

Full Business Case (FBC)			
1. General Information			
Directorate	Economy	Portfolio/ Committee	Transport and Roads
Project Title	Birmingham Cycle Revolution Phase 3: Top Cycle Location (Cycle Parking Grants)	Project Code	CA-02752-11-1 (3R3)
Project Description	<p><u>Introduction</u></p> <p>This document represents the Full Business Case (FBC) for a new tranche of Top Cycle Location (cycle parking grants) within the Birmingham Cycle Revolution (BCR) programme, at an overall cost of £0.500m. The measures will be funded through the second tranche of the Department for Transport (DfT) 'Cycle City Ambition Grant' (CCAG) capital funding for BCR Phase 3 in financial years 2016/17 and 2017/18.</p> <p>Top Cycle Location (TCL) grants are the means by which businesses, schools and other organisations can provide good quality cycle parking and other facilities for employees, visitors, students or parents, to encourage more cycle trips to work or school. Lack of facilities at their trip end (for example cycle shelters, showers, lockers), often acts as a barrier to people choosing cycling as a viable option for their journey to work or school.</p> <p><u>Background</u></p> <p><i>Birmingham Cycle Revolution Programme</i></p> <p>The BCR programme is currently being delivered in three phases: All three phases include a combination of highway infrastructure, off road routes, and supporting measures which includes Top Cycle Location.</p> <ul style="list-style-type: none"> • BCR Phase 1 at a cost of £19.9m funded through £17.0m of the DfT's first tranche of CCAG capital funding and £2.9m from the City Council's Integrated Transport Block (ITB) and other local contributions. A Project Definition Document (PDD) was approved by Cabinet on 22nd April 2013. • BCR Phase 2 at a cost of £8.0m funded through £6.0m of the GBSLEP's 'Local Growth Fund' and £2.0m of local contributions including the City Council's ITB funds. A PDD was approved by Cabinet for all of the Local Growth Fund schemes on 16th March 2015. • BCR Phase 3 at a cost of £30m, funded through £22.1m of the DfT's second tranche of CCAG funding and local contributions totalling £7.9m. A PDD for this programme was approved by Cabinet on 16th March 2015. <p><i>Top Cycle Location Cycle Parking Grants</i></p> <p>Previous FBCs for earlier tranches of Top Cycle Location approved £0.186m and £0.166m of expenditure from BCR Phase 1 on grants for businesses, schools and other major trip generators, along with a further £0.076m from BCR Phase 2 for further establishments which could not be accommodated from the Phase 1 funding. These previous tranches focused mainly on an area within a 20-minute cycling time of the city centre, which was the basis of the BCR Phase 1 funding bid to the DfT.</p> <p>The grants were awarded to enable organisations to install facilities and purchase equipment to encourage employees, visitors and pupils to travel more sustainably. Cycle shelters, shower facilities and pool bikes are examples of the type of facilities that were funded using these grants.</p>		

The successful organisations also committed to promoting and encouraging more people to cycle to their sites. Schools were encouraged to take up the offer of free cycle training (Bikeability) through the City Council, and parents as well as workplaces were directed to the cycle centres around the city which provide access to further loan bikes, training and led rides for adults through the Big Birmingham Bike element BCR.

It was a condition of a school being awarded a grant that they signed up to 'Modeshift STARS' (Sustainable Travel Accreditation and Recognition for Schools), the mechanism by which schools update their school travel plan.

In addition, a supporting programme of behaviour change interventions, including marketing, education and travel-planning initiatives, was funded from existing revenue budgets as a local contribution.

Proposed Measures

This new tranche of Top Cycle Location will give more businesses, schools and other organisations the opportunity to bid for grants. The project will now be extended city-wide rather than just focusing within the original 20-minute circle. The grants will be awarded to a minimum of forty-five Top Cycle Locations. It is anticipated that around half of the grants will go to schools and the other half to businesses and other organisations.

Organisations from across the city will be eligible to apply for grant funding of up to £10,000 each to be spent on parking and other facilities to support and promote cycling. Within the application, the organisation will be expected to make a detailed list of how they intend to use the funding. Following on from this, submitted grants will be assessed taking into account the size of the organisation, the level of commitment offered to the promotion of cycling and potential for change in travel habits. Priority will be given to organisations in and around local centres and the Green Travel Districts, as well as to employers who have taken on apprentices.

