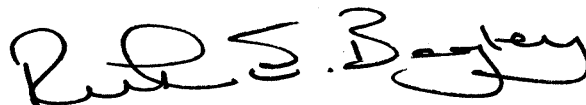


Date of issue: Wednesday 10<sup>th</sup> July, 2013

<b>MEETING</b>	<b>BERKSHIRE LOCAL TRANSPORT BODY</b>	
	<b>Member</b>	<b>Authority</b>
	Councillor Bale	West Berkshire Council
	Councillor Baker	Wokingham Borough Council
	Councillor Brunel-Walker	Bracknell Forest Council
	Councillor Hill	The Royal Borough of Windsor and Maidenhead
	Councillor Munawar	Slough Borough Council
	Councillor Page (Chair)	Reading Borough Council
	Steve Capel-Davies (Deputy Chair)	Thames Valley Berkshire LEP
	Melvyn Hale	Thames Valley Berkshire LEP
	Ian Frost	Thames Valley Berkshire LEP
	Robert Lynch	Thames Valley Berkshire LEP
	Kathy Matthews	Thames Valley Berkshire LEP
	Philip von Heydebreck	Thames Valley Berkshire LEP
<b>DATE AND TIME:</b>	<b>THURSDAY, 18TH JULY, 2013 AT 4.00 PM</b>	
<b>VENUE:</b>	<b>FLEXI HALL, THE CENTRE, FARNHAM ROAD, SLOUGH, SL1 4UT</b>	
<b>DEMOCRATIC SERVICES OFFICER:</b> (for all enquiries)	<b>NICHOLAS PONTONE</b>	<b>01753 875120</b>

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**RUTH BAGLEY**  
Chief Executive – Support to the Board



sustainable  
forest

# AGENDA

## PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>
	Apologies for absence.	
1.	Declarations of Interest	
2.	Minutes of the Meeting held on 14th March 2013	1 - 4
3.	Addendum to the Founding Document	5 - 12
4.	Prioritisation methodology	13 - 24
5.	Assessment of Bids and Prioritisation	25 - 32
6.	BLTB Forward Plan	33 - 36
7.	Date of next meeting - 14th November 2013	

### Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

**Berkshire Local Transport Body – Meeting held on Thursday, 14th March, 2013 at Easthampstead Park Conference Centre**

<b>Present:-</b>	<b>Member</b>	<b>Authority</b>
	Councillor Baker	Wokingham Borough Council
	Councillor Brunel-Walker	Bracknell Forest Council
	Councillor T Simpson	West Berkshire Council (Deputising for Councillor Chopping)
	Councillor Hill	The Royal Borough of Windsor and Maidenhead
	Councillor Munawar	Slough Borough Council
	Councillor Page	Reading Borough Council
	Ian Frost	Thames Valley Berkshire LEP
	Robert Lynch	Thames Valley Berkshire LEP
	Philip von Heydebreck	Thames Valley Berkshire LEP
	<b>Observer</b>	
	Tim Smith	Thames Valley Berkshire LEP
<b>Apologies for Absence:-</b>	Councillor Chopping	West Berkshire Council
	Steve Capel-Davies	Thames Valley Berkshire LEP
	Melvyn Hale	Thames Valley Berkshire LEP
	Kathy Matthews	Thames Valley Berkshire LEP

**PART 1**

**1. Election of Chair**

**Resolved** – That Councillor Page be elected Chair of the Berkshire Local Transport Body (BLTB) for the ensuing municipal year.

**2. Election of Deputy Chair**

**Resolved** – That Steve Capel-Davies be elected Deputy Chair of the BLTB for the ensuing municipal year.

**3. Adoption of Founding Document & Report on Feedback from the DfT**

Ruth Bagley advised that the BLTB Founding Document had been forwarded to the DfT. Specific feedback on the Document was still awaited, however, the DfT had given generic feedback on the Founding Document centred around three themes:

1. Funding of the activities of the Board

Ruth Bagley advised that the basic administrative costs of servicing the BLTB would be picked up by Slough Borough Council. However there would be a cost element associated with the necessary independent

## **Berkshire Local Transport Body - 14.03.13**

analysis and evaluation of schemes. It was anticipated that neighbouring authorities could be used to assist in this process in a reciprocal arrangement and it was noted that this could include authorities in Surrey and Buckinghamshire. BLTB members agreed that if there was a cash cost in pursuing the independent evaluation the cost would be shared equally amongst the BLTB Board members.

2. A clear evidence based prioritisation methodology needed to be developed. Ruth Bagley advised that this prioritisation methodology would be developed through the BSTF and would then be reported formally to the next meeting of the BLTB. Members of the BLTB noted that their next proposed meeting was to be on the 18<sup>th</sup> July 2013 and that the prioritised schemes needed to be submitted to the DfT by 23<sup>rd</sup> July. There was some concern expressed that this was a tight timescale and would not provide sufficient time for the BLTB to finalise the prioritisation of schemes. Ruth Bagley advised that there were two scheduled meetings of the BLTF and officer group before the next formal meeting of the BLTB on 18th July. It was agreed that following the first scheduled officer meeting an additional BSTF meeting would be called if it was felt necessary to give further consideration to the prioritisation of schemes (possibly in June or early July.)

3. Value for money and proportionality in Scheme Assessment

There was a requirement to determine value for money and for proportionality in scheme assessment. The DfT was providing guidance and training on these matters.

Members noted that if further specific feedback was received from the DfT on the Founding Document this would be submitted to the meeting of the BLTB on 18<sup>th</sup> July 2013.

To date five Local Authorities had formally approved their membership of the BLTB and had adopted the founding document.

The BLTB noted that within its proposed structure and operating principles no quorum for meetings had been identified. It was agreed that the quorum for BLTB meetings would be two local authority members and/or their deputies and two Thames Valley Berkshire LEP members.

### **Resolved –**

- (a) That the Berkshire Local Transport Body's Assurance Framework be as set out in the report be adopted subject to the inclusion of a quorum for the BLTB being identified as two local authority members or their deputies and two LEP members.
- (b) That the generic feedback from the DfT be noted.

**Berkshire Local Transport Body - 14.03.13**

**4. BLTB Forward Plan March 2013 - March 2014**

Ruth Bagley advised that a forward plan was being developed for BLTF meetings in addition to the BLTB Forward Plan so that members would be able to see the flow of business between the various groups. The Forward Plan would be kept up to date on a rolling basis.

**5. Date of Next Meeting - 18th July 2013**

Members agreed that future meetings of the BLTB would be held in Slough.

**6. Any Other Business**

None identified.

Chair

(Note: The Meeting opened at 4.00 pm and closed at 4.25 pm)

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**BERKSHIRE LOCAL TRANSPORT BOARD**

**REPORT TO:** Board

**DATE:** 18<sup>th</sup> July 2013

**CONTACT OFFICER:** Ruth Bagley, Chief Executive Slough Borough Council, lead  
Chief Executive to the Board

**PART I  
FOR DECISION**

**ADDENDUM TO THE FOUNDING DOCUMENT**

**Purpose of Report**

1. At the inaugural meeting of the Berkshire Local Transport Body, held on 14 March 2013, you adopted the Founding Document. This had been prepared in accordance with the DfT guidelines for Assurance Frameworks.
2. Following further detailed responses from the DfT you are now advised to adopt the Addendum to the Founding Document (see Appendix A) in order to give the DfT to reassurance they seek that our scheme will be in conformity with all aspects of their guidance. An outline process diagram has also been prepared at Appendix B.
3. From 2015, funding for major transport schemes will be devolved to Local Transport Bodies (LTBs). The Department for Transport (DfT) sets out within the comprehensive guidance accompanying this process that LTBs will be voluntary partnerships between Local Authorities, Local Enterprise Partnerships and other optional organisations. To comply with this guidance the Thames Valley has proposed an LTB which is coterminous with the boundaries of Thames Valley Berkshire Local Enterprise Partnership, which in turn is coterminous with the six Berkshire unitary authorities. It is proposed that the structure and membership of the LTB will use Berkshire Strategic Transport Forum's model as its foundation.

