

Department for Transport

Home Zones Challenge Programme Consultants (PPAD 9/99/49)

Progress Report - June 2003

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Department for Transport
Home Zones Challenge Programme Consultants
Progress Report – June 2003

Contents

1.0	INTRODUCTION	2
2.0	PROGRESS AGAINST CONTRACT	3
3.0	LOCAL AUTHORITY PROGRESS	6
4.0	ISSUES AND FUTURE ACTIVITIES	8

Department for Transport
Home Zones Challenge Programme Consultants

Progress Report – June 2003

1.0 Introduction

1.1 Babbie (Ross Silcock) was appointed on 05 February 2002 to act as Programme Management Consultant on the Home Zone Challenge being undertaken by the Department for Transport (DfT).

1.2 This report provides a summary of the work undertaken during the quarter ending 31st May 2003 in providing those services.

1.3 Following this introduction there is a review of the main activities during the period under each of the headings identified in the Inception Report. This is then followed by a review of the progress achieved by the local authorities participating in the scheme and the report concludes with a section identifying the issues raised this quarter and the main activities for the coming quarter.

**Department for Transport
Home Zones Challenge Programme Consultants**

Progress Report – June 2003

2.0 Progress Against Contract

2.1 Meetings

2.1.1 The fourth progress meeting was held in the Manchester office of Babbie Group on 18th March 2003. Notes of the meeting have been agreed and issued.

2.2 Establish Local Authority Contacts

2.2.1 The Babbie team of regional contacts has maintained regular contact with their assigned authorities. There have been no staff changes within the team this quarter.

2.2.2 From a review of the quarterly proformas submitted in March, a number of authorities were identified for a visit due to either a requirement for more information to be provided or absence from the first round of Regional Meetings. The following Authorities were visited this quarter :

- Birmingham City Council
- Telford & Wrekin Council
- Wiltshire County Council
- Northumberland County Council
- London Borough of Southwark
- London Borough of Newham
- London Borough of Haringey
- London Borough of Camden
- South Tyneside Metropolitan Borough Council
- North Lincolnshire Borough Council

2.2.3 In addition the following meetings are planned for the next quarter which will involve the remaining Authorities identified :

- Southern Authorities Regional Meeting 2 at Reigate (6th June 2003)
- Eastern Authorities Regional Meeting 2 at Peterborough (17th June 2003)
- London Boroughs Regional Meeting 2 at Camden (17th July 2003)

2.2.4 A number of additional follow up Regional Meetings have also been held this quarter as follows :

- South West Authorities Regional Meeting at Bristol
- Yorkshire & Humberside Authorities Regional Meeting at Hull
- North Eastern Authorities Regional Meeting at Darlington

Department for Transport Home Zones Challenge Programme Consultants

Progress Report – June 2003

2.2.5 Follow Up Regional Meetings yet to be arranged include North West 1 (Bury, September), North West 2 (Blackpool, September) and Midlands (Nottingham, October?).

2.3 Website Set-up

2.3.1 The project website has now been fully established.

2.4 Website Maintenance

2.4.1 'Progress Update' information continues to be added to on a quarterly basis and an archive of updates maintained for each zone. Where information has been provided by a Local Authority, such as consultation leaflets and photos of events, these have been added to each scheme's section. A number of links to other websites have been added this quarter including links to the Staiths South Bank website, the Oxfordshire County Council webpage on their scheme, the West Sussex County Council webpage on their scheme, the Manchester City Council Northmoor Phase 2 webcam and the Inclusive Mobility webpage.

2.5 Internal Reporting

2.5.1 This is the 25th 'report' so far produced. Reports in this sense also include the minutes of all meetings. With the exception of the Inception Report, all these have been submitted in electronic format and include:

- Inception Report
- Minutes of Inception Meeting
- Minutes of Inaugural Meeting
- Minutes of First Progress Meeting
- Financial Analysis May 2002
- Progress Report May 2002
- Minutes of Second Progress Meeting
- Progress Report August 2002
- Financial Analysis August 2002
- Progress Report November 2003
- Financial Analysis November 2002
- Minutes of Third Progress Meeting
- Progress Report March 2003
- Financial Analysis March 2003
- Minutes of South West Regional Meeting
- Minutes of Eastern Regional Meeting
- Minutes of London Boroughs Regional Meeting
- Minutes of Southern Regional Meeting

Department for Transport Home Zones Challenge Programme Consultants

Progress Report – June 2003

- Minutes of North East Regional Meeting
- Minutes of North West 1 Regional Meeting
- Minutes of North West 2 Regional Meeting
- Minutes of Yorks & Humbs Regional Meeting
- Minutes of Midlands Regional Meeting
- Minutes of Fourth Progress Meeting

2.6 Conferences

2.6.1 The first project conference organised by Social Research Associates, on our behalf, was held on Thursday 13th March 2003 at The Guildhall, York. The conference was fully booked and, apart from the somewhat constrained accommodation, was considered a success. Arrangements are now proceeding for a second conference to be held at Leicester Racecourse on November 12th. The theme will be 'Scheme Design' and a mini 'Traffex' will be included in the programme. Consideration is currently being given to the ideas of holding the conference over two days and also to launching the video of Home Zone Development in the UK (sponsored by the Joseph Rowntree Trust).

