

Local Authority Survey 2007

The deadline for completion is Friday 30th November 2007.

Background

The National Assessment project aims to encourage an organisational culture that ensures cycling becomes a realistic travel and leisure choice for the public. The purpose of this survey tool is to gather information on the current cycling policies and practices of your local authority, and to benchmark progress against the previous National Assessment (2005). It will also help inform action at a national level.

The survey provides you with an opportunity to self-assess your policies and practices and retain some ownership of the reporting process. Once complete, Cycling Scotland will review all responses and identify recommendations for improvement. The final report will be agreed with each local authority. You should provide as much information as possible and consult widely when completing the survey. We must receive an accurate picture of the local authority's activities in order to effectively recommend future action and target our resources effectively.

Instructions for use

There are three types of question:

1. Contact details (2 questions)

These consist of a simple yes/no question, followed by a request for the contact details in a comments box. Please note that the comment box can take an unlimited amount of text.

2. Self assessment scoring questions (41 questions)

These questions form the major part of the survey. They consist of three parts:

- i. A series of descriptors that relate to the subject of the question. Tick all descriptors that are relevant to your local authority. The numbers in brackets against each descriptor denote the indicative value of each.
- ii. The score field is compulsory. Use this box to give your local authority a score between 0 and 5 (to one decimal place) for the subject of the question. You may use the indicative descriptor values as a guide to help decide your score for the question.
- iii. The comments box at the foot of the page allows you to provide further justification for your score or add any other relevant comments. The box can take an unlimited amount of text and information can be pasted in from Word documents or other applications.

3. Final Comments (1 question)

The very end page of the survey provides an opportunity for any general comments on the survey itself or further information on local authority practices not sufficiently covered in the main body of the survey. The comments box can take an unlimited amount of text and information can be pasted in from Word documents or other applications.

User Accounts

You have been provided with login details that are unique to your local authority. You can log in and out of the survey whenever you wish. All responses are automatically saved for subsequent visits.

The login details can be shared with other members of staff as you see fit.

However be aware that the same user account can be logged into simultaneously by several people (as long as they have the log in details). If this happens, one user can potentially over-write the entries of others completing the same questions. This process must therefore be managed by the Lead Respondent to prevent accidental over-writing.

Submitting the Finalised Response

Once all questions have been completed, click SUBMIT in the Home page to send your responses to Cycling Scotland.

Local Authority Survey 2007 - Question Summary

PLANNING: Leadership & Commitment

1. Is there a senior manager(s) with overall responsibility for cycling?
2. What is the approach of the local authority to steering cycling policy? Please consider the local authority as a whole.
3. How is the development of cycling managed and supported throughout the organisation?
4. Is there a councillor(s) with overall responsibility for cycling?
5. How is cycling approached by the Council? Please try to answer based on the way the Council generally and relevant committees deal with cycling development.
6. What does the local authority do to promote cycling in other organisations?
7. What percentage of local authority staff is covered by a Travel Plan?
8. What characterises the local authority's approach to delivering the internal local authority Travel Plan?
9. What percentage of the Cycle Friendly Employer Award's 21 essential criteria does the local authority meet?
10. Approximately what percentage of local authority staff benefits from at least 50% of the Cycle Friendly Employer Award's essential criteria?

PLANNING: Strategy

11. How are user needs identified? Note that 'user' relates to any individual that could potentially cycle (i.e. incorporating latent demand as well as existing use).
12. How is data on user needs incorporated into the strategy?
13. Which statements best describe the local authority's cycling strategy and its links to wider transport strategy options?
14. To what extent has the local authority developed a cycling action plan with specific, timed actions, targets and performance indicators linked to the strategy objectives?
15. How does land-use planning policy benefit cycling?
16. How are development control procedures used to improve provision for cycling?
17. What does the local authority do to limit levels of car use?

