



Local Implementation Plan (LIP)
2016/17 Annual Spending
Submission Guidance

Table of Contents

1	Summary (purpose of this document).....	2
2	Introduction: Annual Spending Submission	3
3	Relevant policies and TfL investment	5
4	LIP Funding.....	15
5	Proforma A.....	21
6	Annual report on interventions and outputs	22
7	Advice and support.....	22

Appendices

Appendix 1	Breakdown of 2016/17 Top Sliced LIP Funding.....	23
Appendix 2	2016/17 Allocations for Corridors, Neighbourhoods & Supporting Measures, Principal Road Maintenance and Local Transport Funding .	24
Appendix 3	Road Safety Training Programmes and Initiatives	25
Appendix 4	Safety Related Frieght Iniatives	26
Appendix 5	Initiatives Improving Highways Asset Management in London.....	28
Appendix 6	TfL Contacts	31

1 SUMMARY

1.1 Purpose of this document

- 1.1.1 This document gives guidance to the London Boroughs on the preparation of their 2016/17 Annual Spending Submissions (ASS). It updates similar guidance drafted for 2015/16 and highlights the changes since that should be reflected in the boroughs' 2016/17 submissions.
- 1.1.2 This Guidance confirms the LIP funding available in 2016/17 by programme and by allocation to individual boroughs. It should be read in conjunction with 'The Guidance on Developing the Second Local Implementation Plans' (May 2010), which sets out the framework for each borough's Second LIP, and 'Local Implementation Plan Finance & Reporting Guidance' (July 2013) which gives guidance to the boroughs on reporting progress and claiming funding.
- 1.1.3 This Guidance is the last for the current three-year LIP funding period, 2014/15 – 16/17. Boroughs are encouraged to demonstrate the effectiveness of LIP funding in addressing local needs while also satisfying strategic objectives. This will help to build the case for continued LIP investment in future years.
- 1.1.4 Please note that the financial information set out in this Guidance, particularly at Appendices 1 & 2, is correct at the time of publication but is subject to the Central Government settlement to TfL for the period of 2016/17 and beyond.

1.2 New requirements since the 15/16 Guidance

- 1.2.1 Boroughs should now take account of the following policy and programme developments and actions arising (in addition to the matters set out in the 15/16 Guidance):
- Refreshed Guidance on LIP Major Schemes: revised Step 1 application pro forma;
 - London Cycle Design Standards: the need for LIP funded schemes to be compliant;
 - Crossrail Complementary Measures: potential funding opportunities;
 - Asset Management: new asset status reporting requirements;
 - Road Safety: emphasis on sites on the Road Safety Priority Lists and a requirement to identify at least three schemes each year for monitoring via TADS;
 - Complementary funding to support cycling, bus reliability, bus stops accessibility and air quality: should not be treated as a substitute or alternative source of funding to the core LIP programme; &
 - Revised formats for Annual Spending Submission (pro forma A) & Annual Report on Interventions and Outputs (pro forma C).

2 INTRODUCTION: LIP ANNUAL SPENDING SUBMISSION (ASS)

- 2.1 Local Implementation Plans (LIPs) set out how the London boroughs will deliver better transport in their area in the context of the Mayor of London's Transport Strategy (MTS). They are a vital tool in supporting jobs and growth and delivering a better quality of life for those who live and work in the Capital.
- 2.2 In 2013 all the London boroughs updated their Second LIPs to include a refreshed Delivery Plan for the period from 2014/15 to 2016/17. The Plans set out a revised Programme of Investment (PoI) for the new three-year funding period together with new interim targets up to 2016/17 against the LIP Key Performance Indicators. The Plans and interim targets were agreed by TfL in December 2013 and therefore form the basis for each authority's subsequent ASS.
- 2.3 The ASS should identify the projects to be delivered in 2016/17 that help the authority to achieve its LIP objectives and targets. It should address the following core requirements:
- Provide a breakdown of the proposed expenditure for 2016/17 and for future years where appropriate (i.e. for projects that will extend beyond 2016/17);
 - Exclude uncosted or unaffordable projects;
 - Identify the role of non-LIP funding in delivering the interventions identified, for example the council's own capital and revenue funding and third party contributions;
 - Provide details of the initiatives to be taken forward during the 2016/17 financial year, including information on the impact of the interventions on MTS outcomes, TfL services and infrastructure; &
 - Report on the delivery of the Mayor's high-profile outputs using Pro forma C. This should include outputs from schemes delivered during the course of the previous financial year (2014/15) and should be returned to TfL by Friday 10 July 2015 (see Section 6).
- 2.4 Boroughs have flexibility to change or update their annual programmes in response to unforeseen and/or emerging developments, such as delays and/or cost over-runs, stakeholder feedback, new evidence of the impact of previous similar interventions, or other matters. (Changes should not result in the overall allocation being exceeded and should be managed / delivered within the year in question; they should also be reflected on the Borough Portal.) However, such decisions need to be agreed in advance with TfL and need to take account of the potential impact of moving investment from one policy area to another.

2.5 The 2016/17 ASS should include information on the programmes listed below.

Corridors, Neighbourhood and Supporting Measures (refer to Section 4.2)
Holistic or area-based interventions, including bus priority and accessibility, cycling, walking, safety measures, 20 mph zones and limits, freight, regeneration, environment, accessibility and controlled parking zones. This programme also includes expenditure on cycle parking, cycle training, shared space, car clubs, reduction of clutter, installation of electric vehicle charging points, school and workplace travel plans, behavioural change, education, training and publicity.

Major Schemes (refer to Section 4.3)
Bids can be made under this programme for transformative interventions that cost more than £1m over the whole life of the project.

Maintenance programmes (refer to Section 4.4)
These include bridge strengthening and assessment, and principal road renewal.

Local Transport Fund (LTF) (see Section 4.5)
This is an annual £100k allocation to each borough to support the development and delivery of local transport priorities that also satisfy the Mayor's Transport Strategy objectives.

2.6 Boroughs do not need to include interventions which are not being supported by LIP funding. However, they are required to identify as indicated on the ASS where complementary TfL funding, such as for cycling, air quality and bus stop accessibility, has been secured to accelerate delivery of certain activities identified within their programmes (e.g. provision of cycle parking or provision of cycle training).

3 RELEVANT POLICIES AND TFL INVESTMENT

3.1 Context

3.1.1 This section of the Guidance updates the boroughs on the key policies and programmes that they must take account of in preparing their submission. More detailed information on these is set out in the previous Guidance for 2015/16; this version sets out progress and developments since last year and identifies any new considerations and/or requirements.

3.2 Street Types for London

3.2.1 Key developments and messages

- The Mayor’s Roads Task Force (RTF) established a framework of nine Street Types designated according to the significance of the ‘movement’ and ‘place’ functions of an area.
- This concept is illustrated at Figure 1 below where a location with the highest levels of both movement and place function will now be classified as M3/P3 (previously characterised as a City Hub).
- Street Type classifications are being determined for every road by TfL working with the boroughs through a series of workshops: most boroughs are now engaged with TfL in this process.

Figure 1.0 Functional Street Type matrix



3.2.2 What is needed for the 2016/17 submission

- A Street Type must be identified for each scheme location within Pro forma A.
- Further guidance on Street Types is provided in the reference notes for Pro forma A (and the Major Schemes Step One pro forma).

Background and context

3.2.3 The RTF published its final report in July 2013 recognising the different functions that London's roads and public spaces can and do perform. To provide a context for this debate the RTF established a framework of nine Street Types based on 'movement' and 'place' functions. This provides a new perspective whereby areas of shared function on the road network can be collectively examined irrespective of highway authority.

3.2.4 Street Types therefore set a common context to support design decisions, highlight where similar schemes have been successful and illustrate where aspiration and current performance are creating a challenge for delivery. Further information and advice is available via street-types@tfl.gov.uk.

3.3 Road Safety

3.3.1 Key developments and messages

- TfL requires that boroughs provide details of at least three engineering schemes each year to be entered on the Traffic Accident Diary System (TADS); this records the number and severity of collisions before and after the introduction of measures and helps ensure safety resources are focused in ways that maximise their effectiveness.
- Potential use of LIP funding to support safety cameras; boroughs must speak first to LIP contacts at TfL before including such schemes in their Submission.
- TfL can support boroughs in identifying their priority road safety locations and to engage with public health colleagues: contact DPRoadSafety@tfl.gov.uk.
- If a borough wants a Road Safety Audit to be carried out for a specific scheme a separate request should be sent to: TfLSafetyAudit@tfl.gov.uk
- A range of training, education and awareness activities is available to support and develop road safety skills; see Appendix 3 for details.