Successful applicants will be expected to source and purchase their own equipment and submit invoices to the City Council for reimbursement. Audits will be carried out to ensure that the grant-funded measures have been installed prior to grant payments being made. This approach has been discussed and agreed with Legal and Procurement Services. A copy of the application form, including the terms and conditions, is appended to this FBC.

The grants will be paid net of VAT and it will be the responsibility of the organisations concerned to pay / reclaim this as appropriate.

Facilities purchased with the grant money could include:

- Secure cycle storage;
- On-site signage;
- Showers, changing facilities and lockers made available if logistically possible;
- Providing cycling equipment;
- Loan/pool bikes.

A further supporting programme of behaviour change interventions, will be funded from existing revenue budgets as a local contribution to the project.

Funding Implications

The total capital cost of this project is estimated to be £0.500m in 2016/17 and 2017/18. This will be funded through second tranche of the DfT's CCAG funding for BCR Phase 3. Further details are given in the Financial Table in Section 2 of this FBC. Expenditure in 2017/18 is subject to the DfT confirming funding of the BCR programme in that year (expected in April 2017) and grants funded through the 2017/18 budget will not be awarded until on-going funding is confirmed.

	<p><u>Revenue Implications</u></p> <p>There will be no changes to highway assets and no implications for the Highways Maintenance Revenue Budget in providing a capital grant, as the assets purchased through this scheme will become the responsibility of the organisations receiving the grants.</p> <p><u>Consultation Details</u></p> <p><i>Internal and Other Main Stakeholders</i></p> <p>The Cabinet Member for Clean Streets, Recycling and the Environment has been consulted on the contents of this report and is supportive of the proposals. The Cabinet Member for Value for Money and Efficiency has been consulted and is in agreement with the contents of this report.</p> <p>The proposed measures form part of the BCR Phase 3 programme and Ward Councillors were consulted on the contents of the programme as part of the development of the bid and the Project Development Document (PDD) in 2015. Ward Councillors will be provided with information on the grants and the application process as part of the public launch which is expected to take place in Autumn 2016 following approval of this FBC.</p> <p>The public launch will include press releases and other information, giving details of the proposals and the grant application process.</p> <p><u>Equalities Analysis</u></p> <p>Equality Analyses for the overall BCR programme were produced prior to approval of the PDDs for Phase 1 in April 2013 and Phases 2 and 3 in March 2015. A specific Analysis for the Supporting Measures (including Top Cycle Location) was produced in October 2014 and an updated version is included in Appendix B (Ref EA001320). This concluded that there is no detriment to any protected group. Organisations can make requests for adaptive bikes for people with disabilities as part of the grant application process.</p>
<p>Links to Corporate and Service Outcomes</p>	<p><u>DfT Objectives</u></p> <p>The Birmingham Cycle Revolution programme seeks to promote sustainable travel options by increasing the attractiveness of cycling, which will contribute towards improving health and the environment, reducing car usage, and improving connectivity for households without a car. Many of the measures will also benefit pedestrians, public transport users and road safety.</p> <p>The original BCR Phase 1 bid to the DfT included targets to increase cycling by 27% in the initial bid area (within a 20-minute cycling time of the city centre) by 2016. This represents an increase of approximately 2,000 cyclists per day as a contribution towards achieving targets of 5% of all journeys being made by cycle by 2023 and 10% of all journeys by 2033, compared with less than 2% in 2013.</p> <p><u>City Council Objectives</u></p> <p>The proposals will support the City Council's six key outcomes outlined in the Council Business Plan and Budget 2016+, in particular:</p> <ul style="list-style-type: none"> • A Strong Economy: <i>'An enterprising, innovative green city' with 'skills and employment pathways supported by infrastructure and transport links'.</i> • A Healthy, Happy City: <i>'Citizens have a high quality of health' with 'physical activities that contribute to people's health and wellbeing'.</i> <p>The measures will support the aspirations of the Birmingham Development Plan (BDP), Birmingham Connected, and the Health & Wellbeing Strategy.</p> <p>The measures also support the recommendations of the former Transport, Connectivity & Sustainability Overview and Scrutiny Committee (TCS O&S) report, 'Changing Gear, Transforming Urban Movement Through Walking & Cycling in Birmingham' from April 2013.</p>

