



South Essex
ACTIVE TRAVEL
PROGRAMME

FACILITATING ACCESS TO JOBS,
 LEARNING AND SKILLS



SOUTH ESSEX PARTNERSHIP
APPLICATION TO THE DEPARTMENT FOR TRANSPORT ACCESS FUND FOR
SUSTAINABLE TRAVEL REVENUE COMPETITION 2016





Access Fund for Sustainable Travel Revenue Competition - Application Form

Bids should be no more than 30 pages long (excluding the cover page, S151 officer signature page, and any supporting documents listed as exempt in the [guidance document](#)).

Applicant Information

Local transport authority name(s):

Southend-on-Sea Borough Council – Lead Authority
Thurrock Council
Essex County Council

Bid Manager Name and position:

Paul Mathieson – Group Manager, Major Projects and Strategic Transport Policy

Contact telephone number: 01702 215321

Email address: paulmathieson@southend.gov.uk

Postal address:

Department for Place
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex
SS2 6ER

Website address for published bid: www.southend.gov.uk

When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

SECTION A - Project description and funding profile

A1. Project name: South Essex Active Travel: Facilitating access to jobs, learning and skills

A2. Headline description:

South Essex Active Travel will facilitate a step-change in the area's approach to sustainable transport; using **targeted travel engagement** with **jobseekers, young people, newly recruited employees, students, lower socio-economic communities** and **volunteers** so they can use active travel to get to work, training and educational opportunities and fully contribute to the local economy. Targeting six local Growth Areas, the programme will increase active travel by tailoring packages of advice, support and promotion to each of these groups – enhancing their access to the 12,100 new jobs and 10,500 education and training opportunities available in South Essex over the next three years.

A3. Type of bid

a) This bid is:

Revenue only, and I confirm we have made provisions for a minimum additional 10% matched contribution

Revenue & Capital, and I confirm we have sourced the capital funding locally and have made provisions for a minimum additional 10% matched contribution.

b) If your bid is reliant on capital funding, please select one of the following options:

Reliant on new bid to Local Growth Fund. This bid is reliant on capital funding from the Local Growth Fund and work cannot progress if LGF funding is not secured. (If so, please indicate the page number(s) in the Strategic Economic Plan that corresponds with the relevant capital investment(s):

Contains Local Growth Fund contribution, but not reliant on it. This bid contains a local contribution from the Local Growth Fund, but the work can still progress as planned if LGF funding is not secured.

Does not contain any Local Growth Fund contribution. The local contributions in this bid have been secured from sources other than a new bid to the Local Growth Fund, and there are therefore no relevant links to the LGF.

A4. Total package cost (£m):

£ 4.154m (incl. inextricably linked capital and revenue sources)
£15.895m (incl. complementary secured LGF match)

A5. Total DfT revenue funding contribution sought (£m):**£3.323m****A6. Local contribution (£m):****Inextricably linked sources:**

Revenue £0.612m

Capital £0.22m

Total: £0.832m (equates to 20% match funding from local contributions)Including complementary LGF capital sources for walking and cycling improvements (£11.740m over three years across South Essex) would total **£12.572m**

Funding Sources	Amount
Revenue (Local Transport Authority)	
Southend-On-Sea Borough Council	£103,494
Essex County Council	£90,000
Thurrock Council	£108,492
Total	£301,986
Revenue (3rd Party)	
Intu Lakeside	£37,500
South Essex College	£15,750
Job Centre Plus	£12,600
Travel Engagement Volunteers	£70,200
c2c	£23,625
Innovate e-bike Hire	£150,000
Total	£309,675
Capital (Local Transport Authority)	
Cycle Hub (s106 Thurrock)	£220,000
Total	£220,000
Capital (Local Growth Fund)	
Cycling Infrastructure (LGF2 Thurrock - secured)	£1,470,000
SCAAP (LGF2 Southend - secured)	£7,000,000
JAAP (LGF2 Southend - secured)	£596,000
A127 Kent Elms (LGF2 Southend - secured)	£525,000
A127 The Bell (LGF2 Southend - secured)	£525,000
A127 Maintenance (LGF2 Southend - secured)	£1,500,000
TGSE LSTF Southend (LGF2 Southend - secured)	£124,000
Total	£11,740,000

A7. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty?

 Yes No

A8. Partnership bodies:

The roles and responsibilities of the partnership bodies we will work with to successfully deliver the programme are detailed below. Letters of support are attached in the appendix.

Organisation	Role	Responsibility
South Essex Job Centre Plus	Provide access to jobseekers	Responsible for facilitating engagement with jobseekers and implementing active travel incentives
Housing Associations (Through Southend-On-Sea Borough Council, Thurrock Council and Essex County Council)	Provide access to potential jobseekers or students and those moving home	Responsible for identifying and facilitating engagement with key households and communities to offer Targeted Travel Engagement in deprived areas
Intu Lakeside	Provide access to employee target audience particularly for new jobs and recruits	Responsible for facilitating engagement with prospective and new employees through provision of travel advice and support during the recruitment and induction process.
London Gateway		
Port of Tilbury		
London Southend Airport		
Southend Central		
Basildon Town Centre and Enterprise Park		
Southend-On-Sea & Thurrock Business Partnerships	Provide access to workplace target audience	Responsible for facilitating engagement and providing access to the workplace target audience
South Essex College	Provide access to staff and students	Responsible for facilitating engagement with potential students (school leavers), current students and implementing active travel incentives. Responsible for providing Targeted Travel Engagement to students through training of key staff
University of Essex	Provide access to staff and students	Responsible for facilitating engagement with potential students (school leavers), current students and implementing active travel incentives. Responsible for providing Targeted Travel Engagement to students through training of key staff
Schools and Sixth Form Colleges	Provide access to staff and students	Responsible for facilitating engagement with current and prospective students to provide travel planning advice and implementing active travel incentives. Responsible for providing Targeted Travel Engagement to students through training of key staff
Community Voluntary groups including Southend Associate of Voluntary Services and Thurrock's Community Voluntary Service	Provide access to volunteer pool and opportunities	Responsible for providing travel advice to potential volunteers and providing volunteers to be trained to deliver Targeted Travel Engagement
Cycle Southend	Deliver adult cycle training programme	Responsible for delivering the adult cycle training programme focusing on jobseekers
Dr Bike	Deliver the Dr Bike programme	Responsible for delivering Dr Bike sessions and cycle maintenance courses and

		provide training to volunteers work experience to jobseekers
Comfy Saddle	Deliver and support the roll out of three community cycle hubs	Roll out of three community cycle hubs based on Comfy Saddle model at Southend Central train station. Offer travel interventions and services from cycle hub
Sustrans	Support programme	Critical friend reviewing how the programme is delivered
c2c	Promote public transport use amongst jobseekers	Provide public transport tickets for jobseekers to use for interviews and at the beginning of a new employment
Abellio	Promote public transport use amongst jobseekers	Provide public transport tickets for jobseekers to use for interviews and at the beginning of a new employment
Thurrock Council	Delivery partner	Responsible for delivering aspects of the programme in the Thurrock Council area and supporting the wider programme
Essex County Council	Delivery partner	Responsible for delivering aspects of the programme in the Essex County Council area and supporting the wider programme
South Essex Growth Partnership	Support programme	Understand progress and future plans so key authorities and partners can feed into the delivery of the programme over time
South East Local Enterprise Partnership	Support programme	Represent the business body and link the programme to the wider job and economic growth developments