**Recommendation**

4. The Board is requested to:
  - (a) Adopt the Addendum to the Berkshire Local Transport Body's Assurance Framework; and to
  - (b) Note the feedback from the DfT
  - (c) Note the Outline Process Diagram

**Other Implications**

**Financial**

5. Department for Transport funding for major schemes will be entirely allocated through Local Transport Bodies. Therefore without the establishment of an LTB with an approved Assurance Framework, funding will not be released and the composite local authorities will no longer have access to funding for major transport schemes. Similarly, if an authority chooses not to be a member of an LTB, it is unlikely to receive any of the devolved funding. The adoption of the Addendum will ensure compliance with the DfT's requirements.

## Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<u>Legal</u> BLTB decisions or schemes challenged	Accountable Authority ensures decisions adhere to Assurance Framework and Addendum, and maintains records	Ensure good value for money and transparent decision making
<u>Financial</u> If BLTB not formed, or Assurance Framework not approved by DfT, funding will not be released, and no funding available for major schemes	Approve membership of BLTB. Submit Addendum to Assurance Framework to DfT within deadline for. Accountable body ensures adherence to Assurance Framework	Major scheme funding pooled across Berkshire to support transport schemes which deliver regional benefits
<u>Timetable for delivery</u> Deadline for submission of revised Framework missed (July 2013)	Assurance Framework was submitted to DfT by the deadline, Addendum document drafted	Release of devolved funds to BLTB and allocation to a number of prioritised schemes
<u>Project Capacity</u> Meetings not constituted according to the Framework, evaluation not thorough, legal challenge	Slough BC will provide professional and secretariat support to ensure meetings correctly run, records kept, and ensure due diligence throughout scheme evaluation and prioritisation	Schemes with greatest benefit according to the principles set out in the Assurance Framework will be funded and delivered in a transparent process

## Human Rights Act and Other Legal Implications

- The Addendum has been prepared in full consultation with officials of the DfT. Slough Borough Council will provide legal support for the BLTB.

## **Supporting Information**

- The Addendum sets out the responses of the DfT, the relevant paragraphs of their guidance and a response which will ensure compliance.

## **Progress to date**

- The six member local authorities have all approved the founding document, and the Berkshire Local Transport Body is now in operation. Following adoption of the Addendum, officers of the democratic services team will set about compiling and publishing the necessary registers and declarations.



## **Conclusion**

9. In order to access devolved major scheme funding, Local Enterprise Partnership areas must form Local Transport Bodies in partnership with Local Authorities. Berkshire Local Transport Body will be analogous with the boundaries of TVB LEP and the six Berkshire authorities, and will be established using an Assurance Framework based on Department for Transport guidance. The Assurance Framework, with the Addendum and the prioritisation methodology (recommended for adoption elsewhere on this agenda) will be used to priorities and appraise schemes submitted by Local Transport Authorities.

## **Appendices Attached**

'A' – Proposed Addendum to the Berkshire Local Transport Body Founding Document

'B' – Outline process diagram for the work of the Berkshire Local Transport Body

## **Background Papers**

The Founding Document adopted at the 14 March 2013 meeting of the Berkshire Local Transport Body.

**FOUNDING DOCUMENT FOR BERKSHIRE LOCAL TRANSPORT BODY  
DRAFT ADDENDUM**

**Berkshire Local Transport Body**

Contact: Richard Tyndall, [richard.tyndall@thamesvalleyberkshire.co.uk](mailto:richard.tyndall@thamesvalleyberkshire.co.uk) 07880-787007

**STATUS**

The Founding Document has been adopted by Thames Valley Berkshire Local Enterprise Partnership, and by Bracknell Forest, Reading, Slough, West Berkshire, Windsor and Maidenhead and Wokingham Councils. The inaugural meeting of the Berkshire Local Transport Body was held on Thursday 14 March 2013, and it too adopted the document.

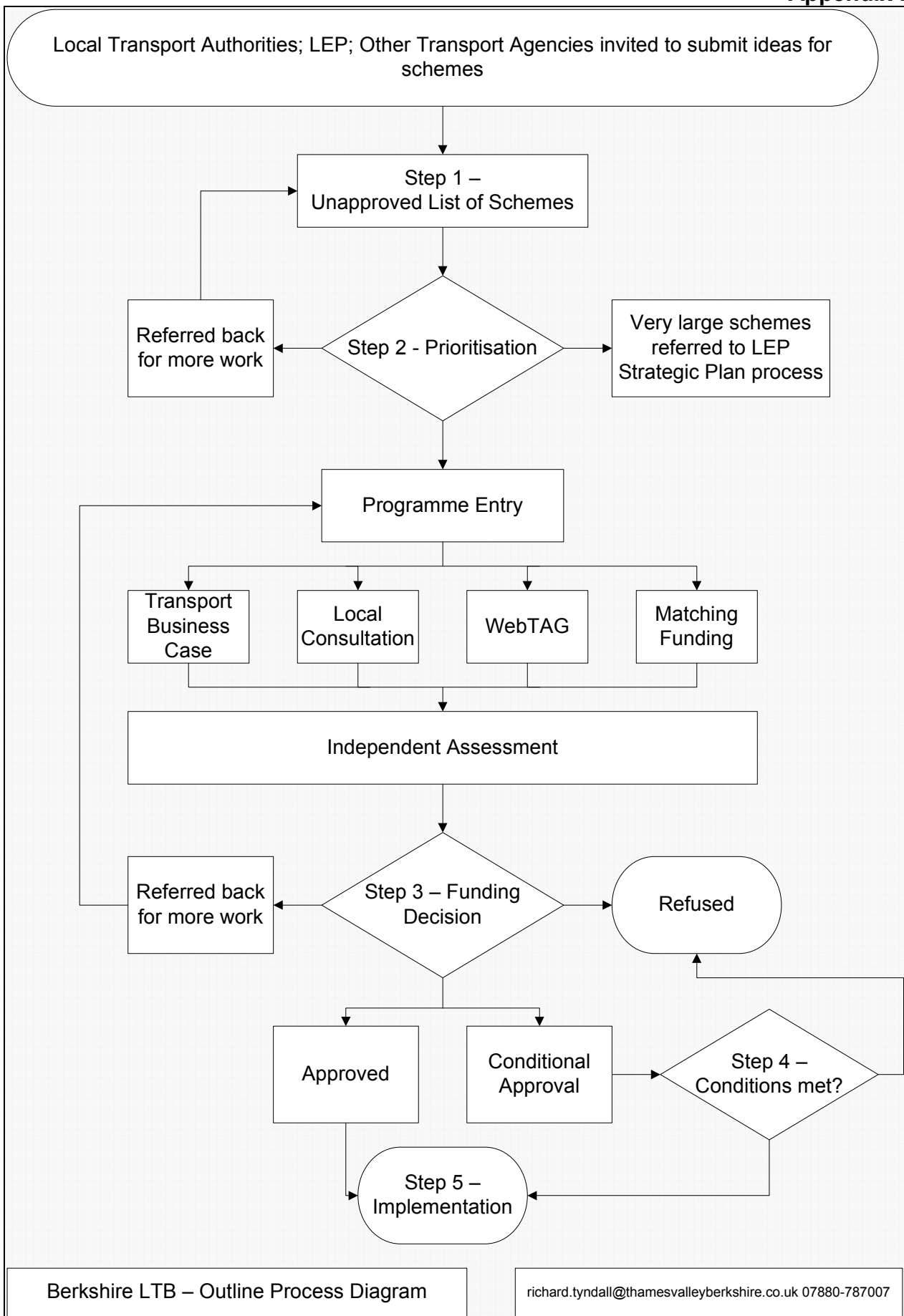
Since then, DfT have requested various clarifications, confirmations and amendments to ensure compliance with the Government's requirements. It is proposed to recommend the following responses and clarifications to the second meeting of the BLTB on 18 July 2013.

