

# Swindon Local Transport Plan

## Implementation Plan 2018/19

Cabinet

Date: 14<sup>th</sup> March 2018

---

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

- Report Local Transport Plan Implementation Plan to Cabinet.

- 
- 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 Communities and Place, approves schemes to move forward. (Business Case Approval Stage 1)

- 
- 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 Communities and Place, approves schemes to move forward to implementation. (Business Case Approval Stage 2)

- 
- 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

---

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# **Swindon Local Transport Plan**

## **Implementation Plan 2018/19**

**Cabinet**

**Date: 14<sup>th</sup> March 2018**

---

- 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.

### **Development of capital programmes**

In year, proposals for future capital programmes continue to be developed and improved. Councillor contact is logged regarding potential schemes and forms part of the consideration of schemes for future programmes.

Approval of the draft programme has been brought forward from June 2016 to April in 2017 and March in 2018. This provides earlier foresight of the programme to Councillors prior to commencement of the delivery period within the new financial year and allows additional time for consultation and engagement on schemes as necessary.

In addition the Council's asset management approach continues to be improved in line with the DfT's Local Highways Maintenance Incentive Fund rating. The authority has improved its asset management approach, processes and documentation over the last 2 years, successfully moving from Level 1 (lowest rating) in 2016, to Level 2 in 2017 and on to Level 3 (highest rating) in 2018.

Subject to resources, further improvements are being considered to more widely share a draft capital programme with Councillors in advance of preparing a draft implementation plan.

The timings, nature and format for this engagement and the development of the 2019/20 programme will be developed by the Head of Highways and Transport in consultation with the Cabinet Member for Communities and Place.