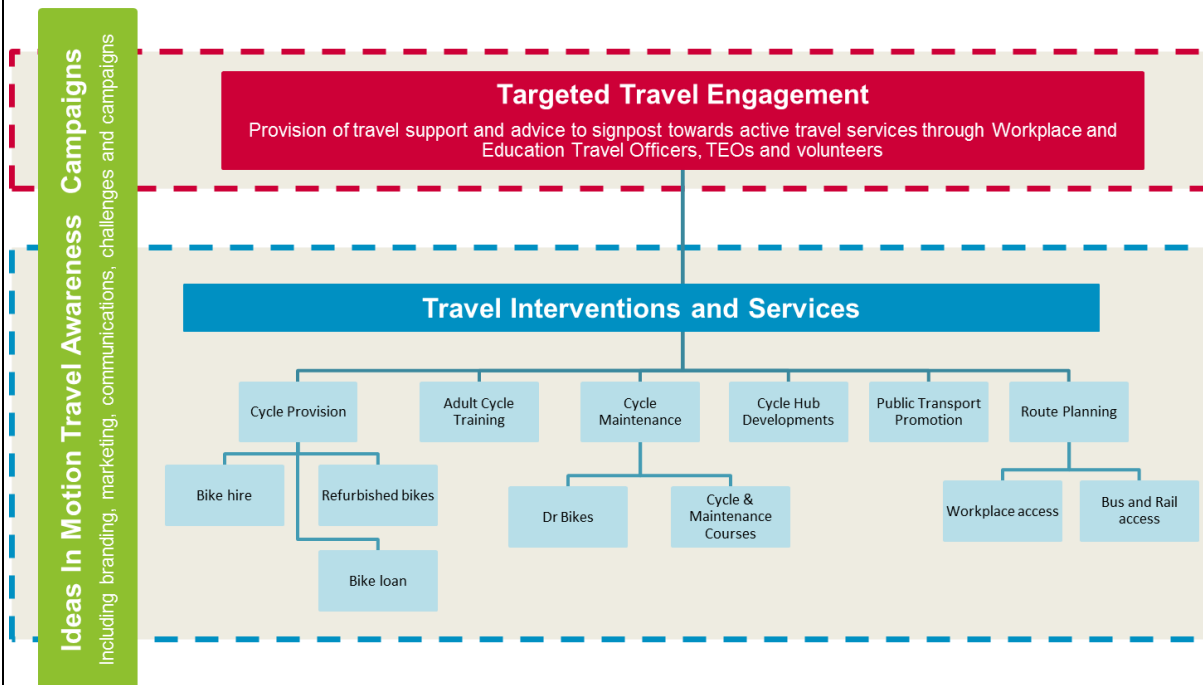
SECTION B – The Business Case

B1. Project Summary

The South Essex Active Travel programme

The SEAT programme will deliver **Targeted Travel Engagement** to key target groups, supported by a **package of travel interventions and services** – ensuring people have all the information, skills, equipment and confidence they need to use sustainable modes. Both of these workstreams will be delivered under the umbrella of the **Ideas in Motion travel awareness campaign**, which will provide unifying branding, marketing and promotional activities. The three elements of the programme are shown in Figure 1 and outlined in detail in the subsequent boxes.

Figure 1 - Programme approach to deliver aims and objectives of funding



Targeted Travel Engagement

The central component of the programme will be the provision of travel information and advice through **Targeted Travel Engagement**. This will be delivered directly to job seekers, NEETS, new recruits, students and volunteers, as well as in target communities and workplaces.

Alongside Targeted Travel Engagement, individuals will be signposted to relevant elements of the programmes' suite of travel interventions and services – to provide them with the skills, equipment and incentives that will personally enable them to use active and sustainable travel.

The Targeted Travel Engagement approach will build on Thurrock and Southend's successful Personalised Travel Planning projects, tailoring their tried and tested approach to these specific target audiences. Based on previous projects which used

community volunteers to deliver travel advice, it is anticipated that over the course of the three years this approach will give tangible volunteer experience to over 60 individuals – particularly students and those looking for paid employment.

Targeted Travel Engagement will be **delivered in partnership** with local organisations who have direct links with those who are seeking employment, training or education opportunities and which already cater to the specific needs of these groups. This approach will enable these organisations to directly refer individuals who need help with transport, as well as draw upon their considerable expertise to design the advice, interventions and services offered – ensuring they are tailored to the needs of their specific target audience.

South Essex will therefore, as part of the initial stages of the programme, engage with a range of organisations within the area that are already supporting the groups which will be targeted groups for the programme. Details of the main organisations and how they will support the delivery and outreach of the programme are contained in Table 1.

Table 1 - Organisations to be involved with the Project

Organisation	Detail
South Essex Job Centre Plus	Across the South Essex area there are six Job Centre Plus locations. Each location can see up to 150 jobseekers a day, with each jobseeker having to visit their local Job Centre Plus on a regular basis. The programme will support jobseekers getting to interviews and to work and training opportunities, in particular in the crucial period between securing an offer and receiving their first pay packet. The programme will help to change the mindset of jobseekers that may not have otherwise considered active travel and/or public transport as viable travel options to employment. Work experience opportunities will also be offered to jobseekers to learn how to maintain cycles or as part of the Cycle Hub project.
Local Recruitment Agencies	The programme will work with local recruitment agencies across the South Essex area, to directly engage with jobseekers. Engagement with recruitment agencies who work with key local employers in the area, such as intu Lakeside, London Gateway and Reed in Southend, will support the proposed growth of these employers.
South Essex College & University of Essex	South Essex College has campuses at Basildon, Southend and Thurrock, attracting 3,500 new students every year. The University of Essex's campus in Southend provides a wide range of courses and qualifications Through these the programme will work with: <ul style="list-style-type: none"> • Enrolment teams to ensure that school leavers can get to further education opportunities. • Careers teams to ensure students and graduates are aware of the travel options that are available to them, not only to attend interviews and work experience but also once they secure a job position. • Key employers who have a significant number of entry-level vacancies in South Essex to ensure they provide prospective employees from HFE with travel information and support.
Schools and Sixth Form Colleges	South Essex College have substantial engagement with schools and sixth form colleges. We will work with the College to train their staff so they are able to deliver travel engagement and travel interventions to current and prospective students to ensure that students can get to the college they want to pursue their chosen career.
Housing Associations	Housing Associations have direct links with those who are seeking employment or training opportunities. Through these Associations the programme will identify key households and communities to offer Targeted Travel Engagement to, in order to increase physical activity, broaden travel horizons and build people's confidence for travelling to work and training opportunities outside of their local

	community.
Community Voluntary groups	<p>Within the South Essex area there a range of groups that carry out community based projects, such as Southend Association of Voluntary Services and Thurrock's Community Voluntary Service. The programme will work with them to:</p> <ul style="list-style-type: none"> • Provide advice on transport options and services to enable individuals to take up volunteering opportunities. • Recruit and train volunteer travel advisors, who will provide Targeted Travel Engagement.

In addition, the programme will work with a number of key employers located in the six Growth Areas who are responsible for significant new employment opportunities in the region:

- Intu Lakeside (9,000 new jobs)
- London Gateway (12,000 direct jobs and more than 20,000 indirect jobs)
- The Port of Tilbury (3,800 new jobs)
- London Southend Airport and Business Park (7,380 new jobs)
- Southend Central Area (6,500 new jobs)
- Basildon Town Centre and Enterprise Park (1,788 new jobs)

We plan to work directly with these organisations to ensure that within their recruitment and induction processes travel information and support are provided to prospective and new employees.

Alongside volunteer travel advisors, the programme will train staff within key employers, educational establishments and other organisations to provide Targeted Travel Engagement advice to their employees, trainees, students, jobseekers and volunteers. This will ensure the legacy of the programme, as these organisations can continue to provide this advice themselves in the longer term.

Travel Interventions and Services

A package of specific travel interventions and services will be offered, so that individuals needing additional support to use sustainable modes are given the skills, resources and confidence they need. People will primarily be referred to these through the Targeted Travel Engagement element of the programme.

The full range of travel interventions and service to be offered will be finalised with partners during initial discussions to determine the specific needs of each of their target audiences. However, at a minimum it will include:

Cycle Provision: To ensure individuals have access to a bike the programme will:

- Provide loan bikes: e.g. working with the Job Centre Plus to provide bikes to jobseekers needing to travel to interviews or new job opportunities.
- Invest in bike hire: e.g. supporting the roll-out of the cycle hire scheme in Southend and promoting use of these bikes through engaged businesses and stakeholders.
- Make bikes affordable: e.g. enabling the refurbishment and sale of second-hand bikes at low cost.

