

**BUSINESS CASE**

Plymouth City Council Active Travel Fund Programme –Tranche 2



**EXECUTIVE SUMMARY**

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a 'series of swift, emergency interventions to make cycling and walking safer'.

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council's phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, '20 mph when lights show' outside 14 schools and road safety signage at key city roundabouts. The emphasis for the phase two, active travel fund programme is on schemes which support more cycling and walking in the longer term.

This business case sets out the programme to be delivered using the Active Travel Fund grant (formerly referred to as the Emergency Active Travel Fund Tranche 2 grant) of £945,250, following the Council's successful bid to the Fund.

The Active Travel Fund (ATF) programme seeks to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This remains important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

The outcomes and benefits of this proposal are an additional investment of £945,250 in walking and cycling in Plymouth directly supporting the Council's Climate Emergency Action Plan through enabling more journeys to be made on foot and by bike.

The programme needs to be substantially completed by April 2022.

The key risk associated with this programme is the cost of the schemes within the programme exceeding the budget available. This risk will be mitigated through scaling the interventions to meet the funding available.

**RECOMMENDED DECISION****It is recommended that the Leader of the Council:**

- Approves the Business Case for the Active Travel Fund programme (formerly known as the Emergency Active Travel Fund – Tranche 2 programme, due to a change in the title of the Fund by the Department for Transport)
- Approves the addition of £756,200 to the capital programme funded by the Department for Transport Active Travel Fund grant.
- Delegates the decision to allow movements across the categories within the fund to the Service Director for SP&I.

**PART I: PROJECT PARTICULARS**

<b>Project Value</b> (indicate capital or revenue)	This is both a capital and revenue programme  <b>Total value</b> £1,025,250 of which £945,250 is grant funding and £80,000 is PCC match funding.  The breakdown is:- <b>Capital:</b> £836,200 (of which £756,200 is DfT grant and £80,000 is PCC match funding) <b>Revenue:</b> £189,050 (of which 100% is the DfT grant)  Projects will be delivered up to the value of the available budget.	<b>Contingency</b> (show as £ and % of project value)	£61,169 (6%)  The programme put forwards to the DfT is also deliberately scalable so that the outputs can be reduced should costs increase.
<b>Programme</b>	N/A	<b>Is the project on the 'Priority List' or a Council Pledge (Y/N)</b>	No
<b>Directorate</b>	Place	<b>Service Director</b>	Paul Barnard, Service Director for Strategic Planning and Infrastructure
<b>Senior Responsible Officer</b>	Paul Barnard, Service Director for Strategic Planning and Infrastructure	<b>Project Manager</b>	Rosemary Starr, Sustainable Transport Manager

<b>Address and Post Code</b>	Strategic Planning and Infrastructure Plymouth City Council Ballard House  West Hoe Road Plymouth PL1 3BJ	<b>Wards</b>	<p><b>St Peter and the Waterfront</b> (Royal Parade and Millbay Roundabout schemes), <b>Sutton and Mount Gould</b> (Plymouth Road (Embankment) scheme), <b>Efford and Lipson</b> ( 20-mph Old Laira Road), <b>Plympton Erle</b> (Plympton St Maurice 20mph zone), <b>Plympton St Mary</b> (Larkham Lane crossing), <b>Moorview</b> (Miller Way traffic calming) and <b>Peverell</b> (street lighting improvements on cycle route within Central Park).</p> <p>The following schemes also have the potential to be delivered <b>citywide</b> (Plymotion cycling programmes, cycle contraflows, removal of inappropriate barriers and cycle detection loops at junctions).</p>
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### Detailed Description of Proposal

This business case sets out the programme to be delivered using the Department for Transport grant for the Active Travel Fund programme and sees the addition of £756,200 to the Council's capital programme.

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a 'series of swift, emergency interventions to make cycling and walking safer'.

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council's phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, '20 mph when lights show' outside 14 schools and road safety signage at key city roundabouts.

The emphasis for the phase two, Active Travel Fund programme (the focus of this business case), is on schemes which support more cycling and walking in the longer term.

The key objectives of the Active Travel Fund programme are to help to create an environment that is safer, and more conducive, for cycling and walking. This in turn will support the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The Active Travel Fund programme to be delivered using the Fund is designed to help Plymouth's walking and cycling network be more connected, direct, safe, comfortable and attractive. It is framed

around the core themes set out in the Government's 'Gear Change: A bold vision for cycling and walking', specifically the themes 'Better streets for cycling and people' and 'We will enable people to cycle and protect them when they cycle'.

