7

GUIDANCE TO LOCAL AUTHORITIES

Local Transport Grants

Annual Reporting Guidance Note and

Template Forms

July 2021

Contents

[1 Introduction 3](#_Toc76566227)

[2 Timing 4](#_Toc76566228)

[3 Structure of Annual Report 4](#_Toc76566229)

[Contact Information 4](#_Toc76566230)

[Scheme Details 4](#_Toc76566231)

[4 Templates 6](#_Toc76566232)

# Introduction

### In line with the Local Transport Grants Award Letter (Schedule 2), you are required to provide us on an annual basis with **data on scheme outcomes for a period of 3 years following completion of each scheme**. This is a requirement for all Local Transport Grants including Local Transport Fund (LTF), Local Transport Network Fund (LTNF), Resilient Roads Fund (RRF), Ultra Low Emission Vehicles Transformation Fund (ULEVTF), Active Travel Fund (ATF), Safe Routes in Communities (SRiC), Road Safety Capital (RSC). Road Safety Revenue is excluded from this Annual Report.

### This guidance note sets out the timing and content of the Annual Report for Local Transport Grants for schemes completed in the following financial years: 2018-19, 2019-20 and 2020-21. The Annual Report reports will:

### Allow for the effectiveness of individual schemes to be evaluated;

### Allow for local authorities to reflect on the appropriateness and effectiveness of engineering approaches and consider lessons learnt in designing future schemes;

### Provide the Welsh Government with information to inform the grant appraisal process for future years;

### Provide a source of peer to peer advice for other project managers.

### Annual Reports should also be considered as a good vehicle for circulating evidence of the effectiveness and benefits of transport investments to the general public, service users and other stakeholders.

### Packages of schemes that are ongoing should report on the individual projects that have been completed as part of the package.

### WelTAG 2017 states that schemes should use the new WelTAG document as an appropriate point. For schemes that have been delivered, this will be Stage Five. The Annual Report template is based on the requirements of Stage Five WelTAG.

##### A record of what was delivered

##### Evaluation of the process of delivering the project

##### Summary of any relevant events that occurred during and after implementation and any changes in context eg fuel prices, land-use or travel patterns

##### Explanation of how these changes affected the scheme

##### Comparison of outturn events to those anticipated

# Timing

### The Annual Report should be submitted to the Welsh Government no later than the 30 September 2021.

# Structure of Annual Report

### The Annual Report should be compiled using the attached template form and submitted as a Word document to the Welsh Government Transport Planning email inbox – [TransportPlanning@gov.wales](mailto:TransportPlanning@gov.wales)

Contact Information

### Please complete Table 1 with the appropriate contact details for your local authority.

Scheme Details

### Please complete Table 2 outlining all Local Transport Grants capital **scheme details for schemes completed in 2018-19, 2019-20 and 2020-21**, including individual projects completed within packages. Please complete one form per scheme/ project.

### **Road Safety Capital**

### Road Safety Grants are awarded to Local Authorities to assist them in contributing to achieving the actions and targets within the Road Safety Framework for Wales.

### The Framework put in place an outcome based approach to road safety interventions, stressing the importance of using data and evidence to develop road safety schemes and establishing the principle that all engineering activity should be evaluated for effectiveness in reducing casualties and collisions.

### In June 2021, Police recorded road traffic collision and casualty data for 2020 was published. This allows Authorities that completed road safety capital schemes in the financial year ending March 2019 to provide first year reporting on the effectiveness of those schemes.

### Please complete Tables 2, 3, 4 and 5 for each Road Safety capital scheme.

### **Road Safety Revenue**

### Monitoring of Road Safety Revenue schemes is dealt with separately during the grant application and in-year monitoring and evaluation processes. Separate information is not required under this reporting structure.

### Education and training interventions that are already approved are monitored locally. New interventions that are piloted through the grant include a requirement for monitoring and evaluation at the end of the first year trial period and revenue schemes outside of the approved areas must be supported by evaluations of scheme effectiveness.

