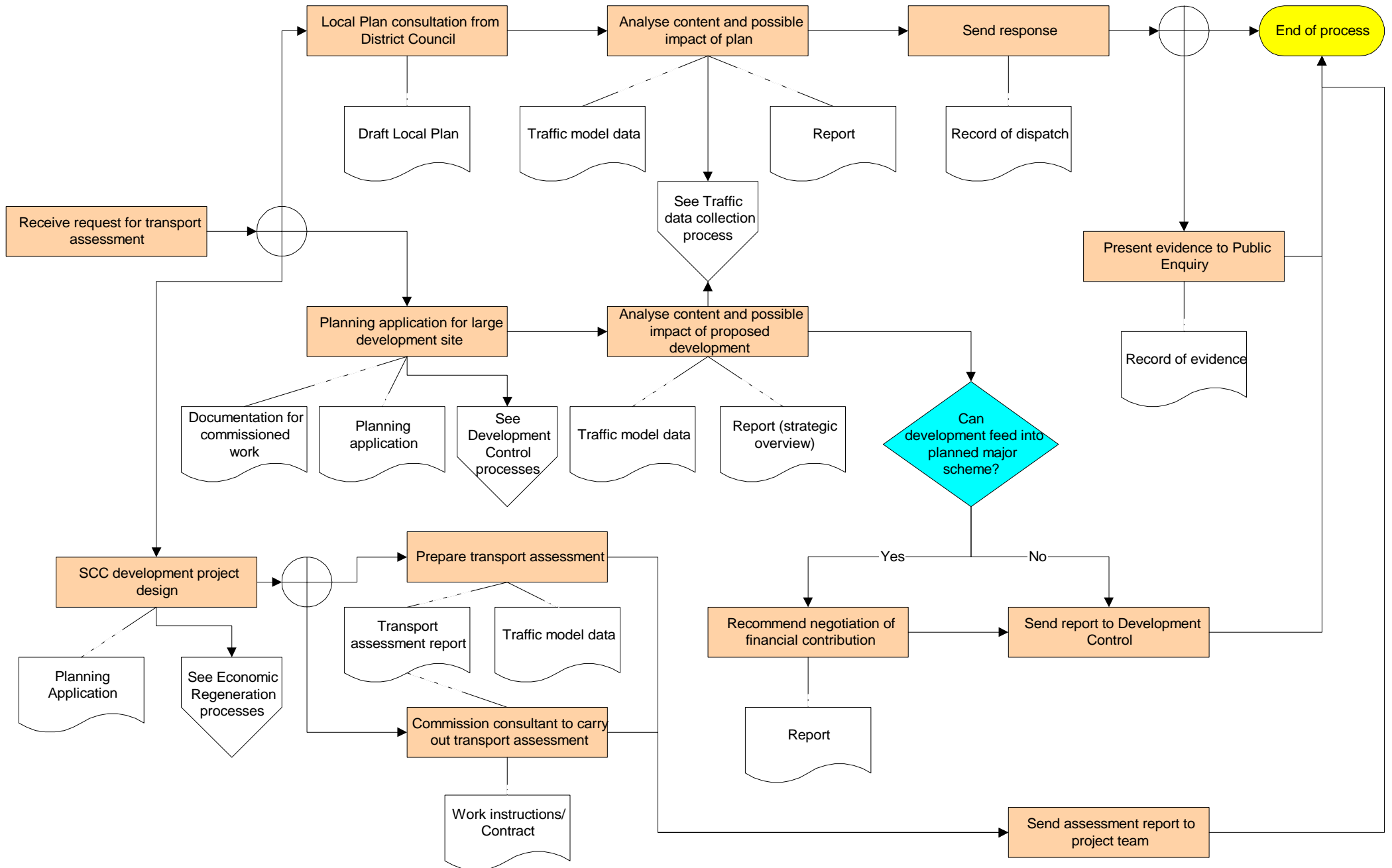
Process: Highways Act, Sect. 38 Agreements