The Council, as part of the Plymouth Plan, have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system<sup>1</sup> that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city.<sup>2</sup> We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,<sup>3</sup> where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel<sup>4</sup>. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,<sup>5</sup> with walking and cycling being the best option for local trips.

The schemes set out within the ATF programme accord with these commitments and build on work done to date where the Council have a strong track record of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes. The monitoring undertaken as part of the Council's DfT Access Fund programme for the period April 2017 – March 2020 shows that, amongst communities where the Plymotion Personalised Travel Planning project has been delivered:-

- **Bike ownership has increased** in the engaged community by 4% compared to the pre survey residents.
- There was a **6% increase in cycle awareness** (unprompted) as a travel option compared to pre survey levels.
- There was a **5% increase in those cycling** in the engaged communities (comp v engaged)
- There was a **3% increase in those who cycled much more frequently** in the engaged community (comp v engaged)
- There was also a **1% increase in those cycling to work** (pre v post) and a **1% increase** in those going to College or University (comp v engaged).
- There were also significant increases in the **level of sentiment towards the benefits of cycling** – particularly towards improving health with **+18% strongly agreeing** in the engaged community in the Derriford and Northern Corridor survey area.
- There were also more **positive views about cycling being an easy way to get around / practical choice** in the engaged community with up to circa **+7% strongly agreeing**.
- When comparing what they did six months ago there was an increase of **9%** in those who **walked much more frequently** in the engaged community (comp v engaged)
- There was a **+3% gain** in those in the engaged community **walking to work** (comp v engaged). **Dropping children at school / childcare** also saw **+4%** (pre v engaged) and going to college / university **+1%** (comp v engaged)
- **Positive sentiment regarding walking increased in all the areas measured, with clear recognition that it was a good way to improve your health +26%** (comp v engaged "strongly agreeing")

<sup>1</sup> Plymouth Plan Policy HEA6

<sup>2</sup> Plymouth Plan – Theme 2: A Green City

<sup>3</sup> Plymouth and South West Devon Joint Local Plan policy SPT9.1

<sup>4</sup> Plymouth and South West Devon Joint Local Plan Policy SPT9.4

<sup>5</sup> Plymouth and South West Devon Joint Local Plan Policy SPT9.8

- Being a **practical choice for getting around also increased** by circa 13% over the comparison community levels with up to 17% of the engaged community strongly agreeing.

These results are why we are confident that the investment from the Active Travel Fund will further support a growth in the positive perception of walking and cycling as practical, advantageous modes of travel and increase the number of trips being made on foot and by bike.

The programme must be substantially delivered by April 2022.

### **Climate Emergency Implications**

On 8<sup>th</sup> March 2019 the Council declared a Climate Emergency and produced a number of key actions to achieve net zero carbon by 2030.

The Active Travel Fund programme directly supports Plymouth's Climate Emergency Declaration. Its delivery, alongside complementary programmes such as the Transforming Cities Fund, will help to create an environment that is safer, and more conducive, for cycling and walking. This in turn will support the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The programme is designed to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This is important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

<b>PART 2: VISION AND STRATEGIC CASE</b>	
This is the opportunity to explain the strategic fit and should include how it helps to deliver the Corporate Plan / Plymouth Plan / Joint Local Plan, including how it assists delivery of the vision for the Council.	
<p><b>a) What is the business need and current issues that this project seeks to address</b></p> <p><b>b) Identify and list the objectives</b></p>	<p>At present, due to the Covid-19 pandemic, there is a need to invest in walking and cycling due to active travel facilitating socially distanced mobility, providing an alternative to public transport, whilst capacity is currently reduced, and helping prevent an unsustainable growth in single occupancy car trips.</p> <p>This need is recognised by the Governments investment of £2 billion in walking and cycling to support a ‘series of swift, emergency interventions to make cycling and walking safer.’ Investment which is directly funding this programme.</p> <p>The ATF programme set out within this business case responds to this need through a comprehensive programme of measures which are designed to help to create an environment that is safer, and more conducive, for cycling and walking.</p> <p>This supports the short term need to replace journeys previously made by public transport, which currently can’t be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.</p> <p>The outcomes and benefits of this proposal is the investment of an additional £945,250 in active travel helping to make Plymouth’s walking and cycling network be more connected, direct, safe, comfortable and attractive.</p>
<p><b>a) How does this meet your objectives above</b></p> <p><b>b) List the outcomes and benefits of this proposal</b></p>	<p>The ATF programme is designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. It has been designed to create an environment that is safer for both cycling and walking, for trips to work and school, and is designed to encourage new cyclists, as well as those for whom active travel is the norm.</p> <p>The delivery of the ATF will therefore support sustainable transport during the Covid-19 pandemic and will help to encourage and enable more trips to be made by bike and on foot, post the pandemic, supporting Plymouth’s recovery and contributing to the city’s climate emergency commitments.</p>
<b>How much additional Council Tax per year will this generate</b>	None
<b>How much Business Rates per year will this create</b>	None