PLANNING: Resources & Co-ordination

18. How is local authority personnel arranged to plan and deliver on cycling?
19. How is the local authority's cycling policy funded?
20. What mechanisms are in place to ensure co-ordination across policy areas?

ACTIONS: Cycle Skills & Development

21. How well developed is local delivery of cycle training? Please consider the delivery programme whether or not it is led by the local authority itself.
22. How well is the school curriculum used to encourage cycle use? Consider measures such as cycling in formal physical education sessions, after school clubs, as a teaching tool, in lifestyle teaching on health/sustainability, etc.
23. How are resources to develop cycle skills among children co-ordinated?
24. How well developed is the local network of adult cycle skills training? Please consider the programmes available, the level of co-ordination and the local authority's involvement.

ACTIONS: Infrastructure

25. How well are cyclists skill levels, trip types and requirements understood by the local authority? Consider the collective understanding of departments involved in the delivery of infrastructure.
26. How does the local authority define the cycle network?
27. How does the local authority use guidance documents and procedures to help plan and design for cycling in all situations? Consider this question across local authority departments and in all circumstances (e.g. development control, new road design, public realm, junction re-design, etc. as well as for specific cycling projects).
28. What does the local authority do to understand the existing and latent demand for cycling? Consider demand assessment techniques, and consultation with users and stakeholders.
29. How does the local authority evaluate the network?
30. To what extent does the local authority have a network plan for the purpose of developing the network?
31. How does the local authority prioritise infrastructure development?

32. What targets does the local authority set for the implementation of cycle infrastructure?
33. How well developed are the local authority's infrastructure implementation programmes?
34. How well integrated with other plans and programmes are the infrastructure implementation programmes?
35. What are the local authority's arrangements for maintenance of the cycle network?
36. What are the local authority's arrangements for the inspection of the cycle network?

ACTIONS: Marketing

37. What does the local authority do to understand the market for cycling?
38. What targets and timetables for delivery are in place to ensure promotional campaigns are delivered?
39. How does the local authority co-ordinate and integrate promotional activities and ensure proper consultation?
40. How well developed are local authority campaigns to promote cycling to specific target groups? Consider in your answer the role of the local authority as a partner in broader publicity campaigns that it contributes to, but does not necessarily lead on.

MONITORING: Policy & Strategy Evaluation

41. How is cycling policy monitored and evaluated?

MONITORING: Monitoring Cycling

42. How are cycle use trends monitored and used?
43. How is safety data monitored and used?
44. Please add any final comments you may wish to make.

PLANNING: Leadership & Commitment: *Management*

1. Is there a senior manager(s) with overall responsibility for cycling?

- o Yes
- o No

Please provide the name, title and contact details of the relevant manager(s).

PLANNING: Leadership & Commitment: *Management*

2. What is the approach of the local authority to steering cycling policy? Please consider the local authority as a whole.

- o There is little demand for cycling and the local authority's resource allocation reflects that. (0)
- o Investing significant resources in cycling is not a high priority as there is little prospect for increased demand. (1)
- o The local authority provides routes where there are requests from cyclists, however on-road cycling is dangerous and not generally encouraged. (1)
- o The local authority recognises that more people should cycle. Delivering this is largely the responsibility of one or two departments. (2)
- o It is recognised that increasing cycle use can contribute to the objectives of a number of policy areas, however it is very difficult to co-ordinate policy across departments. (3)
- o Senior managers support efforts to incorporate cycling into the work of every department. It is recognised that good sustainable policies in key areas such as land-use planning, transport, access, education and tourism will increase cycle use. (4)
- o Senior managers are fully committed to the integration of cycle-friendly practices across all policy areas. (5)
- o Senior managers recognise that cycling plays a significant part in improving the quality of life of the population and envisage that local authority actions can turn cycling into a major mode of travel in the local authority area. (5)

Are there any actions by the local authority departments that back up your answer?

