



## Local Sustainable Transport Fund Annual Outputs Reports 2013/14

This word document is provided to enable you to complete your report in draft, if you wish to do so. However, **all final outputs reports must be submitted through the online survey form**. If you use this document, please copy your answers into the online survey before 27<sup>th</sup> June 2014.

The survey is comprised of four sections – you will need to complete a separate copy of the fourth section (Section D) for every scheme element. There is a guidance document which accompanies this survey form. This can be downloaded from the front page of the online survey, at: <https://www.smart-survey.co.uk/s/LSTFAnnualOutputsReport> .

Please use the same project and scheme element definitions for reporting as last year. A list of those submitted last year can be downloaded from the front page of the online survey, at:

[http://www.smartsurvey.co.uk/files/cabinet/17988/671\\_scheme\\_element\\_names\\_for\\_2012-13.pdf](http://www.smartsurvey.co.uk/files/cabinet/17988/671_scheme_element_names_for_2012-13.pdf) .

**Any queries are to be directed to Angela Trevithick on:**

Phone: 020 7944 6075 or Email: [lstf@dft.gsi.gov.uk](mailto:lstf@dft.gsi.gov.uk).

### SECTION A: BACKGROUND AND CONTACTS

Q1 The information in this survey is being collected by the Transport Research Laboratory on behalf of the Department for Transport. It will be used by the Department for Transport for reporting on the outputs of the Local Sustainable Transport Fund and for other analytical work, and may be shared with others where appropriate. The information you provide, other than personal data, may be made publicly available. Individuals named on this form may be contacted by the Department for Transport or its agents for further information.  
(Tick box) ( ✓ )

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | I understand that I am providing information on this basis. |
|-------------------------------------|---|

**Q2. What is your Local Transport Authority name?**

Merseyside Integrated Transport Authority

**Q3. What is your LSTF project name?**

Supporting Sustainable Access to Opportunity in Merseyside

**Q4. What type of area does your LSTF project cover?***(Please tick one box.)* ✓

|   |  |
|---|--|
| ✓ | Town/City (100,000 people+)  |
|   | Urban (<100,000 people)  |
|   | Urban / rural mix  |
|   | Mostly rural   |
|   | Other (Please provide more details if you do not feel that any of the categories given above apply): |

**Senior Responsible Owner****Q5. Name of the Senior Responsible Owner:**

Frank Rogers

**Q6. Position of the Senior Responsible Owner:**

Director of Integrated Transport Services

**Q7. Contact phone number of the Senior Responsible Owner:**

0151 330 1040

**Q8. Email address of the Senior Responsible Owner:**

frank.rogers@merseytravel.gov.uk

## Official/Day to Day Project Manager

**Q9. Name of Project Manager:**

Barbara Wade

**Q10. Landline phone number of the Project Manager:**

0151 330 1852

**Q11. Mobile phone number of Project Manager (if available)?**

n/a

**Q12. Email address of the Project Manager:**

barbara.wade@merseytravel.gov.uk

**Q13. Postal address for project correspondence:**

Building number and road name:

1 Mann Island

Town

Liverpool

County

Merseyside

Postcode

L3 1BP

**Q14. If you have one, what is the website address for the project?**

[www.letstravelwise.org](http://www.letstravelwise.org)

**Q15. If you have published an annual outputs report online, what is the website address?**

[www.letstravelwise.org](http://www.letstravelwise.org)

## SECTION B: PROJECT INFORMATION

In order to provide a snapshot of the overall outputs of the LSTF programme, we are collecting data for a small number of key indicators. Please provide approximate estimates for any of the following that have resulted from the whole of your LSTF project, since it began in 2011/12 or 2012/13. Please put '0' for indicators which have not been affected by your project. Please put '%' where you do not know.

These questions will only accept numbers for answers. Please provide more detail in question 27 if you feel clarification of your answers is needed.

Please refer closely to the guidance document (paragraphs 25 to 40 refer to question 16-29), which explains what should, or should not, be included in your answers.

|  |
|--|
| <b>Q16. Number of cycle parking spaces introduced or upgraded:</b> |
| 354  |

|   |      |
|---|------|
| <b>Q17. Number of kilometres of new or improved cycle or pedestrian routes, specifically: (Number of kms)</b> |      |
| i. On-road cycle lanes  | 2.9  |
| ii. Off-road cycle paths  | 9.9  |
| iii. Off-road shared cycle/pedestrian routes  | 28.7 |
| iv. Pedestrian routes   | 5.7  |

|   |      |
|---|------|
| <b>Q18. Number of adults taking up the following services to encourage cycling or walking: (Number of Adults)</b>       |      |
| i. Bike maintenance services or classes   | 381  |
| ii. Adult cycle training  | 193  |
| iii. Bike buddy schemes   | 0    |
| iv. Led walks   | 535  |
| v. Led cycle rides  | 3752 |
| vi. Cycle loans   | 0    |
| vii. Other services to encourage cycling or walking (please give number of adults benefiting, and specify the service). | 0    |