3.3.2 What is needed for the 2016/17 submission

- Boroughs should take account of the actions set out in London's Road Safety Action Plan – '[Safe Streets for London](#)' (SSfL).
- There is particular emphasis on addressing sites on the Road Safety Priority Lists for borough classified roads as prepared by TfL and shared with borough colleagues.
- Identify on the Submission form (Pro forma A) a minimum of three schemes to be entered on the Traffic Accident Diary System (TADS) to allow 'before and after' comparison of the schemes' effectiveness (TfL officers will follow up on next steps).

Background and context

3.3.3 In June 2013, The Mayor published a new Road Safety Action Plan, '*Safe Streets for London*' setting out actions by which TfL, the London boroughs and other partners can improve road safety delivery through targeted investment. This action is needed to meet the Mayor's target to reduce Killed and Seriously Injured (KSI) casualties in London by 40 per cent by 2020.

3.3.4 The KSI based target focuses effort towards delivering casualty reductions in the road user groups that represent the highest proportion of the KSI casualties – those walking, cycling and using motorcycles. Boroughs are encouraged to reflect the SSfL Plan actions in producing their annual LIP programmes to ensure road safety is an integral part of all engineering schemes.

3.3.5 In 2014, TfL published the Motorcycle Safety Action Plan, Pedestrian Action Plan and revised Cycle Safety Action Plan. These Plans focus on each of the vulnerable road user groups highlighting specific, tangible and ambitious actions to reduce collisions among these key road users. To help deliver safer walking, cycling and motorcycling TfL is looking to work more closely with the boroughs through a number of new and existing opportunities: details of these are set out at Appendix 3.

3.4 Cycling

3.4.1 Key developments and messages

- Quietways: the first two routes will be in place by the summer of 2015 with a further five to follow by summer 2016; route development work on a second phase is underway.
- Central London Grid: several schemes already delivered as part of a 85km network of safe cycle routes that will be complete by the end of 2016; £54m has been allocated to support this work.
- mini-Holland: development, design and consultation exercises are underway for schemes in Kingston, Enfield and Waltham Forest; construction has begun in the latter two boroughs with substantial delivery across all three planned by 2016/17.
- Borough Cycling Programme (BCP): provides funding up to and including 2016/17 to support cycle training (for adults and children), cycle grants for schools and Bike it Plus, cycle parking (on-street, residential and at stations), monitoring, staffing, cycle strategies, safer lorries and vans and Certificate of Professional Competence (CPC) Safer Urban Driving; funding has been confirmed for 2015/16 with indicative allocations made for 2016/17.
- Cycling to workplaces: offers free cycle parking, cycle safety seminars and on-site cycle training to workplaces with five or more staff; for details see www.tfl.gov.uk/cyclingworkplaces.
- Boroughs must continue to prioritise cycling within their core LIP programme to qualify for complementary cycle programme funding.

3.4.2 What is needed for the 2016/17 submission

- All highway schemes to be supported through the LIP funding mechanism must be consistent with the London Cycle Design Standards (LCDS).
- Indicate on the ASS as appropriate where complementary cycle programme funding has been secured to support wider and/or accelerated delivery.

Background and context

- 3.4.3 The Mayor's [Cycling Vision](#) (March 2013) sets out an ambitious programme of routes, infrastructure and supporting measures to create a step change in provision for cycling and build on the good work which has already been done. TfL plans to invest £913m in cycling over the next decade in addition to LIP expenditure to accelerate delivery of the Vision: about one third of this is available to boroughs to deliver local improvements and initiatives that complement LIP investment.
- 3.4.4 The additional funding supports delivery of the Cycling Vision above and beyond that which can be achieved through LIP investment. TfL therefore expects to see a continuing level of LIP expenditure on cycling consistent with that invested in previous years: failure to demonstrate this could result in reduced levels of financial support through either the LIP process or the dedicated cycling programmes.
- 3.4.5 In designing and building infrastructure to support cycling or cycle parking, boroughs must consider compliance with Section 17 of the Crime and Disorder Act 1998 to prevent the possibility of increased cycle theft (see Section 3.6 below).

3.5 Walking

3.5.1 Key developments and messages

- TfL will publish in summer 2015 the first edition of its Pedestrian Design Guidance setting out the design principles and standards needed to create more pedestrian-friendly streets and spaces.
- Boroughs are encouraged to use the Guidance as a scheme design resource for all LIP street schemes.
- The monitoring of walking outcomes is encouraged, particularly for larger schemes: TfL's good practice guide '[Measuring Pedestrian Activity](#)' provides advice on planning and undertaking walking and urban realm outcome evaluations.

3.5.2 What is needed for the 2016/17 submission

- Boroughs are encouraged to enhance the Walk London Network routes through measures such as additional wayfinding, lighting or seating.
- LIP funding cannot be used for route maintenance works: boroughs should use their own funding sources for this and contact TfL to discuss route maintenance issues (see contact details in Appendix 6).

Background and context

- 3.5.3 Walking is one of London's most significant transport modes – over 13 million walking journeys are made in London every day. Levels of walking and the demand for high quality streets and public spaces will increase as London's population grows and changes. LIP projects have an important role to play in improving conditions for pedestrians and being able to understand if schemes have created streets and spaces that support more walking is critical to demonstrate the success of LIP projects.

3.5.4 TfL invested over £9m between 2004 and 2012 in the Walk London Network (previously known as the Strategic Walk Network) to raise the quality of the seven pan-London walking routes. TfL is keen to see this walking resource maintained and is undertaking condition audits of the routes. Boroughs are encouraged to continue to enhance these routes through their own resources.

3.6 Section 17 of the Crime and Disorder Act 1998

3.6.1 Key developments and messages

- Boroughs (and TfL) have a statutory duty under Section 17 of the Crime and Disorder Act 1998 to consider crime prevention in all of their undertakings and do all they reasonably can to prevent crime and disorder.
- LIP related projects should “embed” crime prevention within their design and management stages.

3.6.2 What is needed for the 2016/17 submission

- Boroughs should consider how their LIP proposals can contribute to reducing crime, fear of crime and antisocial behaviour.

Background and context

3.6.3 Borough initiatives should be informed by, and integrated into, wider community safety strategies as well as policies set out in the MTS, the Mayor's Office for Policing And Crime (MOPAC) Police and Crime Plan and the Mayor's strategy for improving transport safety and security (The Right Direction). Boroughs are advised to liaise with transport operators, the police (especially crime prevention design advisors), community safety partnerships, town centre managers and community groups to consider how their policies can make a valuable contribution to reducing crime on the transport system and in general.

3.6.4 Boroughs are encouraged to include an audit trail on the decision-making around crime prevention features as part of each project. Advice and support can be provided by TfL crime prevention specialists to ensure consistency with the MTS objectives and to ensure effective practice.

3.7 Enforcement Considerations

3.7.1 Key developments and messages

- Consideration of enforcement and compliance should be embedded in the planning and design of schemes and projects to help safeguard against such problems as congestion, collisions, conflict amongst road users or reduced journey time reliability.

3.7.2 What is needed for the 2016/17 submission

- Boroughs must ensure that their plans for new measures such as mandatory cycle lanes or 20mph speed limits also include appropriate means to ensure compliance by motorists.

- Background and context
- 3.7.3 Enforcement, alongside education to support behaviour change, is essential in maximising the capacity, reliability and safety of all road based transport and users of the service. Boroughs must consider how any non-compliance will be dealt with and what resources will be used and how this will be funded.

3.8 Air Quality

3.8.1 Key messages and developments

- TfL will provide £8m over the three years from 2016/17 – 2018/19 for innovative transport related air quality measures through a further installment of the Mayor's Air Quality Fund (MAQF).
- Approximately £2m of this will be set aside for two Low Emission Neighbourhoods (LENs): a package of measures to tackle air pollution in local areas such as suburban town centres, or residential or commercial areas where air pollutant concentrations and public exposure are highest.
- A fuller description of the LENs initiative and seed funding application is provided in the Mayor's Air Quality Fund Round 2016/17 Bidding Guidance.
- Boroughs are expected to secure match-funding for their bids under the MAQF through LIPs, BIDs, S106, parking revenues, EU funding, Defra funding, private investment and other sources.