Adult Cycle Training: To ensure people have with the skills to cycle with confidence the programme will offer a range of beginner and intermediate cycle

training sessions for adults. Southend's current delivery model will be expanded and applied across the sub-region to guarantee longevity. The programme will be run by Cycle Southend, helping to link cycle trainees with the wealth of information and support offered by this organisation, as well as promoting cycle within the sub region.

Cycle Maintenance: Dr Bike sessions and cycle maintenance courses will ensure people have roadworthy bikes, and the skills to keep them on the road. In particular, the programme will provide training to volunteers committed to providing Dr Bike services across South Essex and jobseekers who wish to undertake work experience, helping to build up the local cycling sector so that services can continue after the programme has ended. For example, an apprentice programme will upskill a minimum of 135 school and college students with cycle maintenance qualifications.

Public Transport Promotion: To broaden the travel horizons of the unemployed in South Essex, the programme will provide jobseekers with public transport tickets for interviews and for up to the first two-months of new employment. This initiative is supported by both c2c and Abellio, who will match-fund the first month for travel by train. Individuals receiving this incentive will be provided with support to enable them to walk and cycle to their station / stop and onwards to their destination after they disembark – to encourage active travel as part of end-to-end sustainable transport journeys.

Route Planning: Individuals will be able to request walking and cycling route information for their new journey to work, training or education using an online journey planning platform. In addition, one-on-one commuter route support will be offered, with trained walking and cycling instructors guiding individuals along an initial journey on their commuting route. Again, this initiative will be delivered by volunteers trained as walk / ride leaders – to build the local walking / cycling sector and provide on-going capability as the programme progresses.

Cycle Hubs: Cycle Hubs will be rolled out at three community locations including at Tilbury and Southend, providing a base from which many of these travel interventions and services can be offered. This will be based on the social enterprise 'Comfy Saddle' model that currently operates at Southend Central train station and provides fully serviced, recycled, cost effective bikes from its base along with cycle training and cycle parking. These Cycle Hubs will be set up with the support of capital match funding through a Community Interest Company (CIC) venture. By the end of the programme, the new Cycle Hubs will be self-sustaining.

By opening these new Cycle Hubs in low income areas with high unemployment they will be located at the heart of communities which will benefit from having better access to employment, training or education opportunities. They will act as satellite centres which individuals needing support can come to from partner schools, colleges, workplaces, recruitment agencies, job centres, etc. The programme will also use them as centres where interested individuals can upskill themselves and become more work-ready through training and work experience opportunities in the sustainable transport sector.

Ideas in Motion Travel Awareness Campaigns



The South Essex Active Travel programme recognises the strong *Ideas in Motion* brand that has been developed by Southend as part of their previous travel behaviour change programme. The Ideas in Motion campaign will be adopted for the SEAT programme, as it is an established brand effectively reaching people to promote and encourage their switch to sustainable transport. It will provide all elements of the programme with a consistent brand identity that will become familiar to residents and workers across the South Essex live-work area. (It will also be used alongside the existing Travel Thurrock and Essex County Council brands as necessary).

This umbrella Ideas in Motion travel awareness campaign will deliver:

- Website content
- Social media content
- Press releases and traditional media
- Newsletters
- Walking and cycling campaigns and challenges

Central to this will be the main website (www.ideasinmotionsouthend.co.uk) and its associated social media channels, providing local users with travel information to support their journeys to employment, education and training opportunities. A new version will be established to expand the focus beyond Southend to the whole of South Essex. Existing ideas and content will be refreshed, as well as new content developed specifically for the refined target audience and South Essex partners.

Projection of Programme Reach and Outputs

Targeted Travel Engagement will be delivered directly to job seekers, NEETS, new recruits, students and volunteers as well as in target communities and workplaces. The reach and outputs of the programme include:

- For the 20,000 people claiming ESA benefit in South Essex, 5,000 will be targeted and engaged through the Targeted Travel Engagement approach and provided with travel advice each year. Of those 5,000 it is assumed that 986 will receive advice and supporting interventions which will result in 158 people transferring to sustainable modes each year of the programme
- 20 existing employers will be targeted for travel advice support each year accounting for 11,340 employees. Assumed mode shift is 5% to cycling (567 employees), 2% to walking (226 employees) and 3% to public transport (340 employees)
- Targeted travel advice to a further 50 employees with assumed mode shift of 10% to cycle (5 employees), 4% to walking (2 employees) and 6% to public transport (3 employees) each year

- Specific cycle training and maintenance support provided to a further 200 employees has an assumed shift of 16% to cycling (32 employees) each year
- A further five new employers will be targeted for travel advice support each year resulting in 2085 employees with an assumed mode shift of 5% to cycling (104 employees), 2% to walking (41 employees) and 3% to public transport (62 employees)
- 25 schools (17,125 students) targeted for travel support each year to provide travel advice interventions to current and prospective students. Assumed mode shift is 3% to cycling (513 students) and 8% to walking (1370 students) each year
- South Essex College and Essex University have 3,500 new students each year. 10% (350 students) will be targeted by programme with 3% cycling (105 students) and 8% walking (280 students) mode change assumed each year of the programme.
- In addition, 60 individuals (students and job seekers) will be trained as volunteers to deliver targeted travel engagement over the course of the project and three apprentices provided substantial work experience.
- Three community cycle hubs will be developed which will be self-sustaining by the end of the project. These sites will each sell 35 new bikes per year and maintain 200 bikes.
- Through the voluntary sectors and social enterprises, 1,050 bikes will be refurbished each year.
- 135 students and volunteers will enrol in the cycle maintenance apprenticeship course over the lifetime of the programme public transport promotion and route planning will also be offered.
- Funding will help support the Southend-On-Sea bike hire scheme which will facilitate an additional 50 tourist cycle trips per day.
- Funding will cover the roll out of the Ideas in Motion South Essex travel awareness campaign which will reach 190,000 people with collateral and materials. Social media will reach 200,000 twitter accounts per year (although not geographically focussed) resulting in over 300,000 twitter impressions. Similarly for Facebook, we anticipate to reach 300,000 impressions
- Nine active travel challenges will be run across the course of the programme resulting in 100 organisations engaging and attracting 600 new cyclists of walkers per year.

B2. The Strategic Case

Targeting South Essex

Stretching along the north bank of the Thames from Lakeside in the west to Rochford & Shoeburyness in the east, the South Essex area is home to more than 650,000 people, 54,000 businesses and a workforce of over 280,000 people¹.

South Essex is a significant contributor to the Thames Estuary economy and is a priority area for job creation and development to support UK economic growth. **Over the next three years until March 2020, South Essex is anticipated to provide 12,100 new jobs** – developing faster than regional and national rates (1% compared to 0.7% regionally and nationally). It has the potential to add £2.4bn to the UK economy each year.

This joint Access Fund application to support this economic growth and increase active travel brings together the transport authorities of South Essex; including Southend-on-Sea Borough Council, Thurrock Council and Essex County Council. It has the full support of the South Essex Growth Partnership (SEGP) and is aligned with the South East Local Enterprise Partnership (SE LEP) and SEGP objectives.

How SEAT links to Growth Partnership and Local Enterprise Partnership objectives

South Essex Growth Partnership – Priority 2.1: *Improve connectivity between major centres of population and key employment locations through smarter travel choices and more efficient use of the existing transport network and ensuring better integration across all forms of transport.*

South East Local Enterprise Partnership – Growth Deal 2016: *There is a clear opportunity and need for revenue investment in the South East to implement sustainable access initiatives as a means to ensure sustainable economic growth. Investment in walking and cycling has a vital role to play in creating safe communities and supporting active travel as a means for access to education and employment.*

The South Essex Active Travel (SEAT) programme will improve residents' and employees' access to new and existing local jobs as well as to education and training opportunities through a targeted and tailored approach to travel engagement. It will focus on getting more people to these opportunities in six local Growth Areas across the region; improving both cross-boundary sustainable travel and travel within individual local authority areas.