**Q19. Number of rail stations where there have been improvements for passengers:**

0

**Q20. Number of new or improved bus services:**

11

**Q21. Number of bus stops with major improvements:**

%

**Q22. Number of workplaces (including sites for further or higher education) where new services, facilities or activities have been provided to reduce single-occupancy car use:**

165

**Q23. Number of schools where new services, facilities or activities have been provided to reduce car use for the 'school run':**

0

**Q24. Number of job seekers receiving individual support to help gain access to work:**

39,903

**Q25. Number of residential households receiving personal travel planning information, incentives and advice (PTP):**

29,200

**Q26. Number of adults receiving personal travel planning information, incentives and advice (PTP) through other channels: (Number of Adults)**

|                  |       |
|------------------|-------|
| i. at workplaces | 2,300 |
|------------------|-------|

|                 |   |
|-----------------|---|
| ii. at stations | 0 |
|-----------------|---|

|                                   |       |
|-----------------------------------|-------|
| iii. at events / stalls elsewhere | 1,550 |
|-----------------------------------|-------|

**Q27. Are there any details that we need to know in relation to the data that you have given above? If so, please give details, indicating which questions your answer applies to.**

Q16 is an estimate based on 59 cycle parking infrastructure installations having on average of 6 cycle parking spaces, which was an average taken from cycle spaces figures we had on some of the installations.

Q17 This is an estimate of the infrastructure delivered across the region.

Q18 (i) and (v) are estimates based on an average % split between walking and cycling participants taken from 2013/14 figures.

Q21 A number of bus stops have been improved as part of contributions to infrastructure projects and Quality Bus Network projects though figures are not yet available.

Q24 this figure does contain a number of individuals gaining access to training to further enhance employment opportunities.

All other elements are exact figures for the reporting years 2012/13 and 2013/14.

**Q28. Is there any overlap between your project and another LSTF project, which means that we will risk double-counting, if we simply add up all the answers received from separate projects to the questions above? If so, please give details, indicating which questions your answer applies to if relevant.**

Projects overlap but monthly project diaries are used for reporting to ensure that duplication on tasks is kept to a minimum. The project on Merseyside promotes a signposting system with partners to avoid any duplication and double counting. There has been some evidence of 2 separate projects counting the same outputs (in one or two instances) but this has been identified through internal quality assurance checks and the data submitted has been cleaned.

**Q29. Are there any amendments to these questions that you would like to see included in the same survey next year, in order to capture as full a picture as possible of the overall effects of the LSTF**

**programme? If so, please give details, indicating which questions your answer applies to where relevant.**

The number of people supported into long-term employment and the economic value that can be attributed to this impact.

## SECTION C: 2013/14 PROJECT INFORMATION

| Q30. Is your team keeping a project diary? ( ✓ )   |     |
|--|-----|
| ✓  | Yes |
|  | No  |
| Any comments:  |     |
| All project leaders keep a monthly diary for each of the projects they are responsible for delivering. |     |

| Q31. Please can you provide an estimate of the average amount of staff time spent on this LSTF project between 1st April 2013 and 31st March 2014 (in full-time equivalents)? For example, 3 full-time staff should be recorded as '3'. |
|---|
| 130.5   |

| Q32a. Your Scheme Element definitions must match those used in 2012/13. (The list of names used for scheme elements in 2012/13 can be downloaded at: <a href="http://www.smartsurvey.co.uk/files/cabinet/17988/671_scheme_element_names_for_2012-13.pdf">http://www.smartsurvey.co.uk/files/cabinet/17988/671_scheme_element_names_for_2012-13.pdf</a> ). |   |
|---|---|
| Consequently, please can you confirm the following: (Tick box) ( ✓ )  |   |
| ✓   | I confirm that the Scheme Element definitions used for reporting in 2013/14 will be the same as those used in our 2012/13 report. |

| Q32b. Please list your Scheme Element names below.   |
|--|
| <i>(In most cases, these should be the same as last year. However, if your previous scheme element name was more than 5 or 6 words, please provide a shortened version.)</i> |

| i. Scheme Element 1                        |
|--|
| Working With Employers (Key Component Bid) |

| ii. Scheme Element 2                 |
|--------------------------------------|
| Travel Solutions (Key Component Bid) |

| iii. Scheme Element 2                                    |
|--|
| Sustainable Transport Infrastructure (Key Component Bid) |

**iv. Scheme Element 4**

Working With Employers (Large Bid)

**v. Scheme Element 5**

Travel Solutions (Large Bid)

**vi. Scheme Element 6**

Sustainable Transport Infrastructure (Large Bid)

**vii. Scheme Element 7**

Bus Services (Large Bid)

**Q33i. Please complete the actual spend profile for each Scheme Elements named above, £000s, for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014**

