

## Record of Officer Decision

<b>Decision title:</b>	Herefordshire - Local Transport Plan (LTP)
<b>Date of decision:</b>	17 November 2022
<b>Decision maker:</b>	Corporate Director, Economy and Environment
<b>Authority for delegated decision:</b>	<p>Cabinet's decision relating to the development of the transport strategy including allocation of budget was taken 24 June 2021 and can be found <a href="#">here</a>.</p> <p>Cabinet's decision provided delegated authority for all operational decision to be taken by the Delivery Director (Transport Strategy in consultation with the Cabinet Member for Infrastructure and Transport and Chief Finance Officer.</p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	<p>The Cabinet Member for Transport and Infrastructure has been consulted on this decision and has confirmed that they are content for this work to be progressed by the Corporate Director, Economy and Environment in order for the Local Transport Plan (LTP) to be adopted by March 2024.</p> <p>The Chief Finance Officer has been consulted on this decision and has confirmed that he is also content for it to progress and for the decision to be taken by the Corporate Director of Economy and Environment.</p> <p>Legal, finance and procurement have been consulted on this decision and feedback incorporated.</p>
<b>Decision made:</b>	<p>To procure the services of WSP by direct award under the Crown Commercial Services (CCS) Construction Professional Services (CPS) RM6165 Framework Contract Agreement, for the purpose of producing a new Local Transport Plan (LTP).</p> <p>The LTP is a statutory document, required by the Transport Act 2000. The new LTP will replace the current version which was approved in 2016. The new plan will reflect significant changes to national transport policy since that time, such as decarbonising the transport system, effecting a step change in the proportion of people walking, cycling and taking public transport and supporting the uptake of electric vehicles through improved infrastructure. The Department for Transport (DfT) requires a new LTP from every local authority by March 2024.</p> <p>The procurement will be conducted using an OJEU compliant framework for the provision of Central Government and Wider Public Sector Construction Professional Services and allows for direct award of contracts.</p> <p>WSP is the Lead Consultant within the framework for the provision construction professional services having provided the Framework Alliance with competitive rates. However under the rules of the</p>

	<p>framework, WSP have been able to offer the council competitive rates which equate to those secured under the council's Public Realm Contract with BBLP, yet without having to incur the BBLP contractual uplift.</p> <p>WSP have provided a fixed fee for the completion of Stage 1 in the sum of £36,000; they propose to invoice monthly based on a pro-rata amount for the activities being undertaken for the month in question (eg £12,000 for each of November, December and January).</p> <p>In the fee proposal above, WSP have assumed that Council officers would take the lead in the review of the Council's own policies and strategies, play active roles in the Inception and Workshop stages, and be available throughout to respond to queries, review draft reports, etc.</p> <p>In the absence of the DfT guidance and without having completed Stage 1, it is not possible for WSP to provide a formal fee proposal for future stages at this time.</p> <p>However, the future stages of the LTP are estimated to be:  Stage 2 – £15,000  Stage 3 - £65,000 to £95,000, depending on the number of interventions to be assessed, the availability of input and/or benchmarking data and the required depth of accompanying analysis.  Stage 4 - £50,000 to £80,000, again varying by the complexity and number of components within the overall LTP.</p> <p>In presenting the above estimates WSP are mindful that the council has limited resources to support the project. In overall terms, implicit in these estimates is the council being able to provide circa 0.4 fte throughout the project to provide a point of liaison, challenge and review. This would be additional to the formal governance process which would be introduced (progress meetings, etc).</p> <p>In total, therefore, the indicative costs for Stages 1 to 4 inclusive are estimated at £200,000. It would be prudent to allow for a contingency of 20% to allow for WSP taking on additional tasks if the council officers are unable to do so and/or providing for any unexpected changes/delays in the programme. It is therefore recommended that Purchase Order in the sum of £240,000 is raised against which invoices can be charged.</p> <p>Cabinet agreed budget allocations to progress its preferred transport strategy for Hereford including provision of £100k for the production of the LTP. From this allocation, £62,000 is to be made available to supplement the £178,571.43 grant from the DfT.</p>
<p><b>Reasons for decision:</b></p>	<p>To progress a key element of the council's transport strategy in line with the Cabinet's decision of 24 June 2021.</p> <p>LTPs are seen as the primary future tool for the DfT to encourage and support local authorities achieve new and challenging targets and ambitions for transport. LTPs are therefore set to become much more important than they perhaps have been in recent years and they will have a significant impact on the levels of funding and the</p>

types of funding that the council can receive in future.

Successive UK Governments have adopted increasingly ambitious carbon targets into law, committing to achieving net-zero by 2050. Reflecting this, the DfT stated in their 2021 Decarbonising Transport Plan, that future local transport funding will become conditional on demonstrating how emissions will be reduced across a portfolio of transport investments through LTP.