3.8.2 What is needed for the 2016/17 submission

- Boroughs are strongly encouraged to consider air quality issues in producing their 2016/17 LIP programmes, both in terms of prioritising locations for interventions as well as supporting bids under the MAQF.

Background and context

- 3.8.3 The Mayor's Air Quality Strategy (MAQS) '*Clearing the air*' (2010) sets out a commitment to take action to improve air quality to protect public health and improve the environment. In parallel, boroughs must meet statutory Local Air Quality Management (LAQM) requirements and designate Air Quality Management Areas (AQMAs), with corresponding Air Quality Action Plans (AQAPs).

- 3.8.4 Separate to LIP financial support, TfL allocated £6m over three years (2013/14 to 2015/16) through the MAQF to support the implementation of innovative transport related air quality measures. The key objectives of the MAQF are as follows:

- To reduce air pollutant concentrations across London, particularly PM and NO₂, prioritising Air Quality Focus Areas;
- To communicate the issue of poor air quality and facilitate the engagement of the wider London population with measures to improve air quality;
- To ensure boroughs have an up-to-date Air Quality Action Plan (AQAP) and support projects that deliver specified air quality targets;
- To maximise investment by complementing and enhancing existing air quality programmes;
- To provide a clear understanding of the impact of different measures through robust monitoring; &

- To evaluate innovative measures through trials and investigations, share lessons learnt amongst other boroughs and more widely at a regional and national level.

3.9 Freight

3.9.1 Key developments and messages

- A new longer term freight strategy is being developed to update the London Freight Plan.
- Boroughs are encouraged to consider similar and compliant strategies that will complement the Plan and contribute to its delivery.
- TfL does not support the use of ‘tag and beacon’ technology re cyclist / HGV potential conflicts: see: [CLOCS Guide: Vehicle safety equipment](#).

3.9.2 What is needed for the 2016/17 submission

- LIP funding can be used to support delivery of the objectives of the London Freight Plan and those of complementary borough strategies, particularly in the following areas:
 - Safety: Boroughs should consider targeted, balanced approaches to reduce the risk of collisions between commercial vehicles and cyclists / other vulnerable road users.
 - Design and Planning: TfL supports the use of Street Audit: freight mode (developed by TRL for TfL) and encourages use of this or a similar approach to assess the needs of freight under road schemes, development proposals and parking and enforcement plans: see https://trlsoftware.co.uk/products/street_auditing.
 - Retiming and efficient deliveries: Promoting out of peak hours delivery times and more efficient deliveries is strongly encouraged: retiming and/or consolidation can reduce the number of trips, reduce the risk of collision and injury and improve network reliability.
 - Data: TfL is promoting the free and accessible publication of traffic data and the boroughs are encouraged to do likewise; this will help enable more efficient and compliant planning of delivery and servicing activities across London.

Background and context

3.9.3 Delivery and servicing vehicles are essential for the economic success of London but they have a significant traffic impact, making up about 16 per cent of general traffic and up to 30 per cent in the morning peak in certain areas. As employment and population rise so does the need for deliveries and the demand for road space and kerbside access. TfL published in 2013 a two year programme of initiatives to address these challenges: ‘Delivering a road freight legacy’ is available at www.tfl.gov.uk/freight.

3.9.4 Further detail on safety related freight initiatives supported by TfL and promoted for wider uptake by boroughs and freight operators is set out at Appendix 4.

3.10 Statutory duties for a Local Authority to promote school travel

3.10.1 Key developments and messages

- The Education and Inspections Act 2006 places a duty on local authorities to promote sustainable travel for journeys to, from and between schools and educational institutions – Sustainable Modes of Travel Strategies (SMOTS) – that must address four major requirements:
 1. An assessment of the travel and transport needs of children and young people,
 2. An audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to, from or between schools/institutions,
 3. A strategy to develop the sustainable travel and transport infrastructure within the authority so the transport and travel needs of children and young people are better catered for, &
 4. The promotion of sustainable travel and transport modes on the journey to, from and between schools and educational establishments.

3.10.2 What is needed for the 2016/17 submission

- This duty can be met through a borough's school travel plan programme and STARS (Sustainable Travel: Active, Responsible, Safe) accreditation and can be promoted and supported as part of the LIP programme.
- Schools must be STARS accredited to be eligible for TfL's school travel programmes: for further information visit <http://www.tfl.gov.uk/info-for/schools-and-young-people/>.

3.11 Buses and other TfL services and infrastructure

3.11.1 Key developments and messages

- Under the Bus Priority Delivery Portfolio (BPDP) TfL is investing a further £200m in bus priority over the next decade in order to enhance the reliability and growth of London's bus network.
- BPDP funding helps boroughs to identify and deliver locally led bus priority improvements and initiatives that complement the investment through the LIP process.
- Funding support is available to the boroughs under the following BPDP programmes:
 - Reliability Schemes: to reduce bus journey times and improve reliability at pinch point locations including traffic junctions.
 - Growth Schemes: to support new developments by delivering new corridors for the public transport network that sustainably enhance developing communities.

3.11.2 What is needed for the 2016/17 submission

- Boroughs are encouraged to maintain bus reliability through the design of LIP funded schemes where appropriate.
- Indicate on the ASS as appropriate where complementary BPDP funding has been secured to accelerate delivery of bus priority schemes.

- Background and context
- 3.11.3 Pilot schemes are being implemented and the current year (2015/16) programme developed through investigation and feasibility using the funding available under the BPDP. Future BPDP scheme proposals will be sought for assessment before their potential inclusion in the 2016/17 programme. Schemes can be identified by both TfL and boroughs through a range of processes including bus data analysis, customer satisfaction surveys and stakeholder input. TfL has held bus priority discussions with officers from each borough and will continue to engage with boroughs to identify schemes for future year programmes.

3.12 Bus Stop Accessibility

3.12.1 Key developments and messages

- Bus Stop Accessibility (BSA) complementary funding is available to accelerate progress towards the target of 95% of all bus stops to be accessible by the end of 2016: it is not a substitute or alternative source of funding to the core LIP programme.
- Boroughs must continue to prioritise bus stop accessibility works within their core LIP programme to qualify for complementary BSA funding.
- Over 2,000 bus stops have been treated under the first two years of this programme resulting in 82% of all stops now being accessible.

3.12.2 What is needed for the 2016/17 submission

- Indicate on the ASS as appropriate where complementary BSA funding has been secured to accelerate delivery.

Background and context

- 3.12.3 TfL is soon to publish an updated version of the [Accessible Bus Stop Design Guidance](#) that reflects changes in bus designs, as well as comprehensive guidance on accessibility needs when designing cycle facilities at bus stops. This supports the delivery of 95% of bus stops being accessible by the end of 2016.

- 3.12.4 TfL's Borough Projects and Programmes team will contact each borough directly to discuss the potential for complementary BSA funding, as well as providing specific information on the stops that require treatment and the necessary works.

3.13 Crossrail Complementary Measures

3.13.1 Key developments and messages

- TfL is keen to make the most of the investment in Crossrail by ensuring the surrounding areas are better integrated with the new stations.
- Crossrail Complementary Measures (CCM) funding supports TfL's ambition and priority to see improvements outside every Crossrail station in London in order to deliver an enhanced urban realm and transport interchange for the public.
- CCM funding is primarily to support the core area works at stations outside the central area: funding for any wider Crossrail related improvements will need to come from other sources (including developer and borough contributions).

- TfL has identified £28.5m to be spent over four financial years (2015/16 -2018/19) for improvements around Crossrail stations within the Greater London area; Crossrail has committed £30m to deliver the urban realm works at central London stations.

3.13.2 What is needed for the 2016/17 submission

- Boroughs can fund wider Crossrail improvement works, i.e. those away from the station core area, through the Corridors & Neighbourhoods programme within their ASS.
- Boroughs can also look to fund wider improvement works as part of a LIP Major Schemes bid, though no guarantee can be given that a bid would be successful in the timescale of the CCM funded works, or at all.

Background and context

3.13.3 Crossrail services are due to start during 2018/19. Urban realm/transport interchange improvements outside Crossrail stations will ensure the new stations are easily accessible and attractive to potential passengers as well as contributing to the achievement of broader economic, social and environmental objectives. The principle of joint support for such improvements was agreed in 2010 by all stakeholders and subsequently endorsed by the Mayor and the then Secretary of State for Transport.

