

BASELINE FORMS AND BI-MONTHLY RETURNS

BASELINE FORMS

The baseline form shows all schemes for a given year which have allocated funding. It is issued by TfL Borough Partnerships to boroughs for each Borough Spending Plan (BSP) initiative. Baseline forms for all initiatives are sent directly to the borough BSP contact including the LCN+ baseline form.

The Baseline Form Process

1. Preparation of the Baseline

Borough officer responsible for LCN+ schemes should be in liaison at the start of the financial year with their BSP contact to obtain a copy of the LCN+ Baseline form.

The borough officer responsible for LCN+ schemes is required to set up a projected programme for each of their schemes. This includes approximating period required to progress each of the four main stages of a scheme (feasibility, consultation, design and implementation) and preparing a spend profile at the start of the financial year.

2. Submit Baseline to TfL and LCN+

The programme is then returned to BSP contact who sends all completed baselines to TfL Borough Partnerships. It is important that a copy of the baseline for LCN+ initiatives is also sent to the lead authority for the LCN+. This programme can then be agreed by the partnership authority (in this case LB Camden, lead borough for LCN+) with the borough and TfL Borough Partnerships.

3. Scheme or Allocation Changes Submitted to Lead Authority

Any future changes to schemes or allocations should be agreed by the Lead Borough (see Variations Advisory Leaflet). Agreed changes are negotiated with a copy of the revised baseline issued to the Borough Officer responsible for LCN+ schemes, TfL Borough Partnerships and the Borough Finance Officer. These revised schemes or allocations will then appear on the Invoice Claim Statement (refer to ICS Advisory Leaflet).

BI-MONTHLY RETURNS

Bimonthly returns are essentially all baseline forms updated to monitor scheme progress and committed spends throughout the financial year.

In the case of the LCN+ project it is the responsibility of the LCN+ lead borough to compile and submit on a bimonthly basis to TfL Borough Partnerships for all 33 London Boroughs.

N.B. Boroughs are not required to submit a bimonthly return to TfL Borough Partnerships for their LCN+ schemes.

The Bimonthly Return Process

1. Scheme progress is updated on bimonthly for each of the relevant 4 key stages: feasibility, consultation, design and implementation.

2. Committed spend against each schemes is updated for bimonthly. This is an estimate to the end of any given month for the value of costs incurred against a scheme, including fees.

3. Anticipated spend profiles are also updated on the bimonthly return. Changes to anticipated spend on schemes may be due to delays or advancing works ahead of schedule.

N.B. Accuracy of information provided is dependent on monthly monitoring forms and monthly progress meetings with LCN+ sector manager (refer to MM Forms Advisory Leaflet for more info).