Guidance for how the Government expects local authorities to demonstrate this in their LTPs has yet to be published. However, WSP has been advising the DfT on the development of this guidance. This allows them to state with confidence, that as a minimum the guidance will be based around robustly demonstrating the likely impact of an LTP on transport emissions (do something) against the forecast impact of continuing business as usual. If Authorities wish to be seen as a top performing Authority (and noting the proposed link to future funding) they will be encouraged to investigate this in more detail.

However, a robust LTP will need to cover more than just carbon emissions. Similar to previous LTP guidance, the full process will include early stages covering an assessment of the previous LTP and determining the scope of the new LTP, the foundation stage of developing robust baseline information, determining an appropriate vision and objectives for the LTP, the core assessment stages of developing the strategy and defining the Implementation Plan and defining how monitoring and evaluation will be undertaken. Whilst carbon considerations will be central to this work, a wide range of other policy and technical issues will also need to be covered.

Taking account of the above, particularly the link to future funding, the council wishes to update its LTP and requested that WSP submit a proposal which details both the intended approach and projected fees. This has been set out as follows:

Stage 1 – After a short inception period, this will focus on providing a comprehensive baseline and carbon emissions forecast, with the forecasts including both Business as Usual and the influence of UK-wide interventions such as accelerated EV uptake. This will inform conversations with officers and Members on the scale of the challenge, the pace of change required and range of policy measures that are likely necessary to achieve net zero outcomes.

Stage 2 – This will use the information generated in Stage 1 to confirm the vision and objectives for the LTP. This will include the setting of draft targets for different aspects of the LTP which will be refined during the following stages. There is potential for this stage to include some stakeholder engagement to help define and confirm the vision and objectives and we would need to agree this with Members (it is unlikely this will be a mandatory requirement of developing the LTP but it may be seen as best practice, depending on the extent of other stakeholder engagement already undertaken to help identify and confirm these elements).

Stage 3 - This will comprise development of a long list of interventions and undertaking a high-level option appraisal to assist in sifting out the poorer performing options. This process will

	<p>include carbon impact as a core part of the appraisal, along with other environmental aspects. The end of this stage will include stakeholder engagement, seeking views on the appraisal and the selection of the better performing options to be taken forward to Stage 4.</p> <p>Stage 4 – This will include the appraisal of the Implementation Plan (ie interventions and policy options, including the quantified carbon impact). Once agreed, we will also develop a Monitoring and Evaluation Plan which will be used to track the implementation and success of the LTP in meeting its targets.</p> <p>The LTP Guidance is expected to be published in early 2023. The agreed approach is to undertake Stage 1 before its publication, allowing the remaining stages to be progressed immediately after publication.</p> <p>The appointment of WSP offers a number of distinct advantages:</p> <ul style="list-style-type: none"> <li>• a consultant that has a working knowledge of the council since 2013;</li> <li>• has understanding of current government transport ambition and policy;</li> <li>• can be appointed directly through a framework and demonstrating value for money;</li> <li>• been commissioned by DfT to produce the new LTP guidance;</li> <li>• been commissioned by DfT to produce the new decarbonisation tool;</li> <li>• early baseline analysis and preparation ahead of the release of the LTP guidance.</li> </ul>
<p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p>	<p>The Crown Commercial Services (CCS) Construction Professional Services (CPS) RM6165 Framework Contract Agreement is an OJEU compliant framework for the provision of Central Government and Wider Public Sector Construction Professional Services. A direct award under the framework, complies with the council’s contract procurement rules and the rules of the CCS CPS RM6165 Framework.</p> <p>The council’s limited internal capacity and expertise means that consultancy support to develop and then deliver the brief for the Herefordshire Local Transport Plan is critical. The limited internal capacity may also result in having to instruct WSP to conduct some of the work that is currently expected to be undertaken by the council.</p> <p>The PMO (Project Management Office) will continue to provide a Senior Project Manager to support the delivery of the project. The project will be overseen by the appropriate project delivery board to provide additional assurance and oversight.</p> <p>On approval of the decision, the council will need to register with the CCS CPS RM6165 Framework.</p>

	<p>WSP in assisting with the development of the brief for the LTP have advised a step-wise approach which will help limit financial risks and potentially mitigate abortive technical work.</p> <p>Funding for this work is available from the DfT grant of £178,571.43 and part of the £100k allocation agreed by Cabinet 24 June 2021.</p>
<p><b>For the Herefordshire Local Transport Plan Details of any alternative options considered and rejected:</b></p>	<p>Not to proceed with the direct appointment of WSP through the CCS Framework is likely to result in the new LTP not being formally adopted by March 2024. This is not recommended</p> <p>The formal adoption of a robust LTP by the March 2024 key date is critical; it will affect the council's maintenance funding block – traditionally the largest single element of capital funding – either positively in the case of exceeding performance or negatively in the case of poor performance.</p>
<p><b>Details of any declarations of interest made:</b></p>	<p>None</p>

I am an officer delegated to make the decision

**Signed:**

**Print Name:** Ross Cook

**Job Title:** Corporate Director Economy and Environment