3.13.4 There are three potential sources of funding for such works: TfL, Crossrail/Network Rail and other third parties (including borough contributions). The process for applications for and allocations of TfL CCM funding was agreed by a joint Working Group (the 'Crossrail Complementary Measures Working Group') comprising borough nominees and TfL and Crossrail representatives.

3.13.5 Boroughs were notified of funding allocations in December 2014 with the first tranche of funding released in 2015/16 for detailed design of the CCM schemes. A copy of the [Crossrail Complementary Measures Funding Guidance](http://www.tfl.gov.uk/cdn/static/cms/documents/tfl-crossrail-complementary-measures-guidance.pdf) is available on the TfL website at: <http://www.tfl.gov.uk/cdn/static/cms/documents/tfl-crossrail-complementary-measures-guidance.pdf>

4 LIP FUNDING

4.1 Conditions and requirements

4.1.1 Key developments and messages

- LIP funding can only be used for the purposes for which it is provided; other uses may result in TfL requiring repayment of such funding and/or withholding further funding.
- TfL retains the right to carry out random or specific audits in respect of the financial assistance provided.
- LIP funding should not be used for works on non-borough roads (such as the Transport for London Road Network) or non-borough controlled land (such as London Underground); such proposals should first be discussed and agreed with TfL.
- Financial and programme information posted on the Borough Portal must be kept up to date so that TfL can accurately forecast and record expenditure.
- Significant complementary funding is available to support key Mayoral priorities such as cycling, bus reliability, bus stop accessibility and air quality; this should not be seen as a substitute or alternative source of funding to the core LIP programme.
- Where borough staff costs associated with scheme development and delivery are expected to be more than 10% of the total project budget (accepting that such costs will be particularly high at the design, consultation and contract stages), these should first be discussed and agreed with TfL's Borough Projects & Programmes team (see Appendix 6 for contact details).

4.1.2 What is needed for the 2016/17 submission

- Boroughs must continue to demonstrate through their Corridors programme their commitment to cycling, bus stop accessibility and air quality in order to access the complementary funding available to support such activities.
- Boroughs should indicate on their submission forms (Pro forma A) schemes that may have an impact on the operation of the TLRN.
- Boroughs should also indicate any impacts that schemes might have on bus journey times, whether temporary or longer term.

Background and context

4.1.3 LIP financial assistance is provided by TfL under Section 159 of the GLA Act 1999 to support local transport improvements that accord with the Mayor's Transport Strategy Goals and Outcomes. LIP funding supports works on roads for which the boroughs are the highway authority as well as for complementary activities such as road safety education. Boroughs are encouraged to maximise the level of funding available from other sources, for example their own funding, contributions from the private sector or other government grants.

4.1.4 The LIP financial assistance will continue to be managed through the Borough Portal, a web based tool developed by TfL to manage allocation of funds, reporting, forecasting and subsequent claiming of funding. TfL will continue to pay boroughs for LIP projects in arrears on receipt of information to show that the work has been completed. Further information on the financial matters relating to the provision of LIPs funding is provided

in the 'LIP Finance & Reporting Guidance' (July 2013), which is available from: <https://boroughs.tfl.gov.uk/default.aspx>.

4.1.5 LIP funding from TfL in 2016/17 will be allocated to boroughs for:

Funding Programme	2016/17
Principal Road Maintenance	£22.00m
Bridge Strengthening	£8.90m
Major Schemes	£28.00m
Traffic Signal Modernisation	£10.30m
Corridors, Neighbourhoods and Supporting Measures	£74.25m
Top-sliced (training, partnerships, LTF)	£4.35m
TOTAL	£147.80m

4.2 Corridors, Neighbourhoods and Supporting Measures

4.2.1 Key developments and messages

- The individual allocations to each borough under the Corridors, Neighbourhoods and Supporting Measures programme for 2016/17 are shown at Appendix 2.

4.2.2 What is needed for the 2016/17 submission

- Details of the proposed projects within the Corridors, Neighbourhoods and Supporting Measures programme for 2016/17 should be shown on the submission form (Pro forma A).
- Required information on potential impacts on TfL services or facilities and other matters should also be shown on the submission form.

Background and context

4.2.3 Indicative allocations to boroughs are calculated by using a needs-based formula that is focused on the achievement of objectives and outcomes. The formula assesses need on the basis of a set of metrics relating to four transport themes:

- Public transport – bus reliability, bus patronage;
- Road safety – monetary value of all casualties (killed, serious and slight) on all roads in the borough;
- Congestion and environment – vehicle delay, CO₂ emissions from transport; &
- Accessibility – residential population weighted by index of deprivation.

4.2.4 The indicators included in the formula are intended to reflect two important factors:

- The scale of the borough and its transport demand / network (number of bus users, residential population, etc.) to ensure that larger boroughs with more users get adequate funding; &
- Policy outcomes or severity of transport problems (casualties, bus punctuality, etc.) to ensure funding is directed to boroughs where it is needed most and can make the biggest difference.

4.2.5 The metrics within the formula are those agreed with London Councils and London Technical Advisers Group (LoTAG) in 2010 although the data has been updated to ensure it reflects the most recent available information. (For example, residential populations have been updated to reflect the 2011 Census data.)

4.3 Major Schemes

4.3.1 Key developments and messages

- The focus of the Major Schemes programme is on delivering a small number of transformational schemes (predominately in Metropolitan, Major and District town centres and other strategically significant locations as defined in the London Plan).
- Major Schemes support the objectives of economic growth and quality of life and also contribute to wider policy objectives, including supporting sustainable travel and delivering a reduction in casualties, particularly amongst vulnerable road users.
- Boroughs can apply for a proportion of the required funding from the Major Schemes programme for schemes costing more than £1m.
- The application (Step One) pro forma has been updated for 2016/17 as part of a wider review of Major Scheme Guidance and can be downloaded from the TfL website: <http://www.tfl.gov.uk/info-for/boroughs/major-schemes>.

4.3.2 What is needed for the 2016/17 submission

- Boroughs planning to bid for Major Schemes funding must include the following within their 2016/17 ASS:
 - outline details of Major Schemes being considered, &
 - the relative priority attached to schemes if more than one scheme is referenced.

Background and context

4.3.3 Funding for Major Schemes is awarded through a competitive bidding process described in detail in the Guidance for Submission of Major Schemes (<http://www.tfl.gov.uk/info-for/boroughs/major-schemes>). Applications (Step One bids) for funding should provide enough detail to give a complete overview of the project while explaining the reasons for the project and identifying its objectives, key components, estimated costs and delivery programme.

4.3.4 Applications for 2016/17 should be submitted separately to TfL by **Noon on Friday 4 September 2015** with the Step One pro forma and supporting information uploaded to the LIP Funding Document Management system via the Borough Portal. A covering e-mail should also be sent to boroughprojectsandprogrammes@tfl.gov.uk, marked for the attention of Anthony O’Keeffe, Senior Borough Programmes Officer, confirming that the application has been uploaded. The Borough Projects & Programmes Team can help with the preparation of Step One applications; contact details are set out at Appendix 6.

4.4 Principal Road Maintenance (PRM) and Bridge Assessment & Strengthening (BAS)

4.4.1 Key developments and messages

- At bus stops, a kerb height of at least 100mm should be maintained under resurfacing and/or reconstruction works within the vicinity of the bus stop flag in order to improve bus stop accessibility (note: TfL is able to supply details of those bus stops where maintenance works on the Principal Road Network are co-located). More detailed advice on accessible bus stops can be found at: <http://www.tfl.gov.uk/cdn/static/cms/documents/accessible-bus-stop-design-guidance.pdf> (see also Section 3.12 of this Guidance).

4.4.2 What is needed for the 2016/17 submission

- Applications for PRM & BAS should be made directly via the Borough Portal.
- PRM submissions should be made for a sum approximately 25% above a borough's indicative funding so that reserve schemes can be brought forward if needed.
- BAS applications must be complemented by a submission of full supporting information to the London Bridge Engineering Group (LoBEG) 'BridgeStation' website <http://www.bridgestation.co.uk>: no application will be considered either by LoBEG or TfL unless this information has been provided in full.

Background and context

4.4.3 The indicative PRM funding available to each borough is based on an assessment of need taken from the most recent condition surveys: these figures are provided at Appendix 2. A sum of PRM funding has been reserved in 2016/17 for borough principal road condition surveys and some provision has also been made for emergency/urgent works across all the boroughs.