<b>Department for Transport Comment</b>	<b>Proposed Response</b>
<b>Conflicts of interest</b>	
Can you provide confirmation from LTB that it will produce and publish a statement on dealing with conflicts of interest as set out in paragraph 11 (reproduced below) of the DfT guidance.	
<p>11. LTBs should also ensure that a register of personal interests of its decision making members is maintained and available to the public. In the case of elected representatives a reference to their own council's register of interests should be sufficient, but may need to be expanded if for example a member has any interests outside their own authority's area but within the LTB boundary. We would expect elected representatives to agree to abide by their own authority's code of conduct when conducting LTB business.</p> <p>Minimum Requirement LTB must have a statement to say how conflicts of interest are managed. LTB must maintain, or enable access to, publicly available registers of member interests.</p>	<p><b>Management of Conflicts of Interest</b> As part of its responsibilities as Lead Authority and Clerk to Berkshire Local Transport Body, Slough Council Democratic Service team will advise all BLTB members about the general circumstances where a member's interest may give rise to a conflict of interest. These will be managed by the encouragement of open declaration of interests, and where appropriate, a member withdrawing from the meeting during an item where a conflict exists. The responsibility for identifying and acting on any conflict of interest will remain with the individual member.</p>
<b>Registers of member interests</b>	
Para 11 (see above) of our guidance for Local transport Bodies also sets out a minimum requirement that LTBs 'must maintain, or enable access to, publicly available registers of member interests' Can you please confirm this will be made publicly available?	<p><b>Register of Interests</b> As part of its responsibilities as Lead Authority and Clerk to Berkshire Local Transport Body, Slough Council Democratic Service team will establish and maintain a register of interests for BLTB members (both business and local authority members). This will made publicly available by the same means as the Slough BC register of interests.</p>

<b>Gifts and hospitality</b>	
Can you give a clear commitment to produce and publish a policy on gifts and hospitality as set out at paragraph 12 of the guidance (reproduced below).	
12.LTBs should also have a clear policy on the acceptance and declaration of gifts and hospitality and maintain appropriate records. Again, there is no need to duplicate existing local authority systems and standards, provided that activities related to LTB business outside the scope of councillors’ local authority duties are covered.	<b>Register of Gifts and Hospitality</b> As part of its responsibilities as Lead Authority and Clerk to Berkshire Local Transport Body, Slough Council Democratic Service team will establish and maintain a register of gifts and hospitality for BLTB members (both business and local authority members). This will made publicly available by the same means as the register of interests.
<b>Role of accountable body</b>	
Can you confirm that the accountable body will take on the roles as set out in paragraph 15 of the DfT guidance (reproduced below)?	
15. The primary role of the accountable body will be to hold the devolved major scheme funding and make payments to delivery bodies such as Local Authorities. It should be able to account for these funds in such a way that they are separately identifiable from the accountable body’s own funds, and provide financial statements to the LTB as required. The local agreements that underpin the LTB should ensure that the funds can be used only in accordance with an LTB decision.	<b>Accountable Body</b> Slough Borough Council will: <ul style="list-style-type: none"> <li>• hold the devolved major scheme funding</li> <li>• make payments to delivery bodies such as Local Authorities</li> <li>• account for these funds in such a way that they are separately identifiable from its own funds</li> <li>• provide financial statements to the LTB as required</li> <li>• create local agreements that ensure that the funds can be used only in accordance with an LTB decision.</li> </ul>
<b>Legal responsibility</b>	
The guidance also requires the responsibilities at Paragraph 16 (reproduced below) to be clearly allocated by the accountable body, in particular the expectation that legal responsibility will lie with these bodies. Can you please confirm this will be the case with the LTB and the accountable body?	
16.We would also expect the accountable body to take on the following responsibilities. If these are not vested in the accountable body then it must be absolutely clear where ultimate responsibility sits. <ul style="list-style-type: none"> <li>• ensuring that the decisions and activities of the LTB conform with legal requirements with regard to equalities, environmental, EU issues etc.</li> <li>• ensuring (through their Section 151 Officer) that the funds are used appropriately.</li> </ul>	Slough Borough Council will be the Accountable Body for the BLTB. It will hold, manage and account for all monies associated with the operation of the devolved Local Major Transport Schemes programme. It will also ensure that: <ul style="list-style-type: none"> <li>• the decisions and activities of the BLTB conform with legal requirements</li> <li>• through its s.151 Officer, the funds are used appropriately</li> <li>• the assurance framework as</li> </ul>

<ul style="list-style-type: none"> <li>ensuring that the LTB assurance framework as approved by DfT is being adhered to.</li> <li>maintaining the official record of LTB proceedings and holding all LTB documents.</li> <li>responsibility for the decisions of the LTB in approving schemes (for example if subjected to legal challenge)</li> </ul>	<p>approved by DfT is being adhered to</p> <ul style="list-style-type: none"> <li>an official record of BLTB proceedings is maintained and that all BLTB documents are accessible</li> </ul> <p>Slough Borough Council will also be legally responsible for the conduct of the BLTB in respect of its management of the devolved Local Major Transport Scheme funding.</p>
<p><b>Mandatory LTB roles</b></p>	
<p>Can you please confirm the LTB will undertake the mandatory roles set out in the bullet points at Paragraph 21 (reproduced below) of the DfT guidance.</p>	
<p>All LTBs must perform, as a minimum, the following roles in relation to devolved LA major scheme funding</p> <ul style="list-style-type: none"> <li>Responsibility for ensuring value for money is achieved</li> <li>Identifying a prioritised list of investments within the available budget</li> <li>Making decisions on individual scheme approvals, investment decision making and release of funding, including scrutiny of individual scheme business cases</li> <li>Monitoring progress of scheme delivery and spend</li> <li>Actively managing the devolved budget and programme to respond to changed circumstances [scheme slippage, scheme alteration, cost increases etc]</li> </ul>	<p>BLTB has (among others) the following objectives:</p> <ul style="list-style-type: none"> <li>To ensure value for money is achieved from individual schemes and the overall investment programme</li> <li>To establish and keep under review a prioritised list of local major transport schemes</li> <li>To use DfT methodologies for assessing and evaluating the relative merit of competing schemes, and to subject all proposals to independent scrutiny</li> <li>To monitor the progress of scheme delivery and spend</li> <li>To actively manage the devolved budget and programme to respond to changing circumstances</li> </ul>
<p><b>Routine Publication of Key Documents</b></p>	
<p>The Assurance framework needs to make clear that the LTB will routinely publish <u>all</u> the documents referred to in the box following para 32 of the guidance document (reproduced below).</p>	
<p>All LTBs must routinely publish meeting papers and minutes, scheme business cases and evaluation reports, (or link to them on LAs own websites), funding decision letters with funding levels and conditions indicated, and regular programme updates on delivery and spend against budget.</p> <p>LTBs must have a defined process to provide public and stakeholders with meaningful input before decisions are made.</p> <p>LTBs must adhere to Local Government Transparency Code.</p> <p>All LTBs must publish a clear statement of the approach that will be followed by the LTB when making major investment decisions.</p> <p>All LTBs must ensure that FOI and EIR requests are dealt with in accordance with the relevant legislation.</p>	<p>As part of its responsibilities as Lead Authority and Clerk to Berkshire Local Transport Body, Slough Council Democratic Service team will:</p> <ul style="list-style-type: none"> <li>routinely publish meeting papers and minutes, scheme business cases and evaluation reports, (or link to them on LAs own websites), funding decision letters with funding levels and conditions indicated, and regular programme updates on delivery and spend against budget.</li> <li>ensure the LTB adheres to Local Government Transparency Code.</li> <li>ensure that FOI and EIR requests are dealt with in accordance with the relevant legislation.</li> </ul>

	<p>BLTB and its constituent Councils have</p> <ul style="list-style-type: none"><li>• a defined process to provide public and stakeholders with meaningful input before decisions are made</li><li>• published a clear statement of the approach that will be followed by the LTB when making major investment decisions.</li></ul>
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**BERKSHIRE LOCAL TRANSPORT BOARD**

**REPORT TO:** Board

**DATE:** 18<sup>th</sup> July 2013

**CONTACT OFFICER:** Ruth Bagley, Chief Executive Slough Borough Council, lead  
Chief Executive to the Board

**PART I  
FOR DECISION**

**PRIORITISATION METHODOLOGY**

**Purpose of Report**

1. At the inaugural meeting of the Berkshire Local Transport Body, held on 14 March 2013, you adopted the Founding Document. This had been prepared in accordance with the DfT guidelines for Assurance Frameworks.
2. Paragraph 11 of the Founding Document says:  
  
“11. Development of Scheme Programme (Guidance Paragraphs 36-46): BLTB will develop a methodology for the prioritisation of schemes using at least the following criteria (or suitable proxies):  
Maximum strategic impact  
Economic impact  
Value for money  
Deliverability  
Environmental impact  
Social/distributional impact”
3. This report sets out the detailed prioritisation methodology that has been developed by the Berkshire Strategic Transport (Officers) Forum, with advice from officials of the DfT.