### **Supporting Information**

### Include any additional tables and charts demonstrating progress against Local Transport Grant targets, including evidence from before and after monitoring.

### 3.1.7 Include any supporting commentary, scheme maps, plans and photographs; outlining its links to national and regional transport priorities, supporting Wales’ economic competiveness.

# Templates

### **Table 1 – Local Transport Grants Contact Information**

|  |  |
| --- | --- |
| **Local Authority** | Denbighshire County Council |

|  |  |
| --- | --- |
|  | **Lead contact name, email, telephone** |
| **Local Transport Fund** | Local authority official |
| **Local Transport Network Fund** |  |
| **Resilient Roads Fund** |  |
| **Ultra Low Emissions Vehicles Fund** |  |
| **Active Travel Fund** | Local authority official |
| **Safe Routes in Communities** | Local authority official |
| **Road Safety Capital** | Local authority official |

### <https://gov.wales/docs/caecd/publications/180516-privacy-notice-en.pdf>

### **Table 2 – Local Transport Grants Scheme Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant\*** | Active Travel Fund | | | | |
| **Scheme Name** | **Ruthin Continuous Improvements** | | | | |
| **Year of Completion\*** | 2018-19 | | | | |
| **SCHEME COSTS AND FUNDING** | | | | | |
| **Estimated total scheme cost at design stage** | £80,000 | **Actual total scheme cost at scheme completion** | £75,014 | **Difference** | £4,986 |
| **Reasons for difference between estimated and actual total scheme cost** | | | | | |
| N/A | | | | | |
| **Total Welsh Government funding allocated** | £80,000 | **Total Welsh Government funding claimed** | £75,014 | **Difference** | £4,986 |
| **Reasons for difference between funding allocated and funding claimed** | | | | | |
| N/A | | | | | |
| **SCHEME PLANNING AND DESIGN (WelTAG Stages 1 – 3)** | | | | | |
| **Scheme objectives**  **What was the purpose of the scheme? What problems/ opportunities was it trying to address?** | | | | | |
| **The purpose of this project was to upgrade the existing active travel infrastructure in the Lon Parcwr/Glasdir Link Road area of Ruthin so that it complied with the Active Travel (Wales) Act 2013 Design Guidance.** | | | | | |
| **Engagement**  **How did you engage with stakeholders in the planning and design of your scheme?** | | | | | |
| **Engagement undertaken with the local school and with the public during the 2017 ATNM update.** | | | | | |
| **Changes to scheme design**  **Did you make any changes to scheme planning and design? If so, what were they?** | | | | | |
| N/A | | | | | |
| **Reasons for change**  **If you changed the design what were the reasons?** | | | | | |
| **N/A** | | | | | |
| **Impact of changes**  **If you changed the design what was the impact eg. On costs and outcomes?** | | | | | |
| **N/A** | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| N/A | | | | | |
| **SCHEME DELIVERY (WelTAG Stage 4)** | | | | | |
| **What outputs were delivered?** *E.g. X metres of bus lane,* | | | | | |
| **Lon Parcwr/Ffordd Celyn junction**   * Improvements to the junction and an existing pedestrian refuge, giving improved visibility, and alignment, for pedestrians, cyclists and motorists.   **Lon Parcwr/Unclassified Road junction**   * Junction improvements to give improved visibility for pedestrians, cyclists and motorists. The proposed improvements also improved the alignment of the route for cyclists and pedestrians.   **Lon Parcwr**   * Widen existing shared use Active Travel route, between the Glasdir housing estate and Denbigh Road, to conform to desirable Active Travel standards. | | | | | |
| **What worked well?** | | | | | |
| N/A | | | | | |
| **What worked less well?** | | | | | |
| **Difficulties securing the road space to undertake the work.** | | | | | |
| **How did you engage with stakeholders in the delivery of your scheme?** | | | | | |
| **Letter drop to all affected stakeholders.** | | | | | |
| **Summary of any relevant events that occurred DURING implementation and any changes in context** *e.g. fuel prices, land-use, travel patterns, weather events* | | | | | |
| **N/A** | | | | | |
| **Impact of engagement and/ or any relevant events on Scheme Delivery** | | | | | |
| **N/A** | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| N/A | | | | | |
| **SCHEME OUTCOMES (WelTAG Stage 5)** | | | | | |
| **What were the anticipated outcomes?** *E.g. X% increase in active travel* | | | | | |
| No percentage increase in active travel was specified in the grant funding application and no pre-scheme walking and cycling figures were provided. | | | | | |
| **What are the realised outcomes?** *Please quantify where possible* | | | | | |
| **N/A** | | | | | |
| **How did you engage stakeholders in the monitoring and evaluation of your scheme?** | | | | | |
| **Advice will be sought from TFW with respect to monitoring and evaluation for this scheme given the lack of pre-scheme data. Potential to install monitoring equipment on the route in 2021/22.** | | | | | |
| **Summary of any relevant events that occurred AFTER implementation and any changes in context** *e.g. fuel prices, land-use, travel patterns, weather events* | | | | | |
| **N/A** | | | | | |
| **Impact of engagement and/ or any relevant events on Scheme Outcomes** | | | | | |
| **See above** | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Obtaining pre-scheme data is essential to statistically determine the success of schemes of this nature. | | | | | |