4.4.4 BAS submissions will be prioritised and funded according to pan-London needs and available resources. The submission to the LoBEG website must include the completion/update of the borough structure registers. Boroughs must also ensure that BridgeStation contains full inventory details of all bridges strengthened to date and those still to be considered for strengthening: applications will not be considered without this information.

4.5 Top-sliced funding

4.5.1 Funding is top-sliced from the Corridors, Neighbourhoods and Supporting Measures programme budget for the following activities:

- Local Transport Funding,
- Borough Officer Training and Apprenticeships, &
- Partnership Support.

4.5.2 Under the latter, TfL provides LIP funding to four sub-regional partnerships (Central, North, South and West) and one pan-London partnership (the London European Partnership for Transport - LEPT). This supports member authority activities such as transport planning, co-ordination, sharing best practice and securing funding and third party support. A

review by member authorities in 2013 of the then five sub-regional partnerships confirmed support for the continuation of four through to 2016/17. A similar review of LEPT conducted in 2014 also confirmed continuing support for this arrangement.

- 4.5.3 A breakdown of the reserved top-sliced funding for Partnerships and the commitments under Local Transport Funding and Borough Officer Training/Apprenticeships is provided at Appendix 1.

4.6 Traffic Signals

4.6.1 Key developments and messages

- Careful consideration should be given to whether or not new traffic signals are an appropriate measure; these should only be proposed where there is no feasible and/or cost effective alternative (please refer to Sections 4.8 and 4.9 of the Second LIPs Guidance).

4.7 Highways Maintenance Efficiency and the London Highways Alliance Contracts (LoHAC)

4.7.1 Key developments and messages

- Schemes delivered using LIP funding should maximise opportunities for efficiencies: TfL therefore expects to see LoHAC used for LIP funded schemes where this offers better value for money than individual borough contracts.
- TfL has agreed with the London Technical Advisers Group (LoTAG) a set of principles based on collaboration and engagement in support of this objective: see Appendix 5 for details.
- TfL and LoTAG will work collaboratively with boroughs to assess the value for money for LIP funded schemes and assess the benefits offered by different highway contracts.

Background and context

- 4.7.2 Faced by increasing demand for services and reductions in core revenue funding, the London boroughs and TfL continue to look for opportunities to find innovations and efficiencies in transport programme delivery. The Department of Transport sponsors the [Highways Maintenance Efficiency Programme \(HMEP\)](#) and the 2013 Spending Review announcement included the statement that *'it is important that funding allocated for highways is clearly linked to adopting efficiency principles such as those produced through HMEP to ensure that the best possible value for money is achieved'*.

- 4.7.3 HMEP's vision for the highways sector is to *'deliver 15% savings by 2015 and 30% or more by 2020, transforming delivery so that roads and services are improved'*. TfL shares this vision for London and has achieved savings of over 15% on its previous delivery arrangements through the collaborative London Highways Alliance Contracts. Further details can be found at: <http://www.tfl.gov.uk/corporate/about-tfl/what-we-do/roads/london-highways-alliance-contract>

4.8 LIP Schemes on Borough Principal Roads and the Strategic Road Network (SRN)

4.8.1 Key developments and messages

- TfL needs to review the proposed construction plans for all LIP funded schemes on Borough Principal Roads and the Strategic Road Network (SRN).
- Boroughs are asked to submit via the TMA Notification Process the construction plans for such schemes in 2016/17 for review by TfL: further details of the TMA process can be found on the LondonWorks website: www.londonworks.gov.uk.
- This does not replace the full TMA approvals process which applies to any scheme on the SRN or Transport for London Road Network.

5 PRO FORMA A / ANNUAL SPENDING SUBMISSION (ASS)

5.1 Key developments and messages

- Boroughs should use the Pro forma A spreadsheet that accompanies this Guidance to record their 2016/17 ASS: this should set out proposals under the Corridor, Neighbourhood & Supporting Measures, Local Transport Fund and Major Schemes programmes.
- Pro forma A has been revised in the light of user feedback; the updated version includes new functions, links and drop-down menus to improve ease of use and consistency.
- The information on individual schemes must be uploaded onto the Borough Portal once the programme has been agreed by TfL.
- 2016/17 LIP Annual Spending Submission returns, including Pro forma A, must be made to TfL by **Friday 9 October 2015**¹.

5.2 What is needed for the 2016/17 submission

- The ‘Guide’ at the first tab of the Pro forma A spreadsheet gives advice on the information required within the different cells. Other key points to note are as follows:
 - Funding sources: details should be provided of where the required project funding will come from, including sources other than LIP financial assistance, e.g. council capital and revenue funding, developer funding or government grants (such as air quality grants from Defra).
 - Expected Mayor’s Transport Strategy outcomes: these are detailed in Table 2.1 of the Second LIPs Guidance and repeated within the spreadsheet for ease of reference; boroughs should identify the outcomes most relevant to each proposal (selecting a maximum of ten).
 - Road Task Force Street Types: where TfL’s work with the boroughs to agree local Street Type classifications is complete boroughs should indicate the agreed street type under the ‘agreed’ column; where this work is ongoing boroughs should indicate a provisional street type under the ‘provisional’ column. (A ‘not applicable’ option is available for entries which are campaigns, strategies, etc.)
- The following information should also be provided for activities within the 2016/17 programme:
 - Impacts on TfL Services or Infrastructure: effective consultation, engagement and communication must take place for any proposal likely to have an impact on buses, e.g. bus routes, stops and terminal points/stands, or other TfL services or infrastructure. Early discussions must take place between the borough and TfL to determine the acceptability of such proposals.

¹ Boroughs should e-mail their submission, together with a covering letter to: boroughprojectsandprogrammes@tfl.gov.uk, marked for the attention of David Rowe, Head of Borough Projects & Programmes, TfL Surface Transport, Palestra, 197 Blackfriars Road, London SE1 8NJ.

- Road humps²: given the Mayor's position on these, boroughs should exhaust all other options before considering the use of vertical deflections such as road humps and speed cushions. If a borough considers such measures to be the only viable option then a further discussion may be needed with TfL on their acceptability.
- Scheme requirements: if boroughs would like monitoring data to be provided by TfL for collisions (i.e. via TADS) or bus journey times, or for support with press coverage for specific schemes, this should be identified within the pro forma.

Background and context

- 5.3 Submissions will be reviewed by TfL to ensure the key requirements set out in this Guidance and accompanying advice have been met. Where a borough's ASS meets these requirements it will be approved. However, if the requirements have not been met, TfL may request additional information or a revised submission within a given timescale.
- 5.4 As indicated in section 4.4.2, applications in relation to Principal Road Maintenance and Bridge Assessment & Strengthening should be made directly onto the Borough Portal. Scheme information entered on the Borough Portal must include certain details, such as the geo-coordinates of the proposed works and the forecast Value of Work Done (VOWD).

6 ANNUAL REPORT ON INTERVENTIONS AND OUTPUTS

- 6.1 Outputs from individual LIP funded schemes or packages of LIP funded schemes delivered during the course of the financial year should be reported each July using Pro forma C: Annual Report on Interventions and Outputs. Further detail on this can be found at Sections 5.1 & 2 and at Appendix C of the the Second LIPs Guidance. (Please note that a new version of Pro forma C, revised in the light of feedback from boroughs and other stakeholders, is now in use and has been attached with this Guidance.) This does not replace the need for boroughs to keep their live programmes up to date on the Borough Portal.
- 6.2 The 2014/15 annual report on interventions and outputs should be submitted to TfL by **Friday 10 July 2015** and should be sent to: boroughprojectsandprogrammes@tfl.gov.uk.

7 ADVICE AND SUPPORT

- 7.1 Contact details for the Borough Projects & Programmes team and Road Maintenance and Bridges officers are provided at Appendix 6.