**Recommendation**

4. The Board is requested to:
  - (a) Adopt the Prioritisation Methodology and Scheme Pro-forma set out at Appendixes A and B.
  - (b) Ask the Officers to conduct a review of the first use of the Prioritisation Methodology and bring back further proposals for its refinement later in the year.

**Other Implications**

**Financial**

5. Department for Transport funding for major schemes will be entirely allocated through Local Transport Bodies. The BLTB Assurance Framework commits you to the development of a Prioritisation Methodology, and without one, you will be unable to allocate the devolved funding. The adoption of the Prioritisation Methodology will ensure compliance with the DfT's requirements.

## Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<u>Legal</u> BLTB decisions or schemes challenged	Accountable Authority ensures decisions adhere to Assurance Framework and Addendum, and maintains records	Ensure good value for money and transparent decision making
<u>Financial</u> If the Prioritisation Methodology is not adopted, or if adopted is not followed, funding will not be released, and no funding available for major schemes	Approve Prioritisation Methodology. Accountable body ensures adherence with it.	Major scheme funding pooled across Berkshire to support transport schemes which deliver regional benefits
<u>Timetable for delivery</u> Deadline for submission of Prioritised Schemes (end July 2013) is missed	Prioritisation Methodology has been the subject of extensive development and testing by the BST(O)F, and members of the BLTB have been briefed during its development.	Release of devolved funds to BLTB and allocation to a number of prioritised schemes

## Human Rights Act and Other Legal Implications

6. The Prioritisation Methodology has been prepared in full consultation with the Berkshire Strategic Transport (Officers) Forum. The members Forum considered a draft in March 2013, and individual members of the BLTB have been briefed during its subsequent development.

## **Supporting Information**

7. The Methodology has been through 7 drafts, and has been the subject of a number of revisions and improvements. The main developments have been:

- The addition of a seventh factor – “matched funding”
- The introduction of a referral process for schemes too large for the funding available (ie in excess of £22m). These very large scheme will be referred to the LEP’s Strategic Infrastructure Process
- The introduction of a minimum scheme value – Gross scheme costs have to be higher than £1.5m
- The recognition that schemes which have no prospect of a start on site during the spending period cannot be eligible to compete for funds that have to be spent in that period
- The weighting of the seven factors as follows:



<b>Factor</b>	<b>Weighting</b>
Maximum Strategic Impact	20%
Economic Impact	20%
Value For Money	15%
Ease of Deliverability	15%
Matched Funding	10%
Environmental	10%
Social	10%
<b>Total</b>	<b>100%</b>

- The decision to “over-programme” the available funds by 200%
- The decision to include at programme entry all schemes with same priority ranking as a scheme which is at the cut-off point of 200% of available funding
- If, for whatever reason, the value of the schemes qualified at Programme Entry stage falls below 200% of the unapproved funds available, then there will be a fresh call for proposals and a further use of the methodology to decide which schemes to include at Programme Entry stage

### **Progress to date**

8. There is a detailed report elsewhere on the agenda covering the application of the methodology to the 28 proposals submitted for consideration.
9. You are advised to ask the officers to review the first use of the methodology after meeting, and bring back further proposals for refinement and improvement.

### **Conclusion**

10. In order to access devolved major scheme funding, Local Enterprise Partnership areas must form Local Transport Bodies in partnership with Local Authorities. Berkshire Local Transport Body is analogous with the boundaries of TVB LEP and the six Berkshire authorities, and has established an Assurance Framework based on Department for Transport guidance. The Assurance Framework commits the BLTB to establishing a Prioritisation Methodology.

### **Appendices Attached**

‘A’ - Proposed Prioritisation Methodology for the Berkshire Local Transport Body

### **Background Papers**

None

## Berkshire Local Transport Body

### Proposed Prioritisation Methodology

Author: Richard Tyndall, [richard.tyndall@thamesvalleyberkshire.co.uk](mailto:richard.tyndall@thamesvalleyberkshire.co.uk) 07880-787007

#### Summary

1. Generally, the scheme gives a stronger assessment to claims that are quantified or supported by evidence. At the prioritisation stage, this evidence will be tested and scrutinised by the BST(O)F and BLTB meetings; all claims should be appropriately referenced or sourced.
2. Throughout the tables below, there are examples of the sort of claims or evidence that would support a particular judgement of high, medium or low against each factor (called Examples of Descriptors), and the test that will be applied (called Scoring Guide) in deciding what judgement to make.
3. On each factor, a scheme will be awarded the highest mark that is supported by the submission. So if a scheme submission matches both the examples for a Medium and a High judgement, it will be judged High.
4. In completing submissions, it will be necessary to identify both the gross cost of the scheme, and the contribution sought from the BLTB.
  - a. The gross cost of the scheme will be used when considering VFM calculations
  - b. The net cost (the contribution sought from the BLTB programme) will be recognised in the Matching Funds Factor.
5. There are three factors which, if triggered, will prevent a scheme from progressing through to consideration for BLTB funding: two relate to schemes which fall outside the target range of scheme values (either too small or too large); and one to schemes which are not capable of a start on site during the 4 year programme (2015-2019).
6. Very large schemes, which have the potential for the greatest strategic economic impact, will be referred on the LEP Strategic Planning process. It is important that interesting schemes, which are worth in excess of £22m, or have really long gestation periods which would not satisfy the deliverability criteria, should be encouraged, and referred on to an appropriate forum.
7. For these reasons, local authorities are encouraged to prepare pro forma submissions for schemes that are high value and/or have uncertain deliverability, in the expectation that they will not proceed for consideration for BLTB funding, but will get referred on to the LEP's Strategic Infrastructure planning process.
8. The scores for each factor will be allocated in two stages. The first raw score will be 3 points for high, 2 points for medium and 1 point for low.
9. The second weighted score will reflect the following weightings of the factors in the overall prioritisation:

<b>Factor</b>	<b>Weighting</b>
Maximum Strategic Impact	20%
Economic Impact	20%
Value For Money	15%
Ease of Deliverability	15%
Matched Funding	10%
Environmental	10%
Social	10%
<b>Total</b>	<b>100%</b>

10. The calculation will be performed according to the following table:

<b>Factor</b>	<b>Raw Scores</b>			<b>Weighting</b>	<b>Weighted scores</b>		
	High	Medium	Low		High	Medium	Low
Maximum Strategic Impact	3	2	1	X 2	6	4	2
Economic Impact	3	2	1	X 2	6	4	2
Value For Money	3	2	1	X 1.5	4.5	3	1.5
Ease of Deliverability	3	2	1	X 1.5	4.5	3	1.5
Matched Funding	3	2	1	X 1	3	2	1
Environmental	3	2	1	X 1	3	2	1
Social	3	2	1	X 1	3	2	1
<b>Total</b>					<b>Max=30</b>		<b>Min=10</b>

11. The range of possible scores will be 10 (all low scores) – 30 (all high scores). A ranking putting all the submitted schemes in order will be produced.

12. It will then be necessary to decide how many schemes to qualify for Step 2 Programme Entry. This decision will depend on the relationship between the £22m available and the funds sought from BLTB for the schemes with the highest scores. The methodology will work on the basis of an over-programming factor of 200%. This will allow us to react to timetable slippage, increased approval of funds, or other contingencies.