<b>How much New Homes Bonus Grant will this raise</b>	None		
<b>How much CIL levy liability will be collected</b>	None		
<b>How many jobs will this proposal create (FTE)</b>	<b>Direct jobs</b>	<b>Indirect jobs</b>	<b>Apprenticeship/Trainee</b>
	None	None	None
<b>What are the consequences of not proceeding</b>	If the business case is not approved £945,250 of grant funding would need to be returned to the DfT and the measures set out in the ATF would be largely unfunded and hence would either not be able to be delivered or would have to be delivered at a significantly reduced scale.		
<b>a) On completion of the project how will you know and report that the objectives have been met b) Date Benefit Realisation will be completed.</b>	<p>A comprehensive monitoring programme is a requirement of the Fund and guidance is provided.</p> <p>The precise monitoring undertaken will depend on the scheme being assessed. However, it is envisaged monitoring will involve manual cycle counts, supplemented by automatic cycle counters, where already available. We would also look to get user feedback, as soon as this is possible, in order to understand mode shift. Due to Covid-19 and current restrictions on data collection we will look to work with Sustrans so that user feedback can be captured via the website ShareMyStreet.com, in addition to any on street interviews which might become possible during the delivery of this programme.</p> <p>Where appropriate we will also capture vehicle flow information from manual counts, bus journey time and reliability statistics and vehicle speed and journey time data along with traffic speed data, KSI information, participation numbers and qualitative information on the value of the programmes people participate in, thereby allowing us to understand the impact the programme has had on making cycling and walking safer and facilitating more trips via active modes.</p>		
<b>How does it deliver the Corporate Plan –</b>			
<a href="http://www.plymouth.gov.uk/aboutcouncil/corporateplan">http://www.plymouth.gov.uk/aboutcouncil/corporateplan</a>			
<b>Growing Plymouth</b>	Investment in walking and cycling helps to deliver an efficient transport network through providing travel choice. The investment responds to the need to replace trips previously made by public transport, which currently are impacted by the pandemic, by modes other than the private car in order to reduce congestion and deliver wider health and environmental benefits, recognising the Council's priority to deliver a green, sustainable city that cares about the environment.		



<b>Caring Plymouth</b>	<p>Investing in walking and cycling helps to make Plymouth a welcoming city; residents and visitors have a choice of healthy travel options which connect key destinations.</p> <p>The investment also helps people to feel safer, through addressing safety concerns of active travellers where appropriate infrastructure isn't provided, and reduces health inequalities through enabling and encouraging more physical activity on low / nil cost travel modes.</p>
<p><b>How does it deliver the , Plymouth Plan / Joint Local Plan</b>  <a href="https://plymswdevonplan.co.uk/policy">https://plymswdevonplan.co.uk/policy</a></p>	<p>The Council, as part of the Plymouth Plan, have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system<sup>6</sup> that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city.<sup>7</sup> We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,<sup>8</sup> where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel<sup>9</sup>. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,<sup>10</sup> with walking and cycling being the best option for local trips.</p> <p>The schemes set out within the ATF programme accord with these commitments and build on work done to date where the Council have a strong track record of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes</p>
<b>How does it achieve Growth Asset and Municipal Enterprise (GAME) objectives</b>	<p>Investment in walking and cycling, through this Fund, in the short term will support safe travel for essential trips during the pandemic, including those made by critical workers, and in the longer term will support sustainable growth in Plymouth by providing residents with sustainable transport options to access employment, education, healthcare, leisure and retail opportunities.</p>
<b>How does it Deliver Public Health and Social Equality outcomes.</b>	<p>Investment in walking and cycling infrastructure, alongside complementary behavioural change programmes, helps to make active travel a viable alternative to the car, and supports active, healthy lifestyles, with the associated health benefits. These are amplified through the air quality and noise reduction benefits associated with modal shift away from the private car.</p> <p>Walking and cycling are also highly accessible low / nil cost travel options helping to reduce the risk of social isolation by providing access to employment, education, healthcare, leisure and retail opportunities.</p>
<b>Is this a Statutory Obligation of the Council</b>	No
<b>In scope</b>	<b>Out of scope</b>
The delivery of the Active Travel Fund programme as set out within this business case	Investment in walking and cycling not funded through the DfT's Active Travel Fund grant.