*(Please note this question is compulsory.) Please make sure that spending is entered against the correct scheme element, AND IS ENTERED IN £000s. Please round figures to the nearest thousand.*

|  | DfT-Funded revenue<br>(as claimed,<br>£k) | DfT-Funded capital<br>(as claimed,<br>£k) | Local<br>Contribution<br>Revenue<br>(£k) | Local<br>Contribution<br>Capital (£k) | Total (£k) |
|--|---|---|--|---------------------------------------|------------|
| Scheme Element 1   | 389                                       | 28  | 0  | 0                                     | 417        |
| Scheme Element 2   | 427                                       | 0   | 40                                       | 0                                     | 467        |
| Scheme Element 3   | 37  | 374                                       | 0  | 42                                    | 453        |
| Scheme Element 4   | 945                                       | 120                                       | 0  | 0                                     | 1,065      |
| Scheme Element 5   | 972                                       | 0   | 0  | 464                                   | 1,436      |
| Scheme Element 6   | 367                                       | 2,806                                     | 100                                      | 0                                     | 3,273      |
| Scheme Element 7   | 370                                       | 6   | 52                                       | 0                                     | 428        |
| <i>Please check these totals equal the sum of all schemes listed above</i> |   |   |  |                                       |            |
| <b>TOTAL</b>   | 3,507                                     | 3,334                                     | 192                                      | 506                                   | 7,539      |

**Q33 ii. Are there any details that you need to provide in relation to the numbers given in question 33i? If yes, please provide details and specify which scheme element the comments relate to.**

These figures include a minimum amount contribution and in some cases the figures may be actually higher though at the time of reporting the evidence to support this was not yet available. In some instances, due to their success, certain LSTF projects have been

replicated in non LSTF areas using central budgets.

**Q34 i. Were there any variations in the amount you claimed from DfT in 2013/14 for any Scheme Element, which were more or less than 10% of the original amount set out in your bid document?**

|     |                                     |
|-----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> |
| No  | <input type="checkbox"/>            |

**IF YOU ANSWERED YES TO QUESTION 23i, PLEASE COMPLETE THE NEXT TWO QUESTIONS. OTHERWISE, PLEASE SKIP THEM.**

**Q34 ii. Which of the following Scheme Elements had variations in DfT- funded claims of more or less than 10% of the original amount set out in the bid? (Please tick all that apply.)** ✓

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Scheme Element 1 |
| <input checked="" type="checkbox"/> | Scheme Element 2 |
| <input checked="" type="checkbox"/> | Scheme Element 3 |
| <input checked="" type="checkbox"/> | Scheme Element 4 |
| <input checked="" type="checkbox"/> | Scheme Element 5 |
| <input checked="" type="checkbox"/> | Scheme Element 6 |
| <input checked="" type="checkbox"/> | Scheme Element 7 |

**Q34 iii. For every box that you have ticked above, please provide a brief description explaining why the Scheme Element claim for 2013/14 varied by more or less than 10% of the original amount set out in the bid.**

|                  |  |
|------------------|--|
| Scheme Element 1 | The underspend for Working with Employers (Key Component) is mainly due to staff time being diverted to Large Bid projects following staff departures and restructures at various partners. The underspend has been deferred to 2014/15 with catch up expected within the first 2 quarters. We will be evaluating spend at Quarter 2 2014/15 to ensure delivery is on track and will re-profile resources where necessary.   |
| Scheme Element 2 | The underspend for Travel Solutions (Key Component bid) is only 0.5% out of the threshold of 10%. The underspend is mainly due to restructure issues meaning that some staff costs are no longer required. Underspend has been deferred till 2014/15 and will be re-profiled to be spent on delivery rather than staff costs within quarter 1 and 2 of 2014/15 along with the planned spend for the year. We will be evaluating spend at Quarter 2 2014/15 to ensure delivery is |

|                  |   |
|------------------|---|
|                  | on track.   |
| Scheme Element 3 | The underspend for Sustainable Transport Infrastructure (Key component) is due to a mixture of payments being accrued but not defrayed by the Q4 claim date. One scheme is looking at securing more match to enhance the infrastructure developed and is awaiting approval which is expected around the start of Q2. A number of invoices are also due for payment and it is expected that by the end of Q2 spend will be on track.   |
| Scheme Element 4 | The underspend for the Working with Employers (Large Bid) scheme element is due to a number of grant related infrastructure schemes not being delivered by businesses for the quarter 4 claim date. Small grant schemes are expected to be completed in Q1 and Q2 and delivery now agreed for final year. This underspend has been deferred to 2014/15 and it is expected to be spent within the 1 <sup>st</sup> and 2 <sup>nd</sup> quarters. We will be evaluating spend at Quarter 2 2014/15 to ensure delivery is on track. |
| Scheme Element 5 | The underspend for Transport Solutions (Large Bid) scheme is due to a mixture of procurement issues for services across a couple of projects and an under claim from a partner. The underspend will be re-profiled and spent 2014/15. We will be evaluating spend at Quarter 2 2014/15 to ensure delivery is on track.  |
| Scheme Element 6 | The underspend for Sustainable Transport Infrastructure (Large Bid) is as a result of procurement issues with the cycle hire scheme which have now been dealt with, staffing issues for one partner in particular have had an impact on delivery while larger non-LSTF developments have produced delays for a couple of schemes. We will be evaluating spend at Quarter 2 2014/15.   |
| Scheme Element 7 | The underspend for Bus Services is mainly due to changes which have been made to services. Further resources issues with the procurement and installation of RTI screens on the network have incurred some delays but these are expected to be resolved within Q1. The underspend has been deferred to 2014/15. We will be evaluating spend at Quarter 2 2014/15, to ensure delivery is on track and where necessary re-profile resources.  |

