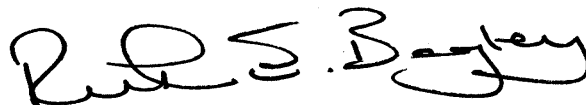


Date of issue: Wednesday 6<sup>th</sup> November, 2013

<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 (Vice-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, 14TH NOVEMBER, 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 BLTB



## 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 18th July 2013	1 - 6
3.	Progress on the Prioritised Schemes	7 - 30
4.	LTB Funding Update and Relationship to Growth Deal	31 - 38
5.	Procurement of Independent Assessment Consultants	39 - 48
6.	BLTB Forward Plan	49 - 50
7.	Date of Next Meeting	

Thursday 13<sup>th</sup> March 2014, 4.00pm at The Centre, Slough

#### 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, 18th July, 2013.**

<b>Present:-</b>	<b>Members</b>	<b>Authority</b>
	Councillor Page (Chair)	Reading Borough Council
	Steve Capel-Davies (Deputy Chair)	Thames Valley Berkshire LEP
	Councillor Bale	West Berkshire Council
	Councillor Brunel-Walker	Bracknell Forest Council
	Councillor Hill	The Royal Borough of Windsor & Maidenhead
	Councillor Munawar	Slough Borough Council
	Melvyn Hale	Thames Valley Berkshire LEP
	<b>Deputy Member In Attendance</b>	
	Councillor Simpson	West Berkshire Council
<b>Apologies for</b>	Councillor Baker	Wokingham Borough Council
<b>Absence:-</b>	Ian Frost	Thames Valley Berkshire LEP
	Robert Lynch	Thames Valley Berkshire LEP
	Philip von Heydebreck	Thames Valley Berkshire LEP

**PART 1**

**1. Declarations of Interest**

None were received.

**2. Minutes of the Meeting held on 14th March 2013**

**Resolved –** That the minutes of the meeting of the Berkshire Local Transport Body held on 14<sup>th</sup> March 2013 be approved as a correct record.

**3. Addendum to the Founding Document**

Ruth Bagley reported that the DfT had provided feedback on the BLTB Founding document and had made a number of comments, particularly in relation to governance issues and the role of the accountable body. The proposed response to this feedback was set out the Addendum to the Founding Document / Assurance Framework which had been circulated as Appendix A to the report. Members attention was drawn to the requirement to establish and maintain a Register of Interests and a transparent process to manage conflicts of interests.

Ruth Bagley informed Members that as part of emerging Government policy on Growth Deals, there was a possibility that the hosting of Local Transport Bodies could pass to LEPs in the future. Further guidance was awaited in the Autumn and it was therefore agreed to amend recommendation (a) to reflect the potential need to review the BLTB governance arrangements. After due

consideration it was agreed to adopt the Addendum to BLTB's Assurance Framework.

**Resolved –**

- (a) That the Addendum to the Berkshire Local Transport Body's Assurance Framework as set out in Appendix A to the report be adopted, pending further advice from DfT regarding the future hosting of Local Transport Bodies;
- (b) That the feedback from DfT be noted; and
- (c) That the Outline Process diagram as set out in Appendix B to the report be noted.

**4. Prioritisation methodology**

Ruth Bagley introduced a report which proposed the detailed prioritisation methodology for schemes. It was noted that the methodology had been developed by the Berkshire Strategic Transport (Officers) Forum in accordance with the DfT guidelines for Assurance Frameworks. Richard Tyndall drew Members attention to the specific aspects of the methodology that had been revised following the Berkshire Strategic Transport (Members) Forum in March 2013 and confirmed that the points agreed at that meeting had been incorporated. The methodology being proposed had been supported by Officers from all six Councils across Berkshire.

Members noted a tabled letter sent to all Local Transport Bodies from DfT dated 16<sup>th</sup> July 2013 which confirmed Local Transport Body Funding Allocations for the period 2015/16 to 2020/21 inclusive. It was noted that the allocation for Berkshire of £14.5m was significantly below the £22m provisional allocation, however more funding may be available via bids to the single Local Growth Fund.

A range of issues were considered by Members during discussion of the methodology including the implications of the lower than anticipated allocation; the process following submission of the list of prioritised schemes to DfT by the end of July 2013; and the circumstances under which new schemes could be considered in the future. In response, Richard Tyndall highlighted that if the value of schemes qualified at programme entry stage fell below 200%, then there would be a fresh call for proposals and further use of the methodology. It was also noted that it was important that prioritised schemes had sufficient certainty that the sponsors could proceed with confidence in the development of their schemes but that clearly defined milestones were required by the BLTB to monitor progress and ensure the programme could be properly managed.

Councillor Hill expressed a number of concerns about the methodology, primarily that it was a Berkshire wide fund that should include schemes in all six authorities, and that the methodology allowed very large schemes to

swallow up almost all of the fund. Ruth Bagley and Richard Tyndall responded that the fund was for major schemes which would deliver maximum strategic impact across Berkshire and that the guidance from DfT clearly stated that the schemes proposed had to be assessed on merit.

Councillor Hill emphasised the importance the schemes submitted by the Royal Borough of Windsor and Maidenhead, particularly the Stafferton Way Multi-Story Car Park which was strategically located near to a key Crossrail station. Richard Tyndall stated that he acknowledged the aspiration behind this scheme and commented that Thames Valley Berkshire would work with the Council to try to secure alternative funding in view of the potential value of the scheme to the economic regeneration of Maidenhead.

On the conclusion of the discussion the recommendations were put to the vote and were agreed by Members, with the exception of Councillor Hill who voted against.

**Resolved –**

- (a) That the Prioritisation Methodology and Scheme Pro-forma set out at Appendices A and B be adopted.
- (b) That Officers be asked to conduct a review of the first use of the Prioritisation Methodology and bring back further proposals for its refinement later in the year.

**5. Assessment of Bids and Prioritisation**

Richard Tyndall introduced a report which described the application of the methodology to the 28 schemes that were submitted for consideration by the six local transport authorities. He informed Members of the process that had been undertaken and commented that flexibility had been shown by all parties in view of the fact that this had been the first time the methodology had been applied.

The outcome was that the 8 schemes ranked 1<sup>st</sup> to 5<sup>th</sup> were being unanimously recommended by Officers to be prioritised for Programme Entry. It was noted that these schemes totalled over £63m which was over-programming of nearly 300% of the £22m provisional allocation which was anticipated at the time the methodology was applied. Members considered in detail the implications of the confirmed lower allocation of £14.5m for Berkshire.

Members discussed the size of some of the schemes in the prioritised list, several of which exceeded the overall allocation now confirmed for Berkshire. Members were also mindful of the issues raised during consideration of the previous item on the methodology, which also applied to prioritisation. After discussion, the prioritised list as set out was agreed on the basis that the methodology had been applied with the provisional allocation in mind but that scheme promoters, especially of the larger schemes, should be working to

review the level of BLTB contribution sought for example by leveraging in additional match funding.

The overall view of Members was that the robust methodology adopted had produced a prioritised pipeline of key projects which would deliver significant strategic economic impact across Berkshire. It was agreed that the list should therefore be submitted for Programme Entry as proposed. It was further agreed that the prioritised list be incorporated into the Strategic Economic Plan with work undertaken to review BLTB contributions and secure additional resources to deliver schemes in the programme where possible.

**Resolved –**

- (a) That the following schemes ranked 1<sup>st</sup> to 5<sup>th</sup> be approved for programme entry.

<b>Rank</b>	<b>Scheme Promoter and No.</b>	<b>Short Name</b>
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
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

- (b) That three very large schemes be referred to the LEP Strategic Infrastructure Process.

	<b>Scheme Promoter</b>	<b>Short Name</b>
	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

- (c) That all other schemes be referred back and scheme promoters be invited to continue to develop and improve the proposals.

- (d) That Officers be asked to conduct a review of the first use of the Prioritisation Methodology and that further proposals for its refinement be brought back later in the year.

**6. BLTB Forward Plan**

Members considered the Forward Plan for the period November 2013 to March 2014. It was noted that the scheme promoters of the 9 top priority projects would compile progress reports for consideration by BLTB at future meetings.

**Resolved –** That the BLTB Forward Plan be noted.

**7. Date of next meeting**

It was confirmed that the next meeting of BLTB would be held on Thursday 14<sup>th</sup> November, 2013 at 4.00pm at The Centre, Farnham Road, Slough.

Chair

(Note: The Meeting opened at 4.02 pm and closed at 5.15 pm)

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**BERKSHIRE LOCAL TRANSPORT BODY (BLTB)**

**REPORT TO:** BLTB **DATE:** 14 November 2013

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

**PART I**

**PROGRESS ON THE SCHEMES PRIORITISED ON 18 JULY 2013**

***Purpose of Report***

1. To provide a progress report for each of the eight schemes given Programme Entry status by the decision of the LTB on 18 July 2013.
2. To give the LTB an opportunity to review each of these schemes and to ask questions of the council promoting the schemes.

***Recommendation***

3. The BLTB are requested to resolve:
  - (a) That the progress of each of the schemes be noted.
  - (b) That its continued support for each of the eight schemes be confirmed.

