

Annex E1

Active Travel Fund: Local and Combined Authority Consultation Arrangements for Tranche 2 Schemes

All grant recipients are required to undertake the following actions:

1. **Prior to receipt of tranche 2 funds – publish consultation plans**
 - Prior to receipt of tranche 2 grant funding, all authorities (via combined authorities for city regions) must publish a short summary (e.g. 2-pages) of the consultation activities they will undertake with local stakeholders prior to commencing delivery of schemes.
 - Plans must include undertaking appropriate surveys with local residents (for their programme of schemes as a whole or individual elements). These surveys can be funded from authorities' tranche 2 allocations.
 - Plans must demonstrate how authorities will engage with local residents, local businesses (where they are directly impacted by the scheme), emergency services, bus operators, Royal Mail, local MPs and ward councillors.
 - Plans must be publicly available on local authority websites.
 - Please email walking.cycling@dft.gov.uk a weblink to your online plans **by Friday 11 December**.

2. **Undertake appropriate surveys with local residents**
 - Surveys should be undertaken both before schemes are finalised and post-implementation.
 - Surveys could either be undertaken on a programme of schemes as a whole, or on individual elements, as appropriate.
 - The Department will provide example survey questions and guidance for effective public opinion surveys.
 - Surveys can be funded through authorities' tranche 2 scheme allocations

3. **Before starting construction of schemes – confirm appropriate consultation has been undertaken with local stakeholders**
 - LAs to supply a letter signed by the Leader of the Council or a senior officer, confirming they have:
 - consulted all key local stakeholders
 - obtained broad support for their schemes and made any changes to take account of local feedback
 - implemented a clear communications plan to deal with any backlash which draws on the results of local opinion surveys
 - discussed plans with local MPs, and provide a summary of MPs' responses (e.g. via a RAG rating)
 - Letters do not need to show unilateral support, but instead that reasonable levels of consultation have been carried out and reasonable adjustments to schemes made in response to concerns.

- In cases where there are a number of schemes which are part of a wider programme (e.g. in combined authority areas), combined authorities may wish to notify the Department in batches, when appropriate schemes are ready for construction.
- Please email letters to: walking.cycling@dft.gov.uk

4. During and post-implementation of schemes: undertake monitoring of schemes and submit reports to DfT

- DfT will undertake short “pulse” surveys, to gauge authorities’ progress in delivery of tranche 2 schemes.
- At completion and at 6 and 12 months after the opening of the majority of schemes, authorities are required to submit a monitoring report on outputs delivered and the effects of schemes (via combined authorities for city regions).
- Reports will highlight any modifications made to schemes in response to local feedback.
- Reports will include the results of local resident surveys that test the effectiveness of schemes post implementation.
- DfT will circulate updated monitoring guidance to support these requirements, with suggested templates for reports.
- Authorities may also be invited to participate in the Department’s national evaluation of Active Travel Fund schemes.

5. In the event that schemes cannot be progressed or appropriate consultation is not completed:

- The Department will work with authorities to identify appropriate alternative schemes that remain consistent with the objectives of the original tranche 2 bid and the strategic objectives for the Active Travel Fund.
- If no alternative solution can be found, the Department reserves the option to recover funding for schemes by reducing a future grant payment to the authority.

Key actions and dates are set out at Annex E2