## SECTION D: SCHEME ELEMENT 1 INFORMATION FOR 2013/14

### (Working With Employers – Key Component Bid)

| Q35i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER 'YES' TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT.**

**IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| <b>Q35 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br/>(You must answer for each row.)</b> |  |   |  |
|--|--|---|--|
|  | <b>Primary focus of scheme element</b> | <b>Not primary focus, but directly affected by scheme element</b> | <b>Not directly affected by scheme element</b> |
| <b>Walking</b>   | ✓                                      |   |  |
| <b>Cycling</b>   | ✓                                      |   |  |
| <b>Buses</b>   |  | ✓   |  |
| <b>Rail</b>  |  | ✓   |  |
| <b>General traffic</b>   |  | ✓   |  |
| <b>Cars</b>  |  | ✓   |  |
| <b>Freight</b>   |  | ✓   |  |
| <b>Other, (please specify in the box)</b>  |  |   |  |

| <b>Q35 iii. Did this scheme element primarily require:</b> |   |
|--|---|
| ✓  | Revenue funding (70% or more of the 2013/14 scheme element spend) |
|  | Capital funding (70% or more of the 2013/14 scheme element spend) |
|  | Neither of the above  |

| <b>Q35 iv. How many people is this scheme element aiming to reach in total?</b> |
|---|
| 155 employers   |

| <b>Q35 v. How many people did this scheme element reach in 2013/14?</b> |
|---|
| 165 employers   |

| <b>Q35 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14</b><br><i>Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.</i> |
|--|
| 165 employers have been engaged with in the five target areas have taken place. Key results following from these engagements include the development of 226 information packs to help staff get to work using sustainable modes of travel, which have been   |

distributed among approximately 761 employees; undertaking 75 mode shift surveys together with employers, of which 35 have been followed up by comprehensive Workplace Travel Plans; 19 events organised for employers in the region; and 60 new sign-ups to the Employers' Network set up in the previous year.

In Knowsley, 75 16-24 year old NEETs (not in employment training or education) have secured long-term employment (13 weeks after receiving support) via delivery partner Connexions. The economic impacts of the project estimated that over £1m benefit could be attributed to this project, if just 22 NEET young people are able to secure employment as a consequence. Thus far we can attribute nearly £3.5m benefit to the economy.

**Q35 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

Lessons have been learned with regard to the awarding of grants to employers under this scheme element. The types of grant available and the length of time for employers to implement the associated infrastructure have had a large impact on the scheme. However, lessons have been learned which have now been resolved and 8 grants have been applied for and 4 granted.

**Q35 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

We are undertaking multiple mode split surveys together with the employers (at a minimum, before and after the interventions) to establish to what extent a mode shift has taken place. A second source of evidence will be workplace records, which will allow us to measure the impacts in terms of reduced absence and improved health and morale. Plus Focus groups with employers and employees will be conducted to provide qualitative data of the support provided.

We will also be counting the number of interventions with NEETs and the ability to retain employment post intervention.

**Q35 ix. Do you have any supporting documentation to upload for this scheme element?  
(Details of appropriate files – and how to name your files – are given in the Guidance document.)**

|     |   |
|-----|---|
| Yes | ✓ |
| No  |   |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q35 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
| ✓ | Yes |
|   | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

## **SECTION D: SCHEME ELEMENT 2 INFORMATION FOR 2013/14**

**(Travel Solutions – Key Component Bid)**

| <b>Q36i. Is the scheme element purely about project management (including monitoring and evaluation)?</b> |  |
|---|--|
| ✓   | No   |
|   | Yes, and I have more Scheme Elements to add    |
|   | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER ‘YES’ TO QUESTION 36ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| <b>Q36 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br/>(You must answer for each row.)</b> |  |   |  |
|--|--|---|--|
|  | <b>Primary focus of scheme element</b> | <b>Not primary focus, but directly affected by scheme element</b> | <b>Not directly affected by scheme element</b> |
| <b>Walking</b>   | ✓                                      |   |  |
| <b>Cycling</b>   | ✓                                      |   |  |
| <b>Buses</b>   | ✓                                      |   |  |
| <b>Rail</b>  |  | ✓   |  |
| <b>General traffic</b>   |  | ✓   |  |
| <b>Cars</b>  |  |   | ✓  |