PLANNING: Leadership & Commitment: *Management*

3. How is the development of cycling managed and supported throughout the organisation?

- o Cycling is rarely considered as a policy tool. (0)
- o Cycling is seen as a desirable tool by a few people involved with access or transport. There is a senior manager in one of these areas supportive of cycling. (1)
- o There is some support among senior management for increasing cycle use, however it is usually low on the list of priorities. The task of increasing cycle use is that of less senior staff. (2)
- o Senior managers believe cycling plays an important role across policy areas, however cycling is considered to be an additional area of work and is not fully integrated into policy and practices. (3)
- o Senior managers ensure that cycling is integrated into their policy areas. Actions on this are reported on at regular management progress meetings. Managers are held accountable for delivering outcomes. (4)
- o The local authority Chief Executive is actively supportive of efforts to increase cycle use and cycling plays a prominent role across many policy areas. (5)
- o Senior managers in transport, education, access, planning and tourism push active and sustainable travel up the agenda in their areas of responsibility. (5)
- o There is a senior manager or senior level steering group responsible for setting output targets, assessing progress and planning resource. (5)

Describe the management actions that support your answer. Consider management - councillor interaction to support cycling delivery.

PLANNING: Leadership & Commitment: *Political Leadership*

4. Is there a councillor(s) with overall responsibility for cycling?

- o Yes
- o No

Please provide the name, title and contact details of the relevant councillor(s).

PLANNING: Leadership & Commitment: *Political Leadership*

5. How is cycling approached by the Council? Please try to answer based on the way the Council generally and relevant committees deal with cycling development.

- o Most councillors believe that there is little demand for cycling beyond existing use. They see little benefit in increasing use. (0)
- o A number of councillors support cycling in principle, but it is not regarded by the Council as a priority. (1)
- o On-road cycling is generally not considered to be a practical proposition. (1)
- o There are a few committed councillors who support the cycling staff. They have some involvement in cycling forums and local authority initiatives. However there is insufficient pressure from the Council to influence the organisation as a whole. (2)
- o The Council committees responsible for transport and planning make decisions to reduce car use. (3)
- o Increasing cycle use is a goal but is generally considered to be a low priority rather than an integral part of transportation. (3)
- o A number of councillors actively drive strong cycling policies in the local authority. Local authority departments are consulted on how to increase cycle use. (4)
- o The arguments to increase cycle use have largely been accepted and Council committees make difficult decisions to ensure sustainability is at the top of the policy agenda and cycling plays a prominent role across policy areas. (4)
- o There is strong multi-party political leadership on cycling, and sustainability is the central theme of the Council's policies. Progress towards increasing cycle use is an established part of Council committee discussions. (5)
- o There are well established practices for Councillors to regularly consult the relevant local authority departments and promote actions to increase cycle use. (5)
- o Councillors take an outward looking role in setting an example to other local authorities and Councils. (5)

Describe the actions of Councillors and Council Committees that encourage and support policies to increase cycle use. Please also provide information on any barriers that are created by the political process. How would you like to see political leadership improve?

PLANNING: Leadership & Commitment: *Leading by Example*

6. What does the local authority do to promote cycling in other organisations?

- o Some communication with external agencies but little confidence to show leadership, and no activity at a senior level. (2)
- o Officers at management level promote the actions of the Local Authority at technical meetings and when called upon to do so, at conferences. (3)
- o The local authority promotes cycle use through media coverage and by providing speakers at a senior level to speak about its work to a range of local and national audiences. (4)
- o The local authority promotes its commitment to cycling at a national and international as well as local level, taking every opportunity to encourage others to follow its lead. (5)
- o Council members take very opportunity to promote cycling to other Councils. (5)

Please provide examples of good practice in this area.

PLANNING: Leadership & Commitment: *Internal Local Authority Initiatives*

7. What percentage of local authority staff is covered by a Travel Plan?

- 0% (0)
- 1-20% (1)
- 21-40% (2)
- 41-60% (3)
- 61-80% (4)
- 80-100% (5)

Please list the targets associated with the Travel Plan.