DS/ST/2/004/c



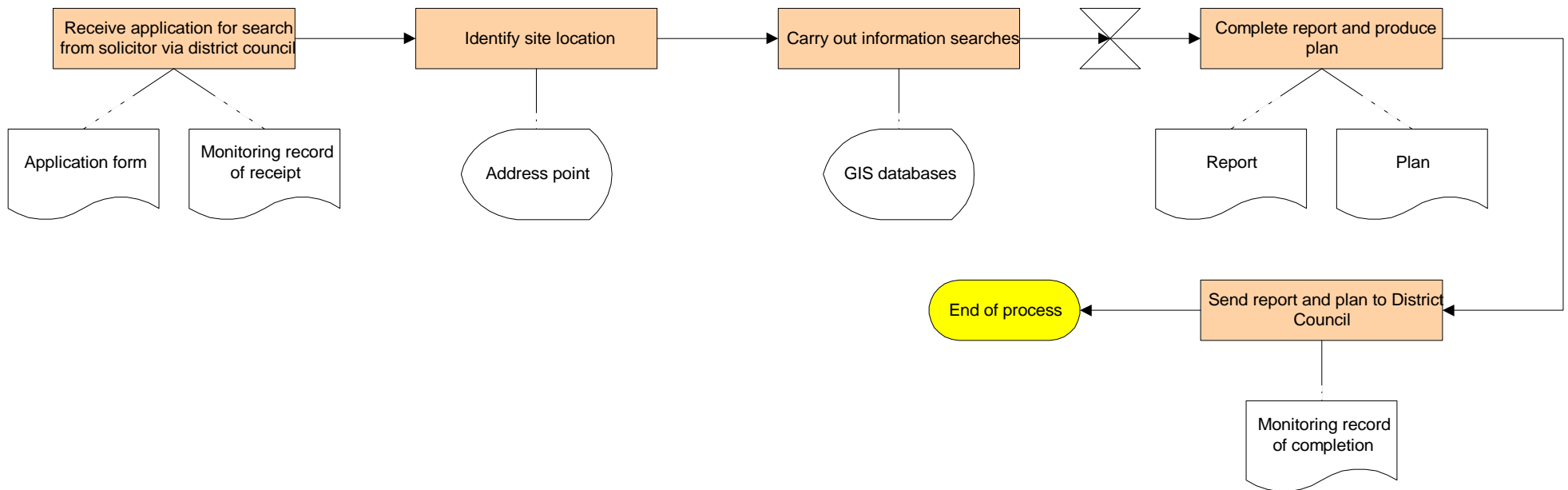
Process: Transport Assessment

DS/ST/2/004/d



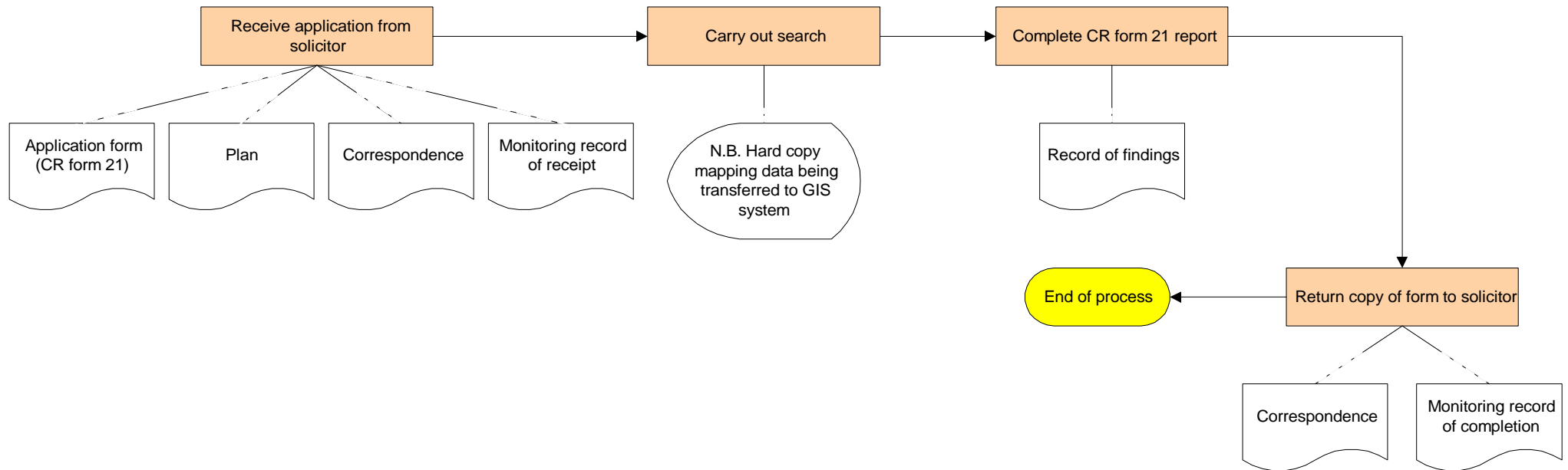
Process: Local Searches

DS/ST/2/005/a



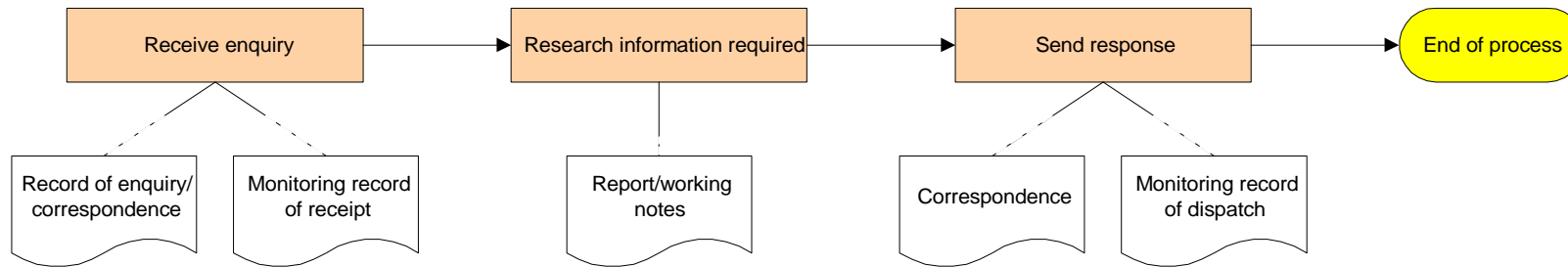
Process: Common Registration Searches

DS/ST/2/005/b



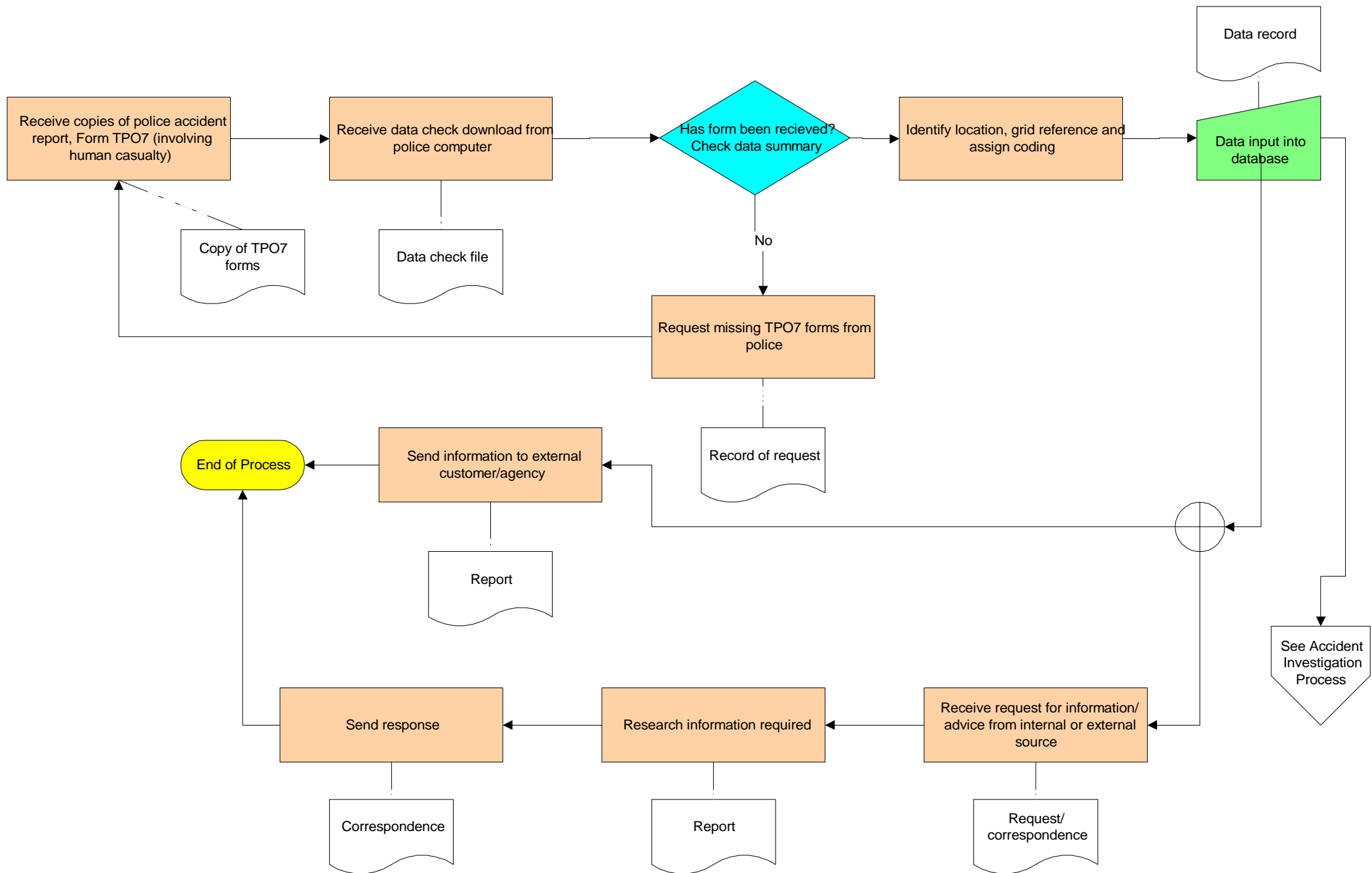
Process: Local Searches

DS/ST/2/005/c



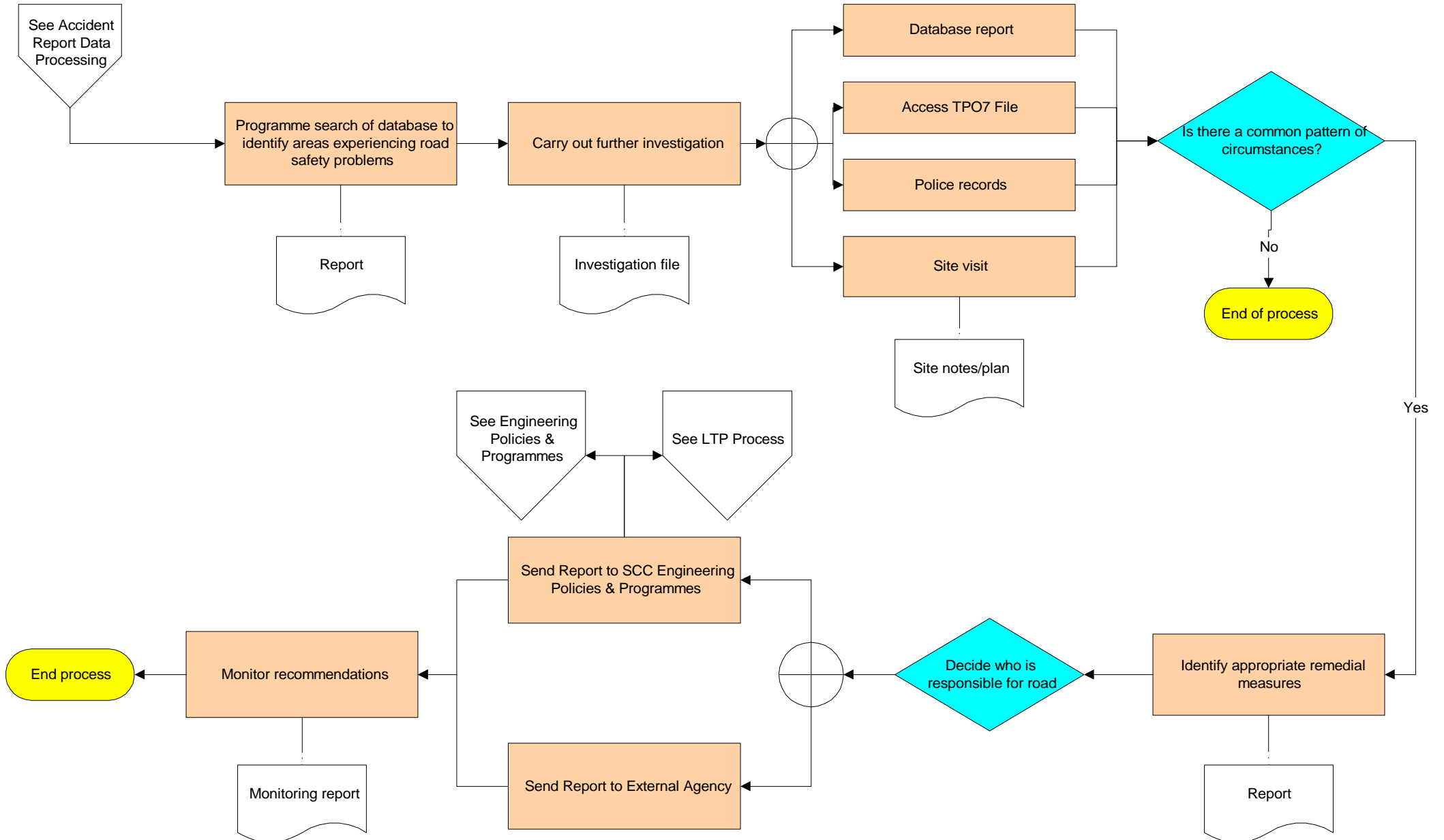
Process: Accident Data Processing & Information Provision

DS/ST/3/001/a



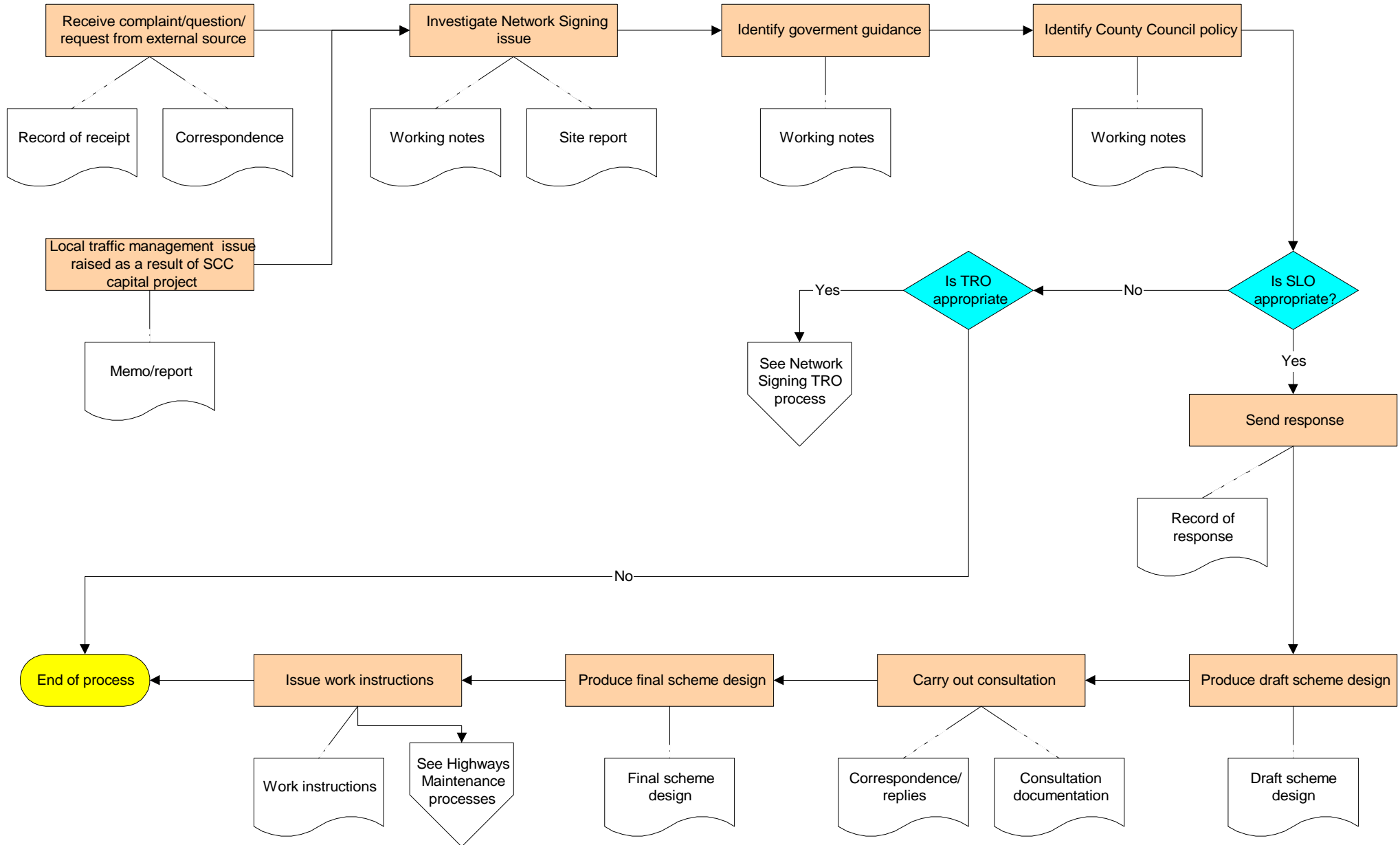
Process: Accident Investigation

DS/ST/3/001/b



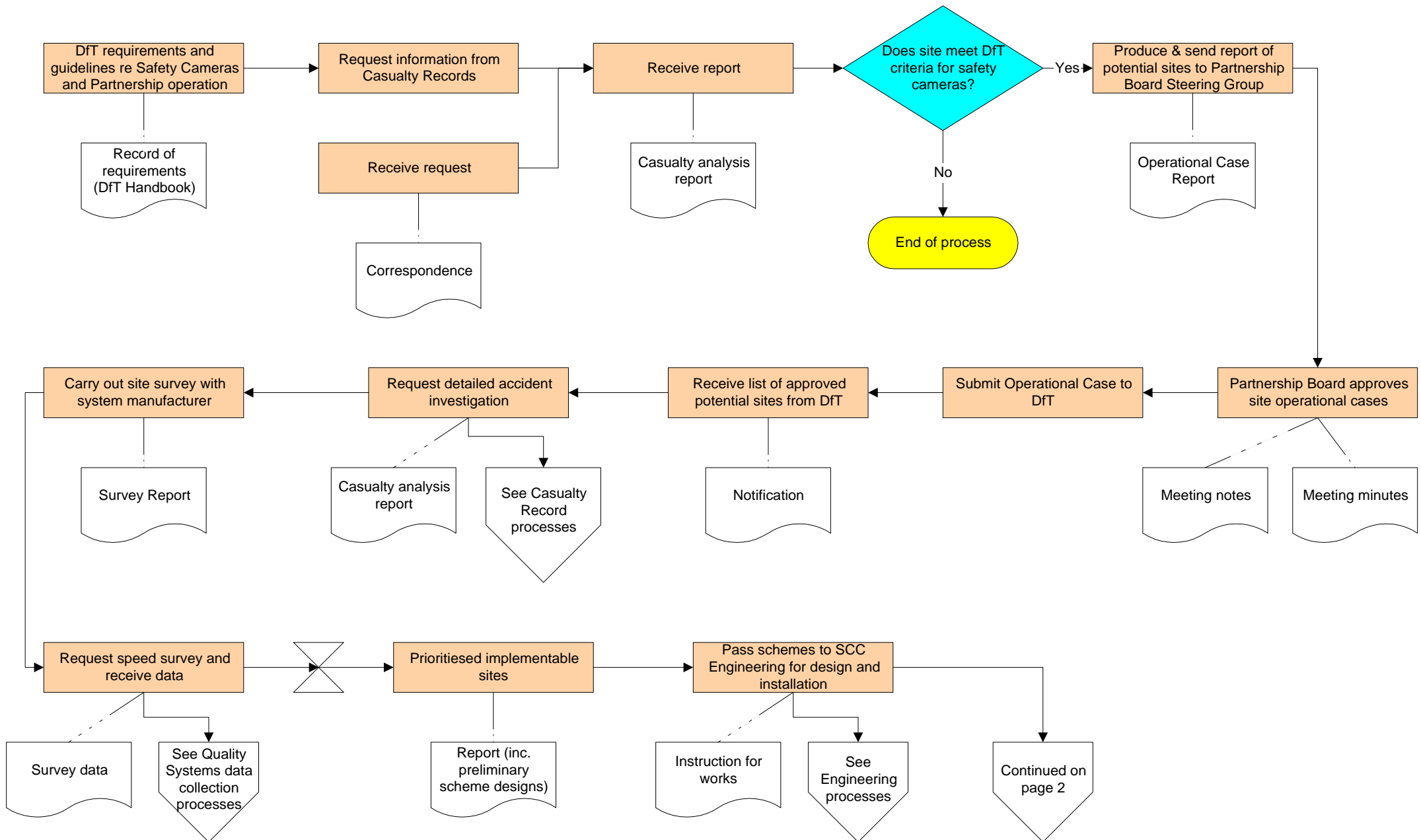
Process: Road Network Signing (Speed Limit Orders)

DS/ST/3/002/a



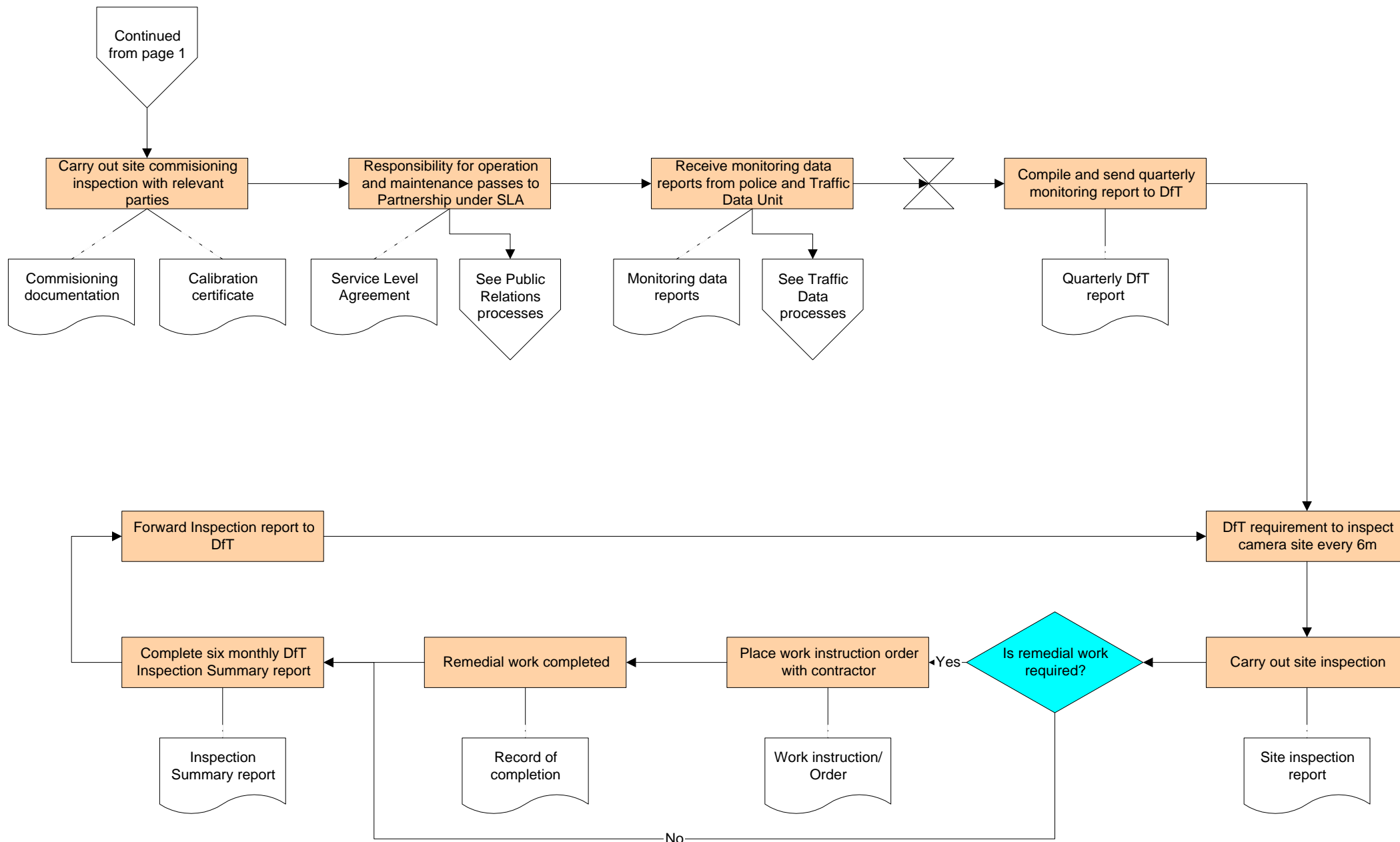
Process: Safety Camera Site Selection, Commissioning & Inspection