***Other Implications***

***Financial***

4. The DfT has confirmed the allocation of Local Majors Capital Funding for Berkshire LTB as £14.5m over four years, commencing April 2015. This confirmation needs to be understood in the context of other Government announcements in relation to the preparation of Strategic Economic Plans, Growth Deals and the allocation of the Local Growth Fund.
5. The DfT have confirmed that the financial allocation of £14.5m to TVB LEP as part of the emerging Growth Deal is guaranteed, and that this element of the settlement will be exempt from the competition for Local Growth Fund allocations.
6. They have further confirmed that while the financial allocation is confirmed, there is local discretion available to the LEP to rescind the LTB prioritisation in favour of other priorities identified for the Strategic Economic Plan.
7. In Thames Valley Berkshire, there is no intention of using this discretion. The LEP has confirmed its support for the work of the LTB, and for the conclusions of the prioritisation process conducted earlier in 2013. Further, the LEP intends to promote not only the 8 schemes with programme entry status within the Strategic Economic Plan, but a range of other proposals, including transport schemes previously considered by the LTB.
8. Each scheme promoter is continuing to develop the scheme proposals at their own cost and their own risk. Recommendations for financial approval will only be brought to the LTB after the promoter has submitted a full business case proposal, and after that has been subjected to an independent assessment.

9. In other developments, the DfT has announced financial support for a transport scheme in Thames Valley Berkshire from Tranche 3 of Local Pinch Point funding, and invited bids for a Tranche 4. The Reading London Road A4 Eastern Gateway scheme was approved in Tranche 3, and Bracknell Forest, Slough, West Berkshire and Wokingham have submitted one bid each in Tranche 4.
10. Slough Borough Council is the Accountable Body responsible for BLTB and has thus agreed to take on the responsibilities including legal advice, appropriate use of funds through Section 151 Officer, adherence to the Assurance Framework, maintaining official records of BLTB proceedings and overall responsibility for decisions taken in the case of legal challenge. Slough Borough Council will incur additional costs for some of these activities. Whilst the Council is able to accommodate some of the costs in kind, where there are significant cash costs, notably if there are costs to commission project bid evaluations, these costs will be shared.

### 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 maintains records	Ensure good value for money and transparent decision making
<u>Financial</u> If Assurance Framework not approved by DfT, funding will not be released, and no funding available for major schemes	Submit Assurance Framework to DfT within deadline for comments, amendment and/or approval. 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> The funds are not available until April 2015 at the earliest, and then payments are spread over four financial years	Scheme Promoters continue to develop strong business and transport cases. LTB appoint independent assessors	Release of devolved funds to BLTB and allocation to a number of prioritised schemes
<u>Timetable for delivery</u> Projects are not brought forward and completed in the delivery window	Scheme promoters progress development delivery to timetable and provide progress reports to the BLTB. BLTB monitors, challenges and, if necessary re-prioritises schemes	Opportunity via access to greater funds for more schemes to progress if prioritised schemes pursued to time.

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<p><u>Project Capacity</u> Meetings not constituted according the Framework, evaluation not thorough, legal challenge</p>	<p>Slough BC will provide professional and secretariat support to ensure meetings correctly run, records kept, and ensure due diligence throughout scheme evaluation and prioritisation BST(O)F continues to monitor the programme of activity</p>	<p>Schemes with greatest benefit according to the principles set out in the Assurance Framework will be funded and delivered in a transparent process</p>

### Human Rights Act and Other Legal Implications

11. The Scheme Promoters are all themselves local authorities and they have to act within the law. Slough Borough Council will provide legal support for the BLTB, should any questions arise.

### **Supporting Information**

12. The [prioritised list of schemes as agreed, including links to individual scheme pro-formas is available from this link<sup>1</sup>](#). This report concerns progress made by the eight schemes that were given Programme Entry status on 18 July 2013. They are:

<b>Scheme Promoter</b>	<b>Short Title</b>	<b>Short Description</b>	<b>Scheme Cost</b>	<b>BLTB Contribution Sought</b>	<b>Total Points</b>	<b>Rank</b>
			£k	£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	28	1
Reading - 1	<a href="#">Reading GreenPark Railway Station</a>	Reading GreenPark Railway Station on the Reading to Basingstoke railway line	8,000	6,400	27	2
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	23.5	3

<sup>1</sup> <http://thamesvalleyberkshire.co.uk/wp-content/uploads/downloads/2013/07/Berkshire-LTB-Prioritised-list-of-schemes-as-agreed-on-18-July-2013.pdf>

			<b>Scheme Cost</b>	<b>BLTB Contribution Sought</b>	<b>Total Points</b>	<b>Rank</b>
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	23	4
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	22.5	5=
Slough - 2	<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	22.5	5=
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	22.5	5=
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	22.5	5=

### ***Progress to date***

13. There are seven Appendixes, covering each of the Programme Entry schemes (the two Slough schemes are covered together), prepared by the scheme promoters. In the table below I have summarised the main points.

<b>App</b>		<b>Comments</b>	<b>Projected Completion of Full Business Case</b>	<b>Projected Date for Financial Approval</b>
<b>A</b>	Kings Road Link Road: Supporting successful industry – enabling Newbury’s growth – West Berkshire	Proceeding well Possible start on site April 2015	May 2014	July 2014
<b>B</b>	Reading GreenPark Railway Station – Reading	Proceeding well Need for coordination with Network Rail; timetable for Electrification works Possible start on site April 2015	July 2014	November 2014
<b>C</b>	Eastern Thames Valley Mass Rapid Transit - Reading (with Wokingham)	Funding for this scheme still not resolved. BLTB funds are insufficient, and additional commitments are required. Likely to receive a priority within the Strategic Economic Plan. Requests a further review in March 2014	March 2015	July 2015
<b>D</b>	Coral Reef Roundabout - Bracknell Forest	Proceeding well Possible start on site April 2015	March 2014	July 2014
<b>E</b>	Slough to Heathrow Mass Rapid Transit: Western Section (Slough Trading Estate to Three Tuns) - Slough	Proceeding well Possible start on site after completion of procurement in April 2015	March/July 2014	July/November 2014
<b>E</b>	Slough to Heathrow Mass Rapid Transit: Central Section (Three Tuns to Brands Hill) - Slough	Proceeding well Possible start on site after completion of procurement in April 2015	March/July 2014	July/November 2014
<b>F</b>	South Wokingham Distributor Road - Wokingham	Funding for this scheme still not resolved. BLTB funds are insufficient, and additional commitments are required. Likely to receive a priority within the Strategic Economic Plan.	No date available Not before March 2015	No date available

App		Comments	Projected Completion of Full Business Case	Projected Date for Financial Approval
G	North Wokingham Full Northern Distributor Road - Wokingham	Funding for this scheme still not resolved. BLTB funds are insufficient, and additional commitments are required.  Likely to receive a priority within the Strategic Economic Plan.	No date available  Not before March 2015	No date available

**Conclusion**

- 14. The scheme promoters are all making good progress with the preparations for delivering their schemes, with five of the eight promoters expressing confidence that they could be ready for financial approval in 2014.
- 15. The problem presented by the gap in available funds (£14.5m) and the funds requested by the eight schemes (£63.1m) may be resolved if the LEP is able to secure further funds through the Strategic Economic Plan (SEP) process. It is reasonable to assume that the final version of the SEP will support the priorities previously identified by the BLTB.
- 16. In this context, it is not necessary to resolve the anomaly of the funding gap at the November meeting.

**Appendices Attached**

Update reports for the schemes are attached at Appendices A-G

**Background Papers**

Local Frameworks for funding major transport schemes: guidance for local transport bodies

## **West Berkshire - Kings Road Link Road: Supporting successful industry – enabling Newbury's growth**

**Update 10<sup>th</sup> October 2013**

### **Outline of scheme**

The scheme is the delivery of the Kings Road Link Road in Newbury. It is a new direct link between the Hambridge Road industrial area and the A339 to support housing delivery and significantly improve access to a key employment area.

### **Progress with securing planning permission**

The line of the link road goes through a highly contaminated site (the Sterling Cables Industrial Estate) which has been the subject of previous planning applications seeking approval for its redevelopment (including decontamination). No planning permission has been granted to date due to the previous schemes not enabling the delivery of the road and the massing of the proposed residential development not being acceptable.

With the likelihood of funding from the Local Transport Body contributing to the cost of the link road, the Council has been in detailed discussions with the land owner regarding the development of a further planning application for the site. It is proposed that the land owner will submit a planning application before the end of the calendar year which will include the link road and a viable redevelopment scheme for housing. Project meetings are taking place between the Council and the land owner's scheme development team.

### **Progress with land purchase**

The land required for the road to be delivered is in two parcels. The most significant area is the Sterling Cables Industrial Estate and the land owner is on board with the Council's desire to deliver the road through the site (as detailed above). The second area is a small parcel of land linking the Sterling Cables site with the existing link to the roundabout at the western end of the route.

The owner of this second area has been approached and an offer made for the Council to purchase the land. The Council has been chasing a response. There is the option of compulsory purchase of the land if no positive response is received.

### **Updated modelling**

The scheme has been subject to a TUBA assessment yielding a high BCR of 2.7. The transport model used for this assessment is due to be significantly updated and data collection is underway to inform this update. The updated model is scheduled to be complete in time to provide a refresh of the assessment for this scheme ready for the submission of the full business case.

