

Smarter Choices Smarter Places Criteria and Selection Process for Stage 2 (Annex A)

Proposals for Stage 2 should be sent by **9 July 2008** to Kirsty Lewin, Sustainable Transport Team, Scottish Government, 2D North, Victoria Quay, Edinburgh EH6 6QQ. A copy should be sent electronically to sustainabletransport@scotland.gsi.gov.uk. Please do not send large files to the email address. Proposals should be in 12 point font Times New Roman. Please be as concise as possible and provide a contact name. As per Stage 1, we will respond to any questions collectively. The close off date for questions is **6 June 2008**. We will short list proposals in mid July. Proposals that fail on any one criterion will automatically fail (ie, scoring under 3 or a 'No').

The short list process will include **visiting LAs** before making a final selection. The visit will likely include short presentations to the Selection Team from the LA and partners, and a site visit. The value of proposals selected to go forward to Stage 2 is significantly higher than the funds available to the Scottish Government. It is likely, therefore, that not all proposals submitted for Stage 2 will be funded. There will be opportunities for LAs who do not receive funding to participate in workshops, training and seminars as the project progresses.

A reminder of the **Vision, Aim and Objectives** is below – followed by the **criteria**. The proposals should be **laid out in a format** that clearly mirrors the criteria. This will help streamline the selection process.

Vision: Scottish communities have more sustainable places through increased sustainable travel choices, significant reductions in transport related CO2 emissions and air quality pollutants, reduced levels of congestion, increased levels of physical activity, increased awareness of healthy ways of living, and community pride in their neighbourhood.

Aim – to achieve increased proportion of active travel and public transport use as contributions to Healthier, Greener and Safer and Stronger outcomes specified in the National Performance Framework (Concordat) through the use of Smarter Choices and associated demand management mechanisms.

Objectives –

- To achieve a sustained change in travel behaviour in the participating authorities including increased proportions of active travel and public transport use and decreased proportion of car use (particularly single occupancy)
- To provide an opportunity for willing LAs to undertake intense activity on sustainable travel and related physical activity interventions through match funding
- To test the effectiveness of sustainable travel and other interventions against national and local outcomes per the National Performance Framework
- To share lessons learned across disciplines and geographical boundaries
- To provide practical experience over time to mainstream these activities in Scotland once they have proven effective

Criteria for Selection

1. **Capacity to Deliver.** This should include explicit reference to project management, governance, Best Value, risk and financial management, and political commitment, as well as providing any other evidence that helps demonstrate the overall capacity to deliver. (1-5)
2. **Background information on health (including any reference to Keep Well Areas) travel patterns, employment, local environmental issues and other relevant issues.** This information is required to test the relevance and potential effectiveness of the package of measures. (Y/N)
3. **Written support from local/national partners:** including detailed reference to in-kind and financial support and related activities. Specific references should be made where relevant to the involvement of Community Planning Partnerships, Community Health Partnerships, public transport operators and relevant businesses and environmental groups. (1-5)
4. **Statement on fit with existing LA policies and activities:** including explicit reference to the relevant national and local outcomes in the LA's Single Outcome Agreement. (Y/N)
5. **Statement on expected impact on climate change.** This should consider how the package of proposed measures will contribute to a reduction in climate change (CO₂) emissions. (Y/N)
6. **Statement on expected impact on health improvement and inequalities, Strategic Environment Assessment and Equality Impact Assessment.** This should consider how the package of proposed measures will:
 - contribute to health improvement outcomes relating to increased physical activity and maintenance of healthy weight,
 - address any statutory commitments under the Environmental Assessment (Scotland) Act 2005
 - address their statutory duties regarding Equality Impact Assessment. (Y/N)
7. **Package of measure in relation to the aims and objectives of the project.** As well as a detailed description of the proposed measures and the intended use of existing infrastructure, this should include the following (note that we expect the package may change following baseline surveys):
 - reference to short term outcomes/objectives (eg, could have a target for increased active travel to work over lifetime of project, or a x% change in modal share for leisure trips)
 - indication of the proportions of total expenditure attributed to each separate element within the package of measures
 - estimated total cost per head of population.
 - reference to the legacy of the project,
 - indication of work packages that can start **before baseline surveys** (ie, will not affect the survey results) (1-5)

8. **Community engagement.** This should incorporate details of how relevant communities will be involved in the design and implementation of the package of measures, including any reference to employing local staff, using volunteers and establishing community champions. (1-5)
9. **Detailed indicative breakdown of funding:** to cover the three year period starting 08/09, including the Scottish Government share. While SG will fully fund year 1, in the spirit of match funding we expect a 50:50 split for two years and a minimum contribution of 30% from the bidding authority (including partners and other funding) over the three years of the project at this stage. This match funding can include any monies **not coming direct** from the Sustainable Transport Team budget (ie, not from Sustrans, Energy Savings Trust, Cycling Scotland or RTP Travel Plan funds). However, the services of these organisations can be used separately in the project area. Note that funding from the Scottish Government can not be used to meet statutory or existing contractual obligations. (Y/N)
10. **Commitment to participate in the joint monitoring and evaluation work that will take place across all selected communities and be led by the Scottish Government.** This should include agreement to:
 - supply an appropriate representative to be an active member of the central Monitoring and Evaluation Steering Group
 - collaborate with the contractors appointed to carry out the monitoring and evaluation to ensure that the data is robust and can be fed back into the decision-making process over the course of the programme
 - promote best practice and shared learning in order to foster ‘demonstration’ of the benefits of implemented measuresMore detail on the remit of the Monitoring and Evaluation Steering Group is supplied in the next section. (Y/N)

Extra Information

There is no need for local authorities to independently organise monitoring and evaluation for their local projects. The Scottish Government is procuring monitoring and evaluation services to be carried out for all communities on a consistent basis against outcomes to be agreed by the Monitoring and Evaluation Steering Group. We are doing this to reduce the burden on local authorities and to seek efficiency savings through the procurement process.

The Steering Group will consist of Scottish Government analysts, an academic advisor and a representative from each community taking part in the programme. This will ensure that the outcomes being monitored are consistent with all communities’ objectives.

Evaluation of tenders, for the monitoring and evaluation work, by the Steering Group will take place in September with the collection of baseline data beginning from **October 2008 until early January 2009**. It is envisaged that this will be followed up by annual surveys over the same period to monitor progress.

Communities are required to collaborate with the contractors appointed to carry out the monitoring and evaluation to ensure the data is robust and can be fed back into the decision-making process over the course of the programme.

Interventions that change people's attitudes and behaviour can then be put in place from January 2009 when the baseline collection has been completed. However local authorities **will be able to undertake activity in advance of the surveys as long as these do not impact on attitudes or behaviours.**

This method of procuring monitoring and evaluation does not inhibit communities who wish to carry out complementary, passive monitoring activities such as electronic counters.

While LAs will be responsible for engaging their own communities in this project, a **communications/learning strategy** will be put together for the whole project. This will be coordinated by the Scottish Government with full LA participation and other interested organisations over the life of the project.

End.

Kirsty Lewin
Sustainable Transport Team
Scottish Government
Tel: 0131 244 7924
Kirsty.lewin@scotland.gsi.gov.uk