13. A worked example is given below:

		<b>Weighted Score</b>	<b>Rank</b>	<b>BLTB Contribution sought</b>	<b>Cumulative BLTB contribution sought</b>	<b>Percentage of £22m</b>
1	Scheme A	23.5	1.5	2,500	2,500	11%
2	Scheme B	23.5	1.5	4,000	6,500	30%
3	Scheme C	23	3	1,000	7,500	34%
4	Scheme D	22	4	2,750	10,250	47%
5	Scheme E	20.5	5	7,000	17,250	78%
6	Scheme F	18	6	2,130	19,380	88%
7	Scheme G	17.5	7.5	3,876	23,256	106%
8	Scheme H	17.5	7.5	1,000	24,256	110%
9	Scheme I	16	10.5	1,500	25,756	117%
10	Scheme J	16	10.5	2,700	28,456	129%
11	Scheme K	16	10.5	4,000	32,456	148%
12	Scheme L	16	10.5	8,000	40,456	184%
13	Scheme M	15	14	2,491	42,947	195%
14	Scheme N	15	14	1,873	44,820	204%
15	Scheme O	15	14	2,872	47,692	217%

Programme Entry Cut-off set at 200% over-programming, including all schemes with an equal priority to the scheme at the cut-off point.

		Weighted Score	Rank	BLTB Contribution sought	Cumulative BLTB contribution sought	Percentage of £22m
16	Scheme P	14	16.5	1,900	49,592	225%
17	Scheme Q	14	16.5	3,987	53,579	244%
18	Scheme R	13	18.5	2,876	56,455	257%
19	Scheme S	13	18.5	5,987	62,442	284%
20	Scheme T	12	20	7,321	69,763	317%
21	Scheme U	11	21	5,000	74,763	340%
22	Scheme V	10	22	2,000	76,763	349%

14. It will be seen that at this stage, it is not necessary to resolve any ties within the weighted scoring process.

15. As the work of the BLTB progresses, all schemes that are active at the Programme Entry stage will be kept under review, as their proposers work up the detail according to the BLTB Founding Document. Some schemes will progress towards assessment, independent scrutiny, and final approval. These will be processed in order according to their original ranking. However, some schemes will fail to progress, and will either be delayed in being brought forward for final assessment, or in some cases withdrawn from the programme by their proposers. In the event that the value of the schemes in the Programme Entry Stage falls below 200% of the available funds (taking account of funds already committed to approved schemes, and of changes in the overall funding available), the BLTB may make a further call for submissions to be assessed by the initial scheme prioritisation methodology.

### The Scoring Methodology for the Seven Factors

1		Examples of Descriptors	Scoring Guide
Maximum strategic impact	High	<ul style="list-style-type: none"> <li>Improved access to the strategic housing development of 1500 homes</li> <li>Clear link to SIP – improve links between M4 and M3</li> <li>It has a direct bearing on the proposed Strategic Development Location</li> <li>Potential cross-boundary scheme with neighbouring LEP area</li> </ul>	A high score will be awarded to proposals which can demonstrate clear links to the Government's wider objectives and the LEP's Strategic Plans
	Medium	<ul style="list-style-type: none"> <li>Protected alignment in the Local Plan and Core Strategy Infrastructure Delivery Plan.</li> <li>Positive impact on Housing Estate Regeneration.</li> <li>It contributes to creating more reliable journey times along a strategic corridor</li> </ul>	A medium score will be awarded to proposals which can demonstrate clear links to an Authority's adopted Local Development Framework and/or Local Transport Plan.
	Low	<ul style="list-style-type: none"> <li>Improved journey times along corridor</li> <li>No clear link to SIP</li> </ul>	A low score will be awarded to all other proposals

2		Examples of Descriptors	Scoring Guide
Economic impact	High	<ul style="list-style-type: none"> <li>This scheme will also support development which will add 39,322 sq m of retail space and bring 400 jobs to the area</li> <li>The scheme will support the delivery of the 1400 dwellings identified in the Core Strategy</li> <li>The scheme will facilitate development of 25,000m2 of retail space 60,000m2 of office space and 800 new dwellings.</li> <li>Total number of additional homes is expected to be in the region of 6,000.</li> <li>85,800sqm of employment development.</li> <li>SDL incorporates up to 15,000sqm of employment.</li> </ul>	A high score will be awarded to a proposal which can quantify (in terms of floor space, jobs, houses or other evidence) a major regeneration, large new development or other substantial impact on the economy which is directly linked to the transport scheme
	Medium	<ul style="list-style-type: none"> <li>enabling commercial and residential development</li> <li>Enabling redevelopment for housing of frontage properties currently blighted.</li> <li>Enhancing the attractiveness of town centre and associated major redevelopment sites</li> <li>used by more HGVs and other commercial vehicles than any other road in the Borough</li> <li>Supports sustainable tourism by linking to National Cycle Network Route 4 and the Thames Path National Trail.</li> <li>Supporting Town Centre Regeneration</li> </ul>	A medium score will be awarded to a proposal which can quantify (in terms of floor space, jobs, houses or other evidence) EITHER a regeneration, new development or other minor impact on the economy which is directly linked to the transport scheme; OR a major regeneration, large new development or other substantial impact on the economy which is indirectly linked to the transport scheme
	Low	<ul style="list-style-type: none"> <li>GVA to be investigated</li> <li>Improving journey times and reliability</li> <li>Customers and suppliers will also benefit from better access, improved journey times, and lower vehicle operating costs</li> <li>Reducing congestion on a key highway corridor</li> </ul>	A low score will be awarded to all other proposals.

3		Examples of Descriptors	Scoring Guide
Scheme Value for money	High	<ul style="list-style-type: none"> <li>A TUBA assessment undertaken in December 2012 yielded a Benefit to Cost Ratio (BCR) of 4.524</li> <li>BCR 3.17:1</li> </ul>	A high score will be awarded to a proposal with a calculated BCR of 2 or higher
	Medium	<ul style="list-style-type: none"> <li>BCR 1.75:1</li> </ul>	A medium score will be awarded to proposals with a calculated BCR of 1 or higher, but less than 2
	Low	<ul style="list-style-type: none"> <li>The improvements have been modelled using a VISUM</li> <li>The scheme will bring in third party funding of nearly £0.5m</li> <li>Local contributions are expected to amount to about 50% of total cost</li> <li>To be investigated</li> <li>Un-quantified at present</li> </ul>	A low score will be awarded to proposals with a calculated BCR less than 1. OR No BCR calculated

4		Examples of Descriptors	Scoring Guide
Ease of deliverability	Cannot progress	<ul style="list-style-type: none"> <li>No timetable supplied</li> <li>Poor narrative or poorly explained plans</li> <li>Ambitious timetable stretching beyond the 2015-2019 period</li> </ul>	Proposals which have no prospect of a start-on-site during the spending period or are too lengthy will not progress to consideration for funding.
	High	<ul style="list-style-type: none"> <li>Timetable showing start-on-site and completion</li> <li>Supporting narrative giving credence to timetable</li> <li>Few or no conditionalities</li> <li>Planning and other permissions secured</li> <li>Land acquisition complete</li> </ul>	A high score will be awarded to proposals which have a credible prospect of achieving completion in the spending period
	Medium	<ul style="list-style-type: none"> <li>Timetable showing start-on-site and completion</li> <li>Supporting narrative giving credence to timetable</li> <li>Several conditionalities</li> <li>Preliminary design completed</li> <li>Partners identified</li> </ul>	A medium score will be awarded to proposals which have completed preliminary work, and have good prospects of a start-on-site during the spending period
	Low	<ul style="list-style-type: none"> <li>Partial timetable showing start-on-site and completion</li> <li>Partial supporting narrative giving credence to timetable</li> <li>Many conditionalities</li> </ul>	A low score will be awarded to proposals which have significant conditionality with consents, funding contributions or other uncertainties, and have low prospects of a start-on-site during the spending period

5		Examples of Descriptors	Scoring Guide
Matching Funds	Cannot progress	<ul style="list-style-type: none"> <li>Stated Values</li> </ul>	Proposals with Gross Scheme costs less than £1.5m OR with BLTB contribution sought greater than £22m will not progress to consideration for funding
	High	<ul style="list-style-type: none"> <li>Gross Value £3m. s.106 and LA Capital Programme share £2m (66%); funds requested from BLTB £1m (33%).</li> </ul>	A high score will be awarded to a proposal which can demonstrate matching (at least 50%) funds from other sources. BLTB contribution less than 50% of gross value.
	Medium	<ul style="list-style-type: none"> <li>Gross Values £5m. Developer contributions £1m (20%); other grants £1m (20%); BLTB share £3m (60%)</li> </ul>	A medium score will be awarded to a proposal which can demonstrate matching (20-50%) funds from other sources. BLTB contribution 50-80% of gross value.
	Low	<ul style="list-style-type: none"> <li>Gross Value £3.5m all from BLTB (100%)</li> </ul>	A low score will be awarded to all other schemes. BLTB contribution over 80% of gross value.