By enabling more people to access more employment, education or training opportunities by sustainable transport, and in particular by walking and cycling, the programme will help boost the local economy. It will help give local employers a larger, more skilled and healthier labour market from which to select the best candidates to fill their employment and training opportunities.

The South Essex authorities will jointly deliver SEAT. With significant planned development, job growth potential and transport issues across the South Essex, working in partnership will result in more effective programme delivery. Sharing best

¹ In 2012 based on SEGP evidence base document

practice and delivery of interventions will mean more individuals can be targeted with active travel support, resulting in more walking and cycling trips in comparison to partner authorities working in isolation.

Boosting the local economy by targeting key places and people in South Essex

The SEAT programme will focus on delivering sustainable travel initiatives that facilitate access to employment, learning and training opportunities in the six Growth Areas shown in Map 1. These have been identified by the SE LEP as priority areas within South Essex.

Map 1 – South Essex with growth areas



Information on Growth Areas

1. Lakeside is Europe's largest retail centre. Widespread proposals aim to expand and diversify the area, creating a regional town centre. Increased retail space in conjunction with enhanced leisure, commercial and residential space will create an additional 9,000 new jobs and 3,000 new homes to support economic growth.
2. London Gateway is the most significant UK port development and will create more than 12,000 direct jobs and more than 20,000 indirect jobs. The 600ha site is SELEP's biggest opportunity for supporting growth through large-scale employment opportunities and job diversification. UPS will create 542 jobs at London Gateway Logistics Park next year.
3. Tilbury is undergoing a long-term regeneration programme that will increase employment levels, reduce inequalities and improve housing in one of the UK's most deprived areas. The programme builds on the economic strength of the Port of Tilbury and will provide 3,800 new jobs and 1,000 new homes. Amazon will create 1500 permanent jobs by the end of 2017.
4. London Southend Airport now has nearly one million passengers annually using the airport and together with the plans for development of the Southend and Rochford Joint Area Action Plan (JAAP) area (including the new Airport Business Park) will see 7,380 new jobs created. LGF2 is supporting this with £3.2m of investment in 16/17 and further investment sought as part of LGF3.

5. Significant investment is transforming parts of the Southend Central Area. A £7m (LGF2) investment in transport and public realm works is ongoing that will support new development sites, which are expected to contribute to the creation of 6,500 new jobs and 2,000 new homes. The Better Queensway project (LGF3) currently being planned will transform the Town Centre and create 800 additional dwellings.
6. A range of significant economic impacts are expected through ambitious proposals to redevelop Basildon town centre, including revitalising the bus and railway station interchange area as a multi modal transit mall and relocating South Essex College's Basildon campus (from Nethermayne).

Within these six Growth Areas alone, it is anticipated there will be over 37,000 new jobs by 2030 and 15,000 new homes. Providing external investment is obtained to unlock this potential, **12,100 of those jobs and 4,810 new homes could be delivered by March 2021** (see Table 2)

Table 2 - Job and house growth in six Growth Areas by 2021 and 2030

	Number of new jobs	Number of new homes
1. Lakeside	9,000	3,000
2. Tilbury	3,800	1,000
3. London Gateway	12,000	1,100
4. Southend Airport Business Park	7,380	1,768
5. Southend Central	6,500	2,000
6. Basildon	1,788	3,369
Total within six Growth Areas by 2021	12,100	4,810
Total within six Growth Areas by 2030	37,668	15,037
Total within South Essex by 2030	54,100	55,200

Despite the huge potential of these Growth Areas, as evidenced in the South Essex Growth Strategy, more needs to be done to fully realise South Essex's economic prospects. Both the lack of access to a skilled workforce and the efficiency of local transport networks are potential barriers to the region reaching its full economic potential – so the South Essex Active Travel programme has been designed to contribute to the economic growth targets by facilitating better access to employment, education and training by walking and cycling trips. This strong focus on South Essex will:

- **Improve access to local education and training opportunities** – so more of the local labour force can obtain the skills and qualifications required by key local economic sectors.
- **Improve access to new and existing local work opportunities** – so more of the workforce has access to more work opportunities.
- **Enable more use of sustainable, and particularly active, transport** – so that better health and air quality, and lower congestion and carbon emissions, are the positive by-products of more people accessing educating and work opportunities.
- **Strengthen the local sustainable transport sector through its delivery model** – maximising opportunities for upskilling volunteers and providing work experience, in order to make this a more viable economic sub-sector and to provide more people with qualifications, skills and experience they can take in to the labour market.

To do this it will specifically target:

- **Jobseekers** – enabling them to broaden their travel horizons so they can reach a greater range of employment and training opportunities which will support the local economy with businesses able to recruit suitable staff.
- **Young people who are NEETS** – enabling them to have a range of travel options available to them so they can get to education, employment and training opportunities.
- **New recruits to job, training and education opportunities** – ensuring lack of transport options is not a barrier to the best candidates, and that they can start positive sustainable travel habits from their first day at work, college or university.
- **School, college and university students** – ensuring they have the skills and confidence to travel sustainably to work experience and future job and training opportunities.
- **Communities with low levels of physical activity and engagement in the labour market** – to increase levels of physical activity and improve travel options through walking, cycling and road safety interventions, reducing social inequality and facilitating community cohesion, particularly within some of the most deprived areas of UK.
- **Volunteers** – to enable more people to get to volunteering and work experience opportunities, helping those subsequently looking for paid employment to get more work-ready and be able to commute by active travel.

Why we need to give more people better access to jobs in South Essex

Substantial growth in South Essex has been realised in recent years with the opening of DP World London Gateway in Thurrock, the development of London Southend Airport and the expansion of the Port of Tilbury. However, GVA per head of population remains low at £16,300 in Southend, £17,300 in Thurrock and slightly higher in Basildon at £19,700. This is considerably below the England average of £24,100 – demonstrating there is a latent demand for economic performance in South Essex.

Job density in South Essex is far below the regional (0.74) and national (0.80) averages. In South Essex it is 0.67, despite there being a high number of vacant positions reported by major employers and low employment rates (for instance, in Southend the employment rate is 70.9% which is below the national average of 72.5%). This suggests that **employers are unable to attract the right individuals to their jobs and individuals are unable to access suitable roles.**

In addition, **unemployment across South Essex is consistently higher than the national average**. Although unemployment has declined since 2008, which mirrors national trends, rates in Southend, Thurrock and Basildon (7.5%, 6.6% and 6.3% respectively) remain above regional and national rates (Essex County is 6.0% and England 6.2%). This is significant as unfilled jobs across South Essex could become more attractive to jobseekers if it was easier for them to access these. Further, the JSA claimant rate in Southend and Thurrock has consistently been above the England averages (2.2% and 2.0% respectively compared to 1.9% nationally) – this equates to a minimum of 4,530 claimants across the sub-region. In total there are 21,130 residents in Southend and Thurrock claiming out of work benefits, which is higher than national figures.

Why we need to give more people better access to education and training in South Essex

Southend, Thurrock and Basildon have **relatively low proportions of residents who are qualified at NVQ Level 4 and above** – 28.6% of working age residents in Southend and only 26.0% in Thurrock, compared to 35.7% nationally.

There is also a **relatively high proportion of working age adults with low or no qualifications** across the sub-region, including 11,300 Southend adult residents with no qualifications (10.4% of those aged 16-64) and 12,600 Thurrock residents (12.2% of working age residents). This is compared to just 8.6% of working age residents nationally. This means that a greater proportion of people in South Essex are unlikely to have the skills necessary to be successful in the regions' modern and growing economy.

In addition, **the availability of skills remains a significant challenge for local businesses**. According to the UKCES Employer Skills Survey over a quarter of all vacancies were hard-to-fill due to skills shortages in the local labour pool (26% in Southend and 29% in Thurrock – equal to around 700 vacancies overall in 2013). This compares with 22% across England as a whole.