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<sup>6</sup> Plymouth Plan Policy HEA6

<sup>7</sup> Plymouth Plan – Theme 2: A Green City

<sup>8</sup> Plymouth and South West Devon Joint Local Plan policy SPT9.1

<sup>9</sup> Plymouth and South West Devon Joint Local Plan Policy SPT9.4

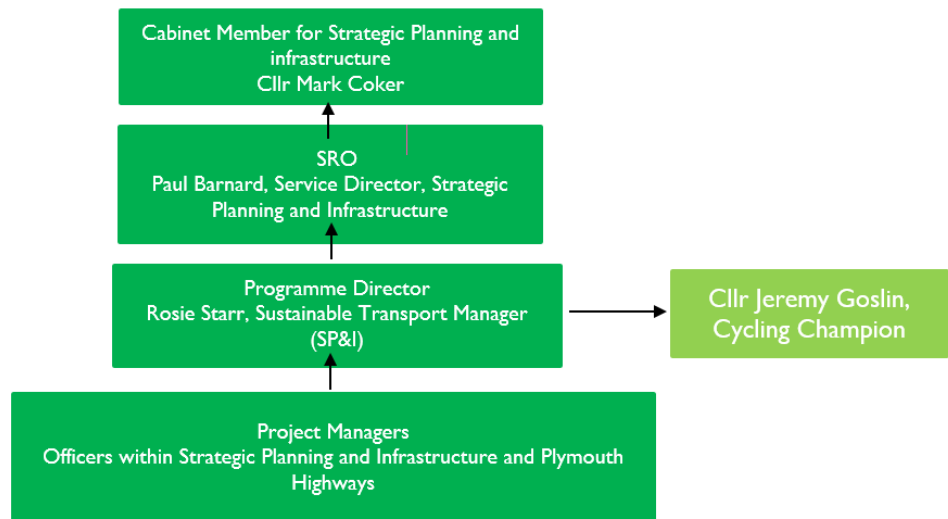
<sup>10</sup> Plymouth and South West Devon Joint Local Plan Policy SPT9.8

**PART 3: PROJECT DEVELOPMENT, PROCUREMENT AND DELIVERY**

**Project Governance**  
(insert flow chart)

Each scheme within the Active Travel Fund programme will be led by a Project Manager. Their work will be overseen by a Programme Director. The Programme Director will be responsible for co-ordinating the delivery of the individual scheme elements, identifying key interdependencies and ensuring that the overall project is delivered to programme, quality and budget.

The Programme Director will report into the SRO for the programme (Paul Barnard, Service Director for Strategic Planning and Infrastructure) and the Cabinet Member for Strategic Planning and Infrastructure, (Cllr Mark Coker). The schemes will also be reported to Plymouth City Council’s Cycling Champion, Cllr Goslin, at key milestones.



The critical stage in the delivery of the ATF programme is the need to notify the DfT that construction is going to start, following appropriate consultation, and it’s the Governance of this milestone which is key and set out below.

At the point at which scheme consultation has taken place, and construction is ready to start, the scheme will be considered by the Cabinet Member and SRO, with approval sought for the scheme to progress. If approval is granted, the SRO will notify the DfT that construction is about to commence.

At this milestone project managers will need to demonstrate that an appropriate communications plan and monitoring and evaluation plan is in place before the scheme gets underway.

**Who are the key customers and beneficiaries**

All users of Plymouth’s active travel infrastructure and complementary programmes.