6		Examples of Descriptors	Scoring Guide
Environmental impact	High	<ul style="list-style-type: none"> <li>• No adverse noise, biodiversity, heritage or water environment impacts.</li> </ul>	<p>A high score will be awarded to proposals which can quantify a positive impact OR can demonstrate that mitigating measures will significantly reduce any negative impacts on one or more of the following:</p> <ul style="list-style-type: none"> <li>• greenhouse gas emissions;</li> <li>• air quality;</li> <li>• noise disturbance;</li> <li>• natural environment, heritage and landscape; and</li> <li>• streetscape and urban environment.</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• minor benefits in terms of air quality / carbon emissions compared to the 'do nothing' situation</li> </ul>	<p>A medium score will be awarded to proposals which make un-quantified positive claims about impact on the above environmental factors OR can demonstrate that mitigating measures will reduce negative impacts</p>
	Low	<ul style="list-style-type: none"> <li>• Carbon emissions will be reduced through a more direct route for freight vehicles</li> <li>• Decrease in the number of people affected by noise and improvements in local air quality</li> <li>• Reducing slow moving/ queuing traffic would contribute to reduction in NO2 emissions in AQMA</li> <li>• Positive impact on carbon emissions.</li> <li>• Promoting public transport over private car use</li> </ul>	<p>A low score will be awarded to all other proposals</p>

7		Examples of Descriptors	Scoring Guide
Social/distributional impact	High	<ul style="list-style-type: none"> <li>This stretch of road, including the junction, is responsible for an annual 40 slight injury accidents (approx 5% of the Borough's overall figure) and a further 8 KSI accidents in the last three years. The scheme is designed to reduce both these figures by half in three years following completion.</li> </ul>	<p>A high score will be awarded to proposals which can quantify a positive impact on, OR can demonstrate that mitigating measures will significantly reduce any negative impacts in relation to one or more of the following:</p> <ul style="list-style-type: none"> <li>regeneration;</li> <li>personal affordability;</li> <li>physical activity;</li> <li>road accidents;</li> <li>crime and security;</li> <li>access to a range of goods and services; and</li> <li>community severance</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>Positive impact for the communities affected by rat-running</li> <li>Facilitates residential development including new primary school and extra care home facility</li> <li>Reduced risk of accidents as result of better management of traffic and better provision for road crossings.</li> <li>It is likely that the scheme would lead to impacts that would require full SDI appraisal.</li> </ul>	<p>A medium score will be awarded to proposals which make un-quantified positive claims about impact in relation to the above social/distributional issues OR can demonstrate that mitigating measures that will reduce but do not eliminate negative social/distributional impacts</p>
	Low	<ul style="list-style-type: none"> <li>Allowing opportunities to develop local walking and cycling improvements</li> <li>Improved journey times to and from London</li> <li>There are no significant impacts.</li> <li>It is unlikely that the scheme would lead to any impacts that would require full SDI appraisal. The expected impacts are likely to be both marginal in extent and dispersed among people groups or spatially.</li> </ul>	<p>A low score will be awarded to all other proposals</p>



## Berkshire Local Transport Body

Pro-forma for Consideration of a Transport Scheme at Programme Entry Stage

### Section 1: Headline Description

Local Authority	
Number	(a simple sequence, 1,2, 3 etc to distinguish your schemes)
Short Name	Max 10 words
Short Description	Max 30 words
Gross Scheme Cost	£x,xxx,xxx
BLTB Contribution Sought	£y,yyy,yyy
BLTB contribution as a percentage of the gross	z.z%

The headline information in this first section will be reproduced in summary schedules for public reports. Words used beyond the stated limits will be discarded.

### Section 2: General Description

Statement in support of the Scheme	Max 250 words of general description, justification and setting the scheme in its context
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### Section 3: Detailed Statements Addressing the Seven Factors

The detailed scoring methodology is described above, and examples of descriptors have been given as a guide. Please fill in each box with relevant statements, with references to evidence or sources. There are no word limits for these sections.

Strategic Impact	
Economic Impact	
Value For Money	
Ease of Deliverability	
Matched Funding	
Environment	
Social and Distributional	

### Section 4: Contact Details

Authorised by:	
Job title:	
Email:	
Telephone:	
PA (if any):	

Deadline for return:

Please return to: Richard Tyndall ([Richard.tyndall@thamesvalleyberkshire.co.uk](mailto:Richard.tyndall@thamesvalleyberkshire.co.uk)) 07880-787007

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**BERKSHIRE LOCAL TRANSPORT BOARD**

**REPORT TO:** Board

**DATE:** 18<sup>th</sup> July 2013

**CONTACT OFFICER:** Ruth Bagley, Chief Executive Slough Borough Council, lead Chief Executive to the Board

**PART I  
FOR DECISION**

**ASSESSMENT OF BIDS AND PRIORITISATION**

**Purpose of Report**

1. At the inaugural meeting of the Berkshire Local Transport Body, held on 14 March 2013, you adopted the Founding Document. This had been prepared in accordance with the DfT guidelines for Assurance Frameworks.
2. Paragraph 11 of the Founding Document says:
 

“11. Development of Scheme Programme (Guidance Paragraphs 36-46): BLTB will develop a methodology for the prioritisation of schemes using at least the following criteria (or suitable proxies):

  - Maximum strategic impact
  - Economic impact
  - Value for money
  - Deliverability
  - Environmental impact
  - Social/distributional impact”
3. Elsewhere on this agenda is a report recommending a Prioritisation Methodology for adoption. This report describes the application of that proposed methodology to the 28 schemes which were submitted for consideration by the six local transport authorities before the deadline of 31 May 2013.
4. The detailed scores from the application of the prioritisation methodology is given at Appendix A. The individual scheme pro-formas are available at <http://thamesvalleyberkshire.co.uk/support-centre/downloads/?category=26> on the Thames Valley Berkshire LEP website

**Recommendation**

The Board is requested to:

5. Approve the following schemes ranked 1<sup>st</sup> to 5<sup>th</sup> for programme entry

Rank	Scheme Promoter and No.	Short Name
1	West Berkshire - 1	Kings Road Link Road: Supporting successful industry – enabling Newbury’s growth
2	Reading - 1	Reading GreenPark Railway Station
3	Reading - 3 (with Wokingham)	Eastern Thames Valley Mass Rapid Transit
4	Bracknell Forest - 1	Coral Reef Roundabout

Rank	Scheme Promoter and No.	Short Name
5=	Slough -1	Slough to Heathrow Mass Rapid Transit: Western Section (Slough Trading Estate to Three Tuns)
5=	Slough - 2	Slough to Heathrow Mass Rapid Transit: Central Section (Three Tuns to Brands Hill)
5=	Wokingham - 4	South Wokingham Distributor Road
5=	Wokingham - 2	North Wokingham Full Northern Distributor Road

6. Refer three very large schemes to the LEP Strategic Infrastructure Process

	Scheme Promoter	Short Name
	Reading - 2	Southern Thames Valley Mass Rapid Transit
	Reading – 4 (with Wokingham and Bracknell Forest)	South Eastern Thames Valley Mass Rapid Transit
	Reading - 9 (with Wokingham)	Third Thames Crossing

7. Refer back all the other schemes and invite the scheme promoters to continue to develop and improve the proposals

8. Ask the Officers to conduct a review of the first use of the Prioritisation Methodology and bring back further proposals for its refinement later in the year.

## Other Implications

### Financial

9. Department for Transport funding for major schemes will be entirely allocated through Local Transport Bodies. There is no financial implication of this report. However, the implication of a scheme reaching Programme Entry stage is that its promoter will begin detailed preparations with a view to bring the scheme back to the BLTB for funding approval in due course.

10. The Local Major scheme funding for 2015-19 has been announced as £22m – however this is a provisional figure, and we are awaiting final written confirmation following the Comprehensive Spending Review announcements at the end of June. It will be noted that the combined value of the 9 schemes recommended for Programme Entry stage is over £63m. The Berkshire Strategic Transport Forum will now consider the detail of how schemes are processed from Programme Entry stage up to Financial Approval.

