

**BRISTOL CITY COUNCIL  
CABINET  
7<sup>th</sup> June 2016**

**REPORT TITLE:** Sustainable Travel Transition Year **2016/17**

**Ward(s) affected by this report:** Citywide

**Strategic Director:** Barra Mac Ruairi, Place

**Report author:** Andrew Whitehead, Programme Manager,

**Contact telephone no.** 0117 9036371

**& e-mail address:** Andrew.Whitehead@bristol.gov.uk

**Purpose of the report:**

To seek the necessary approvals to deliver the Sustainable Travel Transition Year grant project in 2016/17 in partnership with the West of England unitary authorities.

**RECOMMENDATION for the Mayor's approval:**

1. That the Mayor endorses the Sustainable Travel Transition Year (STTY) Fund for delivery in 2016/17 (as detailed in Table 1) and agrees to proceed with the proposals contained in this report.
2. That the Mayor agrees that Bristol City Council, through a formal legal agreement, will deliver the project in collaboration with Bath and North East Somerset, North Somerset and South Gloucestershire Councils and agrees that Bristol City Council will be the accountable body in reporting to Government on behalf of the partnership authorities.
3. That the Service Director for Transport, in consultation with the Cabinet Member for Transport, be given delegated authority within the legal agreement with the other Unitary Authorities to proceed with the proposed project (listed in Table 1) and is authorised to implement the option best suited to the local circumstances that brings the most benefit in terms of modal shift from single occupancy car use.
4. That the Service Director Legal Services be authorised to negotiate and complete an extension to the existing legal agreement, dated 19th November 2012, with Bath and North East Somerset, South Gloucestershire and North Somerset Councils to enable implementation of the STTY in 2016/2017.

**The proposal:**

5. Most journeys within the West of England are local, but high levels of car use for these trips are a major cause of congestion and poor journey time reliability. Over two thirds of all journeys are under five miles, and more than half (55%) of these are made by car. A quarter of car journeys are less than two miles. These journeys, and the

overall demand for transport in the City, contribute substantially to congestion and unreliability on existing networks, which in turn is a cost to the local economy.

6. The Joint Local Transport Plan objective is to promote a low carbon, accessible, integrated, health enhancing, efficient and reliable transport network. This will be achieved with more people travelling sustainably for local journeys by walking, cycling, using public transport or car sharing.
7. In 2011 the white paper 'Creating Growth, Cutting Carbon' recognised the role smarter travel plays in creating places people want to work and live and explained how changes to local transport could cut carbon emissions and create local growth. This aligns with our Local Transport Plan objectives. The government launched the Local Sustainable Transport Fund in 2011. From this the West of England authorities have benefited from a £29M grant programme which has delivered walking and cycling infrastructure, support to schools and businesses and, in particular, focused on supporting people to switch to sustainable modes of travel at a key life-transition point.
8. Bristol City Council has led the way nationally over the last fifteen years in the delivery of smarter travel initiatives - interventions that prompt us to think about how and why we make transport choices, challenging us to consider the impact our travel decisions have on others and on ourselves. Daily travel behaviours, in particular mode of choice, are seen as a habitual. Timing is important for breaking habitual behaviour, with moments of change (such as going to a new school, starting work, moving house, changing job or retiring) providing 'windows of opportunity' when behaviour is consciously considered.
9. On the 24th May 2016 the Department for Transport (DfT) announced that Bristol (bidding with the West of England authorities) had been awarded £2.2M revenue funding for a new programme, the Sustainable Travel Transition Year. This is a bridging fund between the closure of the Local Sustainable Transport Fund (that ended on 31 March 2016) and a new Access Fund grant (that will be available from 1 April 2017). A new bid to the Access Fund will be required in September 2016.
10. The transition fund has been awarded to continue a sustainable transport project that has proven successful in the past, but with a focus on cycling and walking and progressing plans to improve access to jobs, skills, training and education.
11. 2016/17 is a transformational period in the West of England with unprecedented levels of capital investment in our transport infrastructure, including the MetroBus project, the Cycling Cities Ambition Fund programme and the Go Ultra-Low Cities Electric vehicle scheme. Combined with investment at a more local level through the Local Growth Fund, these schemes will provide thousands more residents with access to low carbon, affordable transport.
12. The West of England Programme called Travelwest TRANSITION focuses on improving and continuing our most effective and established interventions from LSTF, with a vision for how they will support economic growth and access to work and skills now and in the future. The delivery of unprecedented levels of transport infrastructure in 2016/17 aligns strategically with this funding and provides a hook to engage with people and businesses. Promoting and raising awareness as and when interventions are completed and then providing targeted support for people who will

directly benefit, will enable us to realise the full potential of the capital investment.