**Which Partners are you working with**

South West Highways  
Plymotion delivery partners

		<b>Who are the stakeholders</b>	Members, businesses, public transport providers, users of the highway network and pedestrians and cyclists.
<b>Which Members have you engaged with and how have they been consulted</b>	Councillor Mark Coker – Cabinet Member for Strategic Planning & Infrastructure – Engagement through Portfolio Holder briefings		
<b>Procurement Options How have you engaged with the Strategic Procurement Service on the options and preferred approach.</b>	<p>For those schemes requiring physical construction it is envisaged that South West Highways (SWH) will be used through the Plymouth Highways Term Maintenance Contract. This is a long-term contract between Plymouth City Council and SWH for the delivery of highways maintenance works (both revenue and capitalised) and capital schemes (with a typical individual scheme construction value up to £1.5M).</p> <p>The TMC is derived from the NEC Term Services Contract, as amended by the Highways Maintenance Efficiency Programme (MMEP) Contract, which in turn has been further amended to suit Plymouth City Council’s local needs.</p> <p>The contract was won by SWH via a competitive tendering process with evaluation on the basis of both quality and price.</p> <p>The Council are also ready to deliver the Plymotion behavioural change programme set out within this programme as this is an expansion of the current Plymotion campaign and the team are in place. Where partners are required to deliver the services, such as the adult cycle training and bike maintenance programmes existing contracts can be extended.</p>		
<b>Who is your Procurement Lead</b>	Paul Williams – Category Lead		

## **PART 4: OPTION ANALYSIS**

### **Option Analysis Undertaken**

#### **Alternative options considered and rejected:**

##### **Option Considered**

To not deliver the Active Travel Fund Programme

##### **Rejected:**

Not delivering the Active Travel Fund programme, which is substantially funded by a Department for Transport grant, is not recommended because it will prevent an additional £945,250 to be invested in walking and cycling in Plymouth. The Active Travel Fund programme aims to help Plymouth’s walking and cycling network be more connected, direct, safe, comfortable and attractive. Its delivery, alongside complementary programmes such as the Transforming Cities Fund, will help to create an environment that is safer, and more conducive, for cycling and walking. This will allow the achievement of the short term Fund objective of replacing journeys previously made by public transport, which currently can’t be accommodated due to the pandemic, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The programme directly supports the Council’s Climate Emergency work through encouraging and enabling more trips to be made on foot and by bike.

**ANALYSIS OF PREFERRED OPTION**

**Demonstrate how this is the best option and most cost effective approach of achieving the objective you have identified. Provide evidence and validate how this is value for money.**

As part of the Council's submission to the Active Travel Fund the DfT required confirmation that the bid represented value for money. Our submission therefore included a VfM assessment by an independent third party, WSP, in accordance with the *Value for Money Guidance for Tranche 2 of the Emergency Active Travel Fund, DfT 2020*. The results showed that the overall programme represented Very High value-for-money.

The funding awarded was less than the funding bid for. However, the Council submitted a scaleable proposal and hence have been able to retain the vast majority of the programme elements included in the bid and hence remain confident that the programme represents high value for money.

Therefore, in accordance with the objectives of the Fund it is believed that the programme will allow the implementation of measures that will create an environment that is safer for both walking and cycling and the Council are confident that the programme set out will allow cycling, in particular, to replace journeys previously made by public transport, and will have an essential role to play in the short term in helping to avoid overcrowding on public transport systems in addition to helping to deliver significant health, environmental and de-congestion benefits in the longer term.

<b>PART 5: TIMESCALES AND CONSTRAINTS</b>				
<b>Mandate Date</b>	<b>Presentation to CCIB date</b>	<b>Contract Award date</b>	<b>On Site date</b>	<b>Completion date</b>
September 2020	N/A	N/A	From April 2021	The majority of the programme will have been delivered by April 2022. The exceptions are (1) the works on the Embankment and (2) the temporary scheme on Royal Parade which are both due to be completed by April 2023 at the latest
<b>Have you engaged with Planning Department</b> (if PP is required make sure you engage with planning prior to your BC going to CCIB)	N/A			
<b>Is the budget cost reflective of planning requirements</b>	N/A			
<b>Who is your Planning Officer</b>	N/A			
<b>Planning Consent Date</b>	N/A			
<b>Give reasons for specific completion date</b>	N/A			