### **Network Rail – Bridge replacement scheme through Electrification Project**

Network Rail is due to replace the Boundary Road rail bridge adjacent to the redevelopment site in 2014. This provides an opportunity to make a single lane bridge (operating a give way / priority system) a two way bridge when it is replaced. Details are being worked up with Network Rail. The approach to the bridge would need to be widened and this involves the use of a small part of the land involved in the redevelopment scheme. The land owner / developer has agreed in principle to work with the Council to enable this improvement to be made. This adds another dimension to the overall project is likely to deliver another significant benefit to the local highway network.

### Political support for the scheme

The Members of the Council's Transport Policy Task Group are being kept informed of the scheme's progress through their monthly meetings. There is widespread support for the fact that Council officers are working with the key land owner and promoter of the regeneration scheme to develop a proposal that delivers both the link road and the redevelopment of the site. Care is being taken to ensure that Members are informed but not involved in any details that could cause concerns regarding predetermination of a planning application.

### Risks

The key risks to this project and how they are being managed are set out in the following table.

<b>Risk</b>	<b>Management of risk</b>
Planning permission not being granted for the scheme	Officers are having detailed pre-application discussions to address any issues of concern early on. Committee and Local Members are being briefed during the pre-application stages and a developer presentation will take place prior to submitting the application.
Not negotiating the purchase of the linking parcel of land and having to go through a Compulsory Purchase process	There is time within the overall programme for the CP process to be carried out and the scheme still delivered. There would be additional costs involved.
Part 1 Claims increasing overall cost of scheme	There was some allowance for Part 1 claims within the original costings. The District Valuer has been instructed to assess the likely level of claims associated with the new road.
Challenge over procurement	The Council is taking this scheme to its Executive to ask for an exception to be agreed to its contract rules of procedure.

### Scheme costs

The following table sets out the range of costs associated with the scheme. This will be updated as further details become available.

<b>Source of funding or type of contribution</b>	<b>Cost</b>
Amount sought from BLTB	£2,335,000
Local contributions from.....	
- Section 106 agreements	£500,000
- WBC Capital Programme	£100,000
- Preparation of and fees associated with the planning application (costs to the land owner / WBC)	Exact costs not yet known
- Officer time	Exact costs not yet known
<b>Total Scheme Cost</b>	<b>In excess of £2.935 million</b>



### **Proposed Timetable**

Autumn 2013	Update to BLTB on scheme progress
November / December 2013	Submission of Planning Application (one application to be submitted for the road element and the redevelopment of the whole site)
March 2014	Determination of Planning Application
March 2014	Update to BLTB on scheme progress (aim to be reporting a positive outcome from the planning application)
May 2014	Submission of full business case for independent assessment
July 2014	Submission of full business case to the BLTB for approval of funding

Timetable for delivery of the scheme and milestones for BLTB funding - to be developed.

### **Recommendation**

The scheme should remain in the LTB priority list.

**Reading - Green Park Station****Update 31st October 2013****Background**

Reading Green Park Station is a proposed new railway station on the Reading - Basingstoke line in south Reading. The station and multi-modal interchange would significantly improve accessibility and connectivity of the existing Green Park business park and surrounding area, and would help to enable delivery of the Green Park Village mixed use regeneration scheme.

The scheme is being promoted by Reading Borough Council (RBC) and was granted programme entry status by the Berkshire Local Transport Body (BLTB) in July 2013. This invites the scheme promoter to work up the full detail of the scheme business case in preparation for seeking financial approval from the BLTB at a later date.

In July, the Department for Transport (DfT) announced that the devolved funding allocated to the BLTB for the period April 2015 to March 2019 will be £14.5m, reduced from the previously advised indicative allocation of £22m. Green Park Station is ranked second in the prioritised list and is therefore affordable from the funding available to the BLTB.

The purpose of this report is to provide an update on progress with scheme development and to outline next steps for the project.

**Progress**

RBC is progressing scheme development for Green Park Station in order to refresh the substantial work that has previously been undertaken for the scheme, including an update of the business case and renewal of the planning permission.

Scheme development will be undertaken in line with Network Rail's GRIP process, and will take account of the latest developments from related projects such as Reading Station Redevelopment, Great Western Mainline Electrification, Electric Spine, East West Rail and Western Rail Access to Heathrow (WRAtH).

**Business Case**

Network Rail has been commissioned to undertake timetable capability analysis to ensure there is sufficient capacity to accommodate the new station on the railway network, as part of the overall business case development for the scheme. This work will help to identify an indicative level of service for the station pre and post electrification of the Great Western Mainline.

In addition, Network Rail is investigating planned possessions of the railway for existing projects including Reading Station remodelling and electrification. If feasible, utilising an existing possession for construction of Green Park Station would provide a significant cost saving for the project.

First Great Western (FGW) is undertaking a refresh of the economic assessment as part of the update to the financial and commercial case aspects of the overall business case. This will confirm whether stopping trains at this new station is likely to be viable and provide

the cost impact of stopping the trains. It is anticipated that FGW will undertake this work at no cost to RBC as a contribution to development of the project.

The Business Case will then be prepared to demonstrate that the scheme is financially viable and sustainable in the longer term, a key consideration for all parties including the DfT. It is anticipated that the refresh of the business case will be complete in summer 2014 for submission to the DfT, and subsequently to the BLTB in autumn 2014 for independent assessment and to seek financial approval.

### Planning Application

The station and multi modal interchange has an existing planning permission granted by both RBC and West Berkshire Council, due to the footprint of the station being located in both authorities. A revised planning application is currently being prepared, including updated ecology surveys and traffic assessment, in order to renew the permission in line with the scheme programme.

Pre-application discussions have commenced with Reading and will be initiated with West Berkshire shortly, with the intention of submitting the planning application in early 2014.

### Design & Stakeholder Liaison

A refresh of the outline and detailed design for the station and multi modal interchange is being undertaken to ensure it has the capacity to cope with the anticipated future demand. Operational discussions with the adjacent business park and Madejski Stadium will be initiated to ensure maximum accessibility for the station and connectivity with public transport services.

### **Finance**

The funding package for the scheme is set out below:

<b>Activity</b>	<b>Funder</b>	<b>Cost (approx)</b>
Scheme development	Reading Borough Council	£0.5m
Commercial case	First Great Western	£tba
Enabling works	PRUPIM	£1m
Major scheme funding	Berkshire Local Transport Body	£6.4m
S106 contributions	Various	£1.6m
<b>Total</b>		<b>£9.5m</b>

### **Risks**

The key risks to the project are set out below:

<b>Risk</b>	<b>Mitigation</b>
Planning permission is not granted.	The existing planning application is being updated to reflect the latest situation.

<b>Risk</b>	<b>Mitigation</b>
It is not viable to stop trains at the new station.	Discussions have been progressed with Network Rail and a timetable capability assessment is underway.
TOC does not agree to stop trains at the new station.	Discussions have been progressed with FGW and the commercial case will be developed in partnership.
Business case does not meet DfT requirements for new stations.	The business case is being updated in partnership with Network Rail and First Great Western. Patronage/revenue forecasting will be progressed as soon as timetable capability assessment has been completed.
Scheme costs significantly increase.	Costs are being reviewed and cost savings sought, contingency has been built into the overall scheme cost.

## **Programme**

The key tasks for the project are set out below:

<b>Task</b>	<b>Timescale</b>
Planning documentation	July 2013 - January 2014
Submit planning applications	February 2014
Business case development	July 2013 - May 2014
DfT business case review	June 2014 - August 2014
BLTB independent assessment	August 2014 - October 2014
Outline design	May 2014 - November 2014
BLTB financial approval	November 2014
Detailed design complete	November 2014 - June 2015
Procurement	June 2015 - September 2015
Contractor appointed	September 2015
Construction complete	October 2015 - September 2016
Open to public	October 2016

## **Recommendation**

It is recommended that the Green Park Station scheme should retain Programme Entry Status within the BLTB's Prioritised List.

## Reading (with Wokingham) - Eastern Thames Valley MRT

Update 31st October 2013

### Background

Eastern Thames Valley Mass Rapid Transit (MRT) is a proposed public transport link between central Reading and Thames Valley Park to the east of the Reading urban area, running parallel to the Great Western mainline. This eastern section could form part of a longer term MRT network for the Thames Valley or operate as a standalone MRT route.

The scheme is being jointly promoted by Reading Borough Council and Wokingham Borough Council and was granted programme entry status by the Berkshire Local Transport Body (BLTB) in July 2013. This invites the scheme promoters to work up the full detail of the scheme business case in preparation for seeking financial approval from the BLTB at a later date.

In July, the Department for Transport announced that the devolved funding allocated to the BLTB for the period April 2015 to March 2019 will be £14.5m, reduced from the previously advised indicative allocation of £22m. Eastern Thames Valley MRT is ranked third in the BLTB prioritised list, however the scheme is not affordable from the current funding available to the BLTB at this time.

The purpose of this report is to provide an update on progress with scheme development and to outline next steps for the project.