13. The TravelWest TRANSITION bid can be found in Appendix 1 alongside a detailed Breakdown of spend.

Figure 1 Financial Breakdown of spend.

Project	DfT Funding 2016/17
Project Management and Central Delivery Team	£214,000
Evaluation	£32,900
Marketing and Communications	£454,000
Stimulating Business Growth	£756,750
Transitions to Low-Carbon Lifestyles	£743,350
<b>Overall Total</b>	<b>£2,200,000</b>

14. The figure above is the full sub-regional budget, with the funding allocated to Bristol's elements of the programme being £1m revenue. The following is proposed for Bristol's element of the funding:

- Stimulating Business Growth:
  - Engage with employers across the city and support them with expertise, resources and match-funding to help them to think about reducing the need for employees to travel through flexible working practices and support them to improve their sustainable transport offer for their staff.
  - Increase participation in the Big Commuting Challenge event which encourages employees to leave their car at home for six weeks and try walking, cycling or public transport.
  - Increase participation in the Travel to Work Survey which provides the council and employers with valuable information on staff travel patterns.
  - Build on our 'Wheels to Work' scheme which provides access to loan bicycles and bus tickets to help those seeking work, skills or training.
  - Increase participation in the Freight Consolidation Scheme.
  - We will provide employees with information on disruption to the highway as a result of major scheme development throughout the year as well as information on the benefits when schemes are completed. This will promote alternatives to car use during and after construction, signposting people to the range of support services.
- Transitions to Low-Carbon Lifestyles:
  - Engage with schools across the city and support them with expertise, resources and match-funding to help them improve their sustainable transport offer for school children and parents.
  - Support the newly launched Bristol Family Cycle Centre in South Bristol which provides a range of services including a kid's bike exchange, cycling for the over 50s and an earn a bike scheme for the unemployed people. The site will also host Bristol All Abilities Cycling, with future plans to incorporate facilities for rehabilitating victims of strokes and accidents from the nearby South Bristol Hospital
  - Increase participation in our Cycle Training Scheme giving people of all backgrounds the confidence and skills to ride a bike.

15. There is a formal legal agreement for LSTF between the four councils. This includes a programme manual which gives delegated authority to officers within certain tolerances and sets out how the programme is accountable to the Joint Transport Board. This will be updated to provide for the Sustainable Travel Transition Year funds.
16. The STTY programme team is fully resourced to deliver the project in 2016/17.
17. The proposed projects promote or facilitate sustainable travel and support economic growth thereby reducing travel by private car. This contributes to improving air quality and reducing greenhouse gas emissions.

**Consultation and scrutiny input:**

**a. Internal consultation:**

Extensive consultation was carried out as part of the LSTF programme. Detailed on-going consultation has taken place with all relevant officers within the Transport Service and across the Council throughout the delivery of the project.

**b. External consultation:**

LSTF WEST project delivery has been a collaborative approach and is delivered in partnership with stakeholders such as schools, universities, job centres, community groups and businesses. Throughout the delivery of the LSTF WEST project we have reviewed what has worked well and listened to stakeholders to understand what we need to focus on and how to make continuous improvements. Accompanying the bid submission in Appendix 1 are 47 letters of support from the schools, businesses, universities, charities, community groups and the health sector.

**Risk management / assessment:**

A risk register is at Appendix 2, which is that submitted as part of the business case.