To plug this skills gap, major improvements have already been invested in the provision of higher and further education (HFE) opportunities in the sub-region. South Essex College (campuses in Thurrock, Southend and Basildon) has invested £101.5m since 2010 in new learning facilities and University of Essex is co-locating to Southend. **In total, over the next three years there will be 10,050 HFE opportunities for local people**. However, in past years the number of students has been significantly less than the number of HFE places available in the sub-region. SEAT aims to ensure that transport is never a barrier to people taking up these learning opportunities.

Why we need to get more people walking and cycling in South Essex

Obesity is a significant issue within South Essex, particularly Thurrock, where 28% of adults are obese. This is approximately 5% above the national average (23%). In Southend and Essex 24% of adults are obese. Furthermore, only 21% of the Essex population undertake the level of physical activity recommended to stay healthy.

This amount is even more concerning in Southend and Thurrock where only 14% and 9% of adults undertake the recommended level.

One contributor to obesity must be the relatively **low levels of walking and cycling trips** currently in the Growth Areas. However the opportunity exists to increase these. Table 3 below shows the existing walking and cycling levels compared against the number of working age people who live within walking (2km) or cycling (5km) distance to each Growth Area. These figures indicate that there is a clear need for a cross-boundary approach to improve the effectiveness of the programme and there is latent demand for a substantial number of trips to be undertaken by walking and cycling across South Essex².

Table 3 - Walking and Cycling in Growth Areas

Growth Area (based on Census data 2011)	Existing walking trips per day	Working-aged people who live within walking distance (2km)	Existing cycling trips per day	Working-aged people who live within cycling distance (5km)
Lakeside	758	24,905	359	59,665
London Gateway	97	10,189	47	21,897
Tilbury	331	29,336	136	61,114
Basildon	4,143	62,875	1,317	113,508
Southend Airport Business Park	816	11,654	320	82,649
Southend Central	3,079	40,411	179	96,952

As an example, currently less than 800 people walk to Lakeside, however nearly 25,000 live within walking distance. Similarly, less than 400 people cycle to Lakeside but nearly 60,000 live within cycling distance. Lakeside is set to provide 9,000 new jobs by 2030, with a third of these provided over the next three years. It is recognised that

It is understood that not all journeys can be entirely undertaken on foot or by bicycle and connectivity with public transport is key. Recent station travel surveys data shows only 1% of people cycle to the stations in the Growth Areas yet most people travelling by train or bus live within cycling thresholds (5km). This illustrates the potential for increasing walking and cycling trips to stations and bus stops.

In conjunction with this latent demand for walking and cycling, all three participating transport authorities are **investing in the walking and cycling infrastructure** in the sub-region. The SEAT programme is dovetailing with these projects to maximise the increase in the number of walking and cycling trips to support the Department of Transport's (DfT) Cycling and Walking Investment Strategy (CWIS), as it is well recognised that infrastructure improvements need to be supported by engagement and intervention programmes. There is therefore significant capital match funding from local sources for this programme, including:

² Although it is noted that the working-aged figures include those who choose not to work, this is believed to be minimal and therefore as the difference between existing trips and working-aged figures is significant, the strength of the analysis is still significant.

- £6m committed by Thurrock Council to provide 25km of new and improved walking and cycling routes in the Borough during the course of this funding period through secured LGF. £1.5m of this will be delivered within the three Growth Areas of Thurrock.
- £10.27m committed by Southend-on-Sea Borough Council over three years to support walking and cycling infrastructure with £7m of LGF2 funding secured for schemes in the Town Centre and £3.2m of LGF2 funding secured for Airport Business Park infrastructure supporting a network of cycle routes linking into Southend and Rochford. In addition, every current and proposed capital scheme delivered by Southend-on-Sea has an identified walking and cycling element, where applicable.
- Significant involvement from Innovate UK for Southend's e-mobility hub programme. This project runs over two years in partnership with E-Car Club Ltd, EValu8 Transport Innovations, Hour Bike and Transport Systems Catapult. The project will invest £1m in Southend and implement a bike and e-bike hire scheme.
- £6m LGF allocated to highway improvements for Basildon Town Centre Master Plan project . This includes walking and cycle links to and across the town, cycle parking, bus and rail interchange redesign, and improving walking and cycling links from the Town to employment in the Enterprise Corridor.
- £3m LGF to provide a new bus link in the Basildon Enterprise Corridor, from Endeavor Drive to Gardeners Way.

The South Essex Active Travel programme will maximise the value of these investments by increasing the number of people using these routes and services for regular, everyday sustainable transport journeys to work, school, college and university.

Finally, there are 18 Air Quality Management Areas (AQMAs) in South Essex. The predominant source of local NOx (including NO2) pollution is from road traffic. Short trips and congestion are key contributors to this pollution, so there is potential to help **improve air quality** by making every day, local journeys to work, training and education more accessible by non-motorised modes of travel.

Why we know we can deliver a successful programme

There is a strong history of implementing sustainable travel programmes by the South Essex partners. For example, **Cycle Southend** (www.cyclesouthend.co.uk) remains a strong and vibrant legacy of the town's Cycling Town project, while both **Travel Thurrock** and **Ideas in Motion** (Southend) were successful, award-winning Local Sustainable Transport Fund projects.

Examples of the previous projects from which expertise and resources across the authorities will be shared to deliver SEAT successfully include:

Targeted Travel Engagement

- **Personalised travel planning** advice in Southend was delivered to over 13,000 households through a partnership with the voluntary sector. 31% of people taking part in the PTP project increased their use of sustainable transport. In Thurrock personalised journey planning engaged 126,000 residents over three years. There was a 9% reduction in car use in Years 1 and 2, with a 4% increase in walking in Year 3. Southend's project recruited 20 volunteers and Thurrock's six volunteers; eight of which went on to gain paid employment.
- Thurrock successfully involved 100 key organisations in its **Freight Quality Partnership**. This is a highly effective forum for engaging with a key local economic sector on transport issues; helping to address areas of concern with practical sustainable transport initiatives.

Travel Interventions and Services

- **Refurbishing bikes** was a key element of Thurrock's LSTF programme, with the community voluntary sector commissioned to repair and maintain bikes. Over the course of the agreement, 300 bikes were sold, six people trained as cycle mechanics and over 20 Dr Bike sessions took place at train stations.
- The **Comfy Saddle** has advised more than 1,600 people on sustainable travel, covering issues such as route planning and linking sustainable modes during a journey. The team has trained more than 40 volunteers, with 12 directly gaining employment elsewhere as a result. The outlet runs many community projects helping those that are seeking employment with the training and equipment that they need to travel sustainably.
- More than 40,000 spectators visited **Hadleigh Park Olympic Venue** to watch the mountain biking events at the London 2012 Olympics. As a legacy, Active Essex at Essex County Council has worked closely with the local community to create an inspiring, world-class facility that is now helping make cycling more accessible to all.

Travel Awareness Campaigns

- **Ideas in Motion** (Southend) is a nationally recognised behaviour change marketing campaign, winning awards such as *MJ Award 2015 – Behaviour Change* and *Public Sector Communications Awards 2013 – Social Marketing Campaign of the Year*. **Travel Thurrock** in Thurrock is recognised by 75% of residents and the associated app has been downloaded over 2,000 times.
- **Beat the Street** is an excellent example of community engagement where 10% of the Thurrock population participated in the initiative and walked over 70,000 miles during the six-week challenge. It won *Smarter Travel – Best Marketing Campaign 2015*.

The SEAT programme will successfully apply best practice and knowledge from these projects; pooling the local authority partners' different knowledge, skills and experience in sustainable travel. It will also engage with knowledgeable relevant stakeholders and groups, who will act as advisors, critical friends and delivery partners, in addition to applying the learning and outcomes from the locally supported Evidence Review project (<http://evidence-project.eu/index.php/resources/the-evidence/>).

This partnership brings together an, otherwise disconnected, pool of expertise from across South Essex to leverage sustainable transport to help unlock economic growth in South Essex.

