

**E&T BVR Stage 3 Report**  
**Appendix 8: Sustaining Improvement of LTP and APR Scores**

**LOCAL TRANSPORT PLAN  
IMPROVEMENT PLAN**

The improvement plan comprises building on the improvements put in place for the 2004 APR to secure sustained above average scores for the 2005 APR and second round of Local Transport Plans to be submitted in July 2006

Improvement tasks comprise:-

- 1 Ensure timely preparation and submission of high quality APR and provisional LTP2
- 2 Fully implement all key aspects of DfT/Atkins improvement report
- 3 Ensure timely preparation and submission of high quality LTP2

<b>Improvement Task</b>	<b>Sub tasks detail</b>	<b>Critical Success Factor</b>	<b>Resources (credit/debit)</b>	<b>Deadline/ Timescale</b>	<b>Constraints Impact of External Factors</b>	<b>Link to Vision Targets</b>	<b>Performance Indicator</b>
1 Ensure timely preparation and submission of high quality APR and provisional LTP2	Ensure resources to lead process and produce APR	Resources in place	Band A provided for in budget	In Place	N/A	Achieve and sustain above average score in 2005	APR/ LTP Score
	Ensure regular liaison with DfT regional office	Good mutual understanding and support	No financial implications	On going	N/A		
	Ensure delivery of all schemes to programme	All schemes and outcomes delivered on time	No financial implications	On going	Availability of construction resources	Achieve 100% compliance with APR and LTP programme preparation in 2005	
	Produce high quality relevant	Readable and fully	Band A provided for in	End June 2005	N/A		

	documentation	consistent with DfT requirements	budget				
2 Fully implement all key aspects of DfT/Atkins report	Ensure effective project management of process	Project management in place with regular reporting	No financial implications	End April 2005	N/A	Achieve 100% completion of key actions in DFT/Atkins report by 2005	
	Sustain commitment of colleagues management and members	All fully committed and delivering	No financial implications	End April 2005	N/A		
	Ensure efficient and coordinated data collection and management to support all mandatory and local indicators	Good quality data and systems proving relevant common data to all staff	Financial implications uncertain. Assume Band B	End July 2005	N/A		
	Ensure effective performance management scheme to support LTP process	Performance management scheme in place with regular reporting	No financial implications	End May 2005	N/A		
	Implement contractual arrangements to ensure scheme delivery to programme	Contract in place	Financial implications included under key issue dealing with capital programme	End May 2006	N/A		
3 Ensure timely preparation of	Ensure resources to lead process	Resources in place	Financial implications	End April 2005	N/A	Achieve and sustain above	LTP Score

high quality Final LTP2	and produce APR		Band B				
	Ensure regular liaison with DfT regional office Research and follow up emerging good practice	Good mutual understanding and support	No financial implications	Ongoing	N/A		
	Ensure relevant data provided for tracking all key indicators and outcomes	All key indicators and outcomes tracked and on course	No financial implications	End September 2005	N/A		
	Produce high quality relevant documentation	Readable and fully consistent with DfT requirements	No financial implications	End March 2006	N/A		

Heads of Service responsible for implementation of this plan Mehmood Khan Head of Engineering and Transportation  
 Director responsible for implementation of this plan Colin Chick Director of Environment and Regeneration