

Board meeting or out of meeting paper**Project / Additional Work Approval****Jul 16 BM D 2.3****Purpose of report**

- ☐
- 'Additional work' project
-
- ☒
- Project budget approval

Sensitive Information?

- ☐
- Yes
-
- ☒
- No

**If sensitive, protective marking¹****Date of Meeting or date of issue**

21 July 2016

Agenda Item if appropriate

D 2.3

Workplan / business plan category

A/B DfT CORE BUDGET MUST DO / CHOOSE TO DO

Project Code and title

B71 - A120 Roads research

Project Sponsor

Guy Dangerfield

Project Manager

Keith Bailey

Author(s)

Keith Bailey

Purpose of document

This document is used to seek the board's approval of projects' which are designated Category D1-D3 'Additional' or those projects in Category A-C which have a budget beyond the management team's delegation of £75,000.

Project summary: please briefly explain what the project is about and why we're doing it

This project will achieve two things. First, ensure that road users' needs and aspirations are at the heart of how the trunk road between Stansted Airport and Colchester (the A120) is upgraded in Road Period 2, 2020-2025. Second, allow Transport Focus to develop and trial methodology for researching the views of users of specific sections of the Strategic Road Network. Transport Focus will end up with a tested product to position the organisation as the provider of choice for third parties seeking to understand user needs in advance of major investment (in any mode of travel), with significant potential for subsequent partnerships on commercial terms. This particular project would be a conventional joint working arrangement between Transport Focus, Highways England, Essex County Council and Suffolk County Council, albeit one where our cash contribution is modest.

Please tick this box to confirm this project is compliant with the Additional Work Principles, if applicable

✓

¹ ie **OFFICIAL/SENSITIVE:** plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

Project costs and pricing summary

Detailed costs should be included in the project brief. All data should be net of VAT.

Cost type	Price charged to client	Cost to Transport Focus	Margin
Staff time			
Management time			
Travel and subsistence			
3 rd party costs	70,000	76,500	
Other costs		3,500	
Totals	70,000	80,000	

Where staff and management time is being recharged to a client please set out the basis of the charges:

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Financial and commercial risk

If this is a category D project, please comment on financial and commercial risks, and any measures in place to mitigate the impact of such risks.

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Resourcing

Please include a statement from the project sponsor confirming that the human and other resources are available to manage and deliver this project with no adverse effect on other workstreams.

Human and other resources are available to manage and deliver this project with no adverse effect on other workstreams.

Impact assessment screens

Please comment on your privacy and equalities impact assessment screens

EIA and PIA screens have been completed and a full EIA/PIA is not required.

Links

General project framework information	Further details about this project
Additional Work Principles	Project Brief including IA screens (see papers)
Summary of work categories	Project Approval Notification (PAN) (see papers)
	Additional project information (if supplied)