

# CONSULTATION PROJECT PLAN

## LTP Refresh

TASK	ACTION / EVIDENCE
What specifically is the decision being sought?	To agree a deliverable updated Local Transport Plan for Worcestershire, to include policy refresh and a high level strategy
Total Budget Estimate for this consultation exercise (using higher distribution numbers and including all contingency)	£3000 (including staff time and materials)
Has funding been identified for this consultation? – state from where	Cost Code: V19400
Staff Resources	Andy Baker Martin Rowe Michele Jones Transport Strategy Team
Is this a strategic consultation exercise?	Yes
<b>Cabinet Member with responsibility</b>	Cllr Dr Ken Pollock
When does this exercise need to be completed?	<b>March 2017</b>
<b>WHAT ARE YOU CONSULTING ABOUT</b>	
<b>Background</b>	As the duration of the current LTP3 period is long (up to and including 2026), it was always intended to intermittently review and refresh both the policy documents and the overall Plan to ensure that they remain up to date. Since the LTP3 was put together, funding mechanisms, socio-economic aspirations and the level of evidence available to support investment in schemes has changed and many schemes included in the LTP3 have now been delivered or developed since their conception.

TASK	ACTION / EVIDENCE
<p><b>What is specifically being consulted about?</b></p>	<p>It is proposed to revise the LTP3 into the LTP4, to take account of these major changes.</p> <p>The current LTP3 is made up of an overall strategy or plan which includes projects and/or schemes for proposed delivery and a series of policy documents. It now is proposed to consult on:</p> <ul style="list-style-type: none"> <li>• <b>LTP4 Policy Documents and Network Management Plan:</b> These have been reviewed, reduced in size and combined into one smaller document;</li> <li>• <b>LTP4 Plan:</b> This has been revised to remove any schemes that have been implemented since LTP3 adoption and to also include any new / emergent schemes to reflect the IDP's within the county. The Plan also includes the more 'aspirational' schemes that may have been suggested by key stakeholders during the pre-consultation period.</li> </ul> <p>The consultation will be split into two key phases:</p> <ol style="list-style-type: none"> <li>1. <b>Pre-consultation:</b> To deliver a number of methods to help identify any viable schemes that are not currently included within the LTP3 or the IDP's. This will seek to develop the overall strategy plan;</li> <li>2. <b>The consultation:</b> To consult on the refreshed policies document, Network Management Plan and the updated main LTP document which will include a updated set of proposed schemes via three main delivery areas (North East, South West and Wyre Forest). This may include a number of schemes resulting from the pre-consultation.</li> </ol>
<p>What are the constraints?</p> <p>What is open to change and what is not? This needs to be clearly set out in our consultation material</p>	<p>To continue to ensure member/political support; Developer opposition; Short timelines; Staff resources.</p> <p>Expectations will need to be managed during the pre-consultation stage to ensure that participants do not expect their every suggestion to be included within the final LTP 4 document. We should, however, give a commitment to due consideration of ideas. During the consultation, open comments will be invited for both the policies, Network management Plan and strategy document. Again, comments will be considered.</p>
<p>Have we explained our objectives to all staff involved?</p>	<p>No, senior management only</p>

TASK	ACTION / EVIDENCE
Do staff have the necessary skills to carry out this consultation?	Yes.
How will our objectives to consultees be set out?	<p>To ensure that objectives, opportunities and constraints are clear and expectations are managed. The consultation material (including presentation) should include:</p> <p>All relevant information to ensure that participants can make an informed choice. For example:</p> <ul style="list-style-type: none"> <li>• The policies and Network Management Plan;</li> <li>• Proposed schemes;</li> <li>• An explanation of what can be changed and what cannot;</li> <li>• Constraints.</li> </ul> <p>How views will be taken account by whom and by when A contact point</p> <p>The consultation timescales /date responses needed by</p> <p>How feedback will be provided</p> <p>Where to find further information and future programme</p>
<b>DECIDING WHO TO CONSULT</b>	
Who are the stakeholders?	A full list of Stakeholders has been drawn up for the consultation exercise
How will local councillor/s be informed	Meeting/emails
What opportunities are available to local councillors to be involved in this consultation?	To support process and encourage feedback
Consider now how you will deal with conflicting views from stakeholders / weight the views you receive	To be discussed

TASK	ACTION / EVIDENCE
<b>PLANNING</b>	
Can you use existing groups and forums for your consultation?	District Councils meetings
Was this consultation identified in your Directorate Performance Plan?	Yes
When do the results of your consultation need to be available in order to inform our decision?	April/May 2017
Are there any opportunities for joining up with other consultations during your timeframe	No. This consultation process will be specific and cannot be linked to another exercise.
<b>Resources</b> <b>Financial</b>	The costs of the exercise will be £3000 maximum for project management and production and distribution of materials etc.
Timelines	<ul style="list-style-type: none"> <li>• Pre-Consultation: May 2016- July 2016</li> <li>• Evaluation of policies and Strategic plan (May- September 2016)</li> <li>• General Consultation: 22nd Dec 2016</li> <li>• Consultation Closes: 17<sup>th</sup> March, 2017;</li> <li>• Evaluation and reporting April/May, 2017;</li> <li>• Amends to Policies and Strategic plan: May/June 2017</li> <li>• Adoption: Summer 2017</li> </ul>
How long before the exercise starts do you plan to publicise your consultation?	One week
How long will we give consultees to respond to your consultation?	12 weeks