<b>FIGURE 1</b>							
<b>The risks associated with the implementation of the (subject) decision :</b>							
No.	RISK  Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES  Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	Insufficient authority or partner delivery resource	High	Medium	Accept: Build on the well-established delivery teams in LSTF. Ensure realistic Project Plans and signed off by Programme Board. Reduce: Ensure sufficient resources are identified and available to progress delivery. Reduce: Early arrangements for continuation of commencement of partnering arrangements	Medium	Low	SRO/PM
2	Schemes do not deliver projected outcomes	High	Medium	Avoid: Ensure project outcomes are well defined and reflected in Evaluation Plan. Reduce: Review projects through LSTF outputs and outcomes reporting reports to identify improvements to	Medium	Low	SRO/PM

				delivery. Accept: Programme and change management process to have agreed scheme benefits.			
3	Impact on reputation from poor project delivery or outcomes	High	Medium	Reduce Establish robust governance and programme/project management arrangements. Avoid: Regular liaison and progress reporting to DfT to ensure expectations met.	Medium	Medium	SRO/PM

<b>FIGURE 2</b>							
<b>The risks associated with <u>not</u> implementing the (subject) decision:</b>							
No.	RISK  Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES  Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	Reputational risk with Government in having to return funding. Leading to being unsuccessful on future bids for funding.	High	High	Renegotiate the grant offer	High	Medium	SRO/PM
2	Impact on relationship with neighbouring authorities who bid in partnership	High	High	Renegotiate the grant offer	High	Medium	SRO/PM
3	Resources will need to be found from other sources to deliver key elements.	High	High	Renegotiate the grant offer	High	Medium	SRO/PM

### Public sector equality duties:

An Equalities Impact Assessment was been carried as part of the LSTF project.

The STTY funding is assessed to have the potential to positively impact on equalities communities.

### Eco impact assessment

In the short and medium term the project's impacts will include staff travel and use of energy in offices, however, these are not significant and so no mitigation measures are proposed.

The proposal is considered to have long-term positive impacts: promotion of sustainable transport providing for a reduction in car journeys and associated emissions.

The net effects of the proposals are positive

### Resource and legal implications:

#### Finance

**a. Financial (revenue) implications:** This bid is for revenue funding to allow Bristol City Council to maintain its efforts in achieving sustainable transport by promoting low carbon, accessible, integrated, efficient and reliable transport networks within the context of the current JTP agreement between the West of England Authorities.

This revenue grant from the DFT is for 2016/17 only and for a total of £2.2m, Bristol City Council's share of this being £1m, BANES £0.32m, NSC £0.38m and SGC £0.5m.

Bristol City Council is the accountable body for the claim overall.

The s151 Officer for Bristol City Council signed off the claim for funds on behalf of the West of England Councils at the end of March and, as part of this process an extensive document set was delivered by finance and transport colleagues to provide an evidence trail for:

- a. Sufficient budget allocated to deliver the scheme
- b. The match funding required by each Local Authority , and
- c. All necessary governance and assurance arrangements in place

The evidence demonstrated that the match funding requirement of at least 10% of DfT contribution has been exceeded many times over within a programme for 2016/17 of just under £8m.

**Advice given by Mike Allen, Finance Business Partner**

**Date 10<sup>th</sup> May 2016**

**b. Financial (capital) implications:**

This is a revenue grant and has no capital implication for the council.

**Advice given by Mike Allen, Finance Business Partner**

**Date 10<sup>th</sup> May 2016**

**Comments from the Corporate Capital Programme Board:**

N/A

**c. Legal implications:**

The existing agreement between the four Unitary Authorities dated 19th November 2012 will need to be amended to allow for an extension to the implementation of the LSTF programme for one additional year 2016 / 2017. Other than this there are no specific legal implications arising from this report.

**Advice given by Joanne Mansfield, Planning Lawyer for Interim Service Director Legal Services.**

**Date 18 May 2016**

**d. Land / property implications:**

There appear to be no land and property implications contained within this paper. NB: If significant, unforeseen property project resources were required in future, Property would not be able to support this as BAU, but would need resource provision (funding) from STTY fund.

**Advice given by** Richard Fear, Service manager Property Investment Management  
**Date** 16 May 2016

**e. Human resources implications:**

The Sustainable Travel Fund 2016/17 will be delivered through Sustainable Transport's existing staffing establishment.

**Advice given by** Mark Williams, HR Business Partner  
**Date** 4 May 2016

**Appendices:**

Appendix 1 – STTY bid TravelWest TRANSITIONS 2016-17

**Access to information (background papers):**

ECO Impact Assessment  
EQIA