

# Swindon Local Transport Plan

## Implementation Plan 2017/18

Cabinet

Date: 26<sup>th</sup> April 2017

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### **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 StreetSmart, Highways and Transport 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 StreetSmart, Highways and Transport 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

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weekly high level RAG reports. Ward Members to be kept informed as scheme progresses. Use of Members Bulletin where appropriate

- 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 will be developed. This will include the opportunity for Councillors to submit schemes for initial assessment and for officer comments to be recorded against logged schemes.

A draft capital programme will be shared with Councillors in advance of preparing a draft implementation plan. Where appropriate, comments received from Councillors through the engagement process will be included in the draft Implementation Plan submitted to Cabinet for approval.

The timings, nature and format for this engagement and the development of the 2018/19 programme will be developed by the Head of Highways and Transport in consultation with the Cabinet Member for StreetSmart, Highways and Transport.