² In a press release issued by the Mayor on 28 November 2008 he advised that *“Road humps are often simply a lazy way of delivering slower speeds, and also do little to encourage people to walk, cycle and spend time using their streets. I want to encourage councils to be bold and to think much more creatively about ways of achieving slower speeds, and creating better streets.”*

Appendix 1: Breakdown of 2016/17 Top Sliced LIP Funding

Top Slice	£m	Comments
Borough officer training	£0.35	This relates to the Borough Apprenticeship Programme, further details for which can be found on the Borough Extranet.
LEPT	£0.14	A review with member authorities of the then five sub-regional partnerships was carried out in 2013 and confirmed the continuing support for four of these to 2016/17. A similar review for LEPT was carried out with all boroughs in 2014 and also confirmed continuing support for this arrangement to 2016/17.
South London sub-regional partnership	£0.15	
North London sub-regional partnership	£0.12	
Central London sub-regional partnership	£0.15	
West London sub-regional partnership	£0.14	
Local Transport Funding	£3.30	£100k payment for each borough to spend on transport projects of their choice that support the delivery of the Mayor's Transport Strategy.
Total	£4.35	

Appendix 2: 2016/17 Allocations for Corridors, Neighbourhoods & Supporting Measures, Principal Road Maintenance and Local Transport Funding

Borough	Corridors, Neighbourhoods & Supporting Measures (£,000)	Principal Road Maintenance ³ (£,000)	Local Transport Funding (£,000)
Barking and Dagenham	1,549	477	100
Barnet	3,413	1,344	100
Bexley	1,703	701	100
Brent	2,545	900	100
Bromley	2,482	946	100
Camden	2,335	557	100
City of London	956	119	100
Croydon	2,785	1,369	100
Ealing	2,997	771	100
Enfield	3,071	1,160	100
Greenwich	2,519	881	100
Hackney	2,140	349	100
Hammersmith & Fulham	1,769	449	100
Haringey	2,125	457	100
Harrow	1,437	934	100
Havering	2,247	475	100
Hillingdon	2,684	1,114	100
Hounslow	2,636	0	100
Islington	1,834	411	100
Kensington & Chelsea	1,723	280	100
Kingston	1,440	569	100
Lambeth	2,924	634	100
Lewisham	2,292	383	100
Merton	1,551	590	100
Newham	2,383	592	100
Redbridge	2,423	531	100
Richmond	1,732	762	100
Southwark	2,588	639	100
Sutton	1,327	186	100
Tower Hamlets	2,446	281	100
Waltham Forest	2,089	852	100
Wandsworth	2,615	400	100
Westminster	3,490	887	100
TOTAL	74,250	21,000	3,300

³ £1m of the Principal Road Maintenance budget for 2016/17 has been set aside for borough principal road condition surveys and for emergency / urgent works across the boroughs.

Appendix 3: Road Safety Training Programmes and Initiatives

Design Guidance Training for Borough Officers

Borough officers are encouraged to attend training on the use of the recently published London Cycling Design Standards and the soon to be published Pedestrian Design Guidance and Motorcycle Design Handbook to improve the safety of vulnerable road users.

ACCSTATS LITE and MAST Training for Borough Officers

Training is available on the use of ACCSTATS Lite and MAST casualty data, designed to help borough officers improve the data-led approach to road safety programme delivery.

Road Safety Foundation Course for Borough Officers

TfL funds the Road Safety GB Road Safety Foundation Course for borough officers: the course enables officers to develop a stronger evidence base for campaigns, education and training.

Powered Two Wheeler Rider Training

BikeSafe-London is a Rider Skills Day available to all motorcycle riders, delivered by the MPS Motorcycle Safety Team. TfL supports the use of LIP funding to purchase discounted BikeSafe-London vouchers to help motorcycle riders improve their safety skills.

Road Safety Education in Schools

TfL supports the delivery of Children's Traffic Club, Junior Travel Ambassador and Youth Travel Ambassador programmes by the boroughs.

Marketing Tool Kit

TfL can provide boroughs with all materials associated with TfL's pan-London road safety campaigns such as teen pedestrians, cyclists and motorcyclist campaigns.

Community Roadwatch

Community Roadwatch allows boroughs and their local residents to work side by side with police officers and use speed guns to enforce speed limits on residential roads in their area.

Appendix 4: Safety related freight initiatives

1 Fleet Operator Recognition Scheme (FORS) accreditation

The Fleet Operator Recognition Scheme (FORS) encourages operators to maximise the safety and sustainability of their vehicles and drivers. Boroughs should ensure all borough liveried fleets, whether operated by or contracted on behalf of the borough, are registered with / achieve FORS Bronze accreditation and progress towards Silver and Gold accreditation status. Boroughs are encouraged to promote safe, sustainable fleet activity through the uptake of FORS at a local level through best practice workshops, stakeholder mapping and communications activity. Further information can be found at www.fors-online.org.uk

FORS has been fully aligned to the CLOCS and TfL WRRR clauses (see 2 & 3 below) and operators accredited to silver level will be able to demonstrate compliance to the WRRR requirements.

2 Work Related Road Risk (WRRR) clauses

TfL, some boroughs and other major clients are already using procurement to promote safe, sustainable vehicle activity throughout their supply chain. Boroughs are encouraged to include work related road risk (WRRR) requirements into their procurement contracts, and monitor compliance to demonstrate their commitment to promoting safety: WRRR clauses are applicable to all commercial vehicle activity procured by the borough.

Where this has been achieved the borough should ensure an effective monitoring and enforcement process to ensure compliance with WRRR contractual clauses. The TfL WRRR contractual clauses are aligned with CLOCS (see 3 below) and can be found here: <http://www.tfl.gov.uk/cdn/static/cms/documents/work-related-road-risk-requirements.pdf> and further [guidance](#) for including them in contracts is also available.

3 Safe construction logistics and delivery and servicing activity through planning

The industry-led Construction Logistics and Cycle Safety (CLOCS) programme is working with over one hundred construction companies to reduce the risks construction vehicles pose to vulnerable road users. Boroughs should use planning conditions or other mechanisms to ensure new developments have delivery and servicing plans upon completion and implement the [CLOCS Standard for construction logistics: Managing work related road risk \(WRRR\)](#) during the build.

Implemented by construction clients through contracts (i.e. developers and principal contractors), the CLOCS Standard includes the same WRRR clauses as TfL and the other London local authorities. It mandates that all drivers received training in vulnerable road user safety, and all vehicles over 3.5 tonnes be fitted with safety equipment. It requires construction companies to produce a Construction Logistics Plan (CLP), ensure safe access and egress to sites and to ensure compliance.

More information is available from the website www.clocs.org.uk. Five supplementary guides and two toolkits have been made developed to make it easier for everyone to implement and comply: www.clocs.org.uk/clocs-guides.

FORS has been fully aligned to the CLOCS and TfL WRRR clauses and operators accredited to silver level will be able to demonstrate compliance with the CLOCS Standard.

4 Safe Urban Driving (SUD) driver training

SUD specifically covers the safety of vulnerable road users and gives drivers practical first hand experience of on-cycle hazard awareness. One of the WRRR requirements, Boroughs should deliver and/or promote SUD training to their own, contracted fleet and supply chain, those serving construction sites and other commercial vehicle operators within the borough. SUD is fully aligned with the national Certificate of Professional Competence (CPC) requirements.

Separate funding has already been made available to the boroughs under the Borough Cycling Programme through the three year 'Safer Lorries and Vans' initiative for the period of 2014/15 to 2016/17.

5 Safer vehicles

As part of a wider programme to improve fleet safety and to work towards FORS silver accreditation, boroughs should fit appropriate vehicle safety equipment to their fleet vehicles. The following safety equipment is a requirement at FORS silver level and within WRRR clauses:

- Class V and VI mirrors and sideguards (to exempt vehicles),
- Proximity sensors, &
- Indirect vision aids such as camera systems.

TfL does not support the use of 'tag and beacon' technology. Further information is available, see: [CLOCS Guide: Vehicle safety equipment](#).

When procuring new vehicles, it is possible to specify vehicles with increased direct driver vision through use of lower entry, higher vision cabs, or passenger doors with additional glass panels. Contact freight@tfl.gov.uk for more details.

Appendix 5: Improving Highways Asset Management in London

General

London's highway authorities have a wealth of knowledge and experience in asset management. It is widely recognised that there are substantial benefits and efficiencies to be leveraged from collaborative working and peer-to-peer challenge and review of our respective asset management practices. Benefits and efficiencies can be derived from sharing good practice and lessons learnt, and sharing contracts, services and/or resources. At the same time it is imperative that a robust London wide picture of asset condition and investment requirements can be presented.

Proposed Approach

LoTAG Group 2 is working with TfL to support and promote the sharing of good asset management practice in London and actively identify and work on areas for improvement. They will also pull together a London-wide view of the state of the city's highway assets and assess the investment needed.