### Risk Management

Risk	Mitigating action	Opportunities
<u>Legal</u> BLTB decisions or schemes challenged	Accountable Authority ensures decisions adhere to Assurance Framework and Addendum, and maintains records	Ensure good value for money and transparent decision making

<u>Financial</u> The Prioritisation Methodology is not followed, and funding will not be released for major schemes	Accountable body ensures adherence with it.	Major scheme funding pooled across Berkshire to support transport schemes which deliver regional benefits
<u>Timetable for delivery</u> Deadline for submission of Prioritised Schemes (end July 2013) is missed	Members have proper regard for the application of the prioritisation methodology when deciding which schemes to approve at programme entry stage.	Release of devolved funds to BLTB and allocation to a number of prioritised schemes

### Human Rights Act and Other Legal Implications

11. It is important that the decisions about scheme prioritisation are taken in accordance with the approved methodology, and that other irrelevant considerations are disregarded.

### **Supporting Information**

12. The 28 schemes which were submitted by the deadline of 31 May 2013 were considered independently by Richard Tyndall, who is retained by the Local Enterprise Partnership. He produced a first draft of the assessment against version six of the prioritisation methodology.
13. Each of the scheme promoters was then shown the first draft of the scoring, and invited to discuss any errors, omissions or misinterpretations with Richard Tyndall. The purpose of this quality control exercise was to ensure that each scheme was being judged on its real merits, rather than a misapprehension.
14. The Berkshire Strategic Transport (Officers) Forum has met twice to moderate and discuss the application of the Prioritisation Methodology. On the first occasion, officials from the DfT and Network Rail were also present to add their knowledge and advice.
15. The final scoring and prioritisation that is attached to this report, and recommended to you for approval, has the support of the Berkshire Strategic Transport (Officers) Forum.
16. The Prioritisation Methodology calls for “over-programming” of schemes at Programme Entry stage to level of at least 200% of the available funds. In the event, this has risen to nearly 300% because of the decision to include at Programme Entry all schemes with same priority ranking as a scheme which is at the cut-off point of 200% of available funding.

### **Progress to date**

17. The process followed has been an iterative: as this is the first use of a newly designed methodology, there has been considerable flexibility shown by all parties. We have worked together to ensure that there are no perverse outcomes and that all parties feel that there has been a fair, moderated and transparent process applied in reaching the recommendations for schemes to be entered into the programme.

18. Matching Funds: the original wording of the criterion for matched funding was that contributions should be “secure”. The reality is that whilst funding may be provisionally allocated, or even approved subject to certain conditions, it is not practical to apply the “secure” test literally. It was recognised that beyond programme entry stage, schemes which hoped to progress to funding approval would have to pass a secure matched funding test in due course. Therefore at scheme entry stage it was agreed to relax the test from a “secure” standard to “planned” funding contributions.
19. There were three very large schemes (see recommendation at paragraph 6 above) which are suitable for consideration in the LEP’s Strategic Infrastructure Process. There was one small scheme ([Bracknell Forest – 2 Martin’s Heron Roundabout](#)) which was referred back because it fell below the minimum scheme threshold of £1.5m gross cost.
20. Economic Impact: there was considerable debate about the application of this factor. The preliminary scoring had been conducted against a particular interpretation: it was explained that this factor had been used to award points according to the extent to which the transport investment unlocked or triggered other investments in development sites directly associated with the transport scheme. This particular interpretation supports the Local Enterprise Partnership’s ambition to promote economic growth in Thames Valley Berkshire, and to prioritise public investment in schemes which have a strong “multiplier” effect.
21. However, It was argued that transport schemes designed to increase network capacity in congested areas, which would have major economic impacts should be eligible for a medium or high rating. There was a general acceptance that to be given a high rating for this factor it was necessary to demonstrate a substantial impact from a directly associated development, and that this should be expressed in terms of floor space, jobs, houses or other evidence. The wording of the methodology recommended for adoption elsewhere on this agenda includes the possibility of a medium score for indirect economic impacts.
22. Value for Money: it was noted that not all scheme promoters had produced detailed calculations of Benefit-Cost Ratio (BCR) scores. This was partly a timing issue – the preparation of BCR scores is a technical process that requires some care and preparation. From those scores that were submitted, 6 out of 7 returned a “high” rating. We will be reviewing this factor in detail to see if it can be redefined to produce a better differentiation of good and better value for money in schemes.
23. There were other less significant teething troubles with the understanding and application of other factors, and we are proposing a comprehensive review of the methodology in the autumn.

## **Conclusion**

24. In order to access devolved major scheme funding, Local Enterprise Partnership areas must form Local Transport Bodies in partnership with Local Authorities. Berkshire Local Transport Body is analogous with the boundaries of TVB LEP and the six Berkshire authorities, and has established an Assurance Framework based on Department for Transport guidance. The Assurance Framework commits the BLTB to establishing a Prioritisation Methodology and this has been used to produce a list prioritised list of the 28 schemes submitted for consideration.

**Appendices Attached**

'A' – Scoring table for the submitted schemes

**Background Papers**

The individual scheme pro-formas are available at

<http://thamesvalleyberkshire.co.uk/support-centre/downloads/?category=26> on the Thames Valley Berkshire LEP website.

Appendix A: Detailed Scores for Berkshire Local Transport Body Scheme Prioritisation July 2013

Scheme Promoter	Short Title	Short Description	Scheme Cost	BLTB Contribution Sought	Max strategic Impact	Economic Impact	VFM	Ease of Deliverability	Matched Funding	Environmental	Social	Total	Rank	Cumulative BLTB Value
			£000k	£000k	x2	x2	x1.5	x1.5	x1	x1	x1			£k
West Berkshire - 1	<a href="#">Kings Road Link Road: Supporting successful industry – enabling Newbury’s growth</a>	New direct link between the Hambridge Road industrial area and the A339 in Newbury to support housing delivery and significantly improve access to a key employment area	2,935	2,335	6	6	4.5	4.5	2	3	2	28	1	2,335
Reading - 1	<a href="#">Reading GreenPark Railway Station</a>	Reading GreenPark Railway Station on the Reading to Basingstoke railway line	8,000	6,400	6	6	4.5	4.5	2	2	2	27	2	8,735
Reading - 3 (with Wokingham)	<a href="#">Eastern Thames Valley Mass Rapid Transit</a>	Thames Valley Mass Rapid Transit (TVMRT) system between Reading and Thames Valley Park (and TVP Park & Ride)	22,900	18,300	6	4	4.5	3	2	2	2	23.5	3	27,035
Bracknell Forest - 1	<a href="#">Coral Reef Roundabout</a>	Junction improvements at Coral Reef roundabout forming part of the overall improvements to the A322/A329 corridor and improving links between M3 and M4	3,000	2,100	6	4	4.5	4.5	2	1	1	23	4	29,135
Slough -1	<a href="#">Slough to Heathrow Mass Rapid Transit: Western Section (Slough Trading Estate to Three Tuns)</a>	Provision of segregated bus lanes along the A4 corridor to serve Slough Trading Estate and support the development of a mass rapid transit connection between Slough and Heathrow	4,750	3,250	6	6	1.5	3	2	2	2	22.5	5	32,385
Slough - 1	<a href="#">Slough to Heathrow Mass Rapid Transit: Central Section (Three Tuns to Brands Hill)</a>	Scheme to provide a series of bus priority measures along the A4 corridor in central Slough to support the development of a mass rapid transit connection between Slough and Heathrow	4,290	2,310	6	6	1.5	3	2	2	2	22.5	5	34,695
Wokingham - 4	<a href="#">South Wokingham Distributor Road</a>	Provision of a new road south of Wokingham Town Centre to function as a distributor road for the South Wokingham Strategic Development Area and provide an alternative route around the Town Centre to the south	20,000	14,000	6	6	1.5	3	2	2	2	22.5	5	48,695
Wokingham - 2	<a href="#">North Wokingham Full Northern Distributor Road</a>	Provision of a new road north of Wokingham Town Centre to function as a distributor road for the North Wokingham Strategic Development Area and provide an alternative route around the Town Centre	20,627	14,439	6	6	1.5	3	2	2	2	22.5	5	63,134
Slough - 6	<a href="#">A355 Route Enhancement</a>	Scheme to improve traffic flow on the strategic north-south A355 route between the M4, Slough Trading Estate and the M40 and enhancing access to Slough town centre.	3,200	2,100	6	4	1.5	4.5	2	2	2	22	9	65,234