**PART 6: AFFORDABILITY AND FINANCING**

*In this section the robustness of the proposals should be set out in financial terms.*

*The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

**CAPITAL COSTS AND FINANCING**

<b>What is the estimated impact on the Annual Band D Council Tax as a result of making the investment decision (Corporate Borrowing only)</b>		2018/19	2019/20	2020/21
		N/A	N/A	N/A
<b>Breakdown of project costs including fees surveys and contingency</b>	<b>Theme: Better Streets for Cycling and People</b>	<b>£387,500 (Cap), £130,246 (Rev)</b>		
	<b>Theme: We will enable people to cycle and protect them when they cycle</b>	<b>£318,500 (Cap), £80,000 (PCC Cap), £47,835 (Rev)</b>		
	<b>Contingency</b>	<b>£50,200 (Cap), £10,969 (Rev)</b>		
	<b>TOTAL</b>	<b>£1,025,250</b>		
<b>Provide details of proposed funding</b>	<p><b>Total value</b> £1,025,250 of which £945,250 is grant funding and £80,000 is PCC match funding.</p> <p>The breakdown is:-</p> <p><b>Capital:</b> £836,200 (of which £756,200 is DfT grant and £80,000 is PCC match funding)</p> <p><b>Revenue:</b> £189,050 (of which 100% is the DfT grant)</p> <p>The PCC match funding is being provided by Plymouth Highways – breakdown as below</p> <p>Contribution towards the 20mph Old Laira Road scheme - £25K (8564/5469)</p> <p>Contribution towards the Millbay roundabout scheme - £35K (8562/2822)</p> <p>Contribution towards the Miller Way scheme - £20K (8564/5466)</p>			
<b>Which alternative external funding sources been explored (Provide evidence)</b>	<p>This programme is substantially funded by a DfT grant. Without the grant the majority of the schemes would be unfunded and would not be progressed. Those schemes where PCC are providing match funding would be progressed however, the scope of the schemes (and hence outputs) would be reduced to match the budget available.</p>			

<b>Are there any bidding constraints and/or any restrictions or conditions attached to your funding</b>	<p>The programme needs to be delivered in accordance with the terms and conditions of the DfT grant (below):-</p> <p><b>ANNEX A1</b></p> <p><b>Active Travel Fund</b></p> <ol style="list-style-type: none"> <li>1. This funding will be paid via a grant under Section 31 of the Local Government Act 2003. Available online here: <a href="http://www.legislation.gov.uk/ukpga/2003/26/section/31">http://www.legislation.gov.uk/ukpga/2003/26/section/31</a></li> <li>2. For any grant, Government is required to monitor the effectiveness of any public investment. We therefore ask that you to have robust monitoring and evaluation plans in place.</li> <li>3. This grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using the Emergency Active-Travel Fund. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: <a href="https://www.gov.uk/state-aid">https://www.gov.uk/state-aid</a>.</li> </ol>
<b>Tax and VAT implications</b>	<p>The project will not directly generate any VAT-exempt income for the Council. Transport and highways infrastructure works are a non-business activity of local authorities and so any VAT incurred by the Council on costs relating to this project will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.</p>
<b>Tax and VAT reviewed by</b>	<p>Sarah Scott, Senior Technical Accounting Officer</p>
<b>Confirm you have taken necessary advice if this proposal is State Aid compliant</b>	<p>Legal Services advise that the project does not involve grant of state aid/subsidies in contravention of WTO Rules or known Trade Agreements. The Council will not be receiving a subsidy as it is receiving and using the Active Travel Fund grant as part of its public functions and is not obtaining an economic advantage as an economic actor. A contractor shall be appointed to carry out the works that has been selected following a compliant procurement process.</p>
<b>Will this project deliver capital receipts?</b> (If so please provide details)	<p>No.</p>
<b>Capital avoidance</b>	<p>N/A</p>
<p>Schemes in excess of £0.5m should be supported by a Cost Benefit Analysis. Calculations undertaken should be attached as an appendix to support financial implications shown below. Please contact your revenue accountant for assistance with this section.</p>	