	<p>The proposals will also support priorities from the Birmingham Climate Change Action Plan 2010+ particularly <i>'reducing the environmental impact of the city's mobility needs through Low Carbon Transport'</i>.</p> <p><u>Combined Authority / Integrated Transport Authority Objectives</u></p> <p>The measures will support policies within the West Midlands Strategic Transport Plan, in particular:</p> <ul style="list-style-type: none">• Economic Growth and Economic Inclusion: <i>'To accommodate increased travel demand by ... new sustainable transport capacity' and 'to improve connections to areas of deprivation'.</i>• Population Growth and Housing Development: <i>'To improve connections to new housing ... primarily through sustainable transport connections'.</i>• Environment: <i>'To help tackle climate change by ensuring a large decrease in greenhouse gases from the ... Metropolitan Area's transport system'.</i>• Public Health: <i>'To significantly increase the amount of active travel' and 'to assist with the reduction of health inequalities'.</i>• Social Well-Being: <i>'to improve the accessibility of shops, services and other desired destinations for socially-excluded people'.</i>		
Project Definition Document approved by	Cabinet (BCR Phase 3 programme)	Dates of Approval	16 th March 2015
Benefits Quantification-Impact on Outcomes	Measure	Impact	
	Grant funding and officer support in becoming a Top Cycle Location.	The successful locations will benefit from having good quality facilities to help increase cycling, which will lead to improved health and change in lifestyle, and contribute to the wider BCR objectives to increase cycling across the city.	
Project Deliverables	<p>This project will provide grant funding to schools and businesses enabling them to access the following supporting measures to encourage cycling:</p> <ul style="list-style-type: none">• Secure cycle storage;• On-site signage;• Showers, changing facilities and lockers made available if logistically possible;• Providing cycling equipment;• Loan/pool bikes. <p>The following supporting elements will be provided through revenue funding via the City Council's Transportation Behaviour Change Team and other delivery partners:</p> <ul style="list-style-type: none">• Advice on journey planning and promotion of the Bike Buddy scheme;• Promotion of the Brompton folding bike hire scheme;• Provide travel surveys to enable the monitoring of staff and pupil transport methods;• Identify Cycle Champions in order to ensure a sustained cycling legacy.		

Scope	This FBC covers the element of Top Cycle Location (Cycle Parking Grants) within the Birmingham Cycle Revolution Phase 3 programme, funded by the second tranche of Cycle City Ambition Grant funding from the Department for Transport.
Scope exclusions	<p>Separate FBC's have already been approved for previous packages of Top Cycle Location at businesses and schools under BCR Phases 1 and 2.</p> <p>Other elements of the wider BCR programme will be covered by separate FBCs.</p>
Dependencies on other projects or activities	A public and press launch will take place in Autumn 2016 to make businesses, schools and other organisations aware of the grants and the application process.
Achievability	<p>The Top Cycle Location project will be managed by the City Council's Behaviour Change Team, appointed to deliver supporting measures as part of the Birmingham Cycle Revolution programme. Delivery will benefit from the experience gained through the Bike North Birmingham project and previous tranches of Top Cycle Location within the Birmingham Cycle Revolution programme.</p> <p>All schools, colleges and businesses within Birmingham will be eligible to apply for grant funding of up to £10,000. All Ward Councillors will be informed of the funding available, along with a press release once the FBC has been approved.</p> <p>In the event of over subscription for the available grant funding, organisations able to offer match-funding will be looked on favourably, however the level of commitment offered to the promotion of cycling and potential for change in travel habits will also be taken into consideration</p> <p>If a sufficient number of businesses, schools and other organisations cannot be identified in this process, the funding could be reallocated to another element of the wider BCR programme.</p> <p>Risks to achievability are highlighted in Appendix C – Risk Management.</p>
Prog Manager (B'ham Cycle Revolution)	<p>Andy Middleton</p> <p>Tel: 0121 675 6681 E-mail: andy.middleton@birmingham.gov.uk</p>
Project Manager	<p>Gill Brook</p> <p>Tel: 0121 675 6935 E-mail: gill.brook@birmingham.gov.uk</p>
Budget Holder	<p>Varinder Raulia – Head of Infrastructure Projects</p> <p>Tel: 0121 303 7363 E-mail: varinder.raulia@birmingham.gov.uk</p>
Sponsor	<p>Anne Shaw – Acting Assistant Director of Transport & Connectivity</p> <p>Tel: 0121 303 7493 E-mail: anne.shaw@birmingham.gov.uk</p>
Project Accountant	<p>Michele Garrison – Finance Manager (Economy)</p> <p>Tel: 0121 303 3684 E-mail: Michele.garrison@birmingham.gov.uk</p>