|   |  |  |   |
|---|--|--|---|
| <b>Freight</b>  |  |  | ✓ |
| <b>Other,<br/>(please<br/>specify in the<br/>box)</b> |  |  |   |

| <b>Q36 iii. Did this scheme element primarily require:</b> |   |
|--|---|
| ✓  | Revenue funding (70% or more of the 2013/14 scheme element spend) |
|  | Capital funding (70% or more of the 2013/14 scheme element spend) |
|  | Neither of the above  |

| <b>Q36 iv. How many people is this scheme element aiming to reach in total?</b> |
|---|
| 10,000 individual engagements   |

| <b>Q36 v. How many people did this scheme element reach in 2013/14?</b> |
|---|
| 9,846 individual engagements  |

| <b>Q36 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14</b>   |
|---|
| <b><i>Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.</i></b>  |
| <p>Overall, 9,846 individual engagements have taken place. 956 individuals have been provided with personalised travel support packages. This includes 942 NEET's (e.g. travel training and personal journey planning) to broaden their travel horizons and increase their confidence in making journeys. To help young people travel to employment, 1,435 travel passes, 536 bikes and 34 scooters have been given out. A further 25 individuals have been given cycling training, and 78 given bike maintenance training. Finally, to promote sustainable travel solutions within the local community, 228 led walking and cycling rides were organised, which attracted 1,747 participants in total.</p> |

| <b>Q36 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)</b> |
|---|
|---|

In terms of outputs the delivery of this package element is ahead of target therefore it is proposed to extend the offer in order to deliver additional outcomes from the project. For this reason the successful elements of this project were also taken forward into our Liverpool City Region LSTF 2015/16 bid.

**Q36 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

Follow-up surveys, either by telephone or face-to-face, to establish how many individuals are still in education, employment or training 13 weeks after being given support and results from route perception surveys to establish increased use of sustainable transport.

**Q36 ix. Do you have any supporting documentation to upload for this scheme element?  
(Details of appropriate files – and how to name your files – are given in the Guidance document.)**

|     |   |
|-----|---|
| Yes | ✓ (case study of an individual journey to employment) |
| No  |   |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q36 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
| ✓ | Yes |
|   | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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## SECTION D: SCHEME ELEMENT 3 INFORMATION FOR 2013/14

(Sustainable Transport Infrastructure – Key Component Bid)

| Q37i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER 'YES' TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| Q37 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br>(You must answer for each row.) |                                 |  |   |
|--|---------------------------------|--|---|
|  | Primary focus of scheme element | Not primary focus, but directly affected by scheme element | Not directly affected by scheme element |
| Walking  | ✓                               |  |   |
| Cycling  | ✓                               |  |   |
| Buses  |                                 |  | ✓                                       |
| Rail   |                                 | ✓  |   |
| General traffic  |                                 | ✓  |   |
| Cars   |                                 | ✓  |   |
| Freight  |                                 |  | ✓                                       |
| Other, (please specify in the box)   |                                 |  |   |

Q37 iii. Did this scheme element primarily require:

|   |   |
|---|---|
|   | Revenue funding (70% or more of the 2013/14 scheme element spend) |
| ✓ | Capital funding (70% or more of the 2013/14 scheme element spend) |
|   | Neither of the above  |

**Q37 iv. How many people is this scheme element aiming to reach in total?**

This scheme consists of publicly accessible infrastructure measures and potential reach is all local residents. The total population for all target areas (as specified in the Large Bid) is 643,620.

**Q37 v. How many people did this scheme element reach in 2013/14?**

LSTF infrastructure specific cyclist and pedestrian counts will be completed for the LSTF Annual outcomes report. Though counts across the wider network have shown that there has been a 17 point rise in cycling index on Merseyside since 2011/12 the LSTF Annual Outcomes Report will show how LSTF projects have contributed towards this.

**Q37 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14**

*Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.*

26 infrastructure schemes have been completed including 4.3 km of new cycling infrastructure in the Knowsley Industrial Park area as part of the 'Connect Kirkby' project and 4.5 km of new cycling infrastructure. In Sefton there has been 4.5 km of upgraded pedestrian infrastructure. There has also been 10 schemes in St Helens that include junction works that are providing improved access to employment sites.

**Q37 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

Physical works are progressing well across the region. Partners have learnt from previous years experiences and all remaining schemes are on target to be delivered in advance of March 2015.

**Q37 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

Automatic and manual cycle and pedestrian counts to monitor usage, as well as route user surveys to measure travel behaviours, satisfaction and identify future needs. We will also be taking into account the number and severity of collisions to inform us on improvements to road user safety.