<b>Is the capital ask greater than £0.5m</b>	Y	<b>If the answer is yes, have you attached the Cost Benefit Analysis</b>					Y: The VfM assessment relates to the bid which the Council submitted to the Fund. The funding award was less than the amount bid for. However, the majority of the programme has still be retained and hence the VfM assessment is still considered relevant		
<b>Capital spend profile</b>	<b>Prev. Yr.</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Future Yrs.</b>	<b>Status</b>	
Active Travel Fund Programme					£656,000	£50,000		Grant secured	
Contingency						£50,200			
<b>Total capital spend</b>					£656,000	£100,200		Funding to match with Project Value (Section I)	
<b>SI06 or CIL</b> (Provide PA or site numbers)	N/A								
<b>REVENUE COSTS AND IMPLICATIONS</b>									
<b>Feasibility Cost of Developing the Capital Project (To be incurred at risk to Service area)</b>									
<b>Feasibility cost of developing the project</b>						N/A			
<b>Revenue cost code for the feasibility costs</b>						N/A			
<b>Revenue costs incurred for developing the project are to be included in the capital total, the expenditure could be capitalised if it meets the criteria</b>						N/A			
<b>Budget Managers Name</b>						N/A			
<b>Ongoing Revenue Implications for Service Area</b>									
	<b>Prev. Yr.</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Future Yrs.</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>			
<b>Service area revenue cost</b>									
<b>Loan repayment</b> (terms agreed with Treasury Management)									
<b>Other</b> (eg: maintenance, utilities, etc)						£189,050			
<b>Total Revenue Cost (A)</b>						£189,050			
<b>Service area revenue benefits/savings</b>									
<b>Annual revenue income</b> (eg: rents, etc)						N/A			
<b>Total Revenue Income (B)</b>						£189,050			
<b>Service area net (benefit) cost (B-A)</b>						£0			
<b>Has the revenue cost been budgeted for or would this make a revenue pressure</b>	The revenue cost is grant funded and hence does not create a revenue pressure.								

<b>Which cost centre would the revenue pressure be shown</b>		2671	<b>Has this been reviewed by the budget manager</b>		Yes
<b>Name of budget manager</b>		Rosemary Starr			
<b>Loan value</b>	N/A	<b>Interest Rate</b>	%	<b>Term Years</b>	<b>Annual Repayment</b> £
<b>Revenue code for annual repayments</b>		N/A			
<b>Service area or corporate borrowing</b>		N/A			
<b>Revenue implications reviewed by</b>		N/A			

<b>PART 7: ACHIEVABILITY</b>				
<b>Is there an impact on the service delivery during delivery of project. How will this be mitigated</b>	There is no impact on service delivery during the delivery of this programme; the delivery of the schemes by SP&I and Plymouth Highways can be accommodated within existing work programmes with the grant programme, in five instances, augmenting schemes which would be progressed (albeit at a reduced scale) in the absence of the grant.			
<b>Interdependencies – are there any projects reliant on the delivery of this project.</b>	In five instances, the grant funding augments existing schemes (Plymouth Road – Embankment, 20mph Old Laira Road, Plymotion adult cycling programmes, Millbay Roundabout and Miller Way traffic calming) and hence the delivery of these schemes, to their full extent, is reliant on the delivery of this programme.			
<b>KEY RISKS</b>				
Include up to 5 key risks depending on scale of project, the first two risks are required to be mitigated along with a further 3 key risks to the project..				
<b>Potential Risk 1 Identified</b>				
<b>Description</b>	Insufficient budget to enable the outputs to be delivered as set out.			
<b>Mitigation</b>	The ATF programme is designed to be scalable so that the outputs can be reduced, should costs increase.			
<b>Risk assessment</b>	<b>Initial</b>	<b>Post mitigation</b>	<b>Current</b>	<b>Current total rating</b>
<b>Likelihood</b> To be scored 1 (low) – 5 (high)	3	3	3	6
<b>Impact</b> To be scored 1 (low) – 5 (high)	5	2	2	
<b>Trend</b>	Downward	<b>Lead officer</b>	Rosie Starr	
		<b>Risk champion</b>	Paul Barnard	
<b>Calculated risk value in £ (Extent of financial risk)</b>	N/A (scheme outputs will be reduced to reflect the budget available)			
<b>Potential Risk 2 Identified</b>				
<b>Description</b>	Lack of support for the programme leading to some schemes not being able to be progressed			
<b>Mitigation</b>	Comprehensive stakeholder engagement at both a programme and scheme level to explain the objectives of the fund and to address (and hence minimise) any concerns about the proposals being implemented			
<b>Risk assessment</b>	<b>Initial</b>	<b>Post mitigation</b>	<b>Current</b>	<b>Current total rating</b>
<b>Likelihood</b> To be scored 1 (low) – 5 (high)	4	3	3	12
<b>Impact</b> To be scored 1 (low) – 5 (high)	4	4	4	
<b>Trend</b>	Downward	<b>Lead officer</b>	Rosie Starr	