The joint South Essex Active Travel approach will enable partners and stakeholders to surpass their previous successes by sharing best practice and broadening out their successful delivery models across the sub-region. Service agreements and delivery resources will be shared, while costs and management time will be reduced through economies of scale. Using established delivery pathways to reach target audiences and deliver initiatives will not only ensure efficient mobilisation but also embed the SEAT approach in the region for the longer-term.

B3. The Economic Case – Value for Money

The assessment of value for money and outcomes is based on our proposed South Essex Active Travel programme, as outlined in Section B1, which would be funded by contributions requested from the Department for Transport (A5), as well as the local & third party contributions identified in Section A6.

In determining the outcomes and value for money of our proposed scheme programme, a spreadsheet model was developed that uses a number of assumptions that are explained further within the appended Economic Appraisal Report (EAR) and Pro-Forma. Where available, information has been sourced from local information and in some cases national data has been used. The input data has then been analysed using the Department for Transport WebTAG calculations were applicable in order to determine the financial economic benefits (based on 2010 prices adjusted for inflation to 2016). The economic benefits have been derived based on reduction in vehicle distance, physical fitness, absenteeism, safety/accidents and Marginal External Cost Congestion (externalities such as environment costs). No optimism bias has been applied.

The model is considered fit-for-purpose and the most appropriate method for analysing the value for money of this scheme as it reflects the most up-to-date evaluation data available for each element of the programme and utilises Department for Transport WebTAG appraisal methods. The spreadsheet includes parameters derived from the WHO Health Economic Assessment Tool (HEAT) for the physical activity benefits of walking and cycling.

Based on the spreadsheet economic analysis the resulting BCR for the Access Fund package is 6.76 including the wider benefits. This is based on a present value of benefits (PVB) of £21,583,360 and a present value of costs (PVC) of £3,195,119 (market prices discounted to 2010).

A breakdown of the PVB by type is shown in Figure 2 below.

In addition to the above monetised benefits we expect the following non-monetised benefits:

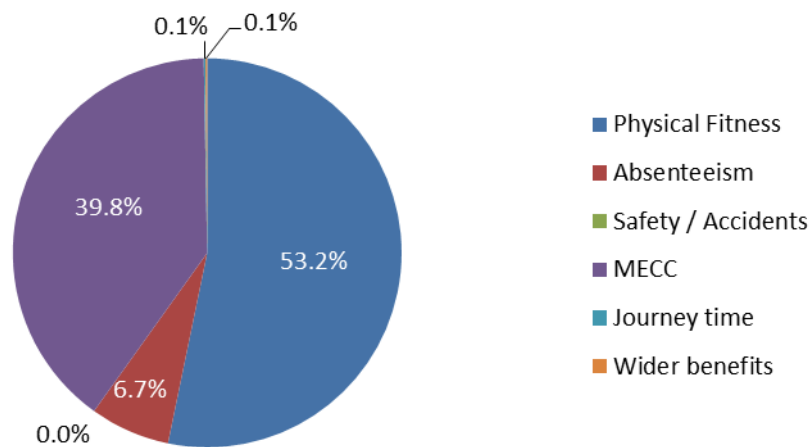
- Economy: Improved journey time reliability; increase in public transport operator revenue as a result of increased public transport patronage; concurrent locally-funded cycling infrastructure improvements across the

borough, especially working with and targeting large employers, work experience for the those involved in the Ideas in Motion programme, employment growth from the freeing up of road capacity to enable economic development to come forward.

- Environmental: No significant impacts additional to those monetised above improved journey time reliability for non-business travellers; improved access to services; improved affordability, and reduction in air pollution emissions and the associated health related effects.

Figure 2 – A breakdown of PVB by type

PVB split by package element (including wider benefits)



Additional benefits will arise by extensively linking the LGF walking and cycling schemes (£11.7m) with the SEAT programme. However these costs and benefits have not been included in this appraisal as the LGF schemes have already been assessed by separate appraisal processes. By linking both schemes (LGF and SEAT) additional benefits will be accrued which aren't reported in this assessment.

B4. The Financial Case – Project Costs

The programme requests £3,322,686 from the Department of Transport, with this being matched locally in revenue by £611,660 (£301,986 from local authority contributions and £309,675 by third parties) and in capital by £220,000. The DfT funding will not go beyond 2019-20.

This funding will unlock significant local contributions from intu Lakeside, South Essex College, Job Centre Plus, Travel Engagement Volunteers, c2c and innov8 e-Bike Hire.

In addition this programme is complemented extensively by secured LGF contributions (£11,740,000) for improvements to walking and cycling infrastructure across South Essex.

Table A: Funding profile (Nominal terms)

£000s	2017/18	2018/19	2019/20
DfT funding sought	£1,079	£1,119	£1,124
Local Authority contribution	£204	£209	£109
Third Party contribution incl. LGF	£92	£104	£114
TOTAL	£1,375	£1,432	£1,347

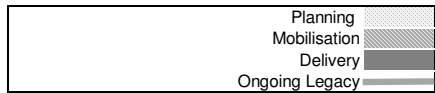
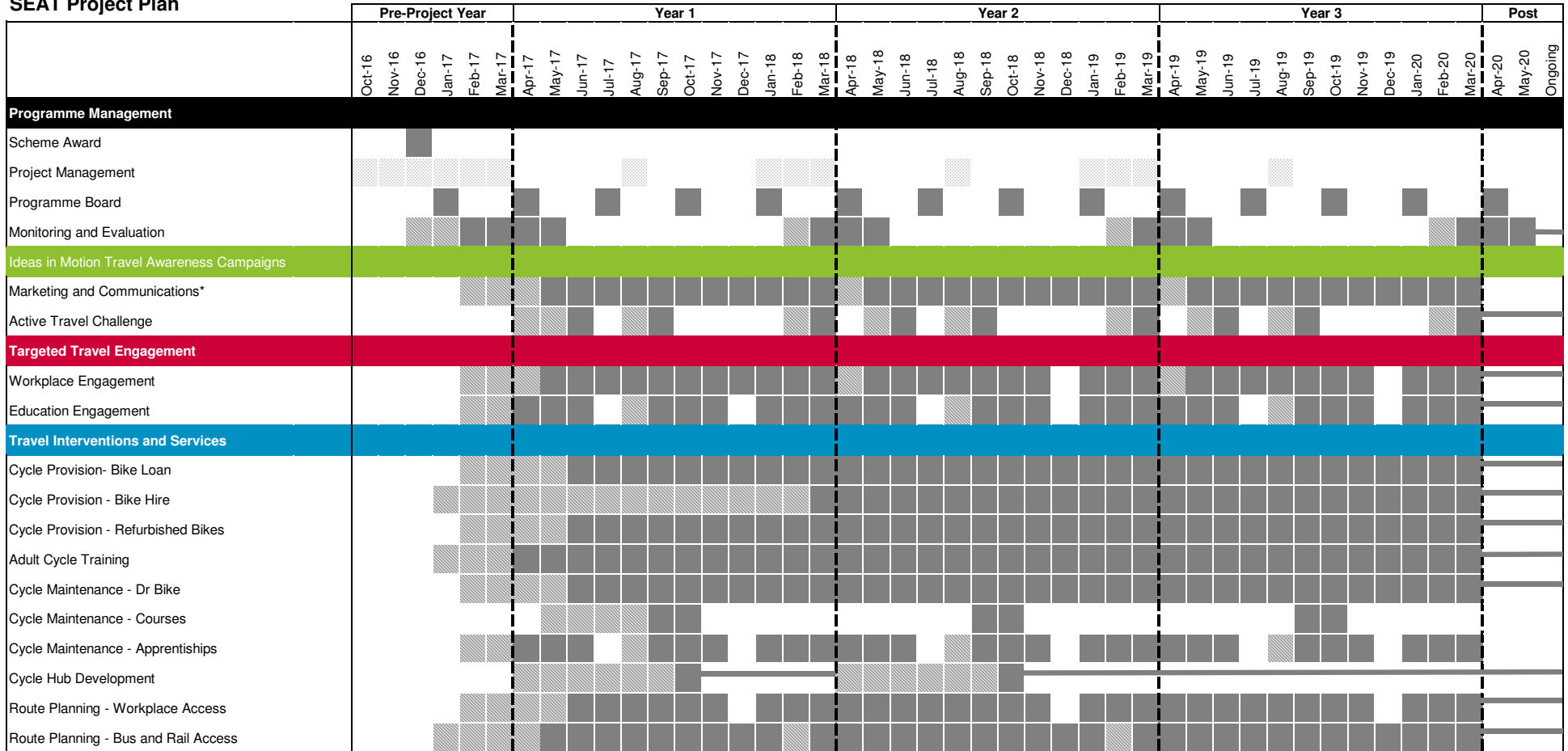
B4. Management Case - Delivery

The project plan is included with key milestones (planning, mobilisation, delivery and legacy) identified. Initial planning will begin ahead of scheme award to ensure mobilisation can begin immediately following scheme award. The mobilisation period for most elements is from scheme award to the beginning of Year 1 (2017/18). Additional mobilisation is required for some elements as well as throughout the programme. The delivery of the majority of elements will occur throughout the programme. In addition, most elements have an ongoing legacy element.