Project Board Members	<p>The Project Management Team for the works in this FBC is as follows:</p> <p>Senior Responsible Officer – Varinder Raulia</p> <p>Project Sponsor – Anne Shaw</p> <p>BCR Programme Manager – Andy Middleton</p> <p>Transportation Behaviour Change Manager – Mel Jones</p> <p>Project Accountant – Michele Garrison</p> <p>City Cycling Officer – Graham Lennard</p> <p>Principal Studies Officer – Andrew Chidgey</p> <p>Behaviour Change Team – Gill Brook, Jennifer Coombs</p>		
Head of City Finance (HoCF)	Simon Ansell (Head of City Finance)	Date of HoCF Approval:	21/09/16
Planned start date for delivery of the project	Autumn 2016	Planned date of technical completion	Autumn 2017

2. Budget Summary (BCR Phase 3 – Top Cycle Location (Cycle Parking Grants))						
		2015/16	2016/17	2017/18	2018/19	Totals
Capital Costs		£000s	£000s	£000s	£000s	£000s
<u>Implementation Costs:</u>						
Project Co-ordinator Fees			25.0	25.0		50.0
Grants to Businesses, Schools and Other Organisations			225.0	225.0		450.0
<u>Implementation Costs Sub-Total</u>			250.0	250.0		500.0
Total		0.0	250.0	250.0	0.0	500.0
<u>Funding</u>						
GBSLEP Local Growth Fund (for BCR Phase 2)	2LG		0.0	0.0		0.0
DfT Cycle City Ambition Grant Tranche 2 (for BCR Phase 3)	3R3		250.0	250.0		500.0
ITB Walking, Cycling & Accessibility Programme	3HA		0.0	0.0		0.0
Funding Total		0.0	250.0	250.0	0.0	500.0

Notes:

Expenditure in 2017/18 is subject to the DfT confirming funding of the BCR programme in that year (expected in April 2017) and grants funded through the 2017/18 budget will not be awarded until on-going funding is confirmed.

A more detailed breakdown of the project elements is given below.

The capital-funded elements shown above will be supported by revenue-funded measures through the Transportation Behaviour Change programme including Cycle Training and Led Rides.

There will be no impact on highway assets and no implications for the Highways Maintenance Revenue Budget.

The grants will be paid net of VAT and it will be the responsibility of the organisations concerned to pay / reclaim this as appropriate.

Activity	Timeline	Cost
Capital Funding		
Capital grant allocation to schools and businesses (For storage, signage, showers, changing facilities, lockers etc.)	Autumn 2016 to Autumn 2017	£450,000 (up to £10,000 per location)
Project Co-ordinators (BCC Internal Fees)	Autumn 2016 to Autumn 2017	£50,000

Approvals to Date

The BCR Phase 3 programme is £30.000m in total, funded by £22.100m from the DfT's second tranche of Cycle City Ambition Grant funding and £7.900m from local public-sector sources as a local contribution. The programme received PDD approval at Cabinet in March 2015.

However, only the first £6.817m of the DfT's CCAG funding has been formally approved by the DfT for 2015/16 and 2016/17, and the remainder for 2017/18 is still subject to final confirmation. The current position (to March 2017) in terms of approvals is shown below:

