

**PART 10 – PROGRAMME PLANNING & SCHEME DEVELOPMENT**

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## 10.1 Programme Development

### 10.1.1 Introduction

Programming Guidance confirms the processes to be followed for the identification, assembly and updating of quality programmes of work for maintenance and smaller schemes.

The development of Regional programmes of work is co-ordinated by the central TO Programme, Planning and Systems Team, following process detailed within the guidance issued within the Forward Planning Guidance (FPG) documents. It is based on delivering 10 Year Plan Targets/Objectives, meeting Ministerial and other commitments and adopting minimum whole life cost solutions according to affordability and network constraints.

The four stages of developing programmes of work are:

- Identifying potential projects – Identification by Area Teams in liaison with their Service Providers of potential projects to meet set objectives
- Review and prioritisation of projects (Area Level) – Assessment and review at Area level including Area Value Management
- Programme review, update and assembly (Regional Level) – RPPT's and Regional Panels review Area submissions and identify a prioritised regional programme for each MPML category to match the indicative allocations for the regions
- Monitor and review – Monitor programme and take necessary action to achieve the agreed outputs and resource consumption

**Cascade** is the system to be used for budgeting and forecasting, project expenditure and outputs.

**Service Providers must submit Project Appraisal Reports (PAR) to the Service Manager electronically. PAR's for all LNMS and Technology Schemes will be stored on the TO shared Group Drive.**

Value management is a key part of the process to develop suitably prioritised programmes of work, ensuring that the right projects are taken forward at the right time. Programme development, incorporating Value Management, is a continuous process with project/ programme forecasts reviewed and updated regularly.

### 10.1.2 Guidance Documentation

Detailed guidance is available on the Highways Agency Portal and PartnerNet. It includes the following information:

- The **Programme Objectives Guide, which now incorporates the Strategic Planning Guidance**, clarifies the outcomes required from the programme. The first half of the guidance outlines the strategic direction from the Highways Agency Board including network priorities, customer first priorities and the core planning assumptions gives strategic direction and clarifies priorities for the planning period;
- The **Business Planning Framework** contains the **Forward Planning Financial Framework**, which sets out the financial rules and requirements

- **Delivering Objectives** primarily contains the **Traffic Operations Programming Guidance**, which sets out procedures for the development and forecasting of the Maintenance and LNMS programmes;
- **The Value management** section contains the **Continuous Value Management Guides** for:
  - **Local Network Management Schemes**,
  - **The Regional Roads Programme** and
  - **The Structures Renewal Programme**.

**10.2 Scheme Development****10.2.1 Introduction**

This section provides brief details on how Smaller Schemes (LNMS) and Technology Schemes should be developed.

**10.2.2 Objectives of Schemes**

Schemes should be developed taking account of the Guidance referred to in Chapter 10.1.

**10.2.3 Technical Guidance Documents**

Schemes must be designed and appraised in accordance with the relevant parts of the Highways Agency Technical Manuals, particularly:

- Area Management Memos (AMMs)
- Chief Highway Engineer (CHE) Memos
- Design Manual for Roads and Bridges (DMRB)
- Interim Advice Notes (IANs)
- Technology Guidance
- Other guidance not in formal Highways Agency systems
- Value Management Documents

The relevant parts will vary depending on the type of the scheme.

**10.2.4 Scheme Appraisal**

Schemes must be documented and appraised using the Project Appraisal Report (PAR). The latest version (currently Version 5) should be used. PARs must be produced at all key decision stages in the scheme's life. The PAR Guidance document provides extensive advice on completing and processing of PARs. The appraisal in PAR uses the Government's New Approach to Appraisal (NATA) and further guidance on many aspects of NATA can be found on DfT's Web based Transport Analysis Guidance site (WebTAG) at [www.dft.gov.uk/webtag/](http://www.dft.gov.uk/webtag/).

Further guidance on appraisal can be obtained from the appropriate NetServ Specialists. General issues about PAR should be directed to the appropriate NetServ TAME (Traffic, Appraisal, Modelling and Economics) contact for the Area concerned.

The Traffic and Economics Community on the Highways Agency Portal provides links to many documents of interest to those involved in Scheme Appraisal and/or the PAR process.

**10.2.5 Value Management**

PAR 5 provides a Value Management (VM) Score for some scheme types. Schemes must be Value Managed in accordance with the March 2007 Value Management Guidance and February 2009 Interim Update (or successor document(s)) available on the Forward Planning Guidance Community.

Note that the February 2009 Interim Update provides a new scoring method for Accessibility / Disability Discrimination Act 2005 (DDA) schemes and a VM scoring adjustment method for other scheme types with significant benefits for disabled users.

The Forward Planning Guidance Community can be found :

- For Highways Agency staff : under 'Improving our Network' on the Highways Agency Portal
- For other users : on the Highways Agency's PartnerNET web site at <http://www.ha-partner.net.org.uk>

### 10.2.6 Post Opening Project Evaluation (POPE)

The Highways Agency is keen to learn from the outcomes of its projects. This involves the POPE process carried out by NetServ TAME's consultant. POPE principally involves the comparison of actual realised scheme effects against those forecast within the PAR. The results of POPE will for example enable the Highways Agency to see which types of scheme perform well, and will enable improvements to the design and appraisal processes. The PAR will therefore where possible describe the forecast impacts of the scheme in a way which facilitates comparisons with actual impacts.

## 10.3 Area Safety Action Plans

### 10.3.1 Introduction

The document template for the Area Safety Action Plans (ASAP) is intended to set down guidance on the type of document to be prepared by Service Providers, preferably at the start of their commission.

The benefits of producing and adhering to a good ASAP include:

- casualty reductions
- reduced repair and maintenance costs
- improved management efficiency
- identification of problems
- identification of strengths and weaknesses
- prioritised action plan
- improved links/communication with other stakeholders
- stronger position on legal issues
- facilitate proactive safety management
- facilitate better monitoring procedures
- consistency with HA Strategic Safety Action Plan, Safety Operational Folder and Route Management Strategies
- establish audit trail in meeting HA casualty reduction targets

### 10.3.2 Requirements

The ASAP must be drawn up by the Service Provider in consultation with the Highways Agency's Strategic Safety Action Plan Team and set out the key actions for the Network. Service Providers must report subsequent progress against the plan through their annual report to the Service Manager and copy it to the Strategic Safety Action Plan Coordinator.

To draw in and sign up all stakeholders to this document, its development should be initiated with a workshop attended by all stakeholders. Stakeholders may include bodies such as the HA, police, other /managing Agents, local health authorities, local highway authorities and consultants, user groups etc. They may also include non-safety professionals such as planning and maintenance staff.

When the first draft has been established there should be further consultation. When the document is finished, all parties should be invited to sign up to assisting/contributing to its deliveries.

### 10.3.3 Availability

The ASAP template document is available on the HA Portal site (also previously issued under CHE Memo No. 173/06). It is not intended to be prescriptive as to the precise contents of each section may differ from area to area. It is the responsibility of the Service Provider to ascertain what is appropriate for their Network.

### 10.3.4 STATS19 Accident Data

Additional un-validated STATS19 data and the statistics on personal injury road accidents, is now available on HAMIS in advance of the traditional validated data provided by DfT. Although the use of this new data is strictly controlled, see 11.6, it can help the Highways Agency with operational intelligence, in understanding emerging trends and may help inform the delivery of Area Safety Action Plans. Should Service Providers wish to understand what un-validated data is available and

how it could be used they should direct enquiries to the Highways Agency's Road Safety, Risk, Data Co-ordination and Analysis Team. They will also be able to advise how an application to access the data may be made.