### Progress & Next Steps

The feasibility of a Thames Valley MRT network has previously been investigated through development of Reading's Transport Innovation Fund bid to central Government, including option development and preliminary design work for the eastern section as a logical first phase of the implementation of a wider network.

The previous work provided a strong case for implementation of MRT and the associated economic benefits, with the eastern section alone providing substantial value for money with a BCR of 10.47 for the standalone scheme.

A significant level of resource is required in order to progress scheme development in line with the BLTB's requirements. Initially business case development and preliminary design work would be undertaken, with subsequent progression of a public consultation, planning application including an Environmental Impact Assessment (EIA) and detailed design.

In order to commit the level of resource required to progress scheme development, the scheme promoters require greater funding certainty for delivery of the scheme and/or provision of additional resource to enable the scheme development work to be undertaken. Unfortunately, it is understood that neither can be provided by the current level of resource available to the BLTB, therefore the scheme promoters are jointly requesting consideration of the following:

- i) The feasibility of further funding being identified from the Growth Fund to enable additional schemes from the BLTB prioritised list to be implemented. The number of schemes would need to be discussed further, however if funding for all BLTB schemes ranked 1 to 5 was committed then a further £48.6m would need to be

added for devolved local major schemes. Any further allocation to the BLTB prioritised schemes as committed funding would then enable promoting authorities to have the further certainty required to progress scheme development. The approach would also demonstrate localism in practice through an existing accountable body (BLTB), and would enable the delivery of schemes that support economic growth as set out through the agreed BLTB prioritisation process.

- ii) In parallel with i) the scheme promoters are requesting further time (at least another 3 months) to enable dialogue with potential private sector partners to assess alternative additional resource opportunities to cover the gap in funding for the Eastern Thames Valley MRT scheme as it currently stands and to also consider options for a phased approach to the delivery of the scheme.

In this context, the joint scheme promoters wish to retain BLTB Programme Entry Status at this time. This report acknowledges the impact in the short term on schemes with a lower priority in the BLTB prioritised list to be further developed by the relevant scheme promoters. However, the interdependencies between key decision points for all schemes granted Programme Entry Status by the BLTB is due to be investigated further at the next meeting of the Berkshire Strategic Transport Forum (BSTF) officers meeting in January 2014 which will report to a future meeting of the BLTB.

### Finance

The funding package for the scheme is currently being reviewed in light of the commentary above.

### Risks

The key risks to the project are set out below:

Risk	Mitigation
Planning permission is not granted.	Robust scheme development and planning application documentation will be prepared.
Local concerns and objection.	Consultation will be undertaken to help address any local concerns.
A Public Inquiry is called by the Planning Inspectorate.	Robust scheme development and planning application documentation will be prepared.
Scheme costs significantly increase.	Costs are being reviewed and cost savings sought, contingency has been built into the overall scheme cost.

### Programme

The key tasks for the project are set out below:

Task	Timescale
Funding gap discussions	September 2013 - January 2014
Business case development	February 2014 - December 2014
Preliminary design updated	February 2014 - December 2014

<b>Task</b>	<b>Timescale</b>
Planning documentation (including EIA)	February 2014 - December 2014
Public consultation	January 2015 - March 2015
Submit planning application	April 2015
Outline design complete	March 2015 - June 2015
BLTB independent assessment	June 2015 - July 2015
BLTB financial approval	July 2015
Detailed design complete	April 2015 - January 2016
Procurement	December 2015 - March 2016
Contractor appointed	March 2016
Construction	March 2016 - June 2017
Open to public	July 2017

### **Recommendation**

It is recommended that the Eastern Thames Valley MRT scheme should retain Programme Entry Status within the BLTB's Prioritised List, pending wider discussion regarding the suggestions set out above.

## Bracknell Forest - Coral Reef Roundabout

Update - 1st November 2013

### The Scheme

The Coral Reef roundabout is the first junction encountered as you enter Bracknell on the A322 heading from M3 J3 towards the A329, the A329(M) and the M4. Proposals are to convert the existing roundabout to a fully signalised crossroads that reduces delay on all arms and improves journey times along the route. These measures will improve access to existing employment areas and new developments, unlocking their economic potential and also assist in reducing carbon emissions. Benefits would also be felt by neighbouring LEP areas and assist in the overall control and coordination of the strategic corridor network within the Borough

### Progress

A business case is being developed reflecting the benefits of the proposed scheme. Due to the project being small in scale with a limited scope of works there is no complexity in terms of construction tasks, site access etc. and some of the work can be undertaken off-line, simplifying the traffic management issues.

Overall, the risks associated with delivering the project are considered to be straightforward and amenable to well-understood management practices. The scheme is also to be carried out within adopted highway and therefore does not require planning permission.

The main works of the Coral Reef project will be delivered through the Highways Term Contract, however the traffic signals and associated equipment would be procured through Bracknell Forest Council's procurement processes as set out in the BFC Procurement Manual.

### Next Steps

If Bracknell were given permission to proceed by the LTB then the business case could be brought forward for independent assessment after the March 2014 meeting of the LTB.

### Funding

The Council has funded the feasibility work so far through the Capital programme. Work undertaken includes topographical survey, C2-C3 statutory undertakers enquiries, Manual classified turning counts and localised modelling totalling £30k.

### Risks

The overall risks attached to the project are considered low and detailed below.

Risk	Management of risk
That the overall cost of the Coral Reef Junction exceeds the funding available	Detailed Bill of Quantities with Effective Site and contract management
Statutory undertakers C4 cost estimates significantly exceed C3 cost estimates	Liaise with statutory undertakers and early commission of C4 estimates



Risk	Management of risk
Highway Works in neighbouring local authority area during construction leading to traffic congestion and possible impact on programme and costs	Liaison with neighbouring authorities and agreement re programme
Unexpected need for additional Temporary Traffic Management increasing costs	Liaison with Traffic Management section and early quantification of TM cost

**Recommendation**

The scheme should remain in the LTB priority list.

## Slough to Heathrow Mass Rapid Transit: Western Section (Slough Trading Estate to Three Tuns)

## Slough to Heathrow Mass Rapid Transit: Central Section (Three Tuns to Brands Hill)

Update - 1st November 2013

### The Schemes

Two of the Borough Council's schemes have been accepted for Programme Entry:

- Western section of Slough Mass Rapid Transport (SMaRT) project; and
- Central section of SMaRT.

### Slough Borough Council's Position

Slough Borough Council wishes to make progress with both schemes but recognises that this is currently constrained by their ranking (equal 5<sup>th</sup>) and the BLTB £14.5m allocation.

Nevertheless the Council is beginning the technical work necessary to support a Transport Business Case for each of the schemes. The technical work is broken down into two phases and will build on the *Initial Business Case Analysis* and *Strategic Fit Analysis* carried out by Atkins in 2010. Outline engineering drawings have been prepared for both schemes.

Tasks being undertaken in Phase 1 include:

- Assessing the impact of SMaRT proposals on other transport users along the A4 corridor (i.e. journey times/ congestion/committed land use and highway changes etc);
- Review/ refinement of costs identified in submissions to the BLTB (any revision of construction costs in light of outline engineering drawings/infrastructure renewal costs/possible implications of vehicle fleet purchase and service operating costs);
- Review/ update *Initial Business Case Analysis* (area context/ scheme objectives/ scenario and scheme definition/forecasting/value for money appraisal/ sensitivity tests/ option comparisons).

Phase 2 of the Business Case development will update the *Strategic Fit Analysis* and incorporate all the additional tasks needed to complete the submission to the independent assessor.

### SMaRT Eastern Section

The BLTB ranked the Eastern section lower in the priority list and this scheme was therefore not approved for Programme Entry. Nevertheless the Borough Council considers it sensible to develop the business case for this scheme at the same time as work on the other two sections. This is particularly important as this third section forms part of the overall SMaRT project which has been given high priority in the selection of infrastructure scheme for inclusion in the TVBLEP Strategic Economic Plan.

### Managing Risks

The key risks on delivering the Programme Entry schemes and how they will be managed are set out in the table below.

<b>Risk</b>	<b>Management of risk</b>
Planning permission not being granted for elements that are not Permitted Development	Public consultation and close working with Ward Members, NAGs, Parish Councils and partners. On-going dialogue with planning officers to address likely concerns
Delay in acquiring frontage land near Three Tuns/ land transfer negotiations and legal process longer than expected	Programme will allow time for CPO process to be carried out and time for land transfer
Higher than expected costs arising since BLTB bid stage	Manage scheme costs and benchmark against similar schemes
Delays in procurement process	Programme will allow adequate time for procurement
Delays in achieving local contribution towards costs	Ensure SBC funding in place and on-going dialogue with partners
Unexpected land compensation claims	Address any claims in accordance with current legislation
Unexpected lead in time and duration for Statutory Authority Works	Discuss and place orders early on and allow adequate lead in time in Project Plan
Utilities alterations greater than expected	Early consultations with Statutory Authorities
Changes to design after commencing construction	Fully complete design prior to commencing construction/ allow for contingency provision

### **Programming**

A provisional programme for the SMaRT project has been prepared split into scheme preparation and scheme delivery. Key milestones are:

- Business Cases ready for submission to independent assessor: May 2014;
- Conditional approval sought from BLTB: July 2014;
- Tendering process completed: April 2015;
- First phase works begin on ground: May 2015;
- Completion of final phase works: March 2019.