Guiding Principles

The guiding principles that underpin a collaborative pan-London approach to highway asset management are:

- Working together for the benefit of all London's road and infrastructure users and beneficiaries,
- Openly and honestly sharing data and information on a non-selective basis,
- Acknowledging that one size and/or one approach does not fit all,
- Acknowledging that drivers and constraints differ between authorities,
- Accepting that there are potential savings and efficiencies to be achieved from working collaboratively and maximising the use of finite resources,
- Striving for continuous improvement and efficiency, understanding the true cost and value rather than price,
- Learning from one another to make better informed choices to drive value for money, and
- Each borough producing an Asset Management Status Report, see below, so that practices can be understood and readily shared.

Understanding value and enabling informed choices

The comparative cost of works, as well as the benefits of different delivery models, should be considered to help better understand value. For example, LoHAC offers the following non-financial benefits:

- Collaborative working to help reduce disruption through joint planning,
- Better customer experience by reducing interfaces and using common specifications,
- Improved strategic risk management of highways through greater sharing of resources and reduced chains of command,
- Creation of up to 400 apprenticeships across London,
- Use of local enterprises and suppliers,
- Significant investment in new depots and jobs, and
- Requirement for fleet vehicles to have cyclist protection devices and meet euro V/VI compliance.

To promote better understanding of the relative value provided by LoHAC or an alternative contractor, TfL has developed a common set of principles against which indicative scores can be marked against different delivery options. These are:

Benefits	Score (-3 to +3)
Health and Safety (including the safety of the travelling public in respect of vehicle operations, work sites, etc)	
Environmental Benefits (including Euro 5/6 vehicles; Hybrid vehicles; recycling rates etc.)	
Employment practices, opportunities, skills, training and pay, e.g. London living wage and apprentices	
Reducing London wide procurement and tendering costs	
Promoting collaborative working and delivering efficiencies through co-ordination of programmes	
Other local drivers and constraints (details to be provided)	
Total benefit	

TfL officers will work collaboratively with borough colleagues to jointly confirm the scores against the above criteria for different delivery models, together with the comparative costs. This will apply to sample LIP and other TfL supported schemes (e.g. borough cycling schemes) delivered by the London boroughs to help build a picture of the relative value provided by different delivery models. The outcomes of this work will then be shared through LoTAG and with other London boroughs to enable better informed choices.

Asset Management Status Report

Outside London, it is the DfT's intention to use highway maintenance allocations from 2016 onwards to incentivise good asset management and efficiencies. This will be achieved by linking a proportion of an authority's allocation to the maturity and effectiveness of their asset management practices – DfT is developing a questionnaire to assess this. The questionnaire has been shared with TfL and it is broadly similar to the approach that LoTAG has developed; for London the requirements have been streamlined to reflect the good practice arrangements already in place and to focus on collecting key information on the condition of assets and needs and practices across the Capital.

LoTAG Group 2 has produced and shared a template for an Asset Management Status Report (AMSR). The AMSR is a high level document that captures core asset management information including:

- Asset quantities,
- Current asset condition/performance and target condition/performance,
- Total (capital and operational) asset expenditure, and
- A statement on asset management practices and a simple self assessment of asset management maturity.

This information will be used by LoTAG to:

- Build the evidence and compelling case for investment in London’s highways infrastructure,
- Identify areas of good practice that can be shared across London and wider,
- Identify areas where boroughs require support on asset management, and
- Drive continual improvement in asset management.

LoTAG is therefore requesting that all boroughs complete an AMSR and submit it to LoTAG at the same time as their LIP submission to TfL in October 2015. This will act as a dry run to refine and improve the report ahead of 2016/17 when its submission will be linked to the LIP requirement and associated funding settlements.

Appendix 6: TfL Contacts

Name:	Title/Subject:	Contact No.:	Email address
David Rowe	Head of Borough Projects & Programmes	020 3054 4181	Davidrowe@tfl.gov.uk
Peter McBride	Regional Borough Programme Manager (South)	020 3054 0862	Peter.McBride@tfl.gov.uk
Daniel Johnson	Regional Borough Programme Manager (Central)	020 3054 4710	Danieljohnson@tfl.gov.uk
Julie Clark	Regional Borough Programme Manager (East)	020 3054 0850	julieclark@tfl.gov.uk
Scott Lester	Regional Borough Programme Manager (North and West)	020 3054 0802	Scott.lester@tfl.gov.uk
Anthony O'Keeffe	Major Schemes	020 3054 4989	Anthonyokeeffe@tfl.gov.uk
Duro Basic	Principal Road Maintenance and Bridge Strengthening	020 3054 1129	Duro.Basic@tfl.gov.uk
Tony Clark	Borough Portal Support	020 3054 4994	bspsupport@tfl.gov.uk

Equality Analysis Form

An Equality analysis enables us to target our services, and our budgets, more effectively and understand how they affect all our communities. It also helps us comply with the Equalities Act 2010.

For more information about when you should carry out an equality analysis, who should do this and the support available, go to the equality analysis intranet page.

This form has four sections

- 1: decide whether a full equality analysis is needed. If not, you do not complete sections 2-4.
- 2: gathering evidence
- 3: determining actions
- 4: decision and next steps

Appendix One – Decision-making process

Appendix Two - data broken down by Protected Characteristics

Name of document			Draft Cabinet Report: LIP Funding 2016/17	
Version	Date reviewed	Date of next review	Reviewed by	Changes made

1. Decide whether a full equality analysis is needed

1.1 What are you analysing?

Question	Guidance	Answer
What is the name of your change or review?	<p>The change or review may involve:</p> <ul style="list-style-type: none"> o policies, strategies and frameworks o budgets o plans, projects and programmes o staff structures (including outsourcing) o the use of buildings o commissioning (including re-commissioning and de-commissioning) o services (for example, how and where they are delivered) o processes (for example thresholds, eligibility, entitlements, and access criteria) 	<p>This is not a change or review. The change was made in 2013 when the Local Implementation Plan replacement delivery programme was made and recommended to Cabinet. The report to Cabinet this current Equalities Analysis relates to recommends a 'spending assessment' to be submitted to TfL to release funding with which to deliver the third and final year of the programme.</p>
Why are you doing this?	<p>For example, we are considering cutting a service.</p>	<p>To release funding from TfL with which to deliver the final year of the current three year LIP Delivery Plan</p>
What is likely to be different when you have finished?		<p>Very little will be different. The Annual Spending Submission is also the opportunity to adjust slightly the LIP delivery programme. More funding is being recommended for 20mph zones than in the original programme.</p>
What will be the main outcomes or benefits from making this change?		<p>This not a change or review,</p> <p>The original equality analysis undertaken on the three</p>

		<p>year delivery programme identified a number of benefits that include :</p> <ul style="list-style-type: none"> • provision of physical junction and road safety improvements, • education and publicity to raise road safety awareness • promotion and facilities to encourage more sustainable and healthier travel modes • improvements to air quality • access to public transport • improved accessibility within the street environment’.
What stage is your change at now?	See appendix one for the main stages at which equality analyses need to be started or updated. In many instances, an equality assessment will be started when a report is being written for a committee. If that report recommends that a project or programme takes place, the same equality assessment can be updated to track equality impacts as it progresses. If the project or programme include commissioning or de-commissioning, the same equality assessment can be updated again.	This not a change or review

An equality analysis must be completed before any decisions are made.

If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected and how?

Question	Guidance	Answer
Who are your internal stakeholders?	For example, groups of council staff, members	The principal internal stakeholders are the Cabinet Member for Environment & Transport / Chair of Traffic Management Advisory Committee. Other important stakeholders include the Growth and Connected Croydon Boards, Highways and Parking Services and public health and environmental health teams.