PLANNING: Leadership & Commitment: *Internal Local Authority Initiatives*

8. What characterises the local authority's approach to delivering the internal local authority Travel Plan?

- o No travel plan. (0)
- o A few 'soft' marketing measures are identified. There is no timetable to deliver these. (1)
- o Some marketing and promotional measures are implemented, but there is no specific timetable. (2)
- o Targets relating to cycling are mainly output-based. (2)
- o A range of 'soft' and 'hard' measures are in place. (3)
- o Outcome and output targets for cycling are set. These are monitored but not consistently. (3)
- o Programme of delivery with a range of soft and hard measures including those aimed at reducing car use and increasing cycle use. (4)
- o Incentive schemes are implemented. (4)
- o Output and outcome targets for cycling have been set and are monitored. (4)
- o Full programme of short- and long-term delivery is in place, with full commitment to actions. The programme is reviewed against well established SMART output and outcome targets for increasing cycling and reducing car use. Progress is regularly monitored and results used to review the programme. (5)

Please provide examples of the measures undertaken to influence travel by local authority staff, visitors and associated activities?

PLANNING: Leadership & Commitment: *Internal Local Authority Initiatives*

9. What percentage of the Cycle Friendly Employer Award's 21 essential criteria does the local authority meet?

- 0% (0)
- 1-20% (1)
- 21-40% (2)
- 41-60% (3)
- 61-80% (4)
- 80-100% (5)

Is your local authority currently working towards Cycle Friendly Employer status at any locations?

PLANNING: Leadership & Commitment: *Internal Local Authority Initiatives*

10. Approximately what percentage of local authority staff benefits from at least 50% of the Cycle Friendly Employer Award's essential criteria?

- 0% (0)
- 1-20% (1)
- 21-40% (2)
- 41-60% (3)
- 61-80% (4)
- 80-100% (5)

Is Cycle Friendly Employer a valuable tool in supporting and rewarding internal local authority initiatives?

PLANNING: Strategy: *Understanding User Needs*

11. How are user needs identified? Note that 'user' relates to any individual that could potentially cycle (i.e. incorporating latent demand as well as existing use).

- o Little attempt to understand user needs is made, beyond traditional understandings of predict-and-provide and segregating users. (0)
- o User needs are ascertained when a problem needs to be solved. (1)
- o Local user needs are ascertained in a rudimentary way. (2)
- o Existing generic information on user needs is drawn on. (2)
- o Surveys of target users are carried out sporadically to inform the cycling strategy. (3)
- o General knowledge of user needs is enriched by the needs of local users taken from a local database of complaints and proposals. (4)
- o Co-ordination between partners facilitates greater understanding. Eg school travel survey data is fed directly to transport planners. (4)
- o Surveys of target users are carried out regularly to give cycling and wider strategies a solid grounding. (5)
- o The differences between the needs of different target groups are always understood. (5)
- o Meetings with representatives from specific user groups are held on a regular basis to determine their needs. (5)
- o Experiments, studies and pilot projects are carried out and evaluated to obtain valuable information on user needs in specific fields. E.g. travel diaries or studies in co-operation with research institutions. (5)

Please provide details on the type of user information collated to inform cycling or wider strategies.

PLANNING: Strategy: *Understanding User Needs*

12. How is data on user needs incorporated into the strategy?

- Information on cycle user data is rarely retained or referred to. (0)
- Proposals and complaints are collected and filed. (1)
- Data is stored in databases, but the lack of links makes it difficult for other departments to access this information. (2)
- User needs, complaints and proposals are stored in well-structured databases that are linked to each other and also includes the needs of the users of other transport modes. (3)
- Information and experience are exchanged between departments. (3)
- The needs of bicycle users are documented in local cycling policy guidelines. (3)
- Data is stored in well-structured databases that are regularly updated and evaluated. (4)
- Information and experience are exchanged regularly, internally and with external experts, other authorities and actors involved in cycling policy. (4)
- The local cycling policy guidelines are updated regularly. (5)
- Experience and information are passed to junior experts and new colleagues in a structured manner. (5)
- Results and understanding of experiments, studies, and pilot projects to determine user needs are communicated to decision makers and experts in a structured manner. (5)
- Know-how and experience on the collection and management of data on user needs are disseminated by means of workshops, seminars and conferences. (5)

Please provide any details you wish on how user data is analysed and fed back into the planning process.