**Q37 ix. Do you have any supporting documentation to upload for this scheme element?**  
*(Details of appropriate files – and how to name your files – are given in the Guidance document.)*

|     |   |
|-----|---|
| Yes |   |
| No  | ✓ |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q37 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
| ✓ | Yes |
|   | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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## SECTION D: SCHEME ELEMENT 4 INFORMATION FOR 2013/14

(Working With Employers – Large Bid)

| Q38i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER 'YES' TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| Q38 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br>(You must answer for each row.) |                                 |  |   |
|--|---------------------------------|--|---|
|  | Primary focus of scheme element | Not primary focus, but directly affected by scheme element | Not directly affected by scheme element |
| Walking  | ✓                               |  |   |
| Cycling  | ✓                               |  |   |
| Buses  | ✓                               |  |   |
| Rail   |                                 | ✓  |   |
| General traffic  |                                 | ✓  |   |
| Cars   |                                 | ✓  |   |
| Freight  | ✓                               |  |   |
| Other, (please specify in the box)   |                                 |  |   |

| Q38 iii. Did this scheme element primarily require: |   |
|---|---|
| ✓   | Revenue funding (70% or more of the 2013/14 scheme element spend) |
|   | Capital funding (70% or more of the 2013/14 scheme element spend) |
|   | Neither of the above  |

**Q38 iv. How many people is this scheme element aiming to reach in total?**

40 SMEs and 210 large businesses

**Q38 v. How many people did this scheme element reach in 2013/14?**

45 SMEs and 105 large businesses

**Q38 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14**

***Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.***

At least 150 employers have been engaged with. Key outputs include: distributing 163 information packs to 13,557 employees to inform them about getting to work using sustainable travel; developing 85 mode shift surveys and 50 travel plans with employers; awarding 50 grants to employers for implementing sustainable infrastructure measures, such as installing cycle parking; and organising 64 sustainable transport events, such as Dr Bike sessions and on-site promotional activities. Personal travel planning along the Quality Bus Network has seen 33,812 travel passes redeemed by the public for use on the network.

Finally, the Employment in the Transport Sector programme, which has been running since November 2012, has been highly successful in supporting young jobseekers in the transport sector, having created 107 jobs in the past 12 months and has recently won a north-west Chartered Institute Logistics Transport award and nominated for the national award.

**Q38 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

A significant challenge has been the economic environment, which makes it more difficult to engage with employers. In some cases this changed our approach to work with building/estate managers to help them provide extra benefits to their tenants and reach a wider audience. This is proving successful and we have a number of key buildings, retail parks and industrial estates including Liverpool's 3 most iconic buildings on the waterfront actively engaging with their tenants regarding sustainable travel choices thanks to our support.

**Q38 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

This is set out in our outcomes and monitoring plan and will include Travelwise organisational survey data, bus patronage during peak hours on our Statutory Quality Bus Networks. We also collect the number of personal interventions and the number of those able to retain employment.

**Q38 ix. Do you have any supporting documentation to upload for this scheme element?**  
*(Details of appropriate files – and how to name your files – are given in the Guidance document.)*

|     |   |
|-----|---|
| Yes |   |
| No  | ✓ |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q38 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
| ✓ | Yes |
|   | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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## SECTION D: SCHEME ELEMENT 5 INFORMATION FOR 2013/14

### (Travel Solutions – Large Bid)

| Q39i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER ‘YES’ TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| Q39 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br>(You must answer for each row.) |                                 |  |   |
|--|---------------------------------|--|---|
|  | Primary focus of scheme element | Not primary focus, but directly affected by scheme element | Not directly affected by scheme element |
| Walking  | ✓                               |  |   |
| Cycling  | ✓                               |  |   |
| Buses  | ✓                               |  |   |
| Rail   |                                 | ✓  |   |
| General traffic  |                                 | ✓  |   |
| Cars   |                                 | ✓  |   |
| Freight  |                                 |  | ✓                                       |
| Other, (please specify in the box)   |                                 |  |   |

| Q39 iii. Did this scheme element primarily require: |   |
|---|---|
| ✓   | Revenue funding (70% or more of the 2013/14 scheme element spend) |
|   | Capital funding (70% or more of the 2013/14 scheme element spend) |
|   | Neither of the above  |

**Q39 iv. How many people is this scheme element aiming to reach in total?**

15,000

**Q39 v. How many people did this scheme element reach in 2013/14?**

21,423

**Q39 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14**

***Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.***

To help young people get to crucial employment locations, 1,013 travel support packages have been provided (309 to NEETs and 4,692 to school / college leavers). Jobseekers in the target areas have been supported through the provision of 2,198 travel passes and cycling and bike maintenance sessions for 103 for over 16's in the target areas.

Sustran's Bike It scheme has interacted with 12,008 individuals through engagement at schools and community groups across Merseyside.

A journey planning app is currently in its final stages of testing and will be available imminently to school and college leavers in Sefton. The app, designed in conjunction with schools and colleges in Sefton, will help students access the information regarding the sustainable transport options available to them to make important decisions in their transition to further education or employment.

**Q39 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

In terms of outputs we are ahead of schedule and elements of this scheme have been taken forward into our LSTF 2015/16 bid. Challenges have been faced with regards to engaging some audiences though we have learnt lessons on how to best promote services to those audiences and potential new audiences.

