Local Highways Maintenance Challenge Fund

Department for Transport

Application Form

The level of information provided should be proportionate to the size and complexity of the scheme proposed. As a guide, for a small scheme we would suggest around 10 to 15 pages including annexes would be appropriate and for a larger scheme, 15 to 30 pages.

A separate application form should be completed for each scheme up to a maximum or one large bid and one small bid for each local highway authority.

Applicant Information

Local authority name(s)*: Blackburn with Darwen Borough Council

**If the bid is a joint proposal, please enter the names of all participating local authorities and specify the lead authority*

Bid Manager Name and position: Sayyed Osman, Director of Environment, Housing and Environment.

Name and position of officer with day to day responsibility for delivering the proposed scheme.

Contact telephone number: 01254 585 340

Email address: Sayyed.Osman@blackburn.gov.uk

Postal address: Sayyed Osman
Director of Environment, Housing and Neighbourhoods
Town Hall
Blackburn
BB1 7DY

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.

Please specify the weblink where this bid will be published:

http://www.blackburn.gov.uk/Pages/dft-challenge-fund.aspx

SECTION A - Scheme description and funding profile

A1. Scheme name: Highway Asset Structural Improvements

A2. Headline description:

Please enter a brief description of the proposed scheme (in no more than 50 words)
The scheme retrieves much of the maintenance backlog of roads, footways and cyclepaths within the Borough. The work focuses on improving access to transport links and local facilities for residents and visitors to the Borough. The proposal incorporates replacement of aged lighting columns and upgrading deteriorating drainage network.

A3. Geographical area:

Please provide a short description of area covered by the bid (in no more than 50 words)
The scheme involves work throughout the Borough. Both Blackburn and Darwen are typical of northern former mill towns and are typified by classified roads following the river valleys and steep side streets. The location given below is that of Blackburn town hall. Appendix 1 indicates specific work locations.
OS Grid Reference: **368195 mE, 428270 mN.**
Postcode: **BB1 7DY.**
Please append a map showing the location (and route) of the proposed scheme, existing transport infrastructure and other points of particular interest to the bid e.g. development sites, areas of existing employment, constraints etc.

A4. Type of bid (please tick relevant box):

Small project bids (requiring DfT funding of between £5m and £20m)

Major maintenance, strengthening or renewal of bridges, tunnels, retaining walls or other structures	☐
Major maintenance or renewal of carriageways (roads)	☑
Major maintenance or renewal of footways or cycleways	☑
Major maintenance or renewal of drainage assets	☑
Upgrade of Street Lighting	☑

Large project bids (requiring DfT funding of between £20m plus)

Major maintenance, strengthening or renewal of bridges, tunnels, retaining walls or other structures	☐
Major maintenance or renewal of carriageways (roads)	☐
Major maintenance or renewal of footways or cycleways	☐
Major maintenance or renewal of drainage assets	☐
Upgrade of Street Lighting	☐

A5. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty? ☑ Yes ☐ No

SECTION B – The Business Case

B1. The Scheme – Summary/History (Maximum 200 words)

Please select what the scheme is trying to achieve (this will need to be supported by short evidence in the Business Case).

Many roads within the Borough are in poor condition. The proposed scheme intends to rectify many of these roads, improving access to local transport, health and shopping facilities and to reduce sources of numerous third party claims.

In 2013 a four year, £10 million programme of carriageway surfacing was approved aimed at improving the condition and extending the life of many of the Borough's roads.
Recent floods have resulted in severe damage to highway drainage, with £540,000 spent on investigations and repair works.
In 2014 work commenced in Blackburn and Darwen to retro-fit 17,500 LED lanterns to its existing lighting standards. This £10.5m lighting investment promotes energy and carbon efficiencies and reduces ongoing maintenance. Funding pressures minimised column replacement leaving a legacy which should be addressed.
Improved cycle-ways will promote cycling which will have positive impact on public health. This priority has been curtailed due to budget reductions.

The Challenge Fund is an opportunity to extend the scope of existing projects, dealing with under investment as elements of our infrastructure decline.
Statutory powers, land acquisition and utility diversions are not required. Utilities have been notified of our planned work for the coming year. These works are 'shovel ready'.

