7

GUIDANCE TO LOCAL AUTHORITIES

Local Transport Grants

Annual Reporting Guidance Note and

Template Forms

September 2020

Contents

[1 Introduction 3](#_Toc528057853)

[2 Timing 4](#_Toc528057854)

[3 Structure of Annual Report 4](#_Toc528057855)

[Contact Information 4](#_Toc528057856)

[Scheme Details 4](#_Toc528057857)

[4 Templates 6](#_Toc528057858)

# Introduction

### In line with the Local Transport Grants Award Letter (Schedule 2) dated 22 March 2018, 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), Active Travel Fund (ATF), Safe Routes in Communities (SRiC), Road Safety Capital (RSC). Road Safety Revenue & Active Travel Mapping are excluded from this Annual Report.

### Guidance was not issued for 2017-18, as it was being updated to reflect the new WelTAG process. As such, this guidance note sets out the timing and content of the Annual Report for Local Transport Grants for schemes completed in the following 4 years: 2015-16, 2016-17, 2017-18 and 2018-19. 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 2019.

# 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.

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 2015-16, 2016-17, 2017-18 and 2018-19**, 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 2019, Police recorded road traffic collision and casualty data for 2018 was published. This allows Authorities that completed road safety capital schemes in the financial year ending March 2017 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 trail 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** | Flintshire County Council |
| **Local Transport Fund**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Local Transport Network Fund**  **Lead contact name, email, telephone** | N/A |
| **Active Travel Fund**  **Lead contact name, email, telephone** | N/A |
| **Safe Routes in Communities**  **Lead contact name, email, telephone** | N/A |
| **Road Safety Capital**  **Lead contact name, email, telephone** | N/A |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant\*** | Local Transport Fund | | | | |
| **Scheme Name** | **Active Travel and Bus Infrastructure DIP Zone 3** | | | | |
| **Year of Completion\*** | 2017-18 | | | | |
| **SCHEME COSTS AND FUNDING** | | | | | |
| **Estimated total scheme cost at design stage** | £975,000 | **Actual total scheme cost at scheme completion** | £975,000 | **Difference** | £0 |
| **Reasons for difference between estimated and actual total scheme cost** | | | | | |
| N/A | | | | | |
| **Total Welsh Government funding allocated** | £975,000 | **Total Welsh Government funding claimed** | £975,000 | **Difference** |  |
| **Reasons for difference between funding allocated and funding claimed** | | | | | |
| Scheme Funding Awarded – £738k 2017/2018 and £237k 2018/2019 | | | | | |
| **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 schemes aim was to improve travel for current and future residents and visitors using the network of bus and train services and Active Travel routes across Deeside and linking into the D.I.P.  Development of the Deeside Shuttle bus network is central to the delivery of our commitments and strategic priorities (i.e. creating skills/jobs, and enabling local people to take full advantage of the opportunities created) for North East Wales. | | | | | |
| **Engagement**  **How did you engage with stakeholders in the planning and design of your scheme?** | | | | | |
| Flintshire County Council Officers engaged with residents, businesses and other key stakeholders during the scheme design, where alternative measures were considered.  Drop in consultations were held on the park before any works commenced. | | | | | |
| **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,* | | | | | |
| The works provided improvements to transport infrastructure to support affordable transport services by providing accessible and safe interchange points; improving connections to key destinations, improving connectivity between communities, facilitating the integration of transport modes (bus, walking, cycling), and enhancing access to employment and services while minimising the impact on the environment. | | | | | |
| **What worked well?** | | | | | |
| Consultation and close community engagement. | | | | | |
| **What worked less well?** | | | | | |
| Time constraints associated with bid invitations and changes in the grant criteria. | | | | | |
| **How did you engage with stakeholders in the delivery of your scheme?** | | | | | |
| Frequent meetings and consultation events held with Local Members, Town / Community Councils, Local Businesses and Local residents throughout all key stages of the schemes development. | | | | | |
| **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** | | | | | |
| Early engagements with key stakeholders was instrumental in the success of the scheme delivery given financial year deadlines. | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| A structured approach to communications and forward works programming has been essential with the delivery of this scheme. | | | | | |
| **SCHEME OUTCOMES (WelTAG Stage 5)** | | | | | |
| **What were the anticipated outcomes?** *E.g. X% increase in active travel* | | | | | |
| * Increased integration and flexibility of the transport system and shared use, Consolidated bus stop/drop-off/pick-up facility with good pedestrian and cycling amenities. * Safe and accessible infrastructure to promote access for all * More sustainable transport network * Improved access to employment and services | | | | | |
| **What are the realised outcomes?** *Please quantify where possible* | | | | | |
| As above | | | | | |
| **How did you engage stakeholders in the monitoring and evaluation of your scheme?** | | | | | |
| * Post scheme meetings with businesses and residents * Regular site visits and associated surveys. * Monitoring of passenger numbers on transport services through electronic ticket machine reports * Passenger feedback surveys to gain views on the infrastructure facilities and transport services provided | | | | | |
| **Summary of any relevant events that occurred AFTER implementation and any changes in context** *e.g. fuel prices, land-use, travel patterns, weather events* | | | | | |
| Increase in employee cycling (anecdotally from employers), increased take up of employer cycle to work schemes | | | | | |
| **Impact of engagement and/ or any relevant events on Scheme Outcomes** | | | | | |
| Internal review board had regular meetings to discuss the scheme outcomes**.** | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Improvements have greatly improved connectivity, accessibility and bus patronage. Through the delivery of Active Travel design principles, improved safety combined with upgraded infrastructure on all routes has encouraged the utilisation of active modes of travel for all. | | | | | |

**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 |
|  |