PLANNING: Strategy: *Strategy Content*

13. Which statements best describe the local authority's cycling strategy and it's links to wider transport strategy options?

- There is a focus on traffic safety and car traffic flow. (0)
- There is no cycling strategy. (0)
- If a cycling strategy exists from a higher authority this is adopted, without adapting it to the specific local situation. (1)
- There is a cycling strategy, which focuses mainly on infrastructure measures. There is little link to the remainder of the Local Transport Strategy or other policy domains. (2)
- There are a number of objectives relating to cycling and a good degree of cycling measures relating to integration between the different modes of travel. (3)
- Cycle planning is an essential part of an integrated inter-modal plan. The wider local transport strategy is very supportive of cycling. (4)
- There is attention to both infrastructure and supporting measures and supportive objectives throughout strategy areas. (4)
- Cycle objectives, policies and measures are fully integrated with those in all relevant fields (land-use planning, transportation, health, environment, sustainability, education, tourism, economy, etc.) (5)
- Detailed consideration of all potential measures with links to a range of action plans across all strategy areas. There is a commitment to partnership with private and public bodies, and horizontal and vertical co-ordination (5)

Please consider areas in which cycling strategy can improve or develop.

PLANNING: Strategy: *Implementation*

14. To what extent has the local authority developed a cycling action plan with specific, timed actions, targets and performance indicators linked to the strategy objectives?

- There is no cycling action plan. There are no targets for cycling. (0)
- Short term actions are taken to solve problems. (1)
- Targets adopted are national targets. (1)
- There is a list of cycling measures, but only for the short-term. (2)
- There is an action programme that has obligations for the LA and prioritises action over short and medium term. (3)
- Some objectives are measured against outcome targets, but locally these are not always achievable, and the local baseline data is not available. (3)
- There is reference to working across administrative boundaries. (4)
- Short and long term planning is evident. (4)
- Objectives are usually measured against SMART outcome targets. (4)
- Baseline data for the local situation is available and indicators are specified. (4)
- The timed, financed action plan has reference to the responsibilities and obligations of different partners. There are specific actions related to partnership working across administrative boundaries. (5)
- All objectives are measured against SMART outcome targets, over both the long term and at interim stages. There is a series of timed actions linked to these. (5)
- Indicators are specific to the local situation and based on local data. (5)
- All targets are regularly reported on internally and updates are published in relevant media. (5)

PLANNING: Strategy: Complementary Policy

15. How does land-use planning policy benefit cycling?

- o Some mention is made in the Local and Structure Plans of reducing travel demand and distance through land-use planning, however there is little evidence of strong action on this. (0)
- o There are broad policy statements on cycling, usually peripheral to other planning priorities. The Road User Hierarchy may be included in policy. (1)
- o The Road User Hierarchy may be included in policy. (1)
- o Cycling network plans are included in policy. However in reality it is a secondary consideration. Most developments contribute to increased car use. (2)
- o The Local Plan is cross-referenced to the Cycling Strategy. (3)
- o There is a strong emphasis on mixed-use development. (3)
- o All developments are expected to financially contribute to cycle network improvements and provide trip-end facilities. (3)
- o There is an emphasis on people-focused development and there are strong planning policies to reduce car dependence. (4)
- o Improving access by bicycle and providing advantage to sustainable modes over private car use is in policy. (4)
- o Planning policies and decisions are designed to keep travel distances short, to encourage vibrant local communities and support local economies and businesses. For major developments, only sites with the potential for genuine sustainable and healthy travel are approved in the Local Plan. (5)

