

Report to: Transport Committee

Date: 9 November 2018

Subject: **Local Transport Plan Approvals**

Director: Melanie Corcoran, Director of Delivery

Author(s): Craig Taylor / Cath Pinn

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	

1 Purpose of this report

- 1.1 To put forward proposals for the progression of, and funding for, one West Yorkshire Combined Authority supported Local Transport Fund funded project, for consideration and approval by Transport Committee as part of the Combined Authority's assurance process. Transport Committee has delegated authority to approve individual schemes within the Integrated Transport Block of the Capital Programme, up to a maximum cost of £3 million.
- 1.2 This report presents proposals for the progression of one scheme through the Combined Authority's assurance process in line with the Leeds City Region Assurance Framework. This scheme have a total combined funding value of £282,726, of which £282,726 will be funded by the Combined Authority. A total expenditure recommendation to the value of £282,726 is sought as part of this report for the development and delivery of this scheme. Further details on the scheme is summarised below can be found as part of this report.

Scheme	Scheme description	Decision sought
Bus Shelter Advertising Panel Lighting Conversion West Yorkshire	To reduce the Combined Authority's annual revenue costs for the supply of electricity to illuminate the	Approval to proceed through decision point 5, moving to activity 6 (Delivery)

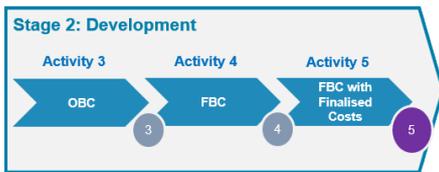
	advertising panels through replacing the existing florescent lighting tubes and associated electrical installations with LED lighting tubes. There are approximately 5300 tubes to replace in the 1719 advertisement panels at various locations throughout West Yorkshire.	Total value - £282,726 Total Value of Combined Authority funding - £282,726 Funding Recommendation sought £282,726
--	---	--

2 Information

- 2.1 The background information on the Combined Authority’s assurance framework through which each of the schemes outlined in this report are being approved is provided in **Appendix 1**. In addition, this appendix also provides a description of the approach for the future assurance approval pathway and the assurance tolerances for each scheme.

Project for consideration

Projects in Stage 2: Development



- 2.2 Projects at Development stage should demonstrate that they have tested the feasibility of a solution through their business case. This business case should then be developed in order to confirm and detail the preferred solution including finalising its cost.

Project Title	Bus Shelter Advertising Panel Lighting Conversion
Stage	2 (Development)
Decision Point	5 (Full business case with finalised costs)

Background

- 2.3 In order to reduce the Combined Authority’s annual revenue costs for the supply of electricity to illuminate the advertising panels it is proposed to replace the existing T8 florescent lighting tubes and associated electrical installations with T8 LED lighting tubes. There are approximately 5300 tubes to replace in the 1719 advertisement panels at various locations throughout West Yorkshire.

- 2.4 The scheme will contribute to the delivery of SEP Indicator on Environmental Sustainability, reducing CO2 emissions for the shelters converted by around two thirds.
- 2.5 The project will be developed, procured, implemented, contract managed, supervised, completed and reviewed by Combined Authority staff. External consultancy services will not be required.
- 2.6 In order to determine the most cost effective and preferred proposal for the new LED lighting system, 3 trial installations were installed to existing advertisement panels. These were appraised for robustness, ease of installation, energy efficiency and light distribution to maximise visual effect of the advertisement.
- 2.7 Combined Authority funding will be through the £700,000 Bus Shelter Invest to Save Programme within the Local Transport Plan Implementation Plan 3, as endorsed by Transport Committee in February 2017 and approved by the Combined Authority in April 2017.
- 2.8 As part of the Combined Authority's Assurance Process, the Authority, at its April 2017 meeting agreed that individual schemes would be brought to the Committee for individual approval.

A summary of the scheme's business case is included in **Appendix 2**.

Outputs, benefits and inclusive growth implications

- 2.9 The forecast outputs, benefits and inclusive growth implications are:
- A material annual reduction in electricity costs, providing substantial revenue savings over the remainder of the advertising contract
 - A significant reduction in CO2 emissions
 - Project will take 6 months to complete, with immediate benefits

Risks

- 2.10 The key risk to the project and the related mitigation is:
- Inclement weather could delay delivery of the project. This will be managed through sound contract management and contingency provision.

Costs

- 2.11 The project costs can be summarised as:
- £282,726 from the Local Transport Plan Implementation Plan 3 2017-22, which includes both delivery and contract management costs
- Combined Authority funding of £282,726 will pay for 100% of the funding for this scheme. It will be spent on appointing a competent contractor

(appointed in accordance with Combined Authority procurement rules and control of contractors / health and safety procedures) to undertake the works.

Timescales

2.12 The project is ready to commence, and is anticipated to take 6 months.

Assurance pathway and approval route

Assurance pathway	Approval route
Decision point 5 (full business case with finalised costs)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Transport Committee
Decision point 7 (close and review)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery

Assurance tolerances

Project tolerances
Costs should remain within 5% of the total costs in this report Timescales should remain within 3 months of the timescales in this report.

Project responsibilities

Senior Responsible Officer	Neale Wallace, Combined Authority
Project Manager	David Dufton, Combined Authority
Combined Authority case officer	John Buckle

Appraisal summary

- The scheme has a clear fit with existing Combined Authority Strategies. The reduction in CO2 is good for the environment, and the substantial annual revenue savings can be used towards future infrastructure or transport investment.

Recommendations

The Combined Authority's Programme Appraisal Team recommends to Transport Committee:

- (i) That the Bus Shelter Advertising Panel Lighting Conversion Project proceeds through decision point 5, and moves to activity 6 (delivery).

- (ii) That the total project value of £282,726 is approved from the Local Transport Plan (LTP) (Implementation Plan 3, 2017-2022),
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in this report, subject to the scheme remaining within the tolerances presented.

2.13 The inclusive growth implications are outlined in the scheme as detailed above.

3 Financial implications

3.1 The report seeks endorsement to expenditure from the available Combined Authority funding as set out in this report.

4 Legal implications

4.1 The payment of funding to the scheme recipient will be subject to a funding agreement, contract or contract amendment being in place between the Combined Authority and the organisation in question.

5 Staffing implications

5.1 A combination of Combined Authority and local partner Council project, programme and portfolio management resources are or are in the process of being identified and costed for within the schemes in this report.

6 External consultees

6.1 Where applicable scheme promoters have been consulted on the content of this report.

7 Recommendations

7.1 That the Transport Committee approves that:

- (i) That the Bus Shelter Advertising Panel Lighting Conversion project proceeds through decision point 5, and moves to activity 6, Delivery.
- (ii) That the total project value of £282,726 is approved from the Local Transport Plan (LTP) (Implementation Plan 3, 2017-2022),
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in this report, subject to the scheme remaining within the tolerances presented.

8 Background documents

8.1 None as part of this report.

9 Appendices

Appendix 1 - Background to the Combined Authority's assurance framework

Appendix 2 - Business case summary Bus Shelter Advertising Panel Lighting
Conversion scheme