2.7 Publications

2.7.1 No publications have yet been identified or produced.

**Department for Transport
Home Zones Challenge Programme Consultants**

Progress Report – June 2003

3 Local Authority Progress

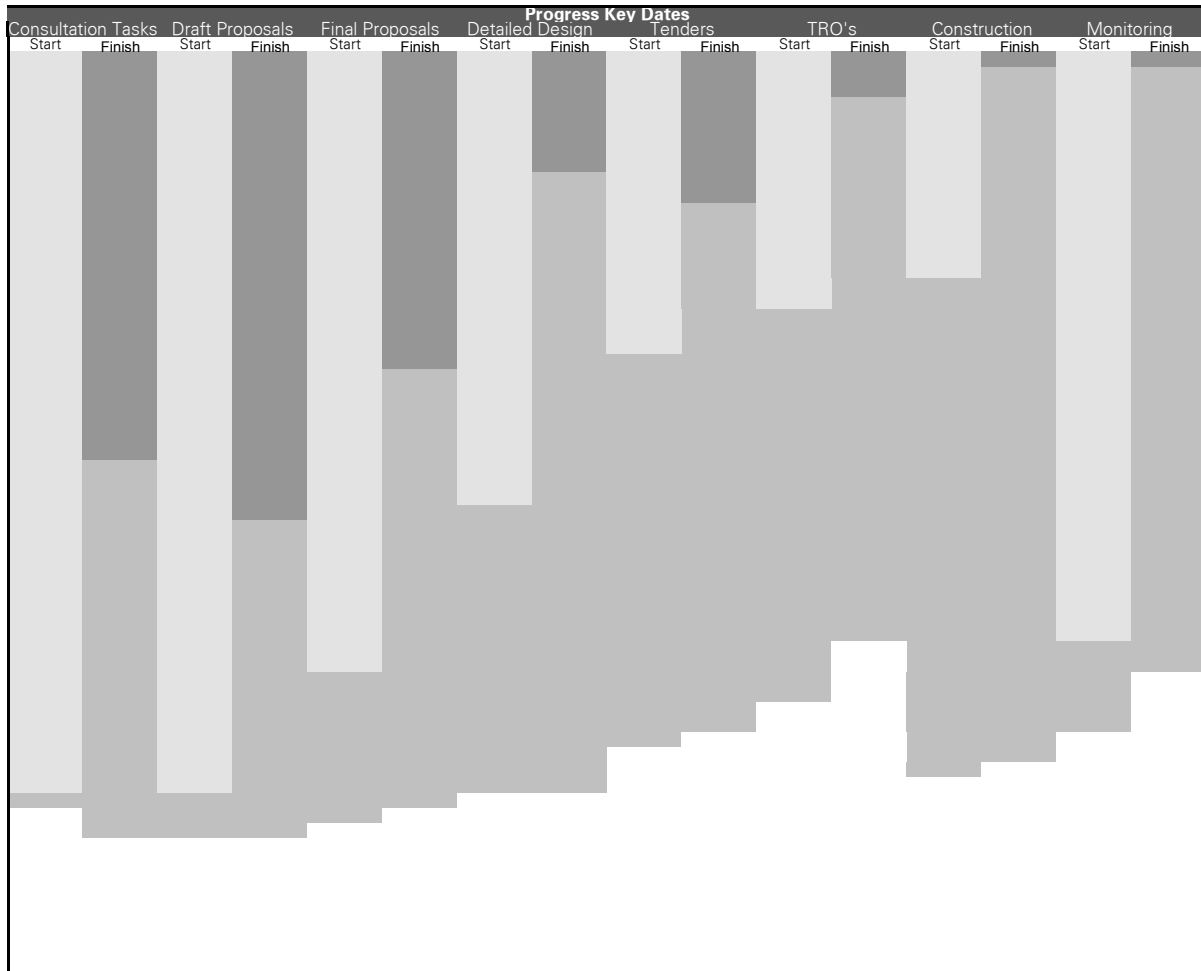
3.1 Reporting, despite now being well established and explained again to the Authorities at the Regional Meetings continues to remain varied in content. Of the 61 schemes :

- 28 Authorities submitted both their completed proformas by the return date of 30th May 2003.
- A further 27 Authorities had returned both completed proformas by the end of the following week.
- Two further Authorities had submitted forms by 20th June.
- Forms had not been received from three Authorities by 20th June.

3.2 Those Authorities who either do not submit information or the information submitted is considered to be unsatisfactory due to either a lack of quantity or quality are being contacted by their Bابتie Team contact to rectify the situation. The poor level of reporting is an issue which will be tackled during the coming quarter.

3.3 Over the last quarter the majority of Authorities have become more involved in the design aspects associated with their Home Zone schemes. A number of authorities have moved on to the tender stage and some (such as Manchester) are due to start work/ have started work on site. Obviously the Nottingham scheme continues to progress on site and the Plymouth scheme is now complete. Progress and difficulties information taken from the Updates can be found in the Appendix. In addition the chart overleaf shows Local Authority progress as reported this quarter. The rows represent the 61 Authorities with yellow areas representing tasks begun and green representing tasks completed. Grey areas show that information has been supplied and white areas show that no information has been received.

Department for Transport
Home Zones Challenge Programme Consultants
 Progress Report – June 2003



4 Issues and Future Activities

4.1 A number of the issues identified over the previous three quarters have been resolved, although, despite the meetings held, the content of a few returns are still a little sparse and some Authorities continue to not provide information. This issue will be tackled during the coming quarter, possibly in the form of a circular to all Authorities expressing concern.

4.2 Over the coming quarter, a number of Authorities will be visited. Overall progress is being maintained, but a number of schemes are becoming subject to outside pressures which will be monitored closely.