Appendix A: Detailed Scores for Berkshire Local Transport Body Scheme Prioritisation July 2013

			Scheme Cost	BLTB Contribution Sought	Max strategic Impact	Economic Impact	VFM	Ease of Deliverability	Matched Funding	Environmental	Social	Total	Rank	Cumulative BLTB Value
West Berkshire - 2	<a href="#">A339, Newbury: Improvements unlocking commercial redevelopment</a>	The scheme facilitates access to a regeneration site via a new junction on the A339. It provides additional capacity on the A339 through widening a 300m stretch of the northbound carriageway	2,440	1,952	4	6	1.5	4.5	2	2	2	22	9	67,186
Reading - 5 (with Wokingham)	<a href="#">Park &amp; Ride West of Thames Valley Park (Broken Brow)</a>	Park & Ride on the Broken Brow site, accessed from the A3290/Thames Valley Park Drive roundabout	3,600	2,900	6	4	4.5	1.5	2	2	2	22	9	70,086
Windsor and Maidenhead - 1	<a href="#">Stafferton Way Multi-Storey Car Park</a>	A new multi-storey car park with up to 1,000 spaces to provide additional car parking to serve Maidenhead Station and town centre	6,000	4,750	6	6	1.5	3	2	2	1	21.5	12	74,836
Wokingham - 6	<a href="#">Finchampstead Road Bridges</a>	Replacement of two rail bridges with slender bridge decks and altered highway alignments to improve the passage of high sided vehicles and improve the facilities for pedestrians and cyclists	8,130	5,691	6	6	1.5	3	2	2	1	21.5	12	80,527
Wokingham - 1	<a href="#">Arborfield Bypass</a>	A new road and associated works to bypass Arborfield Village and provide capacity improvements along the A327	22,600	15,820	6	6	1.5	1.5	2	2	2	21	14	96,347
Reading - 7 (with Wokingham)	<a href="#">A4 Eastern Gateway Pinch Point Scheme</a>	Package of measures to reduce congestion and improve journey time reliability along the A4 into and out of central Reading, the primary gateway to Reading from the east.	1,546	1,082	6	4	1.5	3	2	2	2	20.5	15	97,429
Wokingham - 5	<a href="#">Winnersh Relief Road phase 2</a>	New highway construction completing the Full Winnersh Relief Road linking with Winnersh Relief Road Phase 1 (Kings Street Lane) to a new junction on the A329 near Woodward Close	2,041	1,429	4	6	1.5	3	2	2	2	20.5	15	98,858
Slough - 4	<a href="#">A332 Route Enhancement: Northern section</a>	Scheme to enhance the northern section of the A332 Windsor Road to increase traffic capacity and provide better facilities for buses, pedestrians and cyclists.	1,940	1,270	4	6	1.5	3	2	2	2	20.5	15	108,828
Slough - 5	<a href="#">A332 Route Enhancement: Southern section</a>	Scheme to enhance the southern section of the A332 Windsor Road to increase traffic capacity and provide better facilities for buses, pedestrians and cyclists.	3,060	1,430	4	4	1.5	3	3	2	2	19.5	18	100,288
Slough - 3	<a href="#">Slough to Heathrow Mass Rapid Transit: Eastern Section</a>	Provision of a segregated bus lane along the A4 Colbrook Bypass to support the development of a mass rapid transit connection between Slough and Heathrow.	3,120	1,720	6	4	1.5	1.5	2	2	2	19	19	102,008

Appendix A: Detailed Scores for Berkshire Local Transport Body Scheme Prioritisation July 2013

			Scheme Cost	BLTB Contribution Sought	Max strategic Impact	Economic Impact	VFM	Ease of Deliverability	Matched Funding	Environmental	Social	Total	Rank	Cumulative BLTB Value
Slough - 7	<a href="#">Chalvey Rail Station</a>	New halt on Slough- Windsor Town branch rail line to serve Chalvey. Single face platform with access ramp, lighting, shelter, CCTV, information point, automated ticket machines and drop off point.	2,100	1,600	6	4	1.5	1.5	2	1	2	18	20	103,608
Wokingham - 3	<a href="#">Lower Earley Way Highway Improvements</a>	Capacity Improvements along the B3270 corridor (Lower Earley Way) which runs parallel to the M4 between junction 10 and junction 11	5,643	3,950	6	2	1.5	3	2	1	1	16.5	21	107,558
Windsor and Maidenhead - 2	<a href="#">Pedestrian and Cycle Bridge to Dorney Lake</a>	Pedestrian and cycle bridge between West Windsor and Dorney Lake	6,000	4,750	4	2	1.5	3	2	1	2	15.5	22	113,578
Reading - 6	<a href="#">Northern Reading Park &amp; Ride</a>	Park & Ride site to the north of Reading, accessed from A4155 Henley Road	5,500	4,950	4	2	1.5	1.5	2	1	2	14	23	118,528
Reading - 8	<a href="#">Kennetside Retaining Wall Maintenance Scheme</a>	Scheme to deliver a long term solution to the continued deterioration of the Kennetside Retaining Wall which forms a key link in the National Cycle Network and key pedestrian route	7,700	6,900	4	2	1.5	1.5	1	1	2	13	24	125,428

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# BERKSHIRE LOCAL TRANSPORT BODY FORWARD PLAN

## NOVEMBER 2013 – MARCH 2014

### MEETING DATE – 14<sup>th</sup> November 2013

Item	Purpose of Report	Contributing to BLTB Strategic Objectives [Please state]	Report Author and contact details
List of Prioritised Major Schemes	To consider the DfT response to the list of schemes submitted in July 2013	<p>To remove barriers to economic growth by bringing forward an investment programme for developing and improving the transport infrastructure of the Thames Valley Berkshire area</p> <p>To establish and keep under review a prioritised list of local major transport schemes</p>	Ruth Bagley/Richard Tyndall
Major Scheme Assessment and Approval	<p>To agree detailed arrangements for progressing schemes from programme entry stage to funding approval.</p> <p>To report on the current status of schemes on the priority list and the appointment of independent assessors</p>	<p>To use DfT methodologies for assessing and evaluating the relative merit of competing schemes, and to subject all proposals to independent scrutiny</p> <p>To ensure value for money is achieved from individual schemes and the overall investment programme.</p>	Ruth Bagley/Richard Tyndall

Programme and Risk Management	To agree detailed arrangements.	To monitor the progress of scheme delivery and spend.  To actively manage the devolved budget and programme to respond to changing circumstances	Ruth Bagley/Richard Tyndall
Forward Plan	To inform the BLTB of anticipated agenda items for future meetings.	All	Ruth Bagley

**MEETING DATE – 13<sup>th</sup> March 2014**

Item	Purpose of Report	Contributing to BLTB Strategic Objectives [Please state]	Report Author and contact details
Major Scheme Assessment and Approval	To report on progress with the development of Transport Business Cases and note responses from stakeholders and the public.	To remove barriers to economic growth by bringing forward an investment programme for developing and improving the transport infrastructure of the Thames Valley Berkshire area.  To establish and keep under review a prioritised list of local major transport schemes.  To use DfT methodologies for assessing and evaluating the relative merit of competing schemes, and to subject all proposals to independent scrutiny.	Ruth Bagley/Richard Tyndall

			To ensure value for money is achieved from individual schemes and the overall investment programme.	
Scheme Evaluation and Monitoring	To agree outline arrangements.		To ensure value for money is achieved from individual schemes and the overall investment programme.	Ruth Bagley/Richard Tyndall
Financial issues	To report on issues arising in 2012/13 and foreseen in 2013/14		To monitor the progress of scheme delivery and spend	
Forward Plan	To inform the BLTB of anticipated agenda items for future meetings.		To actively manage the devolved budget and programme to respond to changing circumstances	S151 Officer
			All	Ruth Bagley

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