### **Recommendation**

The schemes should remain in the LTB priority list.

## North Wokingham Distributor Road

Update 1<sup>st</sup> November 2013

### The Scheme

A new road that will form a link around the north of Wokingham town providing access to 1,500 new homes, community facilities and commercial development. The development cannot come forward without the road.

### Progress

Feasibility work has been undertaken on a number of route options. The options are currently at public consultation.

Planning permission has been granted for the first development site (Kentwood Farm) on the route and works have begun on site. The developer has agreed to deliver the section of road that runs through their site.

Discussions have been had with developers for the remainder of the development sites.

### Next Steps

Work at Kentwood Farm will continue. The site is expected to be built out (274 houses) by 2018. Discussions with developers on other sites in North Wokingham continue and planning applications are expected for these sites early in 2014.

The results of the consultation along with an officer recommendation for the optimal route will be presented to the Council's executive in spring 2014. Following this, work will progress on more detailed route analysis and costings. This will lead to a planning application hopefully in early 2015.

The programme for delivery is phased as it is dependent upon development coming forward. Early delivery of the road would encourage developers to bring sites forward and funding for the scheme could potentially then be repaid from s106 / CIL contributions.

Subject to planning permissions the scheme can be delivered in full by 2018.

### Funding

The Council has funded the feasibility work and consultation so far. Costs are approximately £150,000. A further £150,000 has been allocated to progressing detailed study works on the preferred route once a decision has been made by executive in spring. S106 contributions relating to the road from the Kentwood Farm development amount to £2m.

### Risks

The key risks to this project and how they are being managed are set out in the following table.

Risk	Management of risk
Proposed route is not agreed.	Comprehensive consultation being undertaken. The consultation along with an officer recommendation for the optimal route will be presented to the Council's executive in spring 2014
Planning permission not being granted for the scheme.	Officers will have detailed pre-application discussions to address any issues of concern early on as part of the detailed design process.

Risk	Management of risk
Developments in North Wokingham SDL not progressing as planned	The programme for delivery is phased as it is dependent upon development coming forward. Early delivery of the road would encourage developers to bring sites forward and funding for the scheme could potentially then be repaid from s106 / CIL contributions.

**Recommendation**

The scheme should remain in the LTB priority list.

## South Wokingham Distributor Road

Update 1<sup>st</sup> November 2013

### The Scheme

The road will form a new link around the south of Wokingham town as well as providing access to 2,500 new homes, a primary school, community facilities and retail development. The development cannot come forward without the road.

### Progress

Feasibility work is being undertaken on a number of route options.

Planning permission has been granted for the first development site on the route (Montague Park 650 houses) and works have begun on site. The developer has agreed to deliver the section of road that runs through their site.

Discussions have been had with developers for the remainder of the development sites.

### Next Steps

Work at Montague Park will continue. The site is expected to be built out by 2020.

Discussions with developers on other site in South Wokingham continue.

The results of the feasibility study consultation along with an officer recommendation for the optimal route will be presented to the Council's executive in early 2014.

The programme for delivery is phased as it is dependent upon development coming forward. Early delivery of the road would encourage developers to bring sites forward and funding for the scheme could potentially then be repaid from s106 / CIL contributions.

### Funding

The Council has funded the feasibility work so far. Costs are approximately £150,000. A further £150,000 has been allocated to progressing detailed study works on the preferred route once a decision has been made by executive.

S106 contributions relating to the road from Montague Park amount to (TBC)

### Risks

The key risks to this project and how they are being managed are set out in the following table.

Risk	Management of risk
Proposed route is not agreed.	Comprehensive consultation will be undertaken in early 2014. The consultation along with an officer recommendation for the optimal route will be presented to the Council's executive in Summer 2014
Planning permission not being granted for the scheme.	Officers will have detailed pre-application discussions to address any issues of concern early on as part of the detailed design process.

Risk	Management of risk
Developments in South Wokingham SDL not progressing as planned	The programme for delivery is phased as it is dependent upon development coming forward. Early delivery of the road would encourage developers to bring sites forward and funding for the scheme could potentially then be repaid from s106 / CIL contributions.
Developers failing to reach an agreement with Network Rail on the delivery of a new bridge over the railway.	Officers are meeting with the development consortium to maintain momentum and to be aware of issues arising.

**Recommendation**

The scheme should remain in the LTB priority list.

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**BERKSHIRE LOCAL TRANSPORT BODY (BLTB)**

**REPORT TO:** BLTB **DATE:** 14 November 2013

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

**PART I**

**LTB FUNDING UPDATE AND RELATIONSHIP TO GROWTH DEAL**

***Purpose of Report***

1. To provide information for members of the BLTB about the funds currently available, and the relationship of the LTB to the Strategic Economic Plan, Growth Deals and Local Growth Fund.

***Recommendation***

2. The BLTB are requested to note the report.

***Other Implications***

**Financial**

3. The DfT has confirmed the allocation of Local Majors Capital Funding for Berkshire LTB as £14.5m over four years, commencing April 2015. This confirmation needs to be understood in the context of other Government announcements in relation to the preparation of Strategic Economic Plans, Growth Deals and the allocation of the Local Growth Fund.
4. The DfT have confirmed that the financial allocation of £14.5m to TVB LEP as part of the emerging Growth Deal is guaranteed, and that this element of the settlement will be exempt from the competition for Local Growth Fund allocations.
5. They have further confirmed that while the financial allocation is confirmed, there is local discretion available to the LEP to rescind the LTB prioritisation in favour of other priorities identified for the Strategic Economic Plan.
6. In Thames Valley Berkshire, there is no intention of using this discretion. The LEP has confirmed its support for the work of the LTB, and for the conclusions of the prioritisation process conducted earlier in 2013. Further, the LEP intends to promote not only the 8 schemes with programme entry status within the Strategic Economic Plan, but a range of other proposals, including transport schemes previously considered by the LTB.
7. Slough Borough Council is proposed to be the Accountable Body responsible for BLTB and has thus agreed to take on the responsibilities including legal advice, appropriate use of funds through Section 151 Officer, adherence to the Assurance Framework, maintaining official records of BLTB proceedings and overall responsibility for decisions taken in the case of legal challenge. Slough Borough Council will incur additional costs for some of these activities. Whilst the Council is able to accommodate some of the

costs in kind, where there are significant cash costs, notably if there are costs to commission project bid evaluations, these costs will be shared.

### 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 maintains records	Ensure good value for money and transparent decision making
<u>Financial</u> If Assurance Framework not approved by DfT, funding will not be released, and no funding available for major schemes	Submit Assurance Framework to DfT within deadline for comments, amendment and/or approval. 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> The funds are not available until April 2015 at the earliest, and then payments are spread over four financial years	Scheme Promoters continue to develop strong business and transport cases. LTB appoint independent assessors	Release of devolved funds to BLTB and allocation to a number of prioritised schemes
<u>Timetable for delivery</u> Projects are not brought forward and completed in the delivery window	Scheme promoters progress development delivery to timetable and provide progress reports to the BLTB. BLTB monitors, challenges and, if necessary re-prioritises schemes	Opportunity via access to greater funds for more schemes to progress if prioritised schemes pursued to time.
<u>Project Capacity</u> Meetings not constituted according 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 BST(O)F continues to monitor the programme of activity	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

8. The Assurance Framework will be submitted to the DfT for approval. Slough Borough Council will provide legal support for the BLTB.

## ***Supporting Information***

9. Thames Valley Berkshire LEP received [Government Guidance on Growth Deals](#) in summer 2013, and has been working on its Strategic Economic Plan ever since.
10. Following a procurement process, consultants SQW, together with their colleagues at Cambridge Econometrics and Hewdon Consulting were appointed to manage the process. There has been extensive discussion with the LEP Executive and Forum during the autumn.
11. The timetable is to publish a consultation draft of the SEP in December 2013, which will be the subject of further discussion with both stakeholders and government until a final version is published in March 2014. The Growth Deal, including capital allocations from the Local Growth Fund will be announced in July 2014.

## ***Progress to date***

12. The emerging Strategic Economic Plan will embrace the work of the BLTB, and will reflect the priorities established in the summer, as well as extending the proposed infrastructure investment programme beyond transport.
13. The SEP will not deviate far from the following pressing needs:
  - Improve surface access to London Heathrow
  - Improve the North-South links between the motorway junctions of the M40, M4 and M3
  - Invest in enabling infrastructure that supports Strategic Development Locations
  - Increase the capacity of the transport network in existing urban areas
  - Include schemes with a strong Sustainable Transport element
14. These objectives have been identified and confirmed by the Berkshire Economic Strategy Board, the Berkshire Local Investment Plan, and by individual local authorities in The BLTB area.

## ***Conclusion***

15. The emergence of new Government programme to support economic growth, and the merger of the LTB programme into the activities of the LEPs can only benefit us here in the Thames Valley.
16. We have very close working between the BLTB and the LEP, and while we may have to make some changes to meet the requirements of the new programme, it will not change the thrust of our transport policies.