BCR Phase 3 Cumulative Approvals (to March 2017 only)			
	<u>CCAG Tranche 2 (DfT)</u>	<u>Local Contributions</u>	<u>TOTAL</u>
Overall Allocation (PDD)	£22,100,000	£7,900,000	£30,000,000
Current Allocation (to March 17 only) ⁽¹⁾	£6,817,000	£1,241,000	£8,058,000
<u>Previous Approvals</u>			
Development Costs	£1,050,000	£550,000	£1,600,000
Detailed Design Costs	£1,050,000	£400,000	£1,450,000
Programme Management (to FBC)	£225,000	£275,000	£500,000
Canal Works ⁽³⁾	£0	£0	£0
Warwick Road / Stockfield Road	£0	£5,000	£5,000
Wingfoot Way / Wood Lane TRO	£0	£10,000	£10,000
Sheldon Country Park Green Route	£484,400	£0	£484,400
University Station Canal Access ⁽⁴⁾	£250,000	£0	£250,000
Local Links (Canals)	£48,100		£48,100
Local Links (Green Routes Tranche 3)	£127,500		£127,500
Budget Reallocation Reports from Ph1	£2,030,000		£2,030,000
<u>Previous Approvals Total</u>	<u>£5,265,000</u>	<u>£1,240,000</u>	<u>£6,505,000</u>
<i>Remaining Funds (after previous approvals)</i>	<i>£1,552,000</i>	<i>£1,000</i>	<i>£1,553,000</i>
<u>This Approval</u>			
Top Cycle Location (cycle parking grants) ⁽²⁾	£250,000		£250,000
<u>Previous & This Approval Total</u>	<u>£5,515,000</u>	<u>£1,240,000</u>	<u>£6,755,000</u>
<i>Remaining Funds (after previous and this approval)</i>	<i>£1,302,000</i>	<i>£1,000</i>	<i>£1,303,000</i>
<u>Other Pending Approvals</u>			
Lichfield Road Main Corridor Ph1B	£447,700		£447,700
Woodgate Valley Green Route	£522,200		£522,200
<u>Pending Approvals Total</u>	<u>£969,900</u>	<u>£0</u>	<u>£969,900</u>
<u>Previous, This + Pending Approvals Total</u>	<u>£6,484,900</u>	<u>£1,240,000</u>	<u>£7,724,900</u>
<i>Remaining Funds (after previous, this and pending approvals)</i>	<i>£332,100</i>	<i>£1,000</i>	<i>£333,100</i>

For notes to this table see following page

Notes:

- (1) CCAG grant totalling £6.817m has been confirmed by the DfT for 2015/16 and 2016/17. Approvals against CCAG Tranche 2 will not exceed this amount until further funding for 2017/18 is confirmed by the DfT.
- (2) The remaining £0.250m of expenditure covered by this report in 2017/18 will not be committed unless and until funding for that year is confirmed by the DfT.
- (3) Canal Works to a value of £1.050m were approved by Cabinet in November 2015. This programme of work will commence in 2017/18 and will be funded from the final allocation of CCAG Tranche 2 grant, subject to confirmation by DfT in 2017/18.
- (4) The total estimated capital cost of the University Station Canal Access improvement will be £0.450m. In addition to the £0.250m CCAG funding identified here, the remaining £0.200m will be funded using £0.118m from the Major Scheme SCE capital funding for Selly Oak New Road and £0.082m from the City Council's Integrated Transport Block capital allocation. These SCE and ITB contributions are in addition to the £7.9m of ITB and Other Local Contributions approved as part of the PDD for BCR Phase 3.

4. Checklist of Documents Supporting the FBC		
Item	Mandatory attachment	Number attached
Financial Case and Plan		
<ul style="list-style-type: none"> Detailed workings in support of the above Budget Summary (as necessary) 	Mandatory	Appendix A
<ul style="list-style-type: none"> Statement of required resource (people, equipment, accommodation) – append a spreadsheet or other document 	Mandatory	N / A
<ul style="list-style-type: none"> Whole Lifecycle Costing analysis (as necessary) 	Mandatory	N / A
<ul style="list-style-type: none"> Milestone Dates/ Project Critical Path (set up in Voyager or attached in a spreadsheet) 	Mandatory	Appendix D
Project Development products		
<ul style="list-style-type: none"> Stakeholder Analysis 	Mandatory	Appendix A
<ul style="list-style-type: none"> Equality Analysis 	Mandatory	Appendix B
<ul style="list-style-type: none"> Risk Management Assessment 	Mandatory	Appendix C
<ul style="list-style-type: none"> Implementation Programme 	Mandatory	Appendix D
Other Attachments (list as appropriate)		
Grant Application Form including terms and conditions		Appendix E