		<b>Risk champion</b>	Paul Barnard	
<b>Calculated Risk Value in £</b>		N/A		
<b>Potential Risk 3 Identified</b>				
<b>Description</b>	Grant funds not committed by 31/03/21			
<b>Mitigation</b>	Complete the Executive Decision before 31/03/21; the Executive Decision, Project Mandate and commencement of the scheme development will meet DfT requirements for funds, where possible, to be committed by 31/03/21			
<b>Risk assessment</b>	<b>Initial</b>	<b>Post mitigation</b>	<b>Current</b>	<b>Current total rating</b>
<b>Likelihood</b> To be scored 1(low) – 5(high)	3	1	1	4
<b>Impact</b> To be scored 1(low) – 5(high)	4	4	4	
<b>Trend</b>	Downwards	<b>Lead officer</b>	Rosie Starr	
		<b>Risk champion</b>	Paul Barnard	
<b>Calculated Risk Value in £</b>		N/A		
<b>Potential Risk 4 Identified</b>				
<b>Description</b>	Grant funds not spent by 31/03/22			
<b>Mitigation</b>	Schemes will commence as soon as the Executive Decision is approved, maximising the period of time available to deliver the scheme and robust programme Governance will actively monitor progress on the schemes. The DfT require schemes to be substantially completed by April 2022. Where it is already known that scheme delivery will be after this date this has already been notified to the DfT			
<b>Risk assessment</b>	<b>Initial</b>	<b>Post mitigation</b>	<b>Current</b>	<b>Current total rating</b>
<b>Likelihood</b> To be scored 1(low) – 5(high)	3	2	2	8
<b>Impact</b> To be scored 1(low) – 5(high)	4	4	4	
<b>Trend</b>	Downward	<b>Lead officer</b>	Rosie Starr	
		<b>Risk champion</b>	Paul Barnard	
<b>Calculated Risk Value in £</b>		N/A.		

<b>PART 8: CONSULTATION / ENDORSEMENT</b>				
<b>Date business case went to CMT (if required)</b>	N/A		<b>Equalities Impact Assessment updated from Project Mandate stage (Y/N)</b>	Yes
<b>Author of Business Case</b>	<b>Date</b>	<b>Document Version</b>	<b>Reviewed By</b>	<b>Date</b>
Rosie Starr	25/01/21	V 1.0	N/A	
Rosie Starr	27/01/21	V 2.0	N/A	
Rosie Starr	27/01/21	V 3.0	N/A	
Rosie Starr	28/01/21	V 4.0	Ruth Didymus Emma White Mohammed Sajjed Jamie Sheldon	
Rosie Starr	08/02/21	V 5.0	Chris Flower Emma White Mohammed Sajjed Jamie Sheldon Paul Barnard	
Rosie Starr	09/02/21	V 6.0	Chris Flower Emma White Mohammed Sajjed Jamie Sheldon Paul Barnard	
<b>Senior Responsible Officer sign off</b> I confirm the Business Case is policy compliant, affordable, value for money and has been fully risk assessed.			Paul Barnard – By Email 09/02/21	

**CONFIRMATION OF PROMOTORS APPROVAL**

<b>Cabinet Member</b>	<b>Service Director</b>
Cllr Mark Coker, Cabinet Member for Strategic Planning & Infrastructure	Paul Barnard, Service Director for Strategic Planning & Infrastructure
<b>Either email dated:</b> 10/02/2021	<b>Either email dated:</b> 09/02/2021
<b>Or signed:</b>	<b>Signed:</b>
<b>Date:</b>	<b>Date:</b>
	<b>Service Director</b>
	N/A
	<b>Either email dated:</b> N/A
	<b>Signed:</b> N/A
	<b>Date:</b> N/A