B2. The Strategic Case (Maximum 650 words)

This section should set out the rationale for making the investment and evidence of the existing transport problems, set out the history of the asset and why it is needed to be repaired or renewed. It should also include how it fits into the overall asset management strategy for the authority.

In particular please provide evidence on the relevant questions/issues at paragraph 15 onwards of the accompanying Challenge Fund guidance.

Supporting evidence may be provided in annexes – if clearly referenced in the strategic case. This may be used to assist in judging the strength of your strategic case arguments but is unlikely to be reviewed in detail or assessed in its own right. So you should not rely on material included only in annexes being assessed.

What are the current problems to be addressed by your scheme? (Describe any economic, environmental, social problems or opportunities which will be addressed by the scheme.

Improving the structural condition of the highway will:
1. Reduce slips and trips, reducing injury and A&E workload, with consequent savings to the NHS and third party claims.
2. Ease congestion, reduce queueing, generally aid local businesses and reduce carbon emissions.

3. Provide a sound sustainable, structure requiring only minimal maintenance for the foreseeable future.
Resolving flooding issues will:
4. Relieve distress to many residents as it affects property.
5. Eliminate lengthy diversions.
6. Release reactive funds allowing other planned work to be carried out.
Planned replacement of lamp columns will:
7. Release reactive funds permitting more efficient planned works.
8. Reduce vandalism, associated costs and dangers as modern access doors offer greater security.
9. Allows new columns to be positioned to the rear of the footway, reducing the chance of vehicle impact, increasing safety.
Resurfacing cycleways will:
10. Encourage cycling.
11. Increase levels of exercise.
12. Reduce car travel and congestion.

Why the asset is in need of urgent funding?
1. There is an extensive maintenance backlog.
2. Funding this programme now vastly reduces the potential future costs if decline is allowed to continue.
3. Revenue budgets will be insufficient to provide a section 58 defence as decline accelerates without Challenge Funding.
4. Public expectations are no longer met.
5. Increasing complaints from both local MPs.
6. Safety issues as road condition deteriorates leading to increased accidents and claims.

What options have been considered and why have alternatives have been rejected?
Four options have been considered, the following three have been rejected:
1. Do nothing. Deterioration will accelerate rapidly. Reactive maintenance costs will soar leading to a collapse in our section 58 defence. This has been rejected.
2. Do minimum. Deterioration will occur at a slower pace than above. Reactive costs will preclude planned works as the Council strives to maintain a section 58 defence. There will be no improvement. This has been rejected.
3. Do All. This requires resurfacing all highways, drains and lamp columns. This would greatly improve the network for all users, albeit at great expense. This has been rejected.

What are the expected benefits / outcomes?
1. A reduction in reactive costs and reduced third party claims.
2. An improvement in carriageway and footway condition.
3. An increase in the uptake of public transport and cycling and walking as an alternative to travel by car.
4. A reduction in highway flooding increasing the life of surfacing and decrease the negative impact on road users.
5. Reduced reactive costs.
6. Increase in cycling and associated health benefits.
7. Improved skid resistance.
8. Reduced lighting column failure.
9. Reduced queueing, with improved performance of employment areas.
10. Improved public perception.

Please provide information on the geographical areas that will benefit from your scheme. You should indicate those areas that will directly benefit, areas that will indirectly benefit and those areas that will be impacted adversely.
The works are spread across the Borough, mainly on classified roads in both urban and rural locations benefitting all road users especially through on public transport and close to key infrastructure (eg. hospitals, schools). Neither our Equality Impact nor Health Impact Assessments foresee any adverse impact.

What will happen if funding for this scheme is not secured - would an alternative (lower cost) solution be implemented (if yes, please describe this alternative and how it differs from the proposed scheme)?
Assets will continue to deteriorate at an accelerating rate as they become increasingly porous. Reactive maintenance costs will rise excessively. Section 58 defence will be compromised as target deadlines are not achieved which will lead to an increase number of successful claims.
Prudential borrowing has been used to fund the present surfacing programme and LED retrofit initiatives, re-payments are high and there is little/no scope for further borrowing.
What is the impact of the scheme?
An improvement in the surface condition, rutting levels and skid resistance of carriageways and improvements in the condition of footways, a reduction in the numbers of potholes. A reduction in the number of complaints and a reduction in third party claims. We expect an uptake in cycling with associated health benefits. During the construction phase inconvenience will be minimised by sympathetic traffic management. Environmental impact will be reduced by prudent design favouring low carbon footprint techniques advocated by HMEP guidelines.
Reducing highway flooding will result in better roads and less disruption to traffic.

