

MONTHLY MONITORING FORMS

The Monthly Reporting Process

LCN+ is required to report monthly to CCE and bi-monthly to Borough Partnerships on the following:

- current procedural developments (eg: London Cycle Design Standards and CRISP methodology)
- scheme progress and risk assessment
- financial progress
- Asset Management Initiative
- barriers tracking on LCN+

Scheme Progress

Why are we requesting this information of you?

- To ensure that the overall aims of the project are met.
- To ensure the standards of the network are the highest possible.
- To ensure schemes across borough boundaries are continuous and compatible.
- To provide justification for continued and increased funding of the network.

Scheme progress is reported via:

- Sector Meetings (exception reporting only)
- Borough Progress Meetings.

An good example of an MM form is shown on page 2.

Financial Progress

Financial progress is reported via:

- MM Forms: actual spend to date, projected spend to year end
- Borough Progress Meetings

A good example of financial progress reported on an MM form is shown on page 3.

Reallocation

The potential for overspend / under spend is assessed from MM Form information.

Overspend

- A variation needs to be requested and agreed.
- Reasons and costings need to be provided for justification of the overspend.
- Information on claims to date (copy of ICS) is useful to ensure that funds have not already been claimed against previous schemes.
- Borough officer and finance officer will be advised as soon as possible of decision and changes to allocation.

Underspend

- Estimates of how and why costs have changed.
- Information on claims to date (copy of ICS).
- Don't forget to factor in council fees when estimating the level of underspends.
- LCN+ will reallocate funds where underspends are expected.
- Boroughs are encouraged to have reserve schemes that can be brought forward in case of major underspend.

MM Form Example

MM forms can be completed in advance or monthly. If they are completed in advance it is important that progress is regularly reviewed to ensure that LCN+ have an accurate representation of actual progress.

Link		LB Camden		Feasibility		Design		Construction	
		250000.00		250000.00		250000.00		250000.00	
26	BS\07LCN\CAM.03	Link 26 - Route Improvements (entire length of link)							
27	BS\07LCN\CAM.01	Link 27 - Route Improvements (entire length of link)							
		Highgate West Hill / The Grove / South Grove - raised junction treatment; Highgate Road North and South - Review Bus and Cycle Lanes; Kentish Town Road / Royal College St - redesign ASL southbound approach; Hawley Crescent - contraflow cycling in one-way street; Kentish Town Road including junction with Prince of Wales Rd - remove left slip lanes and provide ASL's (contribution towards LSS scheme)							
		Draft Report Stage							
		Crisp Data Sheet							
		Current Allocation £K	50,000						
		Proposed Allocation £K	50,000						
		Current Stage	Feasibility						
		Safety Audit							
		Joint Funding	tbc						
		Traffic Signals	N						
		Variation Applied							
		Variation Ap'vd							
		Design Check Complete							
		Risk Factor	Medium						
		Projected Spend £k	50000						
		APRIL	1000						
		MAY	1000						
		JUNE	1000						
		JULY	1000						
		AUG	1000						
		SEPT	1000						
		OCT	1000						
		NOV	1000						
		DEC	1000						
		JAN	14000						
		FEB	14000						
		MARCH	13000						
		Comments	Progress with outline design based on CRISP datasets						
		Actions	LB Camden						

Last Progress Meeting Update:

- Borough is progressing well with current schemes.
- LB Camden need additional staff resources.

Financial Progress Example

Financial progress is reported via: ■ MM Forms: actual spend to date, projected spend to year end ■ Borough Progress Meetings

Below: a good example of financial progress reported on an MM form.

LCN+ Monthly Monitoring (MM) Form		Date: 24-Jun-07																	
Total Allocation Approved :		£535																	
No. Of Approved Schemes:		3																	
Borough: Camden		Borough Officer:																	
Borough Officer:		Implementation Officer:																	
Finance Officer:		Finance Officer:																	
APPROVED SCHEME LIST		Borough Expenditure Programme: 2006/07																	
BSP Scheme Ref	LCN+ Link	Scheme Name	Allocation (£k)	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Projected Spend	Actual Spend	Variations pending (Y/N)	
BS\07\LCN\CAM\01	27	Link 27 - Route Improvements (entire length of link) (already allocated £100k for 2007/08 and £100k for 2008/09 in 2005 bid)	200	5000	5000	5000	2000	2000	5000	5000	5000	5000	55000	55000	51000	£200,000	£15,000		
BS\07\LCN\CAM\02	28	Link 28 - Route Improvements - (entire length of link)	285	5000	5000	5000	2000	2000	5000	5000	5000	5000	86000	80000	80000	£285,000		Y	
BS\07\LCN\CAM\03	26	Link 26 - Route Improvements - (entire length of link) (already allocated £150k for 2007/08 and £150k for 2008/09 in 2005 bid)	50	1000	1000	1000										£3,000			
Link		RESERVE SCHEMES	Proposed Allocation (£k)	Date Variation Submitted by LCN+ office												Additional Information (i.e. justification for scheme and or reallocation of funds from other scheme underspend)			
28	Link 28 - Montague jw Malet St		8000													Scheme objectives to prepare design options for a safe access for cyclists to Malet St from Montague cycle contraflow facility. Scheme will provide a legal access for cyclists from East West route to join North South Route (including access towards University and Euston Station). Reallocate 8k funding from underspend CAM\02			
Total Actual Spend:		£33,000																	
Total Projected Spend:		£535,000																	