See inserted SEAT project plan

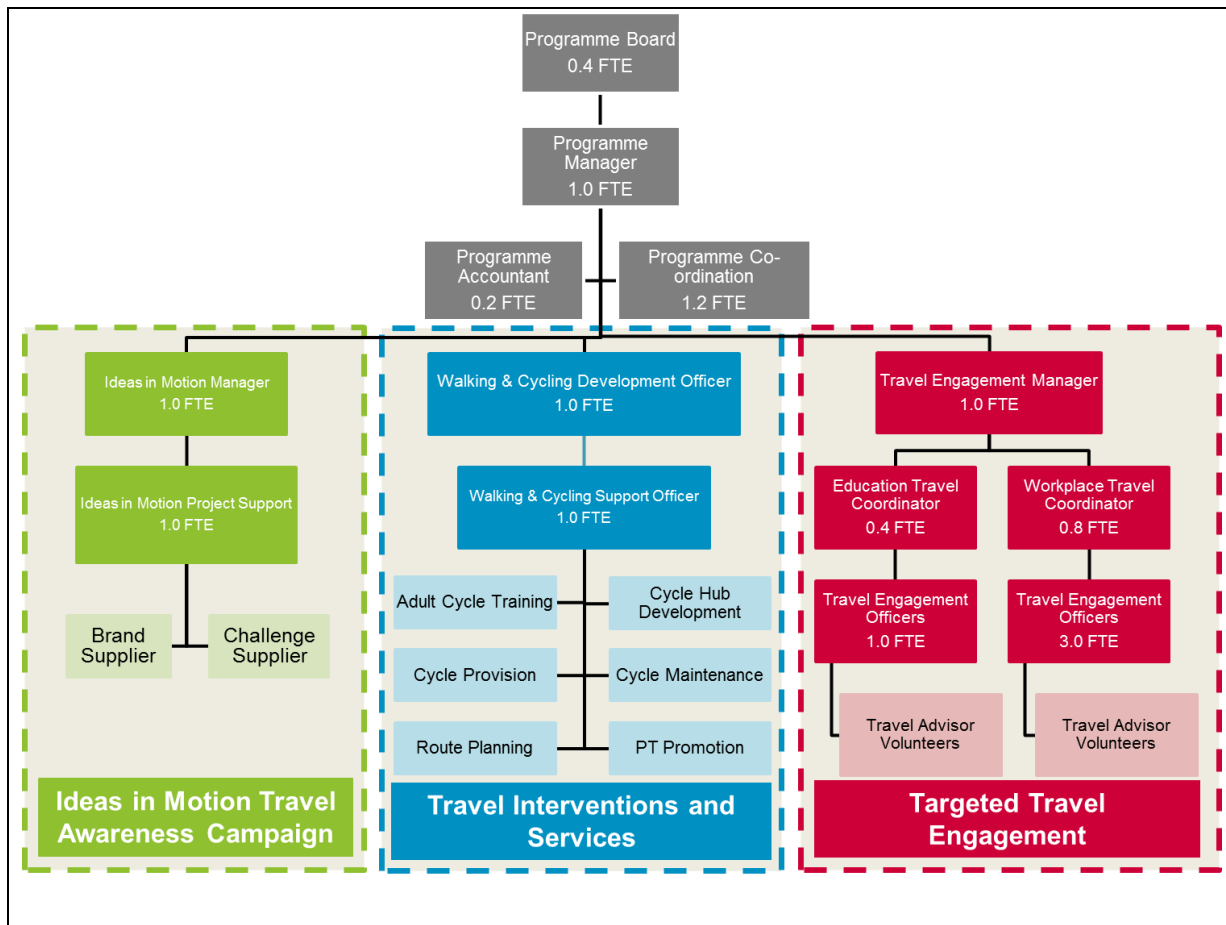
The organogram in Figure 3 depicts the resourcing plan and requirements for delivering and managing the programme. This structure has developed upon previous structures which worked effectively for other for other major transportation projects (including recent LSTF programmes). Therefore similar governance structure and programme management procedures have been applied to this package. Contingency is embedded into each component and managed through monthly and quarterly reporting.

SEAT Project Plan



* including website and social media developemnt, press and newsletters

Figure 3- Organogram showing how SEAT will be resourced and delivered



B5. Management Case – Statutory Powers and Consents

a) Please list separately each power / consents etc obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan.

N/A

b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them.

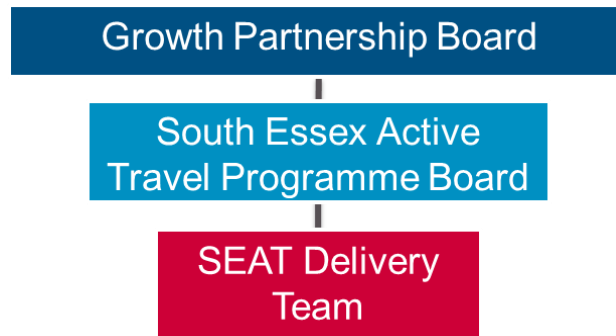
N/A

B6. Management Case – Governance

Essex County Council, Southend-on-Sea Borough Council and Thurrock Council will collectively be responsible for delivering, monitoring and evaluating the programme and feed progress into the South Essex Active Travel Programme Board.

The Programme Board will be accountable for managing the delivery of the programme and will meet quarterly. The Programme Board will be integrated into

the South Essex Growth Partnership to link with employment, skills and training opportunities across south Essex, reporting progress and future plans.



As lead partner, Southend-on-Sea Borough Council will report directly to the Department of Transport and ensure the objectives and outputs of the programme are met; Paul Mathieson will be Senior Responsible Officer (SRO). As Programme Manager, Ashley Dalton will chair and coordinate the Programme Board and lead interactions with the South Essex Growth Partnership. Through the Programme Board, Ashley will have decision-making responsibilities and supported by a programme co-ordinator to ensure cohesion across all three councils.

The Programme Board will comprise of members from all three partner authorities as well as key partners and stakeholders who are critical to the successful delivery of the programme. Partners and stakeholders will be expected to input and influence how the programme is delivered over the three year programme to maximise the outputs and also facilitate engagement and access to target groups.

Progress will be reported at the Programme Board by partner authorities and specialist service providers (SEAT Delivery Team). In addition, key decisions to be made will be discussed and determined at the Programme Board by the Programme Manager through an agreed reporting process. This will be based on best practice applied to other major transport schemes in Southend, Essex and Thurrock. The key partners on the Programme Board will include:

- Paul Mathieson (Southend-on-Sea Borough Council) - Senior Responsible Officer
- Ashley Dalton (Southend-on-Sea Borough Council) – Programme Manager
- Helen Akpabio (Essex County Council) – Partner Lead
- Navtej Tung (Thurrock Council) – Partner Lead
- Relevant Portfolio Holders
- District Authority Representatives

The key stakeholders on the Programme Board will include the following organisations. It is not limited to these organisations and input and influence will vary over time depending on progress and stage of the programme. Delivery partner is defined as an organisation that will have responsibility for deliver specific elements of the programme. Delivery activator is defined as an organisation that will facilitate direct engagement with the target group.