B3. The Financial Case – Project Costs

Before preparing a scheme proposal for submission, bid promoters should ensure they understand the financial implications of developing the scheme (including any implications for future resource spend and ongoing costs relating to maintaining and operating the asset), and the need to secure and underwrite any necessary funding outside the Department's maximum contribution.

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

Table A: Funding profile (Nominal terms)

£000s	***2015-16***	***2016-17***	***2017-18***	***Total***
DfT Funding Sought	*3,852*	*3,042*	*2,959*	*9,853*
LA Contribution	*2,952 (43%)*	*1,000 (25%)*	*1,000 (25%)*	*4,952 (33%)*
Other Third Party Funding	*0*	*0*	*0*	*0*

Notes:
1) Department for Transport funding must not go beyond 2017-18 financial year.
2) A minimum local contribution of 10% (local authority and/or third party) of the project costs is required.

B4. The Financial Case - Local Contribution / Third Party Funding

Please provide information on the following points (where applicable):

a) The non-DfT contribution may include funding from organisations other than the scheme promoter. Please provide details of all non-DfT funding contributions to the scheme costs. This should include evidence to show how any third party contributions are being secured, the level of commitment and when they will become available.

The Council is committed to two invest to save initiatives, one for highways one for street lighting both are primarily funded through prudential borrowing. If this bid for Challenge Funding is successful it will allow the Council to significantly expand the scope of these programmes to which £5 Million has been committed in the next two years.

b) Where the contribution is from external sources, please provide a letter confirming the body's commitment to contribute to the cost of the scheme. The Department is unlikely to fund any scheme where significant financial contributions from other sources have not been secured or appear to be at risk.

Have you appended a letter(s) to support this case? ☐ Yes ☒ No ☐ N/A

c) Please list any other funding applications you have made for this scheme or variants thereof and the outcome of these applications, including any reasons for rejection.

This is the only application made by Blackburn with Darwen Borough Council.

B5. The Financial Case – Affordability and Financial Risk (maximum 300 words)

This section should provide a narrative setting out how you will mitigate any financial risks associated with the scheme (you should refer to the Risk Register – see Section B10).

Please ensure that in the risk register that you have not included any risks associated with ongoing operational costs and have used the P50 value.

Please provide evidence on the following points (where applicable):

a) What risk allowance has been applied to the project cost?

10%

b) How will cost overruns be dealt with?

Seven framework contracts are already in place, these cover traditional surfacing, surface dressing, microasphalt , civil engineering, roadmarking, luminaire supply and column erection and electrical work, this gives the added advantage that rates are already known, equally quantities are already known with some accuracy. Given the above scenario cost overruns are extremely unlikely. Nevertheless our attached risk register does cater for costs rising due to various events.

The proposed project comprises of work to a number of different roads and individual lamp columns. Whilst each of these elements is important none are vital to the overall success of the project, consequently the risk of cost overruns can be further mitigated by the judicious omission of individual elements of the project should costs rise unexpectedly.

c) What are the main risks to project delivery timescales and what impact this will have on cost?

1. Should programmed utility works delay site occupation we will reprogramme and work on another site, or work on a scheme drawn from the reserve list.
2. Secondary contractors are available through the existing frameworks should any of the main contractors feel overcommitted or cease trading.
3. Alternate material sources have already been identified should primary sources become unavailable.
4. Should the main contractor's production be consistently lower than expected the secondary contractors will be employed to recover the target programme.
5. Should the funding itself be delayed the start of seasonal surfacing dressing and/or microasphalt may be delayed requiring work on some of these sites to be delayed until 2016/17.
6. Supervision of contractors work will minimise the occurrence of sub-standard work so reducing time consuming remedial work.
7. The main contractors can supply additional resources if exceptionally severe weather delays production to the extent that there is a possibility that the overall programme may be delayed.