## ***Appendix Attached***

**A** – Funding Confirmation Letter from DfT

## ***Background Papers***

<https://www.gov.uk/government/publications/growth-deals-initial-guidance-for-local-enterprise-partnerships>

**Local Transport Body contacts**

Direct Line: 020 7944 6541  
Email: Stephen.Fidler@dft.gsi.gov.uk

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

16<sup>th</sup> July 2013

Dear Colleague,

**LOCAL TRANSPORT BODY FUNDING ALLOCATIONS**

Further to my letter of 28<sup>th</sup> June I am writing to confirm your funding allocation, in relation to local transport major projects, from within the single Local Growth Fund and to update you on a number of associated issues.

**Allocation**

The funding that the Government is allocating today is only one element of over £12bn being made available to Local Enterprise Partnership (LEP) areas between 2015/16 and 2020/21 through the Local Growth Fund. This includes nearly £5bn of major schemes funding. LEP areas that make a good case for further investment through their strategic economic plans have the opportunity to receive significant additional funding from the competitive elements of the Local Growth Fund enabling far greater levels of local transport investment than had been anticipated prior to the Spending Round. Decisions on that will be made following Growth Deal negotiations with the Government.

Allocations to be provided from within the Single Local Growth Fund are at Annex A and reflect decisions taken by Ministers in DfT and the Treasury.

In order to maximise the competitive funding available to LEPs for transport and other projects and programmes within the Local Growth Fund, most Local Transport Bodies (LTBs) receive confirmed allocations for 4 years at a level one third below the indicative numbers provided in January 2013. This is within the range of scenarios that the Department asked you to consider at that stage.

Those LTBs/LEPs where the principle of 10-year funding has been agreed through city deals receive confirmed allocations for 6 years at the annual level indicated in January 2013. They also retain their indicative funding allocation for a further 4 years beyond the confirmed funding levels. This recognises that these LTBs are expected to be further ahead than others in strengthening their local decision making arrangements and the previous consideration of transport needs alongside other priorities in city deal discussions.

## **Working with LEPs**

High level guidance to LEPs on Growth Deals will be made available shortly.

If LEPs are to be effective in securing additional resources for transport projects through their Growth Deal negotiations they will need to work effectively with LTBs. Our expectation is that, as LTBs' plans should have been developed in close collaboration with LEPs, the LEP Strategic Economic Plans should include schemes identified in these prioritised lists or, by exception, set out clearly why the LEP has taken a different view from the LTB.

Unless you have already done so, we would encourage you to meet urgently with your LEP colleagues to agree how you will work together on the development of their Strategic Economic Plan. We, along with BIS and DCLG colleagues, see real potential for LTBs to work jointly with LEPs on the transport elements of these plans and will consider the extent to which you have worked together effectively as part of the Growth Deal negotiations with Government. In doing so, we would expect you to highlight the importance of effective and speedy delivery and robust value for money evidence.

I should also confirm that we will expect Strategic Economic Plans to reflect wider transport needs beyond major projects and set out the overall priorities for the LEP area. This could include smaller scale transport projects that unlock job opportunities (such as pinch point, local sustainable transport or integrated transport projects) or maintenance of parts of the road network which, if not addressed, could become barriers to growth. LEPs may wish to indicate in their plans what level of spend they would wish to commit to schemes of this nature and give an indication of where/how it would be used and the benefits to be achieved. The plan needs to consider the resources available in the round including the Local Growth Fund – which includes £200m of Integrated Transport Block funding per year and £100m of capital Local Sustainable Transport Funding – and local authority, or EU resources where appropriate. We would encourage the LTB and its local authority members to share expertise across the breadth of transport with your LEP and to find practical ways of working together on a day to day basis.

## **Publication of scheme lists**

As I said in my earlier letter, we have not prescribed the format in which you should publish your scheme lists later this month. The total should match your confirmed and indicative allocations set out in Annex A for the period from 2015/16 to 2018/19. It is at your discretion as to whether or not you wish at the same time to publicly identify additional schemes that you would consider to be the next best priorities, that may feature in your Growth Deals, although you should ensure it is clearly understood that they have no confirmed funding as yet. Seeking views on a longer list of prioritised schemes, as part of gathering the public comments, could help strengthen the case for the inclusion of those schemes that receive strong support within Strategic Economic Plans.

## **Profile of funding**

The spreadsheet we have asked you to send us when you publish your scheme lists includes a proposed profile of spending. We will use this information, from across LTBs, to agree a provisional overall funding profile with the Treasury for the total share of the Local Growth Fund that has been confirmed to LTBs/LEPs today. Specific funding profiles for each LTB/LEP will be provided in the autumn, on the basis of: your final prioritised lists following public consideration; the overall profile for this share of the Local Growth Fund we will have agreed with the Treasury; and any views from LEPs. We would therefore encourage you to engage with your LEP over the summer to ensure that they are comfortable with the profile you have provided to us.

## **Next steps**

Over the summer and early autumn we will work with both LTBs and LEPs to address the further detailed issues related to the transition to funding via the Local Growth Fund. On many of these we are already forming an initial view within Whitehall, but we are keen to ensure that the arrangements put in place work in practice – and we need your input to achieve this.

For example, the allocated funding will now formally be provided to the LEP, not the LTB. This raises both accountability and boundary issues. Our current intention is that where the boundaries of LEPs and LTBs do not align, funding will be awarded to the LEP on the same geographical basis as used for the indicative allocations, rather than attempting to make any adjustment to reflect the geographical differences. We will discuss this further with the affected LTBs and LEPs.

Similarly, funding for existing DfT-approved Local Authority Major schemes will also flow nominally through the Local Growth Fund and we will need to ensure that any delay to these projects does not impact on the total funding available to LEPs on a competitive basis. We will confirm the detailed mechanisms for how this will work at a later date but the key principle is that this element of the funding is dependent on the schemes going ahead as planned.

We aim to have resolved these detailed issues and provide further guidance as appropriate.

If you have any queries with the content of this letter, or if there are particular issues that you consider it is important that we address in the guidance to LEP officers, please contact your usual engagement contact (see list at Annex B). I would also be very happy to discuss this letter with you or a colleague.

I am copying this letter, for information, to the Chairs of LEPs and to Local Authority Transport Directors.

Yours faithfully,

Stephen Fidler

## **ANNEX A**

### **CONFIRMED ALLOCATIONS FOR LOCAL TRANSPORT BODIES**

Local Transport Body	Confirmed funding from 2015/16 to 2020/21 inclusive (£m)	Indicative funding from 2021/22 to 2024/25 inclusive (£m)
WEST OF ENGLAND	44.9	36.4
WEST YORKSHIRE + YORK	100.9	81.8
SHEFFIELD CITY REGION	62.7	50.9
GREATER MANCHESTER	110.0	89.2

Local Transport Body	Confirmed funding from 2015/16 to 2018/19 inclusive (£m)
BLACK COUNTRY	18.4
BUCKINGHAMSHIRE THAMES VALLEY	8.3
CESHIRE AND WARRINGTON	14.5
COAST TO CAPITAL	24.2
CORNWALL & THE ISLES OF SCILLY	8.9
COVENTRY & WARWICKSHIRE	14.3
CUMBRIA	7.9
DERBY, DERBYSHIRE, NOTTINGHAM & NOTTINGHAMSHIRE	31.2
DORSET	12.2
ENTERPRISE M3	24.3
GLOUCESTERSHIRE	9.8
GREATER BIRMINGHAM AND SOLIHULL	23.9
GREATER CAMBRIDGE GREATER PETERBOROUGH	14.1
GREATER LINCOLNSHIRE	11.9
HEART OF THE SOUTH WEST	27.1
HERTFORDSHIRE	18.5
HUMBER	14.8
LEICESTER AND LEICESTERSHIRE	16.1
LIVERPOOL CITY REGION	23.7
THE MARCHES	10.7
NEW ANGLIA	26.0
NORTH EASTERN	31.1
NORTH YORKSHIRE	9.6
NORTHAMPTONSHIRE	11.6
OXFORDSHIRE	10.6
SOLENT	19.2
SOUTH EAST	65.9
SOUTH EAST MIDLANDS	14.7
STOKE-ON-TRENT AND STAFFORDSHIRE	16.3
SWINDON & WILTSHIRE	11.3
TEES VALLEY	10.6
THAMES VALLEY BERKSHIRE	14.5
WORCESTERSHIRE	7.7

Note: The allocation for Lancashire will be confirmed upon the agreement of the Preston City Deal.

**DfT Local engagement contacts:**

<b>AREA</b>	<b>NAME</b>	<b>TEL:</b>
North West, North East and Yorks & Humber	Margaret Jackson	0113 283 6677
South East and East	Lee Sambrook	0207 944 6136
West Midlands, East Midlands and South West	Liz Charlton	0121 678 8726



**BERKSHIRE LOCAL TRANSPORT BODY (BLTB)**

**REPORT TO:** BLTB **DATE:** 14 November 2013

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

**PART I**

**PROCUREMENT OF INDEPENDENT ASSESSMENT CONSULTANTS**

***Purpose of Report***

1. To seek approval for further amendments to the BLTB Founding Document (part 3) in order to remedy the points made by the DfT in a letter dated 1 July 2013.
2. To report plans for a joint procurement of independent assessors with Buckinghamshire LTB.