- Abellio – delivery partner

- c2c – delivery partner
- JobCentre Plus (covering Thurrock, Southend and Basildon) – delivery partner & activator
- South Essex College – delivery partner & activator
- University of Essex – delivery activator
- Sustrans – critical friend
- intu Lakeside (representing associated organisations) – delivery partner & activator
- London Gateway (representing associated organisations) – delivery partner & activator
- Port of Tilbury (representing associated organisations) - delivery activator
- Southend Airport and Business Park (representing associated organisations) - delivery activator
- Basildon Enterprise Park (representing associated organisations) - delivery activator

B7. Management Case - Risk Management

A thorough risk assessment of the package has been undertaken and a detailed risk register compiled. This risk register will be reviewed by the programme manger on a monthly basis.

Risk	Potential Impact	Mitigation
Political: Loss of political support for promoting sustainable travel	Delivery slows or stalls Match funding reduced resulting in inability to deliver some interventions	<ul style="list-style-type: none"> • Regular political reporting to relevant portfolio holders across all three councils • Membership of councillors on programme board • Ensure Transport Lead for each authority signs off the annual programme • Promote positive aspects and outcomes of project through media and communications
Professional : Loss of key staff (within partner authorities or stakeholders)	Delays to the programme Quality of delivery	<ul style="list-style-type: none"> • Ensure knowledge of projects is widespread through the use of working groups • Ensure a staff continuity plan is put on place • Draw on resources within the authority and our partners to fill temporary gaps • Provide continuity in employment and roles
Professional: Officer time could be compromised by demands of other projects	Delivery slows or stalls	<ul style="list-style-type: none"> • Forward plan officer tasks and prioritise delivery of project upon approval • Service Leads to allocate resources for delivery team accordingly
Professional: Partners &	Delays to	<ul style="list-style-type: none"> • Good stakeholder management

Stakeholders seek to withdraw their involvement	programme delivery and dilution of impact.	<p>strategy in place</p> <ul style="list-style-type: none"> • Ensure partners are fully engaged, actively involved and integrated such as though working groups • Effective project management systems will provide an early warning if issues arise
Project Management: Failure to maintain the appropriate governance structure.	Delivery slows or stalls	<ul style="list-style-type: none"> • Ensure programme board meets quarterly to maintain governance and reporting structure
Project Management: Disagreement between councils and stakeholders	Delivery slows or stalls	<ul style="list-style-type: none"> • MoU to be drafted and agreed prior to scheme award • MoU to be signed following scheme award to ensure good working relationship • TC and ECC aware that final decisions will be with SBC
Procurement: Services and expertise not secured on time to ensure timely delivery	Delays to the programme	<ul style="list-style-type: none"> • Begin mobilisation of programme subsequent to bid submission (up to formal procurement stage) • Undertake the formal procurement of resources and expertise immediately in December 2016 after scheme award • Development of detailed project plan • Utilise existing suppliers where appropriate
Financial: Delivery costs for particular projects exceed estimates and/or programme overspends	Scaling back of ambition for those projects, which in turn dilutes impact	<ul style="list-style-type: none"> • Interventions based on previous suitable delivery costs and estimates. • Market test projects where possible following bid submission. • Establish costs as part of the contractual arrangements • Ensure robust programme and project management at a strategic and individual project level • Monitor progress on monthly basis with formal reporting on quarterly basis.
Financial: Failure to achieve identified match funding contribution.	Delivery slows or stalls Scaling back of ambition which in turn dilutes impacts	<ul style="list-style-type: none"> • Partners have already identified and agreed appropriate match funding contribution for the programme. • Engage partners and stakeholders in the decision making process of the Programme Board.
Engagement: Organisations fail to give travel planning sufficient priority	Workplace activities are less effective	<ul style="list-style-type: none"> • Implement approach that requires suitable commitment from businesses and the programme. • Establish MoU where possible • Work with dedicated contact within organisation with remit for active travel

		<ul style="list-style-type: none"> • Utilise existing partnerships
Engagement: Less support from the local community and stakeholders than anticipated	Delivery slows or stalls Activities are less effective	<ul style="list-style-type: none"> • A Comprehensive Stakeholder Management Strategy and Communications Plan will be put in place upon scheme award • Maintain continual engagement with the community and stakeholders • Seek out community groups and projects who would benefit from programme

B8. Management Case - Stakeholder Management

a) Can the scheme be considered as controversial in any way?

Yes No

If yes, please provide a brief summary (in no more than 100 words)

b) Have there been any external campaigns either supporting or opposing the scheme?

Yes No

If yes, please provide a brief summary (in no more than 100 words)

B9. The Commercial Case

Please provide evidence that you are able to mobilise and begin to deliver at the start of the funding period if successful.

Many elements of this package build upon previous successes, including Southend and Thurrock's successful LSTF programmes. This will form a strong platform on which to mobilise this package given much of the required background work and technical expertise is already in place or available.

Prior to scheme award, a MoU between all three councils will be drafted which will be signed as soon as scheme award. This will ensure planning and mobilisation across all three authorities can begin immediately upon the scheme award. Planning and mobilisation will commence directly following bid submission (9 September 2016) to ensure the programme can commence delivery at the beginning of the 2017/18 financial year.

All three councils already employ a range of transport planning officers who will begin planning and mobilising with immediate effect. A number of these staff have

existing experience in delivering major sustainable transport projects including Southend and Thurrock's LSTF programme. Hence existing knowledge will be utilised, significantly speeding up the mobilisation phase. The successful completion of the LSTF programmes highlights that alongside having a proven track record; staff are ready and capable to deliver this package.

This package works in conjunction with a number of external partners who will have responsibility to deliver some elements of the programme. Support and commitment has already been approved from these partners and therefore implementation can occur immediately upon scheme award.

Where additional external support is required for delivery, the procurement strategy and standing orders for contracts will apply. In addition to utilising existing framework contracts, procedures are in place for purchasing supplies, works or services up to £499k, which make sure that best practise is applied and reasonable steps are taken to ensure best value is obtained. Between £5k and £24,999, at least 3 written quotations must be obtained before a formal purchase order is issued. Between £25,000 and £74,999 must be advertised on Contracts Finder and awarded with spend justification and from £75,000 EU threshold rules, a formal tender process must be conducted. The main processes to be used here are the Open and Restricted Procedures. These are intended to be essentially the same as the procedures described in EU Directives in order to provide consistency. It is not anticipated that we will be procuring services at a cost that exceeds the £172,514 threshold set for EU wide tendering to be required, saving significantly on potential procurement lead times.


SECTION C – Monitoring, Evaluation and Benefits Realisation


C1. Monitoring and Evaluation

By submitting this bid, I agree to work with the Department to provide a reasonable level of monitoring to enable the measurement of outputs and, where appropriate, evaluation of outcomes.

Yes No

SECTION D - Declarations

D1. Senior Responsible Owner Declaration	
As Senior Responsible Owner for South Essex Active Travel Programme: Facilitating access to jobs, learning and skills hereby submit this request for approval to DfT on behalf of Southend-on-Sea Borough Council and confirm that I have the necessary authority to do so.	
I confirm that Southend-on-Sea Borough Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.	
Name: PAUL MATHIESON	Signed: 
Position: Group Manager	

D2. Section 151 Officer Declaration	
As Section 151 Officer for Southend-on-Sea Borough Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Southend-on-Sea Borough Council	
<ul style="list-style-type: none">- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution;- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties;- accepts responsibility for meeting any ongoing revenue and capital requirements in relation to the scheme;- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2019/20;- Confirms that the authority has the necessary governance / assurance arrangements in place and the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place.	
Name: J CHESTERTON	Signed: 

**This is only required from the lead authority in joint bids*