**Table 3 – Road Safety Capital Scheme Outcomes – Collision Reduction**

|  |  |  |
| --- | --- | --- |
| **Personal Injury collisions pre scheme (3 years data)** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Estimated Personal Injury collision reduction at application** | | |
| Estimated reduction of Fatal collisions | Estimated reduction of Serious collisions | Estimated reduction of Slight collisions |
|  |  |  |
| **Actual Personal Injury collisions post scheme delivery (3 years data)** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Performance against estimated collision reduction ( +/- estimate pa )** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Damage only collisions pre scheme (3 years data) if applicable** | | |
| Number of damage only collisions | | |
|  | | |
| **Actual damage only collisions post scheme delivery (3 years data) if applicable** | | |
| Number of damage only collisions | | |
|  | | |

### **Table 4 – Road Safety Capital Scheme Outcomes – Collision Reduction**

|  |  |  |
| --- | --- | --- |
| **Personal Injury casualties pre scheme (3 years data)** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **Estimated Personal Injury casualty reduction at application** | | |
| Estimated reduction of Fatal casualties | Estimated reduction of Serious casualties | Estimated reduction of Slight casualties |
|  |  |  |
| **Actual Personal Injury casualties post scheme delivery (3 years data)** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **Performance against estimated casualty reduction ( +/- estimate pa )** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **High Risk and Vulnerable group casualties pre scheme (3 years data)** | | |
| Fatal casualties from **High Risk** groups (young people and motorcyclists) | Serious casualties from **High Risk** groups (Young People and Motorcyclists) | Slight casualties from **High Risk** groups (Young People and Motorcyclists) |
| Please specify: | please specify: | please specify: |
| Fatal casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Serious casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Slight casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) |
| Please specify: | Please specify: | Please specify: |
| **Actual High Risk and Vulnerable group casualties post scheme delivery (3 years data)** | | |
| Fatal casualties from **High Risk** groups (young people and motorcyclists) | Serious casualties from **High Risk** groups (Young People and Motorcyclists) | Slight casualties from **High Risk** groups (Young People and Motorcyclists) |
| Please specify: | please specify: | please specify: |
| Fatal casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Serious casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Slight casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) |
| Please specify: | Please specify: | Please specify: |

### **Table 5 – Road Safety Capital Scheme Outcomes – Safety Audits**

|  |
| --- |
| Please provide details of any road safety audits undertaken outlining observations and actions taken |
|  |