DS/ST/3/002/b



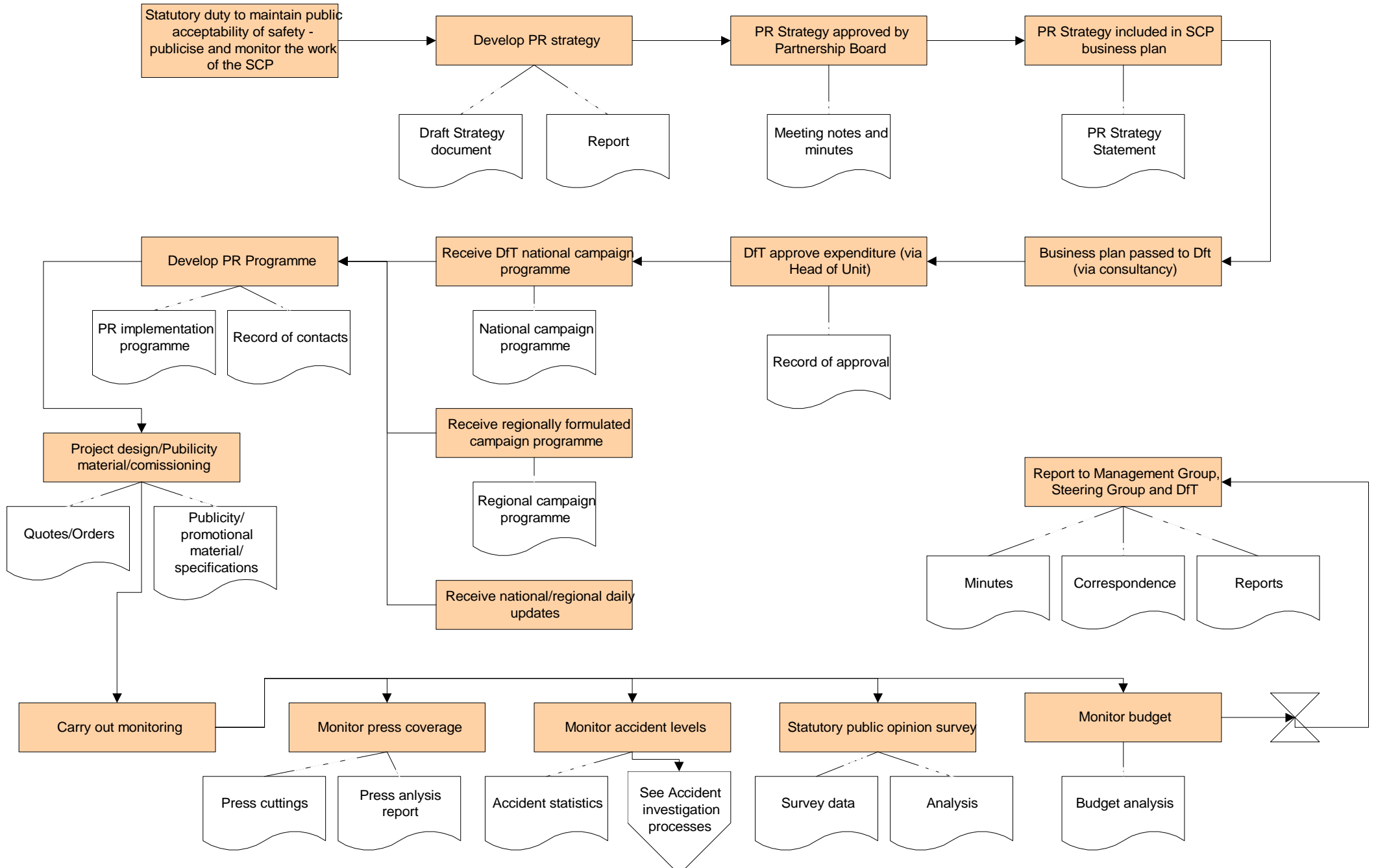
Process: Safety Camera Site Selection, Commissioning & Inspection