B6. The Economic Case – Value for Money

a) If available for smaller scheme bids, promoters should provide an estimate of the Benefit Cost Ratio (BCR) of the scheme.

b) For larger schemes costing £20 million or more we would expect the bid to include a BCR and this should align with WebTAG - https://www.gov.uk/transport-analysis-guidance-webtag

Where a BCR is provided please provide separate reporting in the form of an Annex to the bid to enable scrutiny of the data and assumptions used in deriving that BCR. This should include:
- A description of the key risks and uncertainties in the data and assumptions and the impact these have on the BCR;
- Key assumptions including (but not limited to): detail of the data used to support the analysis, appraisal period, forecast years, level of optimism bias applied; and
- A description of the modelling approach used to forecast the impact of the scheme and evidence to demonstrate that it is fit-for-purpose.

c) Please provide the following data which may form a key part of our assessment:
Note this material should be provided even if a BCR estimate has been supplied (unless already covered in a VfM Annex).

A description of the do-minimum situation (i.e. what would happen without Challenge Fund investment).	The Councils invest to save initiatives will continue irrespective of Challenge funding. However the scale of the proposed work will be much reduced. Many roads will remain untreated and will continue to deteriorate at an accelerating rate. Safety defect inspections will continue as required by our policy. Defects will arise with increasing frequency; their repair will require ad-hoc road-works, causing attendant delays to traffic and requiring temporary traffic lights and temporary road closures. Reactive maintenance costs will rise. Ultimately target completion dates will not be achieved compromising our section 58 defence against third party claims, further increasing cost and consequently reducing our ability to provide effective revenue maintenance repairs. A drainage repair will be carried out on ad-hoc basis when revenue budgets permit. This will increase highway flooding and further deterioration of aged assets. Without Challenge funding we will be unable to repair/replace many of the remaining aging columns. They will continue to be replaced

<table>
<tr><td></td><td>on an expensive ad-hoc basis if revenue budgets permit, leaving unlit gaps in the lighting network. This increases the probability of serious injury due to collision.</td></tr>
<tr><td>Details of significant monetised and non-monetised costs and benefits of the scheme (quantified where possible)</td><td>Expenditure and benefits are tabulated below
<table>
<tr><td>Expenditure</td><td>£000s</td></tr>
<tr><td>Classified road surfacing</td><td>£3,207</td></tr>
<tr><td>Un- classified surfacing</td><td>£3,154</td></tr>
<tr><td>Cycleway surfacing (provisional)</td><td>£182</td></tr>
<tr><td>Lamp column renewal</td><td>£7,390</td></tr>
<tr><td>Drainage</td><td>£872</td></tr>
<tr><td>Total</td><td>£14,805</td></tr>
</table>
<table>
<tr><td>Benefits</td><td>£000s</td></tr>
<tr><td>Reduced reactive maintenance, over treatment life. Based on elimination of reactive maintenance on treated roads for the design life of the intended treatments.</td><td>£1,979</td></tr>
<tr><td>Road reconstruction costs avoided. Based on the resurfacing costs avoided by extending the life of carriageways with surface dressing or microasphalt.</td><td>£8,352</td></tr>
<tr><td>Third Party Claims.</td><td>£790</td></tr>
<tr><td>Reduced accident costs.</td><td>£4,044</td></tr>
<tr><td>Queueing eliminated on A roads. Based on a reduction in speed from 40kph to 32kph, and costs from TAG data book.</td><td>£70,966</td></tr>
<tr><td>Exercise related health improvement.</td><td>NHS not available.</td></tr>
<tr><td>Lamp columns.</td><td>£23,119</td></tr>
<tr><td>Drainage.</td><td>£7,096</td></tr>
<tr><td>Total</td><td>£116,346</td></tr>
</table>
Overall cost to benefit 1:7.9.</td></tr>
<tr><td>Length of scheme (km)</td><td>Total 74.7km;Classified roads 31km; unclassified 40.8km; cycleway (provisional) 2.9km</td></tr>
<tr><td>Number of vehicles on affected section (AADT in vehicles and if possible split by vehicle type) – to include details of data (age etc.) supporting this estimate.</td><td>This data is taken from 2013 traffic surveys of some of the A roads to be surfaced in this bid, data is not available for non-principal or unclassified roads. Care has been taken NOT to double count the same traffic moving onto adjoining roads.
<table>
<tr><td>Vehicle type</td><td>AADT count</td></tr>
<tr><td>HGVs</td><td>3,481</td></tr>
<tr><td>LGVs</td><td>14,315</td></tr>
<tr><td>Cars</td><td>109,982</td></tr>
<tr><td>Total</td><td>127,778</td></tr>
</table></td></tr>
<tr><td colspan="2">d) Other VfM information where relevant - depending on type of scheme bid:</td></tr>
<tr><td>Details of required restrictions/closures if funding not provided (e.g. type of restrictions; timing/duration of restrictions; etc.)</td><td>Speed limits maybe reduced and lanes maybe restricted to control traffic on excessively deteriorated carriageways.</td></tr>
</table>