***Recommendation***

3. The BLTB are requested to resolve:
  - (a) That the proposed amendments to part 3 of Berkshire Local Transport Body's Assurance Framework be adopted; and
  - (b) That the intention to jointly procure independent assessors with Buckinghamshire LTB be noted.

***Other Implications***

**Financial**

4. There are no direct financial implications associated with the proposed amendments to the Assurance Framework. The indirect implication is that delegation of the Local Major Scheme funds from the DfT to Berkshire LTB is contingent on the DfT's approval of part 3 of the Assurance Framework. The proposed amendments are intended to directly cure the shortcomings of the original draft of the Assurance Framework.
5. The LEP has identified a budget for paying the BLTB share of the fees of the independent assessors appointed as a result of the proposed joint procurement exercise with Buckinghamshire LTB. This comes from a government allocation of transport funds to LEPs in respect of their role in supporting and encouraging Strategic Transport initiatives. The BLTB share of the costs of the procurement exercise will be met by the LEP.
6. Slough Borough Council is the Accountable Body responsible for BLTB and has thus agreed to take on the responsibilities including legal advice, appropriate use of funds through Section 151 Officer, adherence to the Assurance Framework, maintaining official records of BLTB proceedings and overall responsibility for decisions taken in the case of legal challenge. Slough Borough Council will incur additional costs for some of these activities. Whilst the Council is able to accommodate some of the costs in kind, where there are significant cash costs, notably if there are costs to commission project bid evaluations, these costs will be shared.

## Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<u>Legal</u> BLTB decisions or schemes challenged	Amendment to Assurance Framework to gain DfT approval. Accountable Authority ensures decisions adhere to Assurance Framework, and maintains records	Ensure good value for money and transparent decision making
<u>Financial</u> If Assurance Framework not approved by DfT, funding will not be released, and no funding available for major schemes	Approve amendments to Assurance Framework. 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> DfT letter issued July 2013: corrective action later than November 2013 would be tardy	Parts 1 and 2 of the Assurance Framework were submitted to DfT and approved. List of prioritised schemes was submitted by July 2013.	First use of independent assessors anticipated March 2014
<u>Project Capacity</u> Berkshire Authorities unable to resource original plan for mutual reviews	Revision to plans recognises the limited spare resources available to Berkshire authorities to undertake independent reviews. LEP resource is available.	Procurement will identify independent assessors

## Human Rights Act and Other Legal Implications

- The Assurance Framework will be submitted to the DfT for approval. Slough Borough Council will provide legal support for the BLTB.

## **Supporting Information**

- The [BTLB Assurance Framework \(known as the Founding Document in Berkshire\), parts 1 and 2](#) has been approved by the DfT.
- Part 3 remains unapproved, and the DfT have identified the following points as requiring more detail:
  - LTB assessment of scheme appraisals
  - VfM statement produced
  - Sign off by named officer responsible
  - Mechanism to ensure monitoring and evaluation

In addition, two further advisory points have been identified:

- e. QA of business cases
- f. Ensuring that evaluation is published and reviewed

10. The full detail of the DfT commentary and recommendation is attached in the Appendix to this report.

11. The proposed BLTB response is set out below:

<b>DfT Item</b>	<b>Current Wording</b>	<b>Proposed Wording</b>
LTB assessment of scheme appraisals	<p>15. Each council will be invited to nominate one or more officers (or retained consultants) who will form a panel of independent assessors. This panel will include nominations from councils in neighbouring LTB areas. Each scheme that has reached Programme Entry stage and is being proposed for Full Approval will be subject to an independent assessment by a named individual drawn from this panel. Wherever possible we will appoint an independent assessor from a council outside the Thames Valley Berkshire area.</p>	<p>15. The TVB LEP will appoint consultants to perform the role of independent assessors. The appointment process will be a competitive tender. The procurement exercise will examine the credentials and capability of the bidders in respect of their: independence; their technical ability and their available resources. This will be tested against a specification which establishes the scope of the assessment, and the provision of post implementation evaluation.</p> <p>The report of the independent assessor will first be made available to promoting authority, and an opportunity will be provided for the promoter to make a response to the assessment. Before any scheme is recommended for financial approval, the independent assessor's report and any response from the promoter will be reported in full to the LTB, and through the publication of LTB meeting papers, to the wider public.</p>
VfM statement produced	<p>14. [extract] In addition, in order to demonstrate value for money, all schemes will be developed in accordance with current WebTAG guidance published by DfT, and this assessment will also be independently scrutinised.</p>	<p>14. [extract] In addition, in order to demonstrate value for money, all schemes will be developed in accordance with current WebTAG guidance published by DfT, and include a VfM statement signed by a senior responsible officer. Together, all the documents produced by the scheme promoters will be scrutinised by the independent assessors (see paragraph 15).</p>

DfT Item	Current Wording	Proposed Wording
Sign off by named officer responsible	14. [extract] Where a scheme can demonstrate high value for money and receive a positive assessment, and have this validated by the independent appraisal, it may become an Approved scheme.	14. [extract] Where a scheme can demonstrate high value for money and receive a positive assessment, and have this validated by the independent assessor, a report to this effect may be prepared for the LTB recommending approval, and this report must be signed off by the Chief Executive of the Accountable Body. Where the scheme is being promoted by the Accountable Body, this report must be signed off by the Chief Executive of another local authority.
Mechanism to ensure monitoring and evaluation	17. Evaluation (Guidance Paragraphs 76-77): Evaluation post implementation. An early task for the BLTB will be to define the evaluation process for schemes that move beyond approval and into delivery phase.	17. Evaluation (Guidance Paragraphs 76-77): Evaluation post implementation will be in accordance with DfT guidance. This will be conducted by the LTB's independent assessors. The LTB will publish an initial report based on data collected at least one year post scheme opening; and a final report based on both 'one year after' data and further data collected approximately five years after scheme opening.
QA of business cases	14. [extract] The scheme proposer will develop a full Transport Business Case in line with current DfT guidance and this will be subject to independent assessment	14: The scheme proposer will develop a full Transport Business Case in line with current DfT guidance and this will be presented to a meeting of the LTB. Following scrutiny and detailed consideration by the LTB, the scheme may be referred for independent assessment

DfT Item	Current Wording	Proposed Wording
Ensuring that evaluation is published and reviewed	17. Evaluation (Guidance Paragraphs 76-77): Evaluation post implementation. An early task for the BLTB will be to define the evaluation process for schemes that move beyond approval and into delivery phase.	17. Evaluation (Guidance Paragraphs 76-77): Evaluation post implementation will be in accordance with DfT guidance. This will be conducted by the LTB's independent assessors. The LTB will publish an initial report based on data collected at least one year post scheme opening; and a final report based on both 'one year after' data and further data collected approximately five years after scheme opening.

12. The proposed amendments to the Assurance Framework directly address the commentary and suggestions made by the DfT.
13. The main change to substance of the proposed scheme is to abandon the plan to conduct independent scheme assessments on a mutual basis within and between LTBs. The new proposal is to use some resources given to the LEP by Government to support the transport policy area to pay for independent consultants to provide this service, and post-scheme evaluation reports.
14. We will be working with Buckinghamshire LTB to jointly procure the services of competent and qualified consultancy that is independent of the seven transport authorities. We will use the TVB LEP procurement procedures, and an established public procurement Framework Agreement, such as the Homes and Communities Agency's Multi-disciplinary Panel: (OJEU notice number 2009/S 214-308983 August 2010 - August 2014).

### **Conclusion**

15. In order to access devolved major scheme funding, the DfT have indicated the further amendments they require to the Assurance Framework, and this report recommends that these changes are now made. It also notes the steps that will be taken to procure a consultancy to conduct independent assessments of scheme proposals, and evaluations of schemes post-delivery.

### **Appendices Attached**

- A – Letter from Mr Fidler (DfT dated 1 July 2013)
- B – Detailed comments of the BLTB Assurance Framework

### **Background Paper**

[DfT Guidance for Local Transport Bodies November 2011](#) published by the DfT



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1 July 2013

Richard Tyndall  
Thames Valley Berkshire LTB  
By email

### **TV BERKSHIRE LTB ASSURANCE FRAMEWORK**

We are about to embark on an unprecedented transfer of funding and decision making on major capital transport schemes. This represents a historic opportunity for real local decision making.

An important step in the Department's plans is the setting up of assurance frameworks for Local Transport Bodies (LTBs). These frameworks are an important link in the chain of accountability back to Parliament and enable the Department to have confidence in the ability of LTBs to make sound decisions that will deliver value for money.

As you will know, the funding for local major transport schemes was confirmed this week as one of the funding streams that will be included in the new Single Local Growth Fund from 2015.

Details of precisely how that fund will work, and how the work of Local Transport Bodies will be integrated within it, will be set out in guidance on Local Growth Deals but our overriding aim will be to make any transition as seamless and sensible as possible.

In the meantime, however, we want to make sure that the momentum of delivery is maintained and that the devolution of major transport schemes funding proceeds as planned.

This, therefore, is the Department's formal response to your draft assurance framework submitted at the end of February. It has been agreed by Norman Baker, the local transport Minister

We intend to write again next week to confirm your funding allocation post 2015 and the details of the immediate next steps including publication of your prioritised lists in July.

