

Swindon Local Transport Plan

Implementation Plan 2016/17

Cabinet

Date: 20th June 2016

Appendix 2 : PROTOCOL FOR APPROVING CAPITAL FUNDED SCHEMES (EXCLUDING MAJOR SCHEME BIDS)

- Report LTP implementation Plan to Cabinet.

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- Once approval given:

Officers produce outline business cases and present to Officer Project Board for challenge, to ensure scheme is in line with policy

Service Manager for Highway Asset Management & Project Delivery, or Transport Planning & Traffic Management, or Construction Services Manager (Highways and Transport) agrees outline business cases and informs Cabinet Member for Sustainability and Transport of schemes to move forward. (Business Case Approval Stage 1)

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

When sufficiently prepared, business cases presented to Officer Project Board, to ensure scheme is a priority prior to scheme implementation. Taking into account the views of Ward members and any other relevant observations.

Head of Highways & Transport Delivery, in consultation with Cabinet Member for Sustainability and Transport decides whether scheme progresses. (Business Case Approval Stage 2)

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- Corporate Capital RAG (Red, Amber, Green) reports are provided through the Project Management Office at programme level.
 - Scheme specific status reports are provided to Head of Highways & Transport and Officer 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.
 - 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 through Members Bulletin, with regular updates.