<table>
<tr><td>Length of any diversion route, if closure is required (over and above existing route) (km)</td><td>Closure is not anticipated due to deterioration, however speed limit restrictions and excessive queueing will occur and will lane closures and temporary traffic lights to control traffic and ensure safety.</td></tr>
<tr><td>Regularity/duration of closures due to flooding: (e.g. number of closures per year; average length of closure (hrs); etc.)</td><td>• 12 locations -Low Regularity – once every 2 year
• 17 locations -Med Regularity -up to 6 times annually
• 11 locations - High Regularity – up to 12 times annually
Average length of closures differ depending on location, but approximately 12 hours
Diversion routes vary in length between 1km and 28km.
Additional travel time is up to 30 minutes.</td></tr>
<tr><td>Number and severity of accidents: both for the do minimum and the forecast impact of the scheme (e.g. existing number of accidents and/or accident rate; forecast number of accidents and or accident rate with and without the scheme)</td><td>Accident data is given for a five year period ending 2013 for some of the principal roads to be surfaced. Care has been taken not to double count the same accidents occurring where our surfacing lengths overlap different monitoring sections.
<table>
<tr><td>Type</td><td>DM</td><td>DS</td></tr>
<tr><td>Slight accidents</td><td>115</td><td>103</td></tr>
<tr><td>Serious accidents</td><td>14</td><td>12</td></tr>
<tr><td>Fatal accidents</td><td>0</td><td>0</td></tr>
<tr><td>Total accidents</td><td>129</td><td>115</td></tr>
</table></td></tr>
<tr><td>Number of existing cyclists; forecasts of cycling usage with and without the scheme (and if available length of journey)</td><td>Currently estimated at an average of 45, however journey length is unavailable.</td></tr>
</table>

B7. The Commercial Case (maximum 300 words)

This section should set out the procurement strategy that will be used to select a contractor and, importantly for this fund, set out the timescales involved in the procurement process to show that delivery can proceed quickly.

What is the preferred procurement route for the scheme? For example, if it is proposed to use existing framework agreements or contracts, the contract must be appropriate in terms of scale and scope.

Seven framework contracts are already in place for work similar in nature and scale to that proposed in this bid.

Contracts for traditional asphalt and bituminous surfacing, micro-asphalt and surface dressing were procured in October and November 2013 through a two stage process of pre-qualification and priced sample schemes. These tender opportunities were advertised on the Council website and The Chest. Pre-qualification questionnaires were evaluated and scored against fixed criteria.

Tenders from suitable contractors were evaluated against a number of sample schemes. In each case a main contractor and a back up contractor were appointed. Each tender started on 1st April 2014 and can run until 31st March 2016 with an option to extend for 12 months.

Innovative techniques, provided by specialist firms can be procured under a waiver authorised by the director in accordance with contracts regulations. A framework contract was also procured for civil engineering works including drainage, kerbing, footpath work and carriageway patching. Thirteen suitable contractors were selected from sixteen initial enquires using the pre-qualification procedure described above. Six

tenderers joined a framework with mini-competitions via the chest determining the award of individual schemes. This framework runs from 17th February 2014 to 31st March 2017. A similar procedure was followed for roadmarking. The Chest is used to procure any other works needed from time to time, none is envisaged for the work required in this scheme. The Council is also named on several other tenders such as the AGMA supply of bituminous materials.

Blackburn with Darwen and Warrington Borough Councils jointly procured luminaires.

Statutory powers are not required for any aspect of this scheme, neither are any service diversions or land purchases.