DS/ST/3/002/b



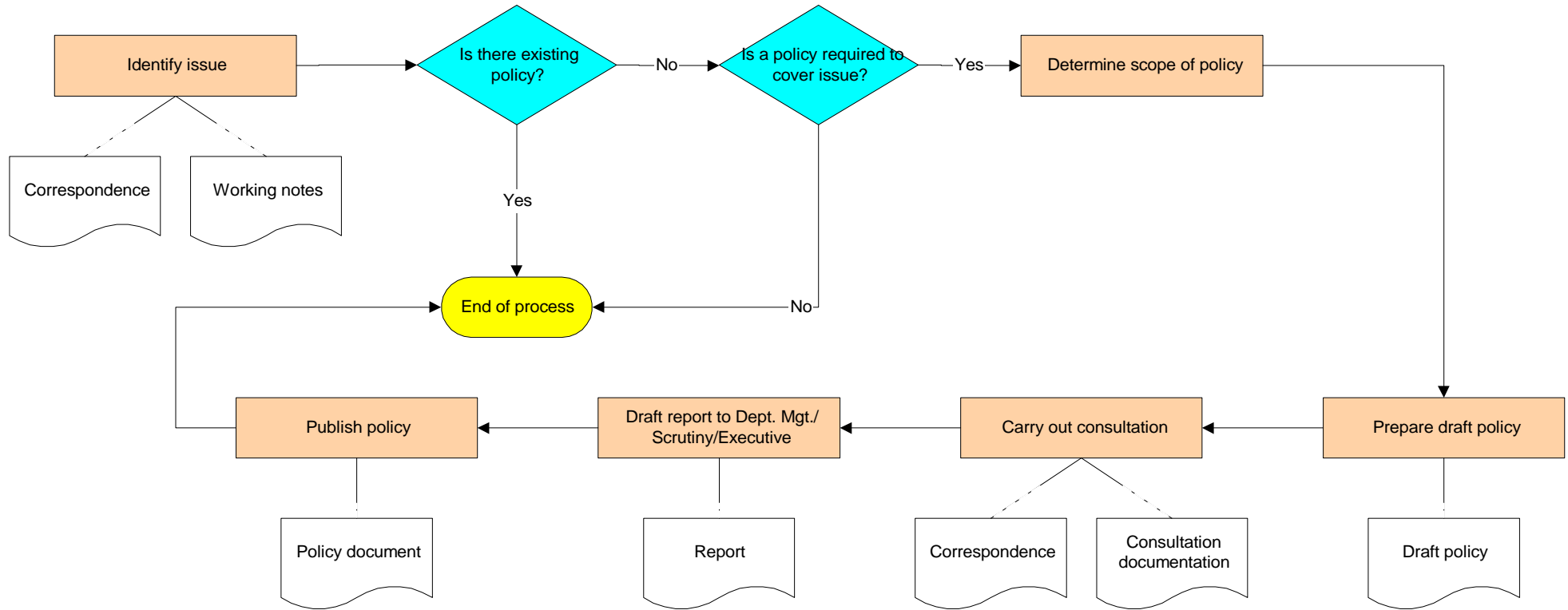
Process: Public Relations

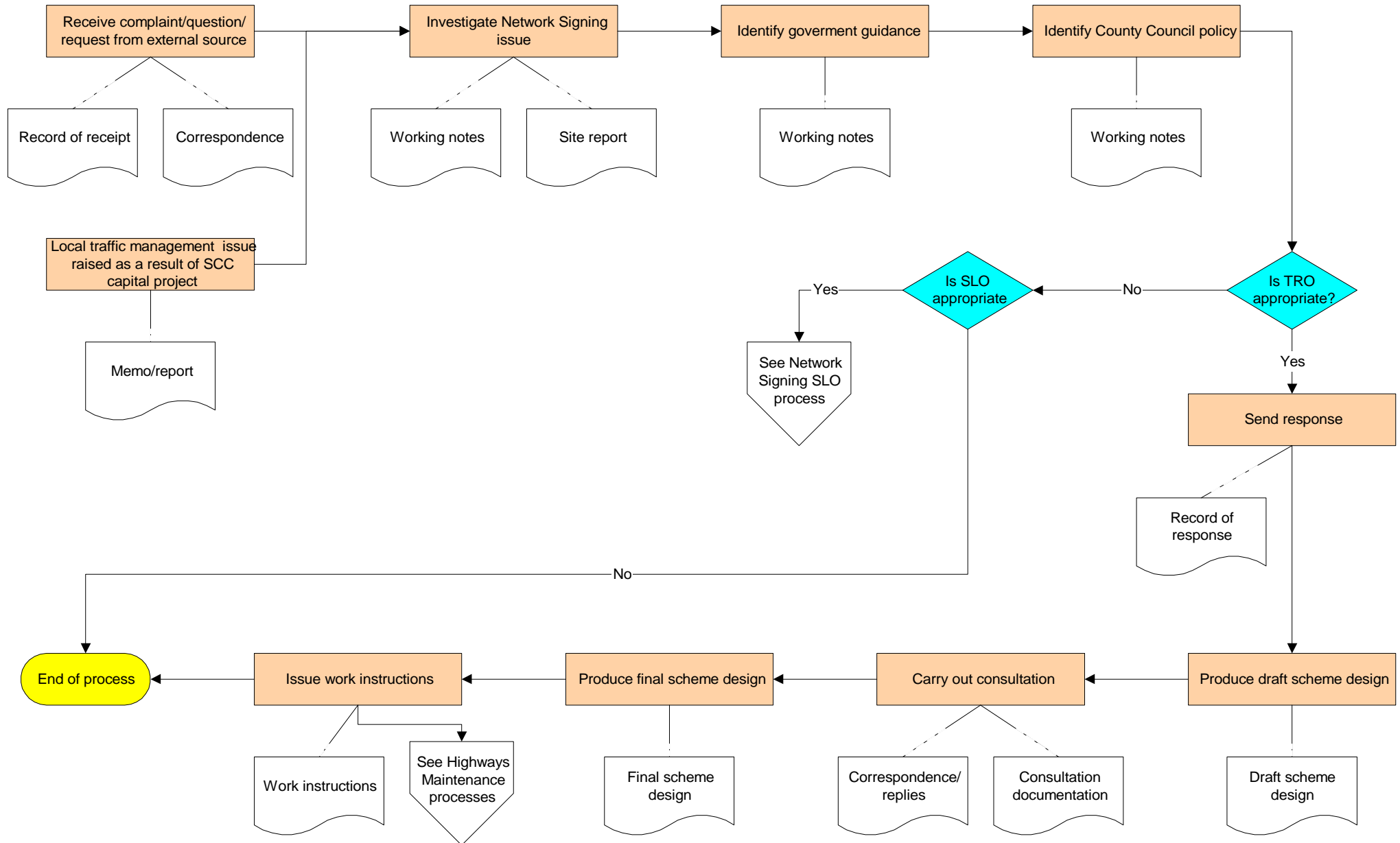
DS/ST/3/002/c



Process: Traffic Management Policy Development

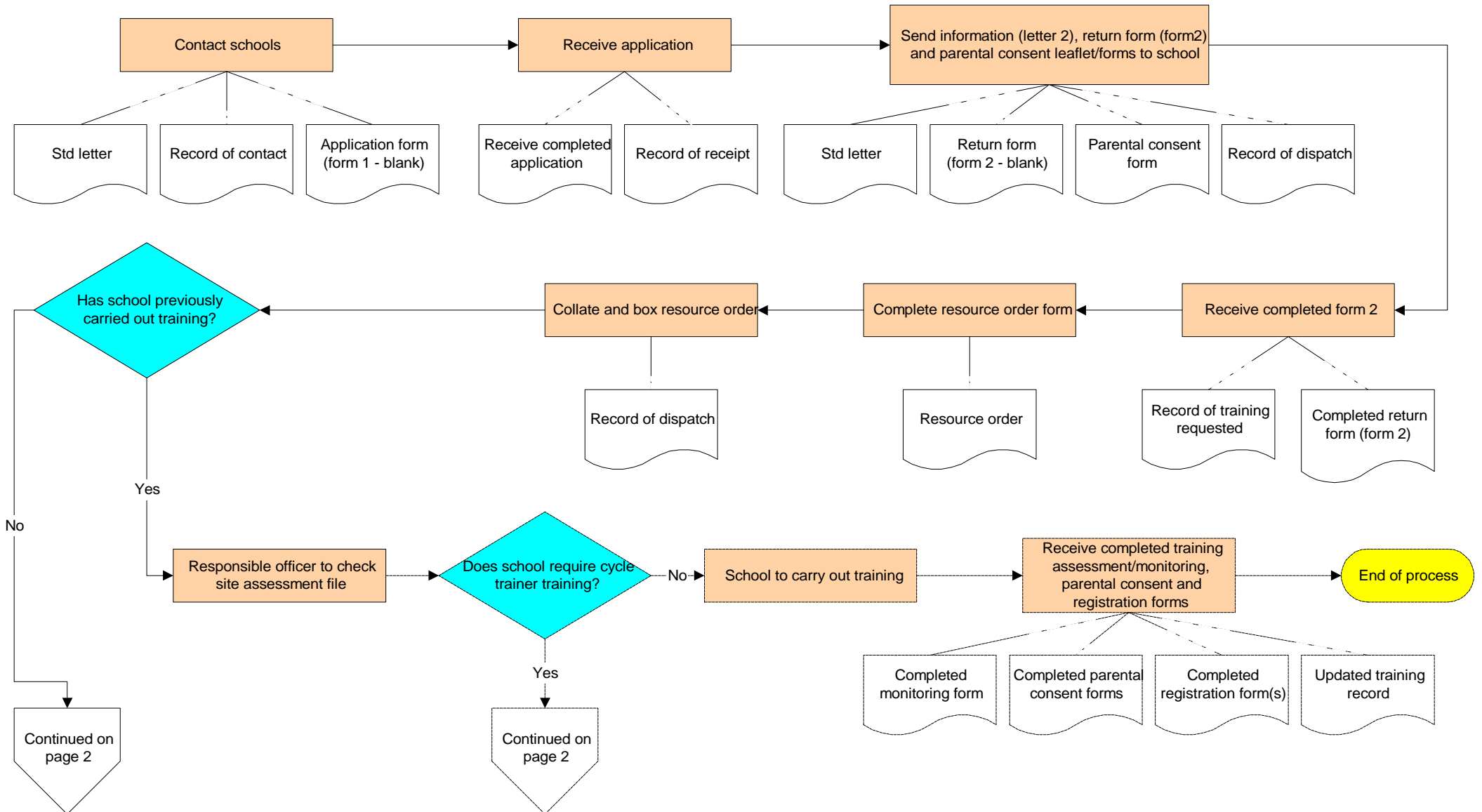
DS/ST/3/003/a





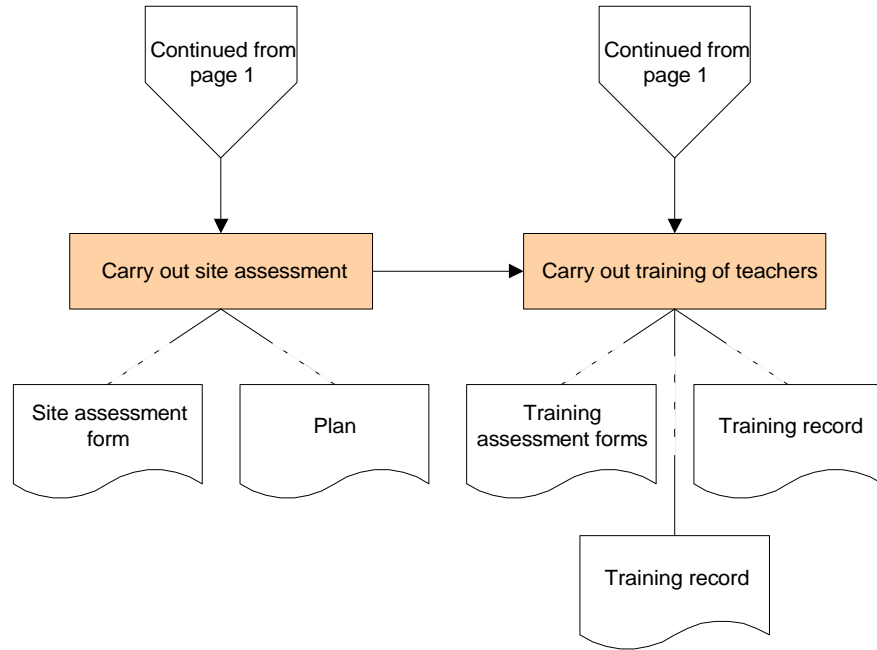
Process: Cycle Training

DS/ST/3/004/a



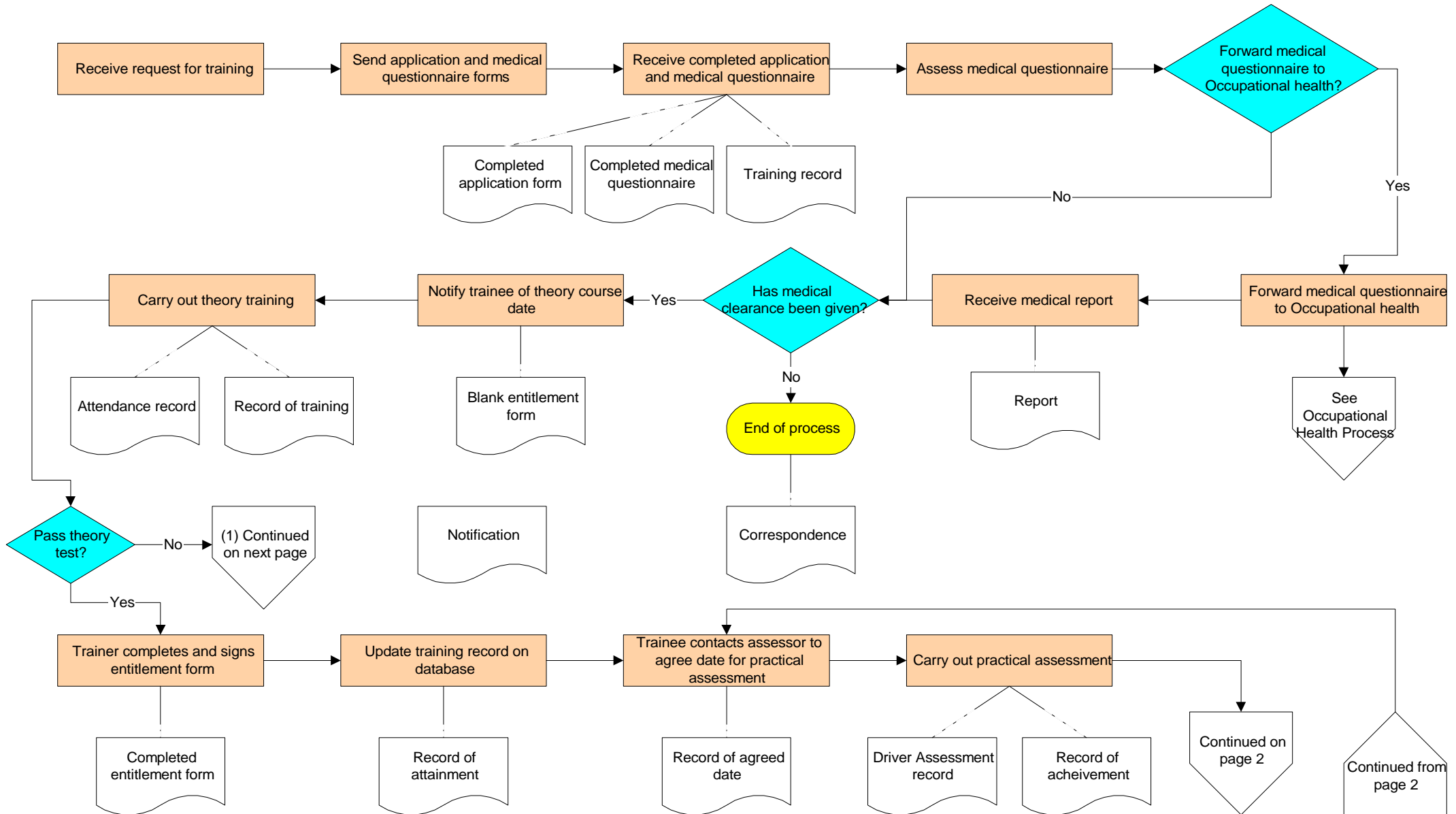
Process: Cycle Training

DS/ST/3/004/a



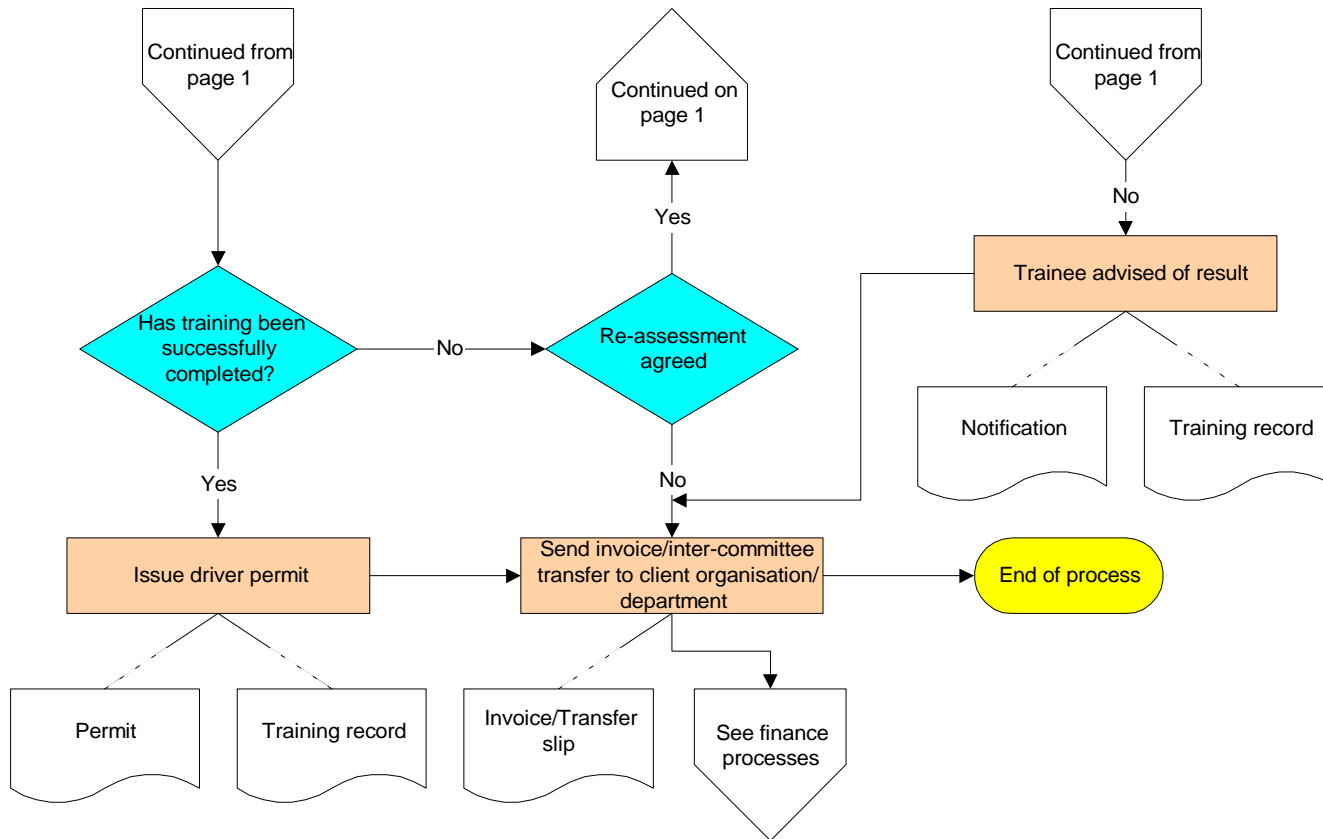
Process: Minibus Driver Training

DS/ST/3/004/b



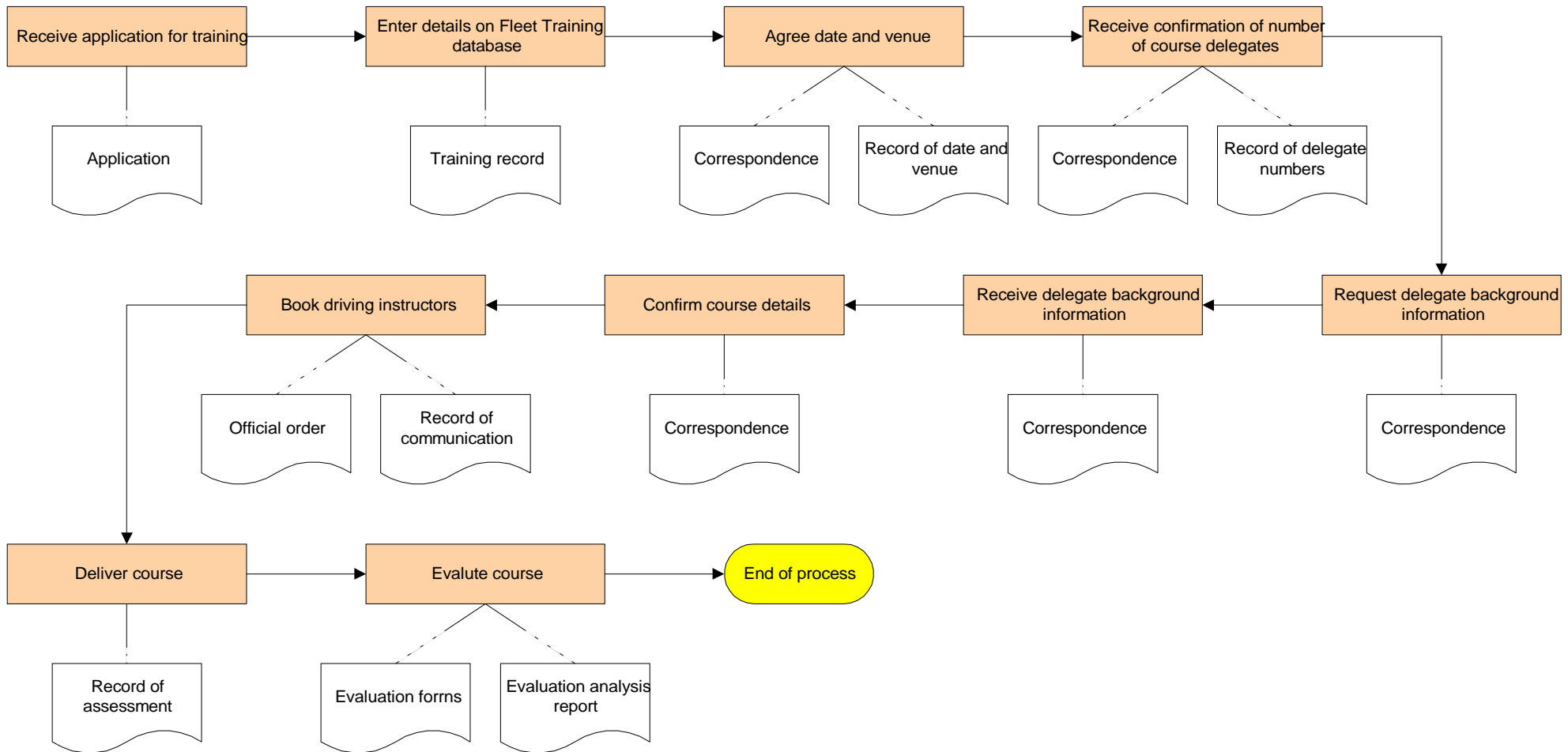
Process: Minibus Driver Training

DS/ST/3/004/b



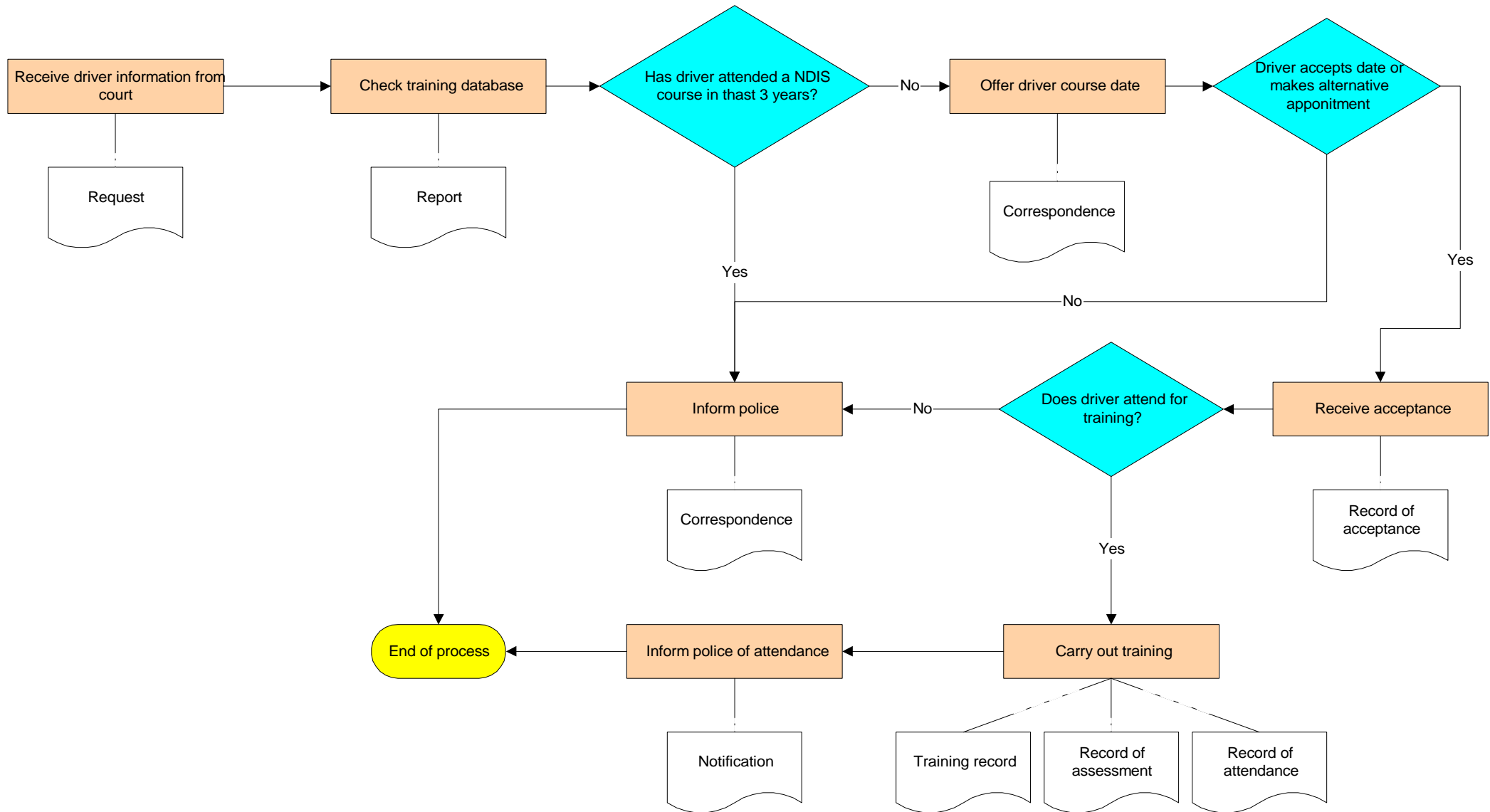
