

Scheme Summary

Name of Scheme:	West Yorkshire Cycling and Walking to Work Fund
PMO Scheme Code:	DFT-CWF-001
Lead Organisation:	WYCA
Senior Responsible Officer:	Delivery: Kate Thompson – Head of Implementation
Lead Promoter Contact:	Ambrose White - WYCA
Applicable Funding Stream:	DfT Cycling and Walking to Work Fund
Growth Fund Priority Area (if applicable):	Priority Area 2 – Skilled People, Better Jobs
Forecasted Full Approval Date (Decision Point 5):	14/04/2017
Forecasted Completion Date:	31/03/2018
Total Scheme Cost (£):	£1.5m
WYCA Funding (£):	None
Total other public sector investment (£):	£1.5m
Total other private sector investment (£):	None
Is this a standalone Project?	Yes
Is this a Programme?	No
Is this Project part of an agreed Programme?	This project is being incorporated into the overarching CityConnect Programme.
Current Funding Allocation:	£1.5m from DfT.

Current Assurance Process Activity:



Scheme Description:

The project will deliver a range of revenue-funded activities funded by DfT Cycling and Walking to Work Fund to enable, encourage and support individuals and employers in West Yorkshire to take up cycling and walking as ways of accessing existing or new employment and training opportunities.

Activities include training provision, employer liaison and provision of small grants for facilities improvements, media campaigns and employee incentive schemes.

Activities will be focussed on individuals and employers located in the SEP Priority Areas and adjacent employment and skills clusters as part of a West Yorkshire-wide initiative where cycling and walking are suitable options for travel – with consideration of where these are aligned with high quality walking and cycling infrastructure.

Business Case Summary:

Strategic Case	The Strategic Case clearly demonstrates a strong strategic fit to the SEP, LCR & Transport Strategy, and relevant DfT / Cycling guidelines.
Commercial Case	Since assessment of the Case Paper, procurement and contracts requirements have now been further outlined.
Economic Case	<p>A light touch options testing exercise was carried out as part of identification of the proposed programme; WYCA CityConnect, Employment and Skills and Business Growth teams discussed potential activities and considered fit against funding body objectives and deliverability;</p> <p>Further options testing was carried out as part of liaison with District Travel Plan and Public Health teams to identify existing District employment and business engagement activities and further potential activities that could be included in the programme.</p> <p>A WebTAG compliant Economic Appraisal was produced for the West Yorkshire application to the Access Fund for Sustainable Travel, which this project builds on and which included a number of similar activities (although these were originally planned over three years, with additional elements based on public transport ticket provision).</p> <p>A light touch approach to tailoring the Access Fund Economic Appraisal has been taken to remove the costs and benefits relating to the public transport ticketing elements. Following this adjustment the BCR still remains around 4:1.</p> <p>Any further project specific appraisal would require consultation with WYCA’s Research & Intelligence Unit to determine scale of proportionate appraisal for the Economic Case (non-growth deal / revenue project). To consider National guidance on VfM methodology and Peer Review requirement.</p>

<p>Financial Case</p>	<p>Since assessment of the Case Paper, A more detailed Cost Assessment of risk has now been undertaken and a detailed cost plan broken down projected spend per Quarter).</p> <p>Not necessarily a requirement of the FBC, but moving forward into the delivery phases of the Project, would recommend the creation of a Project Cost report is created.</p>
<p>Management Case</p>	<p>WYCA have now produced the following Management Case documentation;</p> <ul style="list-style-type: none"> - Cost Plan - QRA - Project Resource Plan - Project Governance - M&E Plan, Benefits Realisation plan (see comments in below Commercial Case); - Recommendation to create Lessons Learned log, and Change log. <p>Management documentation has also been created as part of the wider Access Fund Bid Business Case.</p>