<p>Who are your external stakeholders?</p>	<p>For example, groups of service users, service providers, trade unions, community groups and the wider community?</p>	<p>Public transport users, those working and traveling in and through the borough, mobility and disability forum, schools, young people and the wider community including equality groups that share a protected characteristic.</p>
<p>Does your proposed change relate to a service area where there are known or potential equalities issues?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. If you don't know, you may be able to find out on the Croydon Observatory (http://www.croydonobservatory.org/)</p>	<p>No significant change from the original programme</p> <p>The original equality analysis undertaken on the three year delivery programme identified that there are issues in relation to access to public transport, levels of car ownership for some groups and casualty and accident rates which are known to be higher amongst more deprived communities that the LIP will help address</p>
<p>Does your proposed change relate to a service area where there are already local or national equality indicators?</p>	<p>You can find out from the Equality Strategy (http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>No significant change from the original programme</p> <p>The original equality analysis undertaken on the three year delivery programme identified that it relates directly to the target set by the London Mayor for bus stops being accessible and the indicator data maintained by TfL regarding the numbers of bus stops meeting its accessibility standards.</p>
<p>Would your proposed change affect any protected groups more significantly than non-protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix Two.</p>	<p>No significant change from the original programme</p> <p>The original equality analysis undertaken on the three year delivery programme identified that it has the potential to affect protected groups more significantly. In particular, it will have a positive impact for people with disabilities and younger people and more generally on those groups with lower levels of car ownership.</p>
<p>Would your proposed change help or hinder the council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>There is no significant change to the LIP delivery programme.</p> <p>The LIP funding and components of the programme will enable the Council to continue to make adjustments to the public realm which will improve accessibility for older and disabled people. Not to do so might be considered unlawful.</p>

<p>Would your proposed change help or hinder the council in advancing equality of opportunity between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p> <p>Yes It seeks to improve access for people with impaired mobility (particularly people with disabilities). It also seeks to aid the active and independent travel of children.</p>	<p>There is no significant change in the LIP delivery programme.</p> <p>The original equality analysis undertaken on the three year delivery programme identified that a number LIP funded projects will continue to help the Council in advancing equality of opportunity between people who belong to any protected groups and those who do not as identified. Elements of the 2016/17 programme aim to improve access for people with limited mobility (particularly people with disabilities). It also seeks to aid the active and independent travel of children</p>
<p>Would your proposed change help or hinder the council in fostering good relations between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p> <p>Yes By improving access to the street environment and increasing independent travel for people with disabilities and children, these two groups will have increased opportunity to engage with the wider community</p>	<p>There is no significant change in the LIP delivery programme.</p> <p>The original equality analysis undertaken on the three year delivery programme identified that a number of the LIP funded projects will help by improving access to the street environment and increasing independent travel for disabled people and children. These two groups will have increased opportunity to engage with others not from protected groups.</p> <p>This will continue to help the Council in fostering good relations between people who belong to any protected groups and those who do not.</p>

1.3 Decision

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different/significant impact on protected groups (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
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No, further equality analysis is not required	Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available' could leave the council vulnerable to legal challenge. You must include this statement in any report used in decision making, such as a Cabinet report	This is not a change or review. The change was made in 2013 when the Local Implementation Plan replacement delivery programme was made and recommended to Cabinet. The report to Cabinet this current Equalities Analysis relates to recommends a 'spending assessment' to be submitted to TfL to release funding with which to deliver the final year of the programme.
Yes, further equality analysis is required	Please state why and outline the information that you used to make this decision. Also indicate <ul style="list-style-type: none"> - when you expect to start your full equality analysis - the deadline by which it needs to be completed (for example, the date of submission to Cabinet). - where and when you expect to publish this analysis (for example, on the council website). You must include this statement in any report used in decision making, such as a Cabinet report.	
Officers that must approve this decision	Name and position	Date
Report author	Ian Plowright (Head of Transport)	27 August 2015
Director	Jo Negrini, Executive Director, Place	09 September 2015
Please email this completed form to data.equalities@croydon.gov.uk, together with an email trail showing that the your director has approved it.		
1.4 Feedback from the corporate equalities team		
Name of equalities officer	Yasmin Ahmed	
Date received by equalities officer	24 August 2015	
Should a full equality analysis be carried out?	No	
Please send this document to <ul style="list-style-type: none"> - the person responsible for making the decision - democratic services, the corporate programme office or procurement as appropriate in time for the relevant decision making meeting 		



Mr Nathan Elvery
Chief Executive
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk
Croydon
CR0 1EA

13 May 2015

Dear Mr Elvery,

Bus Stop Accessibility

I am writing to thank you and your officers for all of your efforts to improve bus stop accessibility in the London Borough of Croydon. As you are probably aware the Mayor has a target of ensuring 95 per cent of London's 19,000 bus stops are accessible by December 2016.

Around 85 per cent of all bus stops in the Capital are located on roads which are under the control of the London boroughs and it is therefore vital that we work together to deliver these improvements. I am particularly impressed with the progress made by the London Borough of Croydon delivering 200 accessible bus stops over the last two years, with 80 per cent now accessible in the borough.

I would particularly like to thank John Osbourne and Mike Stapley for their work in delivering both the programme to date and similar improvements planned in 2015/16. With the efforts of your officers and those of other authorities, I am confident we will achieve the target of 95 per cent of stops being accessible by the end of 2016.

I look forward to continue to working with you and your team.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Leon'.

Leon Daniels
Managing Director – Surface Transport

CHIEF EXECUTIVE

19 MAY 2015

RECEIVED

Leon Daniels
Managing Director
Surface Transport

Transport for London
11th Floor, Zone R4
Palestra
197 Blackfriars Road
London SE1 8NJ

leondaniels@tfl.gov.uk

www.tfl.gov.uk



Ian Plowright

Head of Transport
Development and Environment Department
London Borough of Croydon

By email only

10 March 2015

Surface Transport
Surface Strategy and Planning

Transport for London
11th Floor
Palestra
197 Blackfriars Road
London, SE1 8NJ

Phone: 020 3054 2247
Fax: 020 3054 2002

Dear Ian,

London Borough of Croydon – Quietways programme Phase 2

Thank you for your correspondence in December 2014, letting us know your views and indicative delivery timescales on the proposed Quietway routes/links. We have used your feedback, alongside that of other boroughs/managing authorities, to help plan the next phase of Quietway routes/links for delivery throughout 2015 and 2016. This has been a complex process as I am sure you can appreciate, taking into account a number of factors to determine the next phase of the programme, including:

- Available budget for the Quietways programme, based on actual and estimated costs from the pilot routes to date, as well as proposed routes and larger interventions;
- Boroughs/managing authorities yet to benefit from the Cycling Vision Portfolio, to ensure a good geographical spread of routes linking key destinations across the Capital;
- Support of proposals by boroughs/managing authorities and the Cycling Commissioner;
- Application of Quietways criteria/Cycling Level of Service to meet the wider objectives of the programme;
- Contribution to pan-London cycling network and programme integration e.g. Mini-Hollands, Major Schemes, etc.; and
- Deliverability – borough capacity to deliver, and buildability in terms of challenges/issues to consider.

Following analysis of information across all of London, I am happy to tell you that we intend to progress the following Quietway routes/links in your borough to Route Delivery Plan (RDP) stage:

- **Greenwich town centre (Greenwich) to Croydon town centre (Croydon) via Honor Oak Park (Lewisham) and New Beckenham (Bromley)**
Map ref. 8* – alignment to be confirmed as part of RDP
- **Croydon town centre (Croydon) to Worcester Park (Kingston-upon-Thames boundary) via Sutton town centre (Sutton)**
Map ref. 141* – alignment to be confirmed as part of RDP

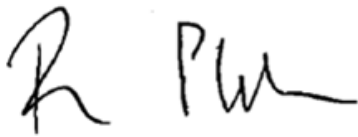
These routes/links will form part of Phase 2 of the Quietways programme, and are in addition to the Waterloo to Croydon Pilot Phase route which is already in progress for delivery within your borough.

In respect of the RDPs, it is proposed to hold an inception meeting with the relevant boroughs/managing authorities along each of the routes/links to agree up-front how the process will operate, and to discuss the likely level of support required to develop the relevant proposals. Sustrans has now been appointed as the Delivery Agent for the Quietways programme and will be available to support the London boroughs and other managing authorities in developing and delivering Phase 2 of the programme. My team will be in contact shortly to confirm the dates for the route inception meetings.

Whilst our immediate focus will be on progressing Phase 2 of the programme, my colleague, Natalie Goss, will also be in touch in due course to discuss your borough aspirations for future phases of the programme post-2016. This will also include looking at your long-term borough priorities, and whether additional improvements could instead be funded through other sources, such as the LIP Corridors and Neighbourhoods programmes.

I look forward to our continued collaboration in progressing and delivering cycle routes under the Quietways programme; encouraging more people to cycle, more safely and more often across London.

Yours sincerely,



Ben Plowden

Director of Surface Strategy and Planning
Surface Transport, Transport for London

To: Ian Plowright (London Borough of Croydon)
Cc: Carole Crankshaw (London Borough of Croydon)
David Rowe, Lilli Matson and Natalie Goss (Transport for London)

*Map ref. as per previous mapping supplied to the borough in November 2014.