Process: Fleet Driver Training

DS/ST/3/004/c



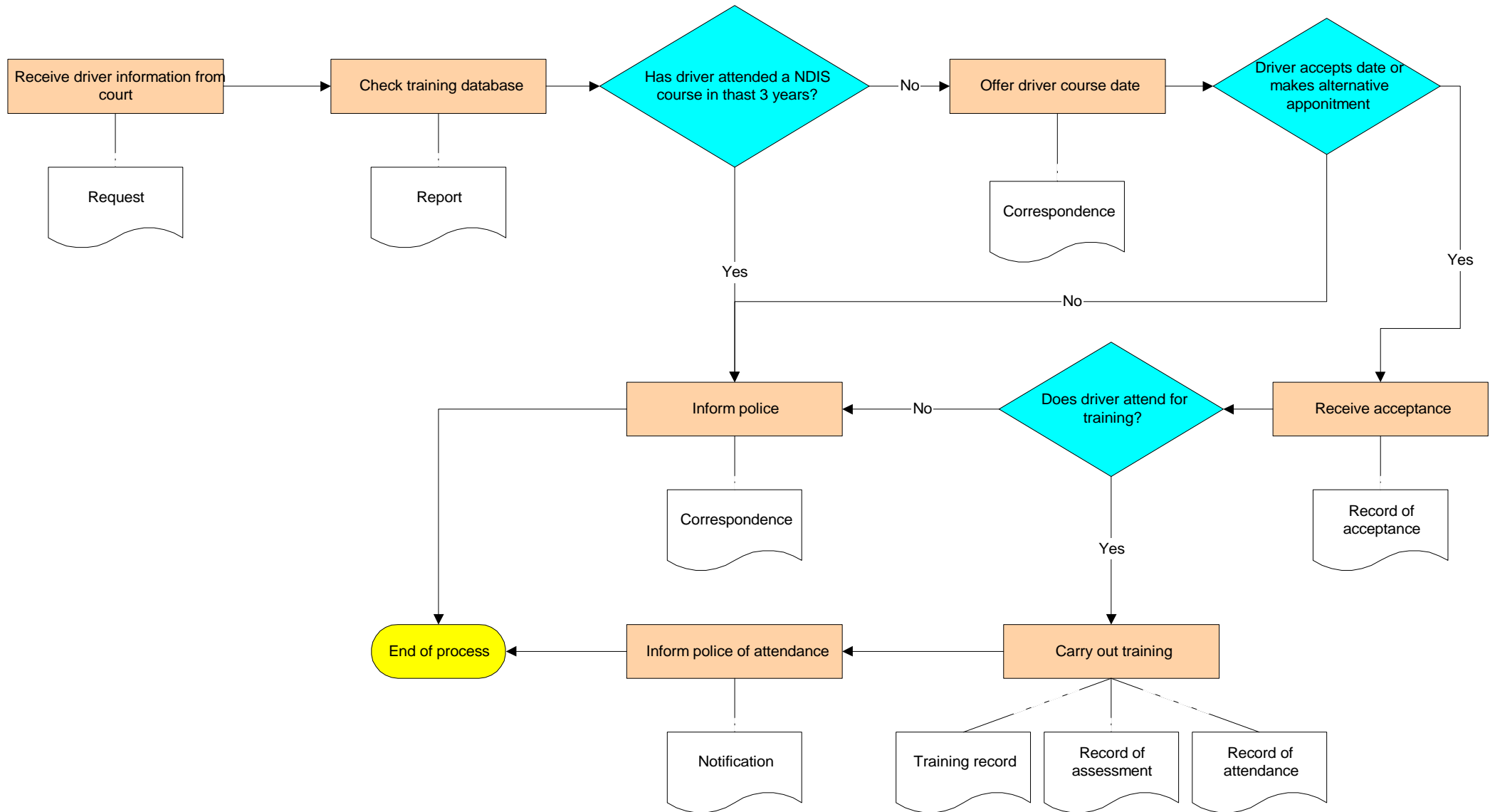
Process: National Driver Improvement Scheme (NDIS)

DS/ST/3/004/d



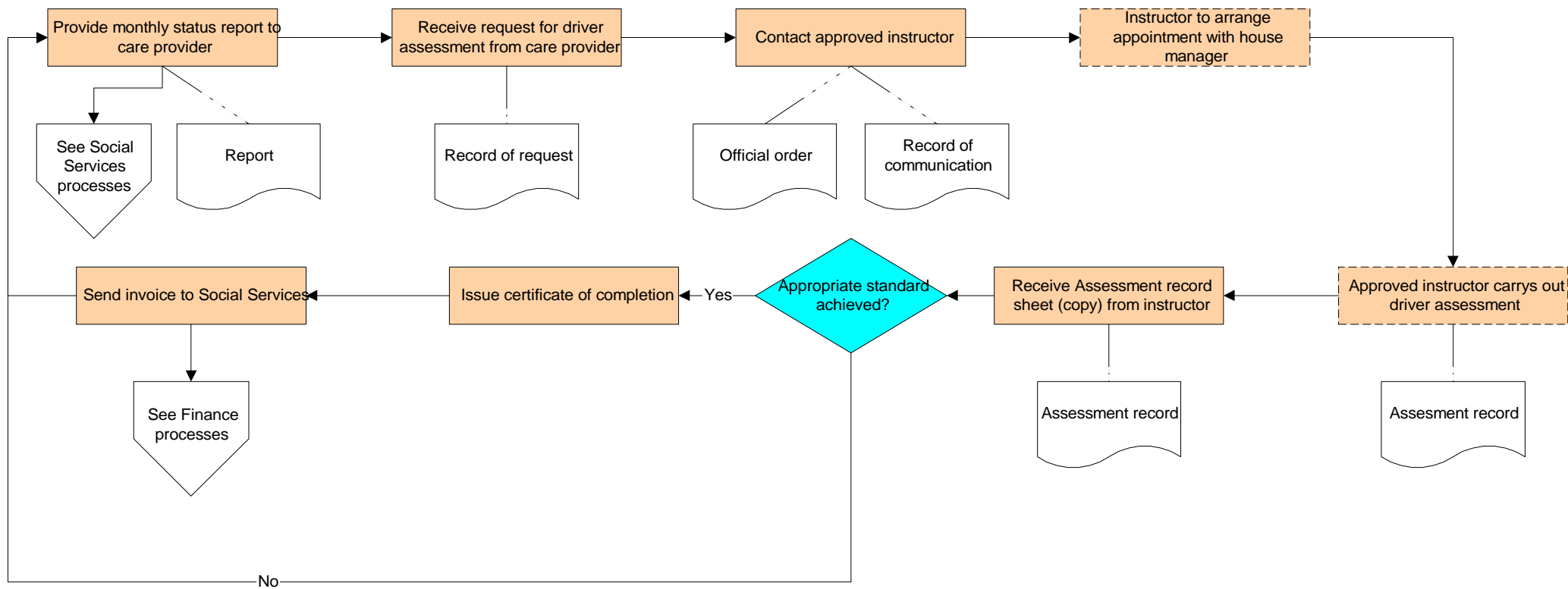
Process: National Driver Improvement Scheme (NDIS)

DS/ST/3/004/d



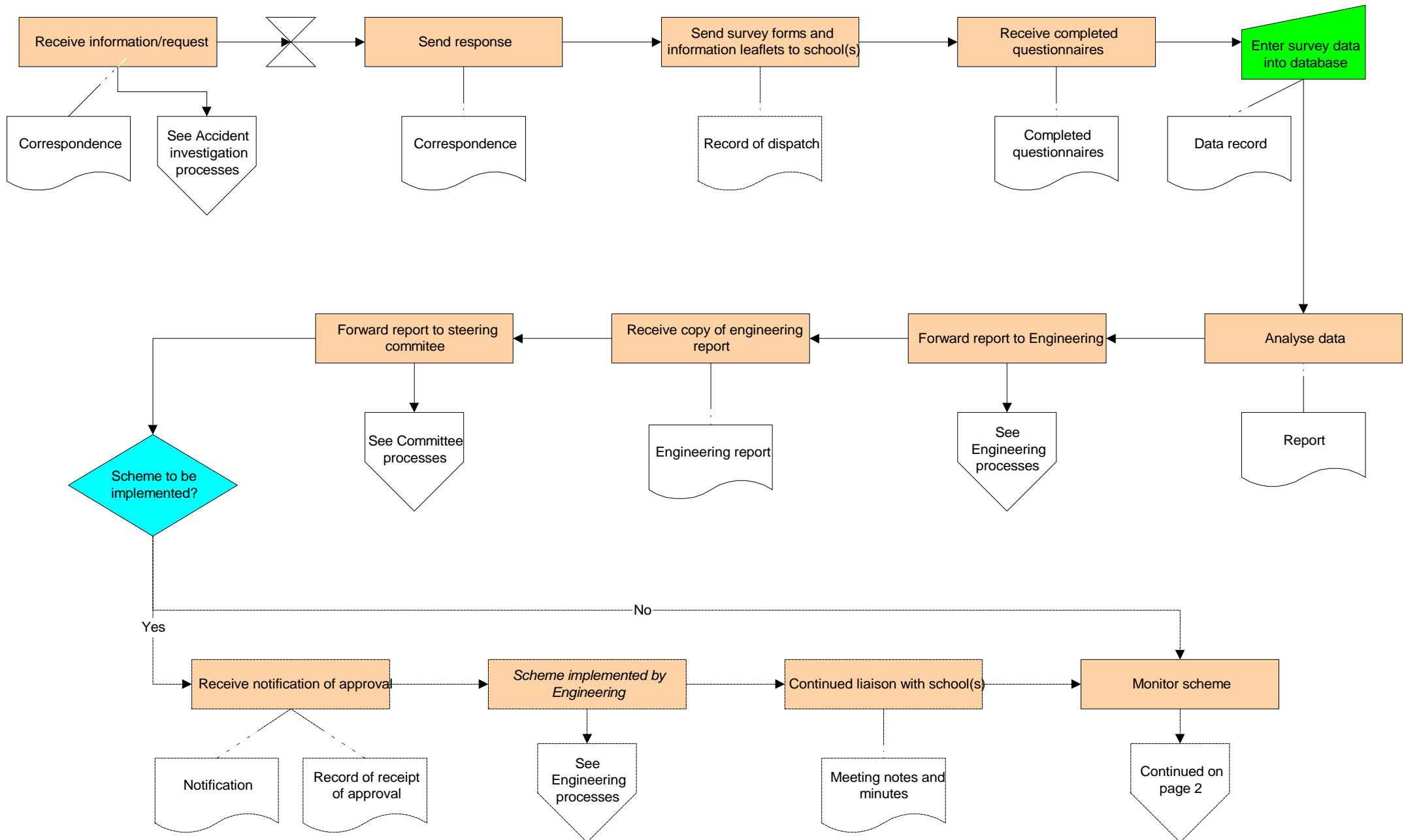
Process: Care Provider Driver Training (Stalington Scheme)

DS/ST/3/004/e



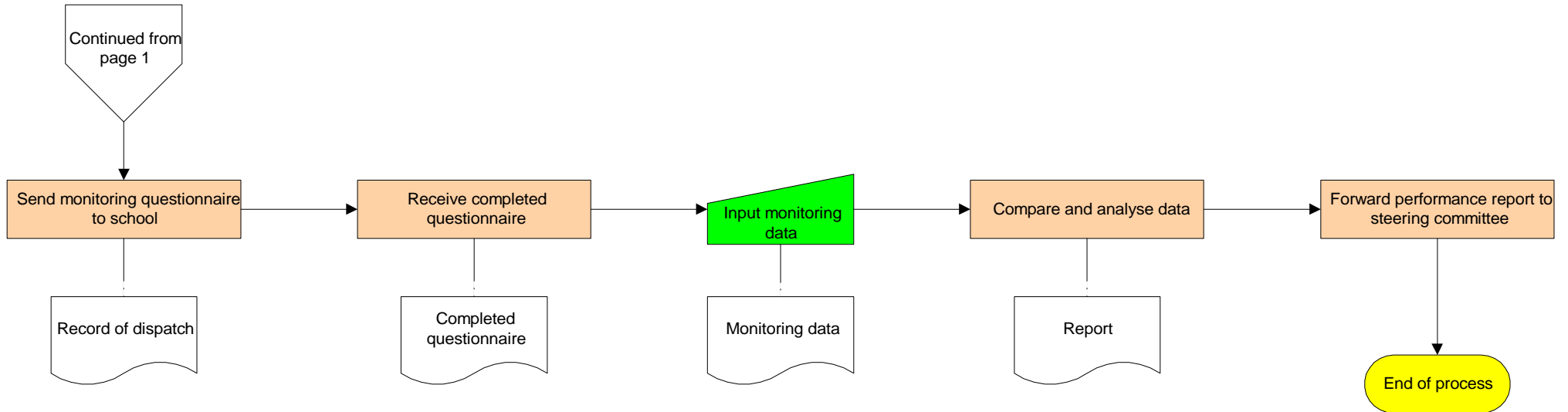
Process: Safer Routes Programme Development & Monitoring

DS/ST/3/005/a



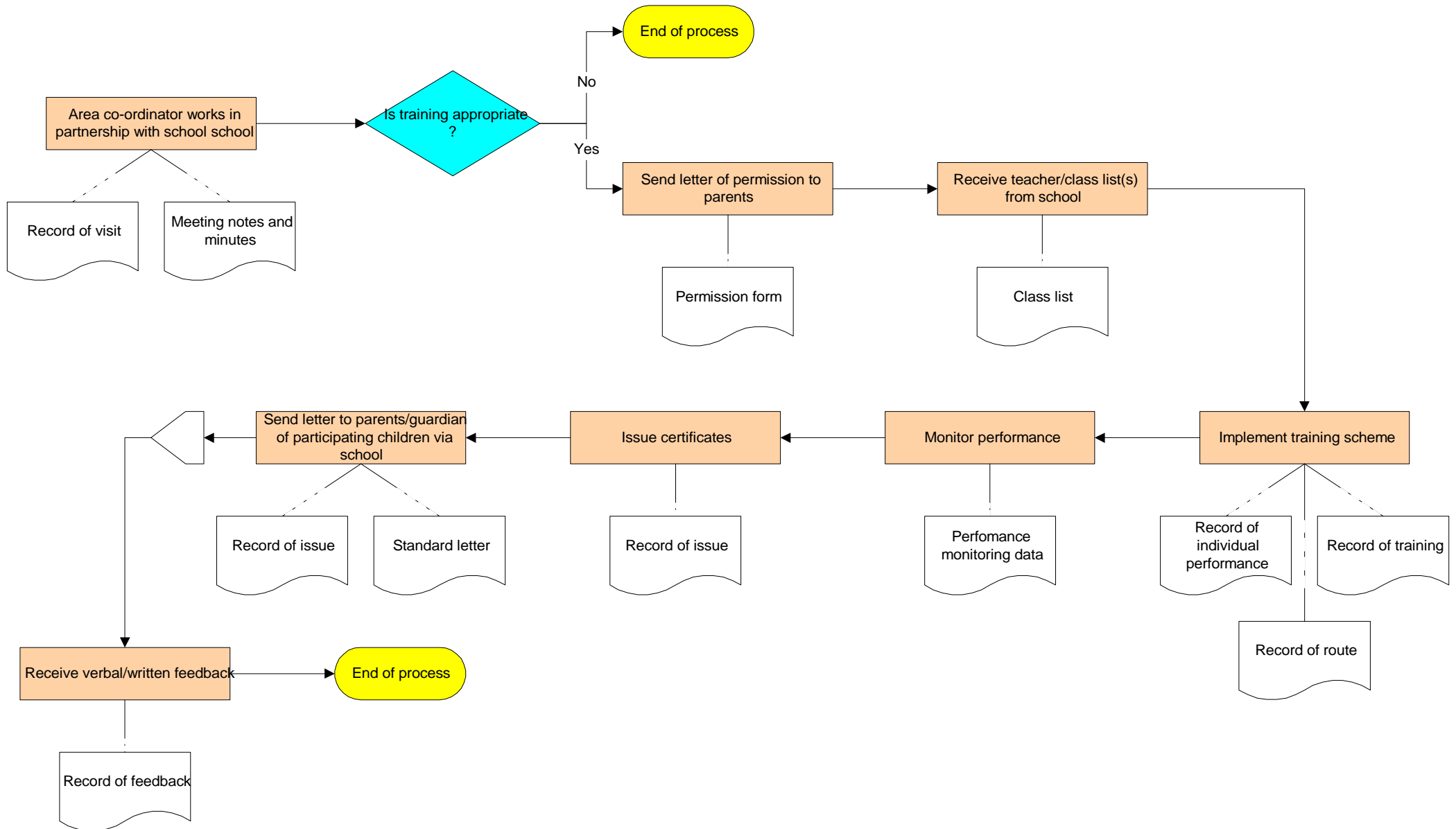
Process: Safer Routes Programme Development & Monitoring