**It is the promoting authority's responsibility to decide whether or not their scheme proposal is lawful; and the extent of any new legal powers that need to be sought. Scheme promoters should ensure that any project complies with the Public Contracts Regulations as well as European Union State Aid rules, and should be prepared to provide the Department with confirmation of this, if required. An assurance that a strategy is in place that is legally compliant is likely to achieve the best value for money outcomes is required from your Section 151 Officer below.*

B8. Management Case - Delivery (maximum 300 words – for b)

Deliverability is one of the essential criteria for this Fund and as such any bid should set out any necessary statutory procedures that are needed before it can be constructed.

a) An outline project plan (typically in Gantt chart form) with milestones should be included as an annex, covering the period from submission of the bid to scheme completion. The definition of the key milestones should be clear and explained. The critical path should be identifiable and any contingency periods, key dependencies (internal or external) should be explained.

   Has a project plan been appended to your bid? ☑ Yes ☐ No

b) Please summarise any lessons your authority has learned from the experience of delivering other DfT funded programmes (such as pinch point schemes, local majors, Local Sustainable Transport Fund, and Better Bus Areas) and what would be different on this project as a result.

Experience has shown that comprehensive preparation in advance of site works is essential for a smooth running operation. Risk registers are used extensively to identify potential problem areas and suggest probable methods of resolution.
There is a clear need for intensive project management to ensure unambiguous communication establishing ownership, boundaries and responsibilities; collaborative working with all parties underpins efficiency.

Programming identifying key aspects of the project prepared in advance and reviewed regularly avoids conflicts and their subsequent delays.
Contractors are involved early in the design stage so that the scheme can benefit from their knowledge and experience and we can accommodate their preferred methods. This reduces costs and the construction period and minimises delays.

Statutory powers, land acquisition, and utility diversions are not required for any of this work. There are no utility conflicts with our upcoming work in the next financial year. This project is 'shovel ready'.

Supply chain issues are particularly relevant to street lighting materials where long lead times are common. Our ability and willingness to purchase and hold material stocks in advance allows us to issue these material to contractors subsequently engaged on a fit only basis. This eliminates delays that would arise if the contractor purchased materials after they had been appointed. Our close working relationship with contractors encourages them to work alongside our staff, both parties benefit as best practice and innovative techniques are shared.

Communication is paramount in explaining the complexities and need for the project to the public, this minimises complaints. Our publicity section keep ward councillors and both of our MPs informed of upcoming works. Our website shows ongoing and upcoming roadworks. The smooth delivery of schemes is ensured by commitment of key stakeholders such as elected members, MPs, emergency services and hospitals.

B9. Management Case – Governance (maximum 300 words)

Please name who is responsible for delivering the scheme, the roles (Project Manager, SRO etc.) and set out the responsibilities of those involved and how key decisions are/will be made. An organogram may be useful here. This may be attached as an Annex.

The Director of Environment has overall strategic responsibility for Blackburn with Darwen highways, cleansing, amenities, housing and neighbourhoods. The Head of Service is responsible for the efficient functioning of all areas within highways including highway maintenance, street lighting, drainage, streetworks and aids to movement.
The Council's current carriageway resurfacing and LED retrofit works are controlled by a project manager, if this bid is successful these works will also come under his remit. The Project Manager is responsible for coordinating design, programming, site management, health and safety, budgets and accounts. The four facets of this bid, highways, lighting, drainage and cycleways are managed by two site managers who are assisted by quantity surveyors and clerks of works. This team inspect the sites prior to work commencing and regularly throughout the works, they check quality, progress and invoices they require contractors to provide copies of all insurances, method statements, risk assessments and programme prior to commencing on site.
Our current network recovery programme benefits from monthly board meetings, attended by chief officers and senior managers, where progress, budgets, health and safety are discussed, these would be incorporated into this scheme and are shown on our programme.
All of these functions are reviewed and approved by elected members through Senior Policy Team meetings, the executive member is supported by two lead members who critically examine progress, actions and methods.
Further governance is provided by our audit and assurance section who examine and report on working methods and compliance against approved policy and procedures. Similarly our corporate health and safety department oversee and report on site activities with our CDM coordinator. Our insurance section coordinate a response to all claims that are received to ensure a prompt and fair response.

B10. Management Case - Risk Management

A risk register covering the top 5 (maximum) specific risks to this scheme should be attached as an annex including, if relevant and in the top 5, financial, delivery, commercial and stakeholder issues.