If for any reason you think you will have difficulty in meeting the July deadline please contact the Department urgently, so that we may consider whether more time can be allowed. I should stress that we expect such cases to be very much the exception.

#### **Part 1 – Membership, governance and working arrangements**

I am pleased to confirm that you now satisfy all the requirements on the governance arrangements and structures for LTBs as set out in Part 1 of our guidance document.

The Department has therefore signed off Part 1 of your framework as set out in your draft dated February 2013, on the understanding that it incorporates the wording on legal responsibility for LTB decisions as contained in Richard Tyndall's email of 18 March, and incorporates the amendments set out in your Founding Document: Draft Addendum sent by Richard Tyndall on 13 June.

## **Part 2- Scheme prioritisation**

We appreciate you have already undertaken considerable work in progressing your prioritisation plans and developing your initial scheme programme. As we stressed in our guidance, prioritisation should be evidence based, robust and based on clear objectives.

I am pleased to say that we are now in a position to approve Part 2 of your framework, as set out in your draft of February 2013 and as supplemented by the proposal for the assessment of scheme decisions (sixth draft) sent by Richard Tyndall on 13 June 2013. This means you can now proceed with a decision to agree your prioritised scheme programme.

The prioritisation of schemes is a very important step. We have looked carefully at all LTBs' proposals for how this is to be done as we want to make sure that your decisions are grounded in rigour and sound evidence and that you are taking a fresh look at the urgent priorities of today and the future. We are sure that you will seize the opportunity to inject some innovative new thinking into this process, for example to look at corridor based solutions across modes, including low carbon and non-road solutions. We very much encourage cross boundary working with neighbouring LTBs and would like to reaffirm the expectation, set out in our previous guidance, that you will exercise caution when considering schemes that were previously rejected on value for money grounds.

## **Part 3 – Scheme Assessment and Investment Decisions**

We recognise that our requirements for scheme assessment and decision making, particularly on value for money, are complex and it is important that we help you to get these right. We are not yet in a position to approve Part 3 of your framework but will liaise further with you over the coming weeks and months.

As a start, we have attached our assessment of your framework against our value for money requirements to enable you to identify what further information you should include in your framework (note we have also provided some advisory comments attached at Annex B that it would be helpful for you to consider). In some cases, e.g. if there are only 1 or 2 areas that need to be addressed, then we would hope that these could be resolved through correspondence in the next month or so. For assurance frameworks where a significant number of areas are identified that require amendment, e.g. 4 or more, we would encourage you to discuss these with us before embarking on further work, although we would be happy to discuss the details of the assessment in any event. We would hope to resolve all outstanding issues by the autumn and we will work with you to achieve this aim. We will continue to do what we can to help LTBs get up to speed on business case scrutiny and value for money and we are already running workshops and will provide further guidance in this area in due course.

## **Finalising the frameworks for publication**

For the parts of your assurance framework that we have signed-off, you need to provide the Department with a version of what is intended to be published as the final signed-off version, incorporating the changes that you have already confirmed you will make, and including any additional material supplied, which should be embedded within, or attached to, your published assurance framework.

We recognise of course that many LTBs have already published their frameworks in draft but you should make clear on your websites which parts are the final signed-off versions and which are not.

**The Department's approval of any part of your framework is, of course, conditional upon the approved draft being formally agreed by all LTB member organisations.** If that has not already been done can you please arrange for that to happen and advise the Department accordingly. If that process raises any substantive issues that might delay sign off please let us know immediately.

**All subsequent changes to your framework will need to be submitted to the Department for approval.**

## **Publication of scheme lists in July 2013**

As you know, we asked for LTBs to finalise and publish their prioritised scheme lists by the end of July. Although we have not prescribed the format in which you should publish your information it would help the Department if you could submit to us the details of your prioritised schemes using the attached spreadsheet.

The submission of this information to the Department is for information only, to assist with financial profiling and understanding the use to which the funding will be put. I would stress that once Part 2 of your framework has been signed off you do not need to seek Departmental approval for the publication of your prioritised scheme list, nor for the selection of schemes within it.

## **Local engagement and transparency**

I am sure you would agree with the importance of local engagement and transparency in the activities of LTBs at all stages. We recognise that we set a tight timetable for the prioritisation work and that that has not allowed time for a formal consultation stage. We would therefore ask you, once you have published your prioritised lists, to ensure there is a process to allow proper public comment on the prioritisation process and outcome. **The Department's sign off of your part 2 is conditional upon such a process being undertaken.**

More widely, we trust that you will conduct your business with the full transparency that you have committed to in your assurance framework, and will make adequate provision for public involvement and engagement, including opening your meetings to the public and holding them in reasonably accessible locations.

I should also take this opportunity once again to emphasise the importance of evaluation. It is in all our interests to ensure that high quality evaluation is carried out in order to provide the evidence base for further spending rounds.



**Finally, I would be grateful if you would also confirm, if you have not already done so, your LTBs website address and public contact points.**

If you have any queries with the content of this letter please contact Lee Sambrook on 0207 944 6136.

I would like to thank you for your patience with the process but I know you will appreciate it is important that we have robust arrangements to ensure high quality and effective decision making arrangements are in place for all LTBs across the country.

Yours sincerely

**Stephen Fidler**  
**Head of Local Transport Funding, Growth & Delivery Division**

Req no	Para ref	Requirement	Rat-ing	Comments	Issue to be addressed
16c	69	LTB assessment of scheme appraisals	R	Para15 mentions establishment of panel of independent assessors including neighbouring LTBs. Each scheme subject to independent assessment by named individual where possible from outside Thames Valley area. No mention of the scope of nature of the assessment.	The AF needs to include details of how the LTB plans to ensure it has the capability and access to requisite skills/knowledge to undertake independent assessment e.g. commission consultants, train up officers within LTB or constituent authorities. It would also be helpful for the AF to include the following: A description of the scope of the assessment or how this will be determined in individual cases; How the results of independent assessment will be made available to promoting authorities and LTB members and the wider public; What mechanisms will be in place for acting on recommendations from the assessment process of scheme appraisals.
16d	69	QA of business cases	G	Insufficient details provided.	Helpful for the AF to include a clear statement covering: Governance arrangements for commissioning, monitoring and signing off scrutiny; Process for checking / seeking second opinion on conclusions / recommendations from scrutiny.
17a	70	vfm statement produced	R	No details included about VfM statements though may be subsumed in scrutiny provided by panel of assessors.	The AF should include a clear and unambiguous statement that all schemes considered for funding from Local Major Scheme allocations will have a VfM statement prepared. It should be clear that: <ul style="list-style-type: none"> <li>o The VfM statement should be produced by officers (or agents) working on behalf of the LTB (or produced by promoters and scrutinised by the LTB).</li> <li>o The VfM statement should be prepared in line with published DfT guidance on VfM.</li> </ul> The VfM statement must be presented to Decision Makers in reports/submissions to the LTB seeking approval.
17b	70	sign off by named officer responsible	R	VfM sign off officer not named	The AF should indicate the role/job title of the officer responsible for signing off the statement. Officer should be of appropriate seniority. Need to set out process for dealing with any potential conflicts of interest. Helpful to explain how the sign-off process will operate and be recorded.
19a	77	Mechanism to ensure monitoring and evaluation	R	Para 17 says an early task for the BLTB will be to define the evaluation process for schemes that move beyond approval and into delivery phase. No mention of monitoring guidance, resources or time period of reporting.	The AF should be clear that: A mechanism in place for identifying level of monitoring and evaluation for the scheme in accordance with DfT guidance; Resources are in place to deliver proposed monitoring and evaluation; An Initial report based on data collected at least one year post scheme opening will published; A final report based on both 'one year after; data and further data collected approximately five years after scheme opening published.
19b	77	Ensuring that evaluation is published and reviewed	G	Insufficient details provided.	Helpful for AF to commit to publication of Evaluation Plans and Reports.

Note: All Assurance Frameworks should ensure that core Value for Money assessments align with DfT procedures. Detailed guidance on Value for Money assessments will be released in the Summer/Autumn to fully clarify the process

Rating: G – Advisory; R – Needs to be addressed through issue of revised Assurance Framework

**BLTB Forward Plan for 13<sup>th</sup> March 2014**

<p>Major Scheme Assessment and Approval</p>	<p>To report on progress with the development of Transport Business Cases and note the appointment of independent assessors</p>	<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> <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> <p>To monitor the progress of scheme delivery and spend.</p> <p>To actively manage the devolved budget and programme to respond to changing circumstances</p>	<p>Ruth Bagley/Richard Tyndall</p>
<p>Programme and Risk Management <i>(brought forward from Nov meeting)</i></p>	<p>To agree detailed arrangements.</p>		<p>Ruth Bagley/Richard Tyndall</p>

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	S151 Officer?
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 All	Ruth Bagley

#### **BLTB Meetings in 2014/15**

It is proposed that the following dates be provisionally agreed for the BLTB Meetings in 2014/15:

- Thursday 13<sup>th</sup> March 2014 at 4.00pm (confirmed)
- Thursday 24<sup>th</sup> July 2014 at 4.00pm
- Thursday 20<sup>th</sup> November 2014 at 4.00pm
- Thursday 19<sup>th</sup> March 2015 at 4.00pm