DS/ST/3/005/a



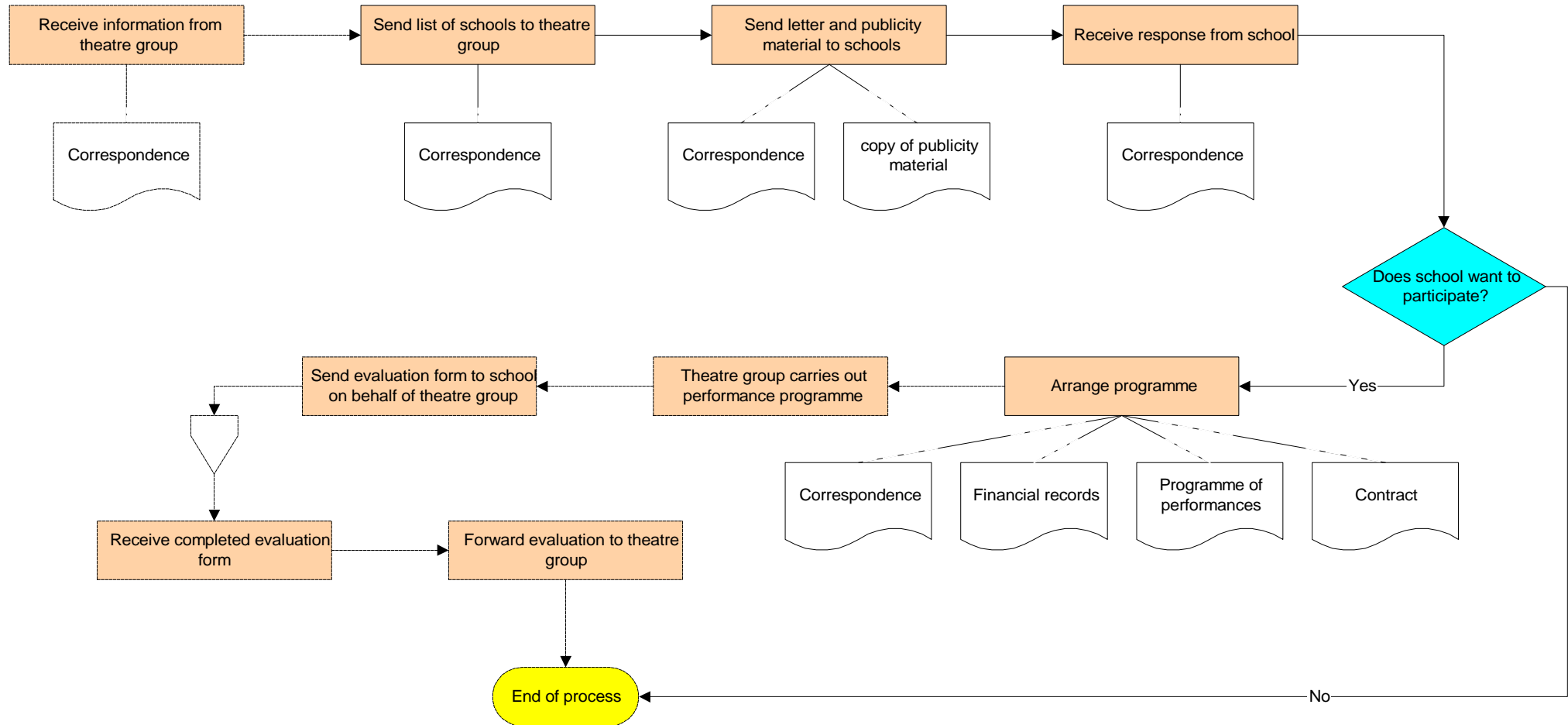
Process: Pedestrian Training Scheme

DS/ST/3/005/b



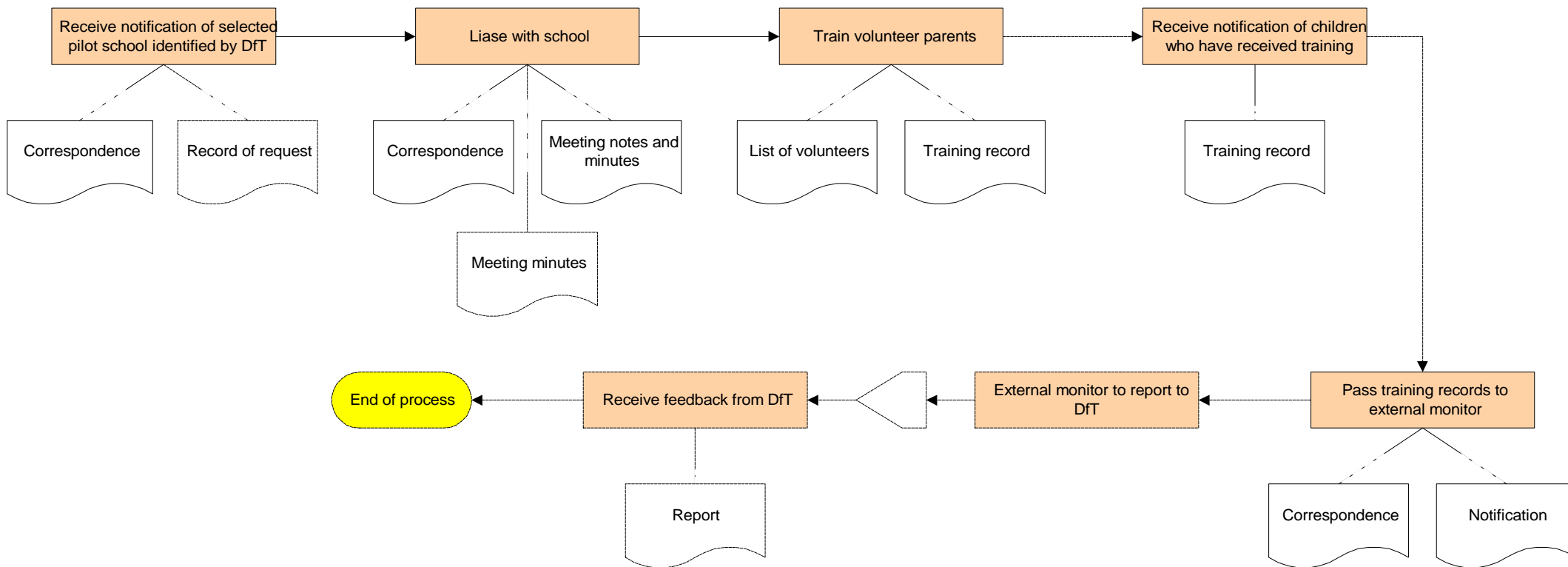
Process: Facilitating Theatre in Education

DS/ST/3/005/c



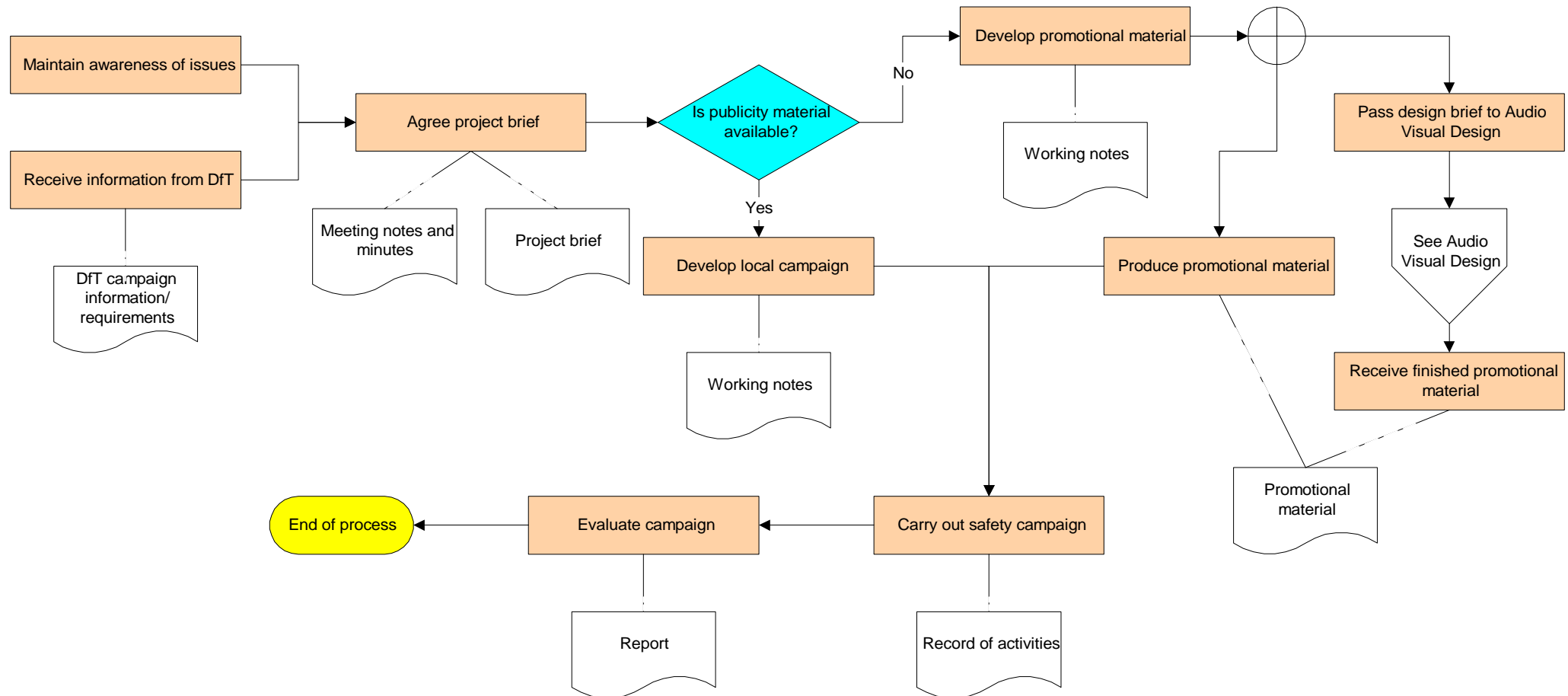
Process: Kerb Craft Pilot Scheme Development & Monitoring