**Q39 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

As per our outcome plan we are collecting the numbers of participants that access employment and then retain employment along with feedback from those receiving training. As well as this we will be collecting the number of journeys made by walk, cycle and public transport that previously would have been made by another mode

Using automatic and manual cycling and pedestrian counters we will be monitoring the number of cycling journeys on key routes while collecting qualitative data from Bike It

participants and the impacts of the support on their travel behaviours.

**Q39 ix. Do you have any supporting documentation to upload for this scheme element?**  
*(Details of appropriate files – and how to name your files – are given in the Guidance document.)*

|     |   |
|-----|---|
| Yes | ✓ |
| No  |   |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q39 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
| ✓ | Yes |
|   | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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## **SECTION D: SCHEME ELEMENT 6 INFORMATION FOR 2013/14**

**(Sustainable Transport Infrastructure – Large Bid)**

| Q40i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER 'YES' TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| Q40 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br>(You must answer for each row.) |                                 |  |   |
|--|---------------------------------|--|---|
|  | Primary focus of scheme element | Not primary focus, but directly affected by scheme element | Not directly affected by scheme element |
| Walking  | ✓                               |  |   |
| Cycling  | ✓                               |  |   |
| Buses  |                                 | ✓  |   |
| Rail   |                                 | ✓  |   |
| General traffic  |                                 | ✓  |   |
| Cars   |                                 | ✓  |   |
| Freight  |                                 |  | ✓                                       |
| Other, (please specify in the box)   |                                 |  |   |

| Q40 iii. Did this scheme element primarily require: |   |
|---|---|
|   | Revenue funding (70% or more of the 2013/14 scheme element spend) |
| ✓   | Capital funding (70% or more of the 2013/14 scheme element spend) |
|   | Neither of the above  |

| Q40 iv. How many people is this scheme element aiming to reach in total?  |
|---|
| This scheme consists of publicly accessible infrastructure measures and potential reach is all local residents. The total population for all target areas (as specified in the Large Bid) is 643,620. |

**Q40 v. How many people did this scheme element reach in 2013/14?**

The number of walkers and cyclists using the new routes will be available within Annual Outcomes Report.

**Q40 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14**

***Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.***

A number of infrastructure programmes have been completed this year resulting in 147.5 km of new or upgraded routes that will benefit walking and cycling. In Knowsley, 15.5 kms of new walking and cycling infrastructure have been built. A further 2 kms of new cycling and walking infrastructure has been built in St Helens along with 19 improvements at transport hubs. In Liverpool and Sefton, 98 km of new 20 mph zones has been created on residential roads, resulting in a safer and more attractive environment for cyclists and pedestrians,

Finally, 10 km of existing walking and cycling links have been 'greened' by Mersey Forest under the Green Links to Employment scheme to encourage people to travel to work by active modes.

**Q40 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

Weather has been challenging for the construction of schemes and has extended the majority of delivery programmes past Q4 claim deadlines.

A number of infrastructure improvements across Merseyside are still in the construction phase. While some have been delayed due to new larger external development proposals that have influenced and delayed development of LSTF projects others have been delayed due to procurement.

While progress is being made on these projects, no physical works have taken place so far, and hence, quantifiable outputs are not available yet. Development is expected to be completed and we will be monitoring the situation closely during quarter 1 and 2 to ensure that theme outputs are completed.

In terms of lessons learned, we have taken into account when planning future budgets, for the delay in invoicing for capital works. For example at the end of Q4 2013/14 we have since begun development of the cycle hire scheme which now has 17 stations and 70 bikes and already averaging 3 trips per cycle per day as of the time of writing.

**Q40 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

Data being collected includes the number of walking and cycling journeys made along routes to be carried out using automated and manual cycle and pedestrian counts. The number and severity of collisions in order to see the safety impacts.

To monitor and evaluate projects that affect bus routes we will be looking at bus journey

times bus patronage figures and length of time a journey times along with levels of customer satisfaction.

For the cycle hire scheme we are collecting data on number of bikes hired / trips made per day. The number of people registered for cycle hire scheme will be analysed and their feedback regarding their experiences of using the scheme.