Please ensure that in the risk register cost that you have not included any risks associated with ongoing operational costs and have used the P50 value.

Has a risk register been appended to your bid? ☑Yes ☐ No

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Benefits Realisation (maximum 250 words)

Please provide details on the profile of benefits, and of baseline benefits and benefit ownership. This should be proportionate to the size of the proposed scheme.

This responsibility rests with the SRO he will update the register of benefits, prepared with the bid submission, as work progresses. This register identifies the benefits and how they are to be realised. The benefits expected from this project include:
1. Reduction in reactive maintenance costs, baseline costs are available from the council's costing system. Reactive maintenance is carried out by the Council's workforce. Their costs are recorded in our commitment system which allows up to date monitoring of labour, plant and materials.
2. Improvement in classified road condition as measured by surface condition, rutting and skid resistance using Scanner surveys, and of the unclassified network by coarse visual inspection.
3. Reduction in complaints received directly from members of the public and via elected members and MPs.
4. Reduction in third party claims for personal injury and damage arising from poorly maintained highways.
5. An increase in the level of cycling with associated health benefits and consequent reduction in health care costs. Cycling is recorded in traffic surveys.
6. An improvement in the condition of the street lighting column stock as determined by the annual structural test survey.
7. A reduction in the incidence of carriageway flooding.

C2. Monitoring and Evaluation (maximum 250 words)

Evaluation is an essential part of scheme development and should be considered and built into the planning of a scheme from the earliest stages. Evaluating the outcomes and impacts of schemes is important to show if a scheme has been successful.

Please set out how you plan to measure and report on the benefits identified in Section C1, alongside any other outcomes and impacts of the scheme

The SRO coordinates monitoring and updates the benefits register. This register will report baseline and current conditions throughout the project. Benefit monitoring includes:
1. Monthly historic reactive maintenance costs are available and are updated and reported maintained by the finance department using the Council's costing system. The fluctuation of these costs over time is readily comparable with baseline costs.
2. Classified road conditions are assessed by external contractor. Current condition is compared with historic data, held in a GIS database, by the asset manager to determine areas of accelerating deterioration and areas of improvement. The current condition of the unclassified network, determined by cvi, is compared with historic data. Data is available for the borough as a whole and for individual roads.

3. Customer services record complaints from the public, elected members and MPs. The level and nature of complaints are analysed and discussed with our Executive member. An overall reduction is anticipated as is a specific reduction in relation to roads resurfaced with Challenge Funding. Conversely an increase in the level of compliments is expected.
4. Claims against the Council are compared with comprehensive historic data by our insurance section to determine trends.
5. Cycling is recorded in publically available traffic surveys, this information is monitored by officers in the Council's transport office.
6. A proportion of the street lighting column stock is tested annually, this data is analysed, trends are reported.
7. The drainage manager holds records of flooding incidents and reports the frequency and severity of flooding.

A fuller evaluation for large schemes may also be required depending on their size and type.

SECTION D: Declarations

D1. Senior Responsible Owner Declaration	
As Senior Responsible Owner for Highway Asset Structural Improvements I hereby submit this request for approval to DfT on behalf of Blackburn with Darwen Borough Council and confirm that I have the necessary authority to do so. I confirm that Blackburn with Darwen Borough Council will have all the necessary powers in place to ensure the planned timescales in the application can be realised.	
Name: Sayyed Osman	Signed: 
Position: Director of Environment, Housing and Environment	

D2. Section 151 Officer Declaration
As Section 151 Officer for Blackburn with Darwen Borough Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Blackburn with Darwen Borough Council - has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution - will allocate sufficient staff and other necessary resources to deliver this scheme on time and on budget - 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 requirements in relation to the scheme - accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested - has the necessary governance / assurance arrangements in place - has identified a procurement strategy that is legally compliant and is likely to achieve the best value for money outcome - will ensure that a robust and effective stakeholder and communications plan is put in place

Name: Denise Park Executive Director Resources/ Deputy Chief Executive	Signed: 

Submission of bids:

The deadline for bid submission is 5pm, **9 February 2015**

An electronic copy only of the bid including any supporting material should be submitted to:

roadmaintenance@dft.gsi.gov.uk copying in steve.berry@dft.gsi.gov.uk