DS/ST/3/005/d



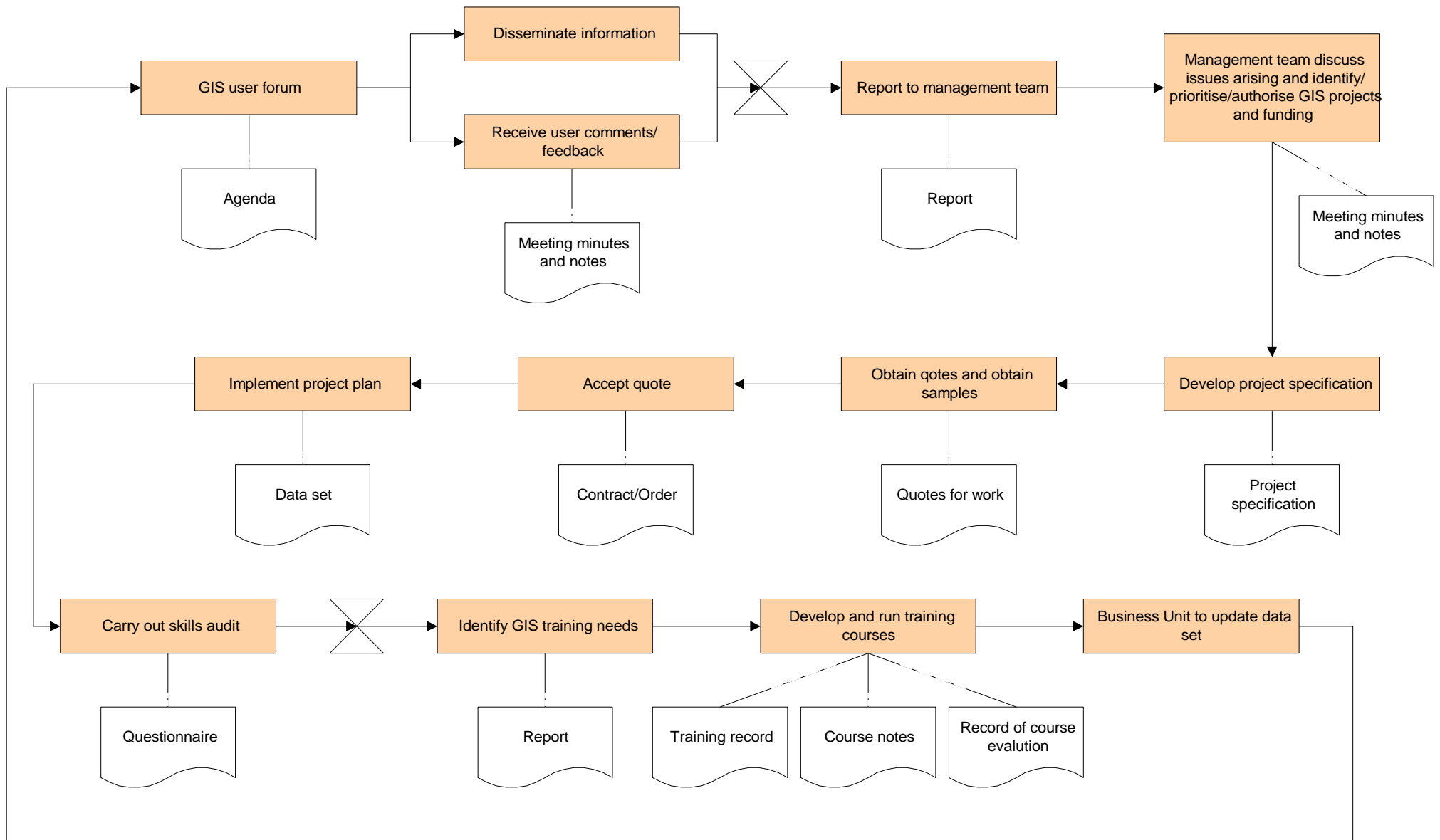
Process: Road Safety Campaign Promotion

DS/ST/3/006



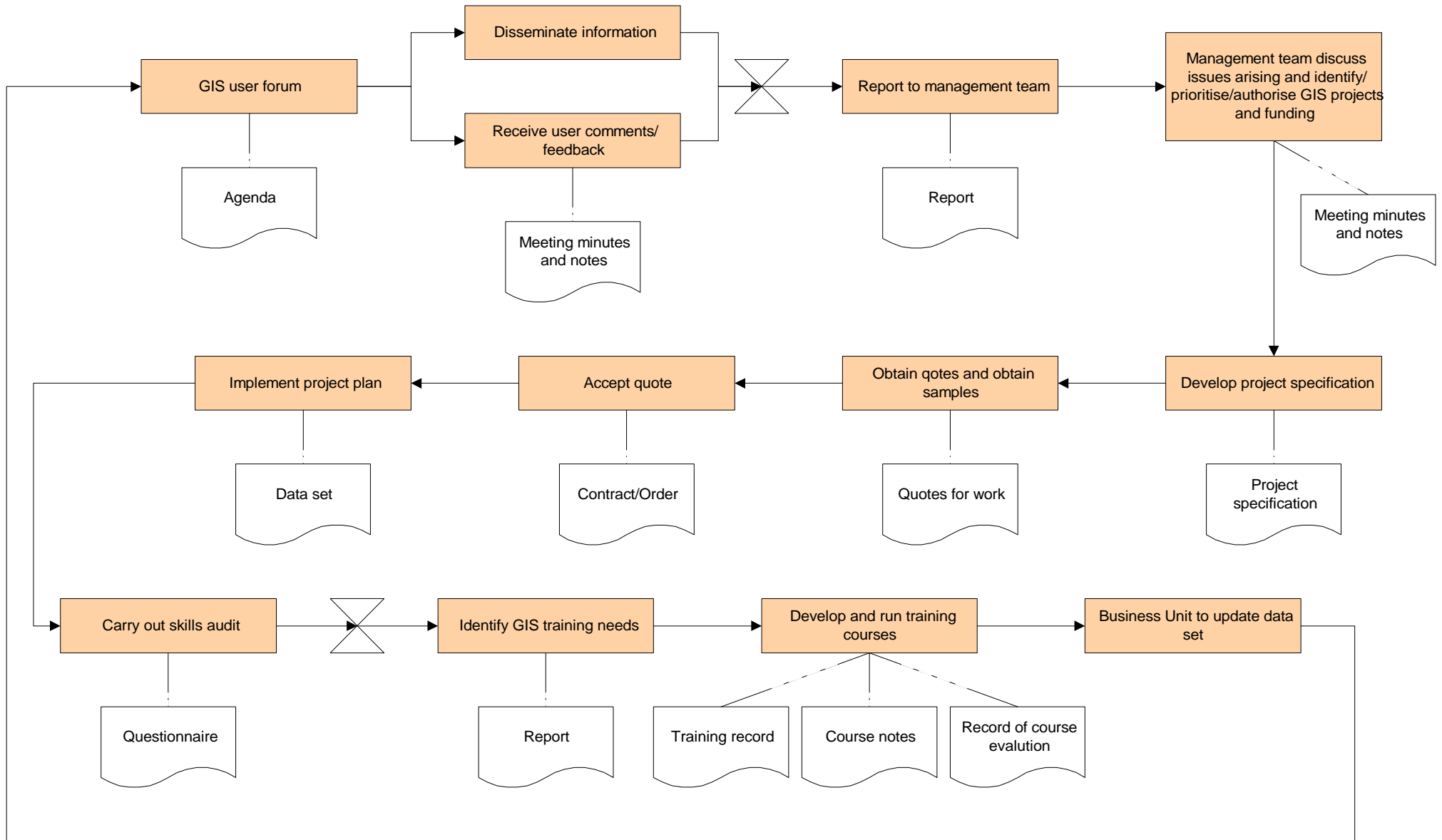
Process: GIS Development and Support

DS/ST/4/001/a



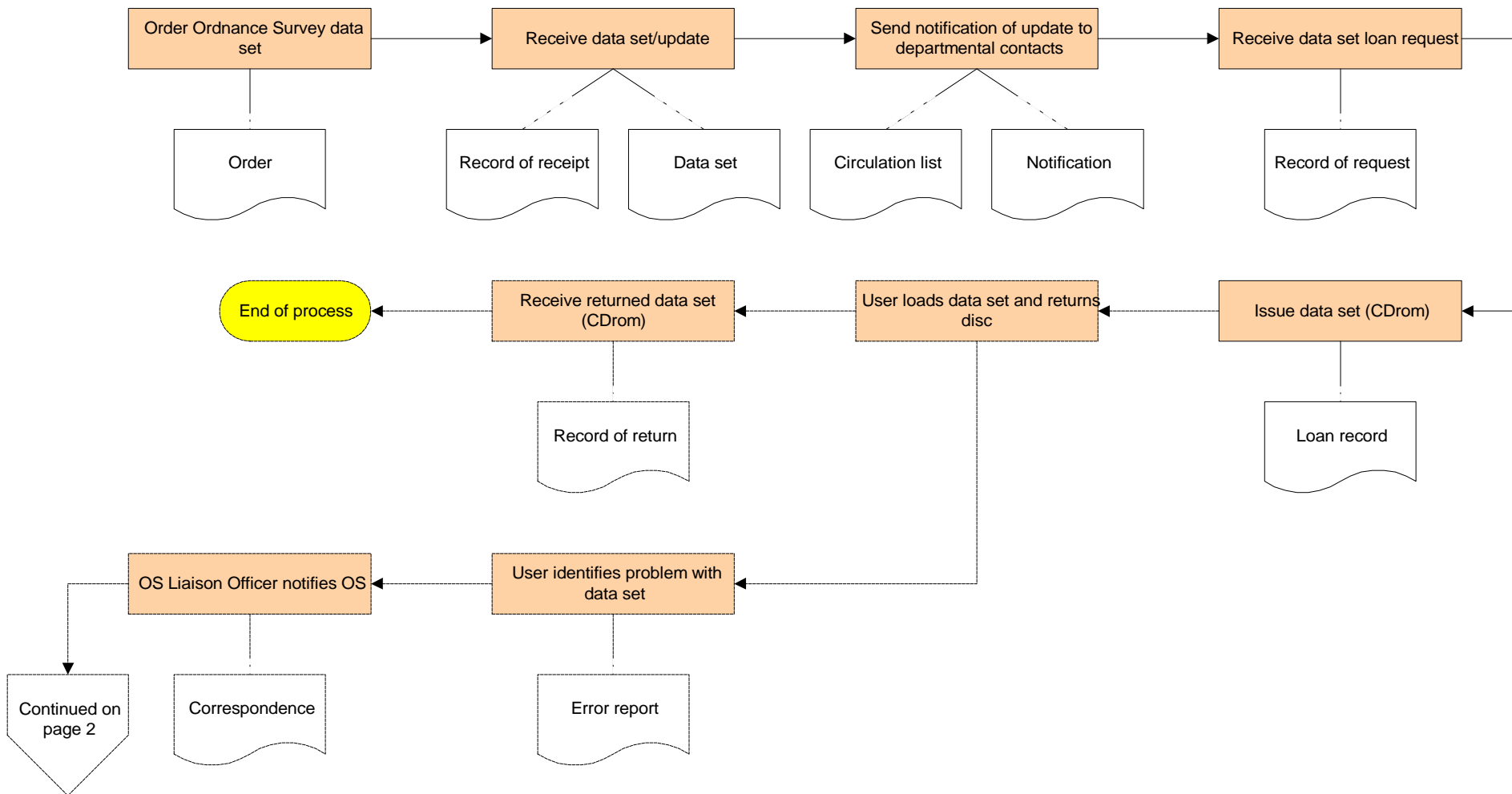
Process: GIS Development and Support

DS/ST/4/001/a



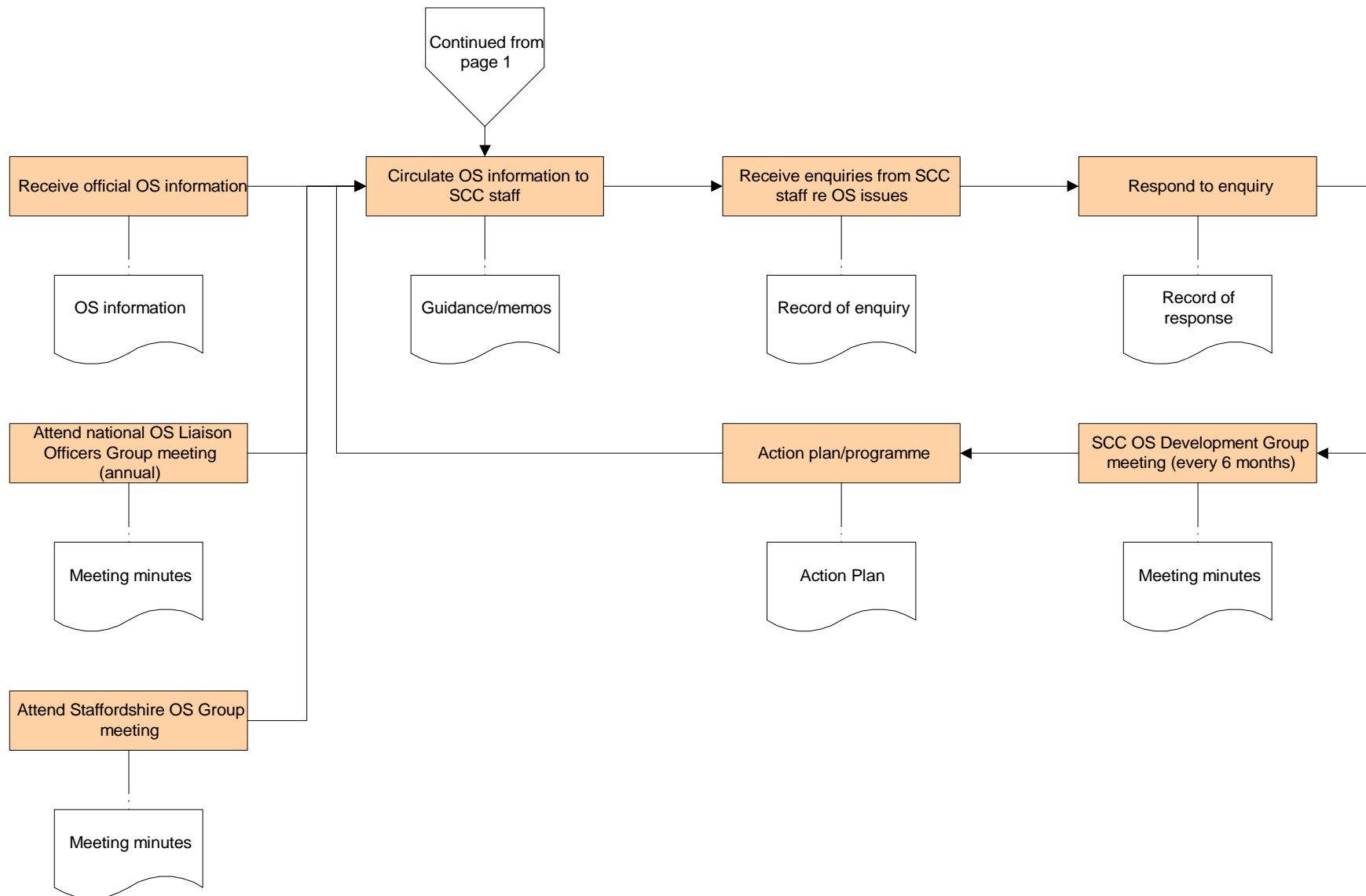
Process: Ordnance Survey Liaison, development and support

DS/ST/4/001/b



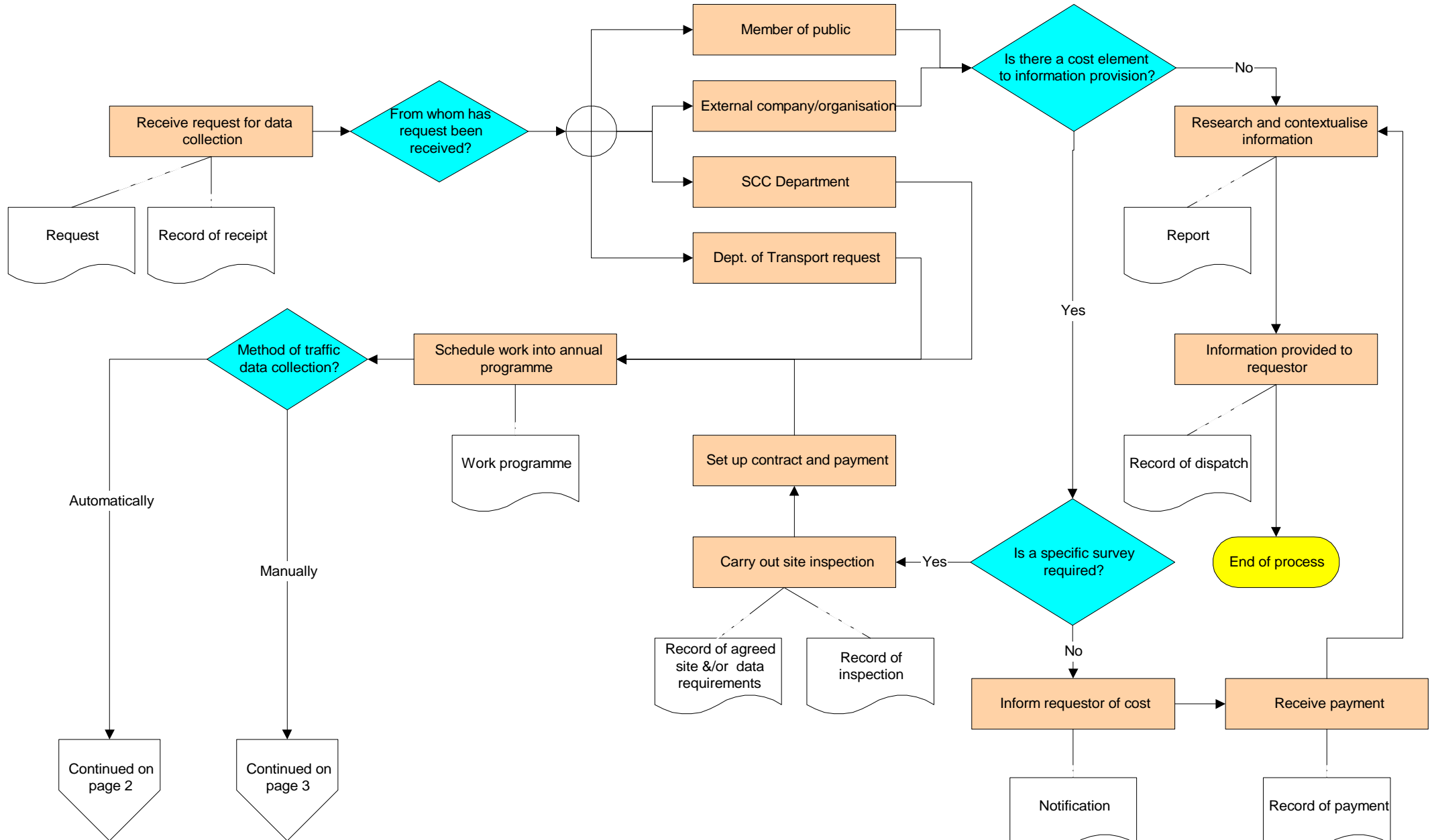
Process: Ordnance Survey Liaison, development and support