**Q40 ix. Do you have any supporting documentation to upload for this scheme element?**  
*(Details of appropriate files – and how to name your files – are given in the Guidance document.)*

|     |                                     |
|-----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> |
| No  | <input type="checkbox"/>            |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q40 x. Are there other Scheme Elements in your LSTF project?**

|                                     |     |
|-------------------------------------|-----|
| <input checked="" type="checkbox"/> | Yes |
| <input type="checkbox"/>            | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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## SECTION D: SCHEME ELEMENT 7 INFORMATION FOR 2013/14

(Bus Services – Large Bid)

| Q41i. Is the scheme element purely about project management (including monitoring and evaluation)? |  |
|--|--|
| ✓  | No   |
|  | Yes, and I have more Scheme Elements to add    |
|  | Yes, and I have no more Scheme Elements to add |

**IF YOU ANSWER 'YES' TO QUESTION 35ii, YOU DO NOT NEED TO PROVIDE ANY FURTHER INFORMATION ABOUT THIS PARTICULAR SCHEME ELEMENT. IF YOU ANSWER NO, YOU NEED TO COMPLETE THE FOLLOWING QUESTIONS.**

| Q41 ii. Please indicate which of the following modes this scheme element has focused on in 2013/14.<br>(You must answer for each row.) |                                 |  |   |
|--|---------------------------------|--|---|
|  | Primary focus of scheme element | Not primary focus, but directly affected by scheme element | Not directly affected by scheme element |
| Walking  |                                 | ✓  |   |
| Cycling  |                                 |  | ✓                                       |
| Buses  | ✓                               |  |   |
| Rail   |                                 | ✓  |   |
| General traffic  |                                 | ✓  |   |
| Cars   |                                 | ✓  |   |
| Freight  |                                 |  | ✓                                       |
| Other, (please specify in the box)   |                                 |  |   |

| Q41 iii. Did this scheme element primarily require: |   |
|---|---|
|   | Revenue funding (70% or more of the 2013/14 scheme element spend) |
| ✓   | Capital funding (70% or more of the 2013/14 scheme element spend) |
|   | Neither of the above  |

**Q41 iv. How many people is this scheme element aiming to reach in total?**

The overall aim of this scheme element is a 10% increase in bus patronage for all services targeted within this scheme element.

**Q41 v. How many people did this scheme element reach in 2013/14?**

Patronage data indicates that 17,958 new trips were made over 11 bus services as part of this scheme element. However, some of these services have been withdrawn while others have only begun in operation in the final quarter of the year.

**Q41 vi. Please provide a SUMMARY OF ACHIEVEMENT for this scheme element in 2013/14**

***Please note that this is a particularly important question on this form. You are strongly advised to consult the guidance document before completing it.***

There have been 12 bus services in operation within the bus services package this year. These include a new 111 service that has commenced since a review of the Jaguar services which were not performing as anticipated and therefore not providing value for money. Patronage so far is encouraging with 781 passengers using the service within 6 months of operation well above the average of 203 a month on the Jaguar services.

An extension of the 249 service to serve the new Longview Leisure Park in Knowsley, has been operational since the end of February and was used by 447 passengers on average per month. In addition, buses on the 86 route from Liverpool to Garston have been equipped with new engines suitable for biodiesel, we are currently working with Liverpool John Moores University to analyse the effect on emissions.

Timetable extensions to the 264 service – a direct link between Halewood and Whiston Hospital, is now in operation. Patronage on this service is 305 a month after 2 months of operation.

In Knowsley a new Community Transport Framework and has awarded 2 projects to date:

- 1) Age concern to develop a driver training programme. So far 4 people have participated.
- 2) A travel training project with Your Travel Borough-wide in which 3 people have participated.

Hackney Community Transport have also be awarded the funding after a successful procurement exercise to deliver the remaining LSTF community transport offer for 2014/15. Therefore it is expected to report significantly more outputs for the year 2014/15.

**Q41 vii. Please provide any further relevant information about your scheme element delivery (e.g. challenges faced, lessons learned, etc...)**

As a result of our on-going monitoring of patronage on the bus services to the Jaguar employment site was not as high as originally forecast. As a result we undertook a review in August 2013 to determine if improvements to the scheme needed to be made. Following this review a decision to remove the services was as the patronage figures could not demonstrate demand. Following a review of LSTF services in this area it was proposed to re-profile the services to cover the same area but adjust routes, times and destinations in attempt to increase numbers on the services.

More generally, it should be noted that a number of services are now in operation and numbers are steadily growing.

**Q41 viii. What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?**

To evaluate the impacts and outcomes of this scheme we will be collecting bus patronage data and customer satisfaction data as well as specific data from Liverpool John Moores University regarding the emissions of the biofuel project, journey times and vehicle flows.

**Q41 ix. Do you have any supporting documentation to upload for this scheme element?**

*(Details of appropriate files – and how to name your files – are given in the Guidance document.)*

|     |   |
|-----|---|
| Yes |   |
| No  | ✓ |

If you answer 'Yes' in Q35 ix, the online form will then enable you to upload the relevant files.

**Q41 x. Are there other Scheme Elements in your LSTF project?**

|   |     |
|---|-----|
|   | Yes |
| ✓ | No  |

**IF YOU HAVE MORE SCHEME ELEMENTS TO ADD PLEASE COPY Q35 BELOW HERE AND CHANGE THE QUESTION NUMBER ACCORDINGLY. IF NOT, THE ON LINE VERSION WILL TAKE YOU TO THE FINISH PAGE WHERE THERE IS AN OPTION TO CHECK YOUR INFORMATION AND PRINT BEFORE SUBMITTING THE FORM.**

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