

Swindon Local Transport Plan

Implementation Plan 2019/20

Cabinet

Date: 20th March 2019

Appendix 2 : PROTOCOL FOR APPROVING CAPITAL FUNDED HIGHWAYS & TRANSPORT SCHEMES

- Report Local Transport Plan Implementation Plan to Cabinet.

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- Once approval given:

Officers produce outline business case, Stage 0, identifying an outline programme of potential schemes and all associated capital costs. This aligns with the Implementation Plan categories.

Following approval of Stage 0, officers produce more detailed business cases (Stage 1) and present to Officer Project Board for challenge, to ensure scheme is in line with policy.

Project Board Executive along with Project Board Members makes a recommendation to Head of Highways & Transport to agree stage 1 outline business cases. Head of Highways & Transport in consultation with the Cabinet Member for Highways and the Environment, approves schemes to move forward. (Business Case Approval Stage 1)

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- Officers develop business cases and projects, including consultation with local Ward Members.

When sufficiently prepared, business cases are presented to Officer Project Board, (Stage 2) to ensure scheme is still viable prior to scheme implementation. Taking into account the views of Ward Members and any other relevant observations.

Project Board Executive along with Project Board Members makes a recommendation to Head of Highways & Transport to agree stage 2 business cases. Head of Highways & Transport in consultation with the Cabinet Member for Highways and the Environment, approves schemes to move forward to implementation. (Business Case Approval Stage 2)

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- Regular project updates are added to SharePoint and are shared with Head of Highways & Transport and Project Board. Head of Highways & Transport advises Cabinet Members on key decisions/issues and all Members are provided with 6 weekly high level RAG reports. Ward Members to be kept informed as scheme progresses. Use of Members Bulletin where appropriate

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- NB (a) - Any comment relevant to the progression of a scheme(s) discussed with the Cabinet Members shall be recorded.
- NB (b) – Routine maintenance schemes will be presented for approval of both stage 1 & 2. Consultation will be with affected Ward Councillors when works are programmed.