TASK	ACTION / EVIDENCE
Additional time build in:	<ul style="list-style-type: none"> <li>• Analyse the results and prepare consultation report March/April 2017</li> <li>• Allow results to be considered by Project Team April/May/June</li> <li>• Redrafts prepared for adoption end May/June 2017;</li> <li>• Provide feedback: Summer 2017</li> <li>• Evaluate the consultation: End summer 2017</li> </ul>

### DELIVERY

Are we using external consultants?	No
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### PRE-CONSULTATION

The following stakeholders were identified to participate in a pre-consultation. Stakeholders, methods and timescales are shown in the table below:

Stakeholder	Method	When	Comment
WCC Officers	War Room (room full of maps inviting open identification of issues)	25 May 2016 to June 1 <sup>st</sup> .	Evaluation of maps end May 2016
WCC local members	Workshop	9 <sup>th</sup> June 2016	Evaluation mid June 2016
District Councils	Presentations to Leaders and Chiefs of schemes identified for inclusion so far.	Mid/end June	Comments end June

TASK		ACTION / EVIDENCE	
<b>City/Borough/District</b>	<b>Date</b>	<b>Time</b>	
Bromsgrove DC	Thurs 21st July	6pm	
Malvern DC	Wednesday 13 <sup>th</sup> July	6pm	
Redditch BC	Monday 11th July	6pm	
Worcester City	Tuesday 5th July	6 for 6:30 pm	
Wychavon DC	Wednesday July 6th	6pm	
Wyre Forest	Thurs 14 <sup>th</sup> July	6pm	

### CONSULTATION / AWARENESS EXERCISES

When 22<sup>nd</sup> December, 2016 to 17<sup>th</sup> March, 2017

What: LTP4 suite of documents

Who

### Key Stakeholders and other Stakeholders Public Awareness events Jan 2017

### Draft Strategy and policies

All materials should include:

- A clear explanation of choices /opportunities for influence
- How views will be taken account by whom and by when
- A contact point/A data protection Statement
- The consultation timescales/Date responses needed by
- How feedback will be provided/Where to find further information
- Opportunities for stakeholders to evaluate our consultation, comment / complaint on process. Data protections statement

### Key Stakeholder on Stakeholder list, including but not limited to:

- WCC officers
- WCC members
- WCC cabinet
- LEP
- Highways England
- Network Rail

TASK	ACTION / EVIDENCE	
How	<p><b>Other Stakeholder</b></p> <ul style="list-style-type: none"> <li>• Bromsgrove and Redditch Borough Councillors &amp; Officers</li> <li>• Malvern Hills District Councillors &amp; Officers</li> <li>• Worcester City Councillors &amp; Officers</li> <li>• Wychavon District Councillors &amp; Officers</li> <li>• Wyre Forest Borough Councillors &amp; Officers</li> <li>• Joint Advisory Partnership</li> <li>• Natural England</li> <li>• English Heritage</li> <li>• CALC</li> <li>• Cyclist Groups</li> <li>• Ramblers Groups</li> <li>• Road Haulage</li> <li>• Bus Operators</li> <li>• Rail User Groups</li> <li>• Passenger Transport (part of Bus Users UK)</li> </ul>	
	Type of marketing/awareness raising activity	How it will be employed
	<b>Press opportunities</b>	Media releases
	<b>Meetings and presentations</b>	Updates to local members/District Councils and invitation to participate further
	<b>Events</b>	A programme of awareness events held locally – supermarkets etc. One in every town.
	<b>Information materials</b>	Materials will be produced to ensure people are aware of the consultation. This includes Consultation Doc, Main LTP and policy Doc (limited print), Business cards to promote website, pull ups etc.
	<b>Direct Marketing</b>	Letters to key stakeholders, businesses and residents relevant to the necessities of the project.
	<b>Website</b>	The WCC website should be a one stop shop for all

TASK	ACTION / EVIDENCE	
		transport information. It will be attractive, innovative and easy to navigate. It will include downloads, information, maps, online sign up forms and more.
	<b>Road Shows</b>	Unstaffed roadshows around libraries
	<b>Travel information notice boards</b>	Situated in key public places, poster to promote the consultation
	<b>Technology:</b>	Web/social media
We must include a Data Protection Act statement on your consultation material – has this statement been included?	Yes – see above	
Do we need to translate your material to accessible formats?	On request	
Feedback	<p>Feedback will be provided via a report of the consultation process and findings. The results will also be available on the Web.</p> <p>All respondents that give contact details will be entered on a date-base for future updates as the project progresses.</p>	
STAGE 6 – ANALYSING THE RESULTS		
How will you analyse the data that you collect?	<p><b>Qualitative</b> results will be evaluated by matrix according to comment type where possible and via minutes of meeting and written responses.</p>	

**Prepared by: Michele Jones**

**Date: Oct 2016**

**Sent to Manager (Project Manager): Martin Rowe**

**Returned to me on (Date)**

**You agree the plan as set out, and you are comfortable that the relevant issues have been considered**

**Sufficient budget / resources are available**

**That the spend / level of activity on this consultation is proportionate to the issue being consulted about**

**Duties under Equalities and Data Protection Legislation have been met**

**Staff have sufficient training / expertise to carry out the consultation**



**PLAN SIGNED OFF BY MANAGER / CONSULTATION COMMISSIONER (Name)**

**(Date):**