DS/ST/4/001/b



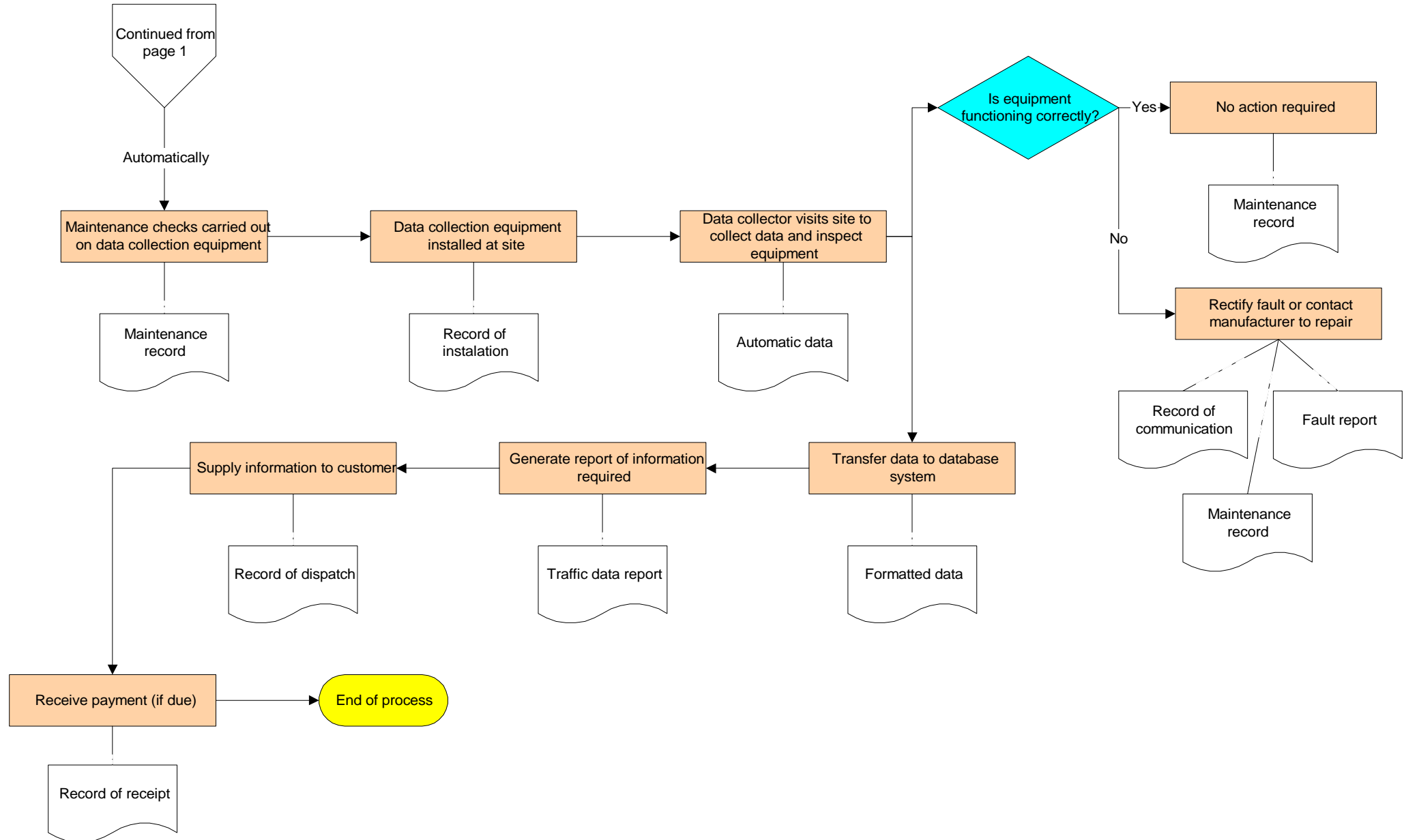
Process: Traffic Data Collection & Information Provision

DS/ST/4/002/a



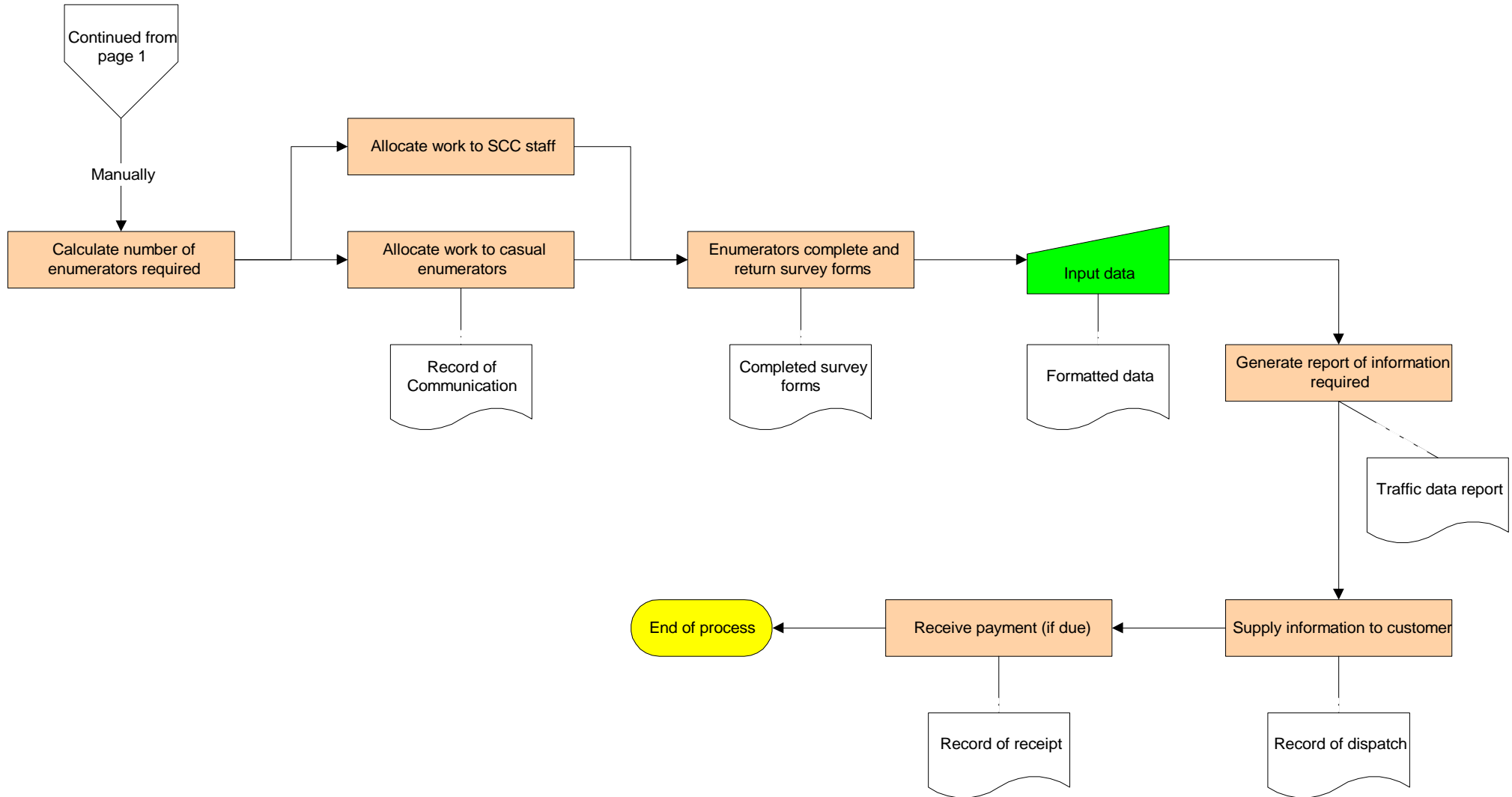
Process: Traffic Data Collection & Information Provision

DS/ST/4/002/a



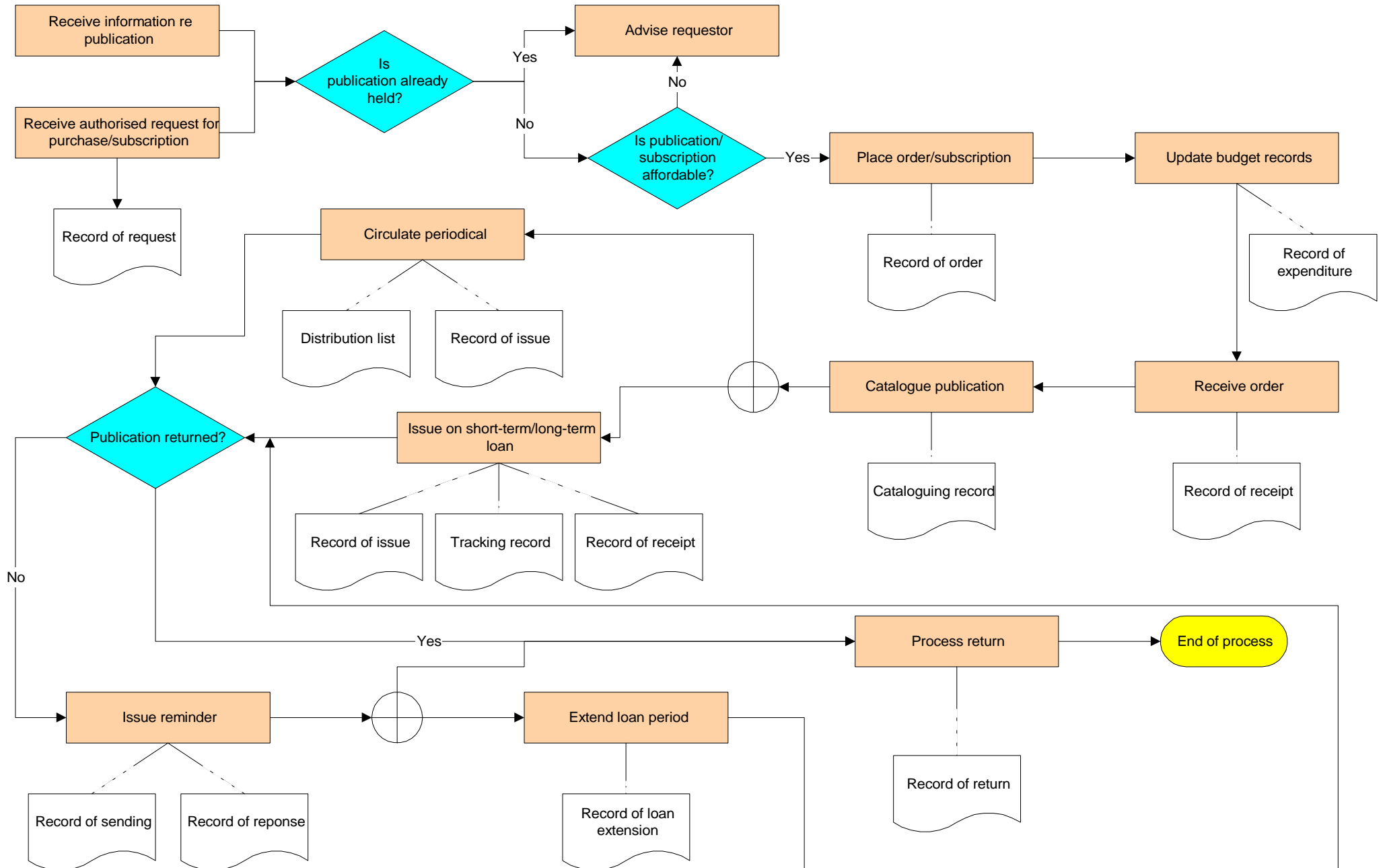
Process: Traffic Data Collection & Information Provision

DS/ST/4/002/a



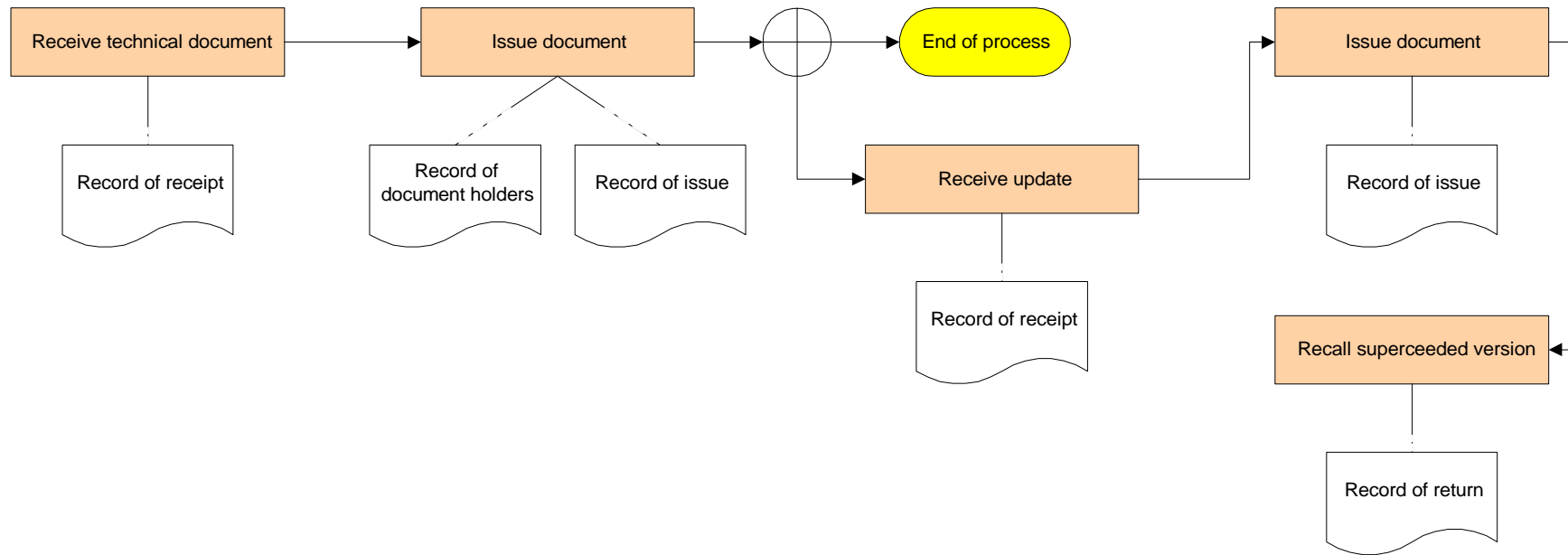
Process: Technical Library Administration

DS/ST/4/002/b



Process: Technical Document Administration

DS/ST/4/002/c



Process: Contract Document Administration

DS/ST/4/002/d