PLANNING: Strategy: Complementary Policy

16. How are development control procedures used to improve provision for cycling?

- Developers are asked to not worsen existing infrastructure for cyclists. However frequently developments sever or increase traffic levels on existing routes. (0)
- The suitability of cycling provision is determined by the awareness of the planning case officer. (1)
- Arbitrary standards of design are applied. (1)
- The cycling staff are consulted on development control decisions. (2)
- Provisions for cycling are made in most developments. These are largely add-ons once the general layout and design is agreed. (2)
- Provisions for cycling - at the bare minimum parking and shared use paths - are demanded by the local authority through Development Briefs and Supplementary Planning Guidance. There are often conflicting priorities which hinder the effectiveness of cycling measures. (3)
- It is a standard arrangement that cycling is one of the priorities raised at pre-planning discussions. (4)
- Development Briefs, Supplementary Planning Guidance and other documents detailing the required cycling measures are fundamental considerations for planning decisions. (4)
- The principles of the hierarchy of road users are adopted to guide the appropriateness of design in new developments. (4)
- Developments are expected to adhere to mode split targets and this is monitored. (4)
- Cycling is integral to the planning and design of developments. Planning decisions are fully informed by an understanding of how issues of timing, location, type, design and layout and scale impact on the travel patterns of developments. (5)
- People-friendly road and space designs are expected as the norm. (5)
- Accessibility standards are the central consideration in a Transport Assessment. (5)
- In all appropriate circumstances, developers must provide advantage to cycling over the private car, and all positive measures to discourage car use, including development layout, are pursued. (5)

PLANNING: Strategy: *Complementary Policy*

17. What does the local authority do to limit levels of car use?

- The Local Transport Strategy demonstrates little prospect for reducing car use. (0)
- The local authority has headline targets to keep traffic flowing. (0)
- There is some mention of traffic reduction in the Local Transport Strategy but there are few proposed actions to support this. (1)
- Transport maps of the local authority area indicate parking locations and discourage car use in urban areas by promoting other modes. (1)
- There are some proposed actions to reduce car use, but almost all are persuasive rather than restraint measures. (2)
- The local authority uses car parking policy to manage traffic flow rather than reduce it. (2)
- Actions to promote public transport, walking and cycling are well established and are reducing car use. (3)
- The local authority uses car parking policy to limit demand for car use. (3)
- Promotional campaigns are aimed at the public to discourage car use and promote public transport patronage, cycling and walking. (3)
- Measures that clearly restrict car use are an essential part of a wider transport plan. (4)
- Integration and relations between the different modes of travel is an important theme. (4)
- Physical measures are put in place to discourage car use, while cycles are provided with direct access to all areas (e.g. contra-flow on one-way streets, access to pedestrian areas). (4)
- The local authority is committed to meeting tough local targets for reducing motorised traffic use in and between urban areas and an integrated traffic reduction policy is applied across the local authority responsibilities. (5)
- A people-focussed transport system is the central theme of the Local Transport Strategy. All actions are geared towards delivering this, and are therefore in harmony with increasing cycle use. (5)
- The initiative is taken to encourage changes at the regional and national level to limit car use. (5)
- The benefits of reduced car use are communicated to decision-makers and the public in a variety of ways. (5)

Please expand on the ways in which the local authority is tackling the problem of road traffic reduction.

PLANNING: Resources & Co-ordination: *Personnel*

18. How is local authority personnel arranged to plan and deliver on cycling?

- o No officers have a formal cycling role, even part-time. (0)
- o Cycling issues are usually at the bottom of the priority list and are only dealt with if critical (0)
- o Cycling issues are covered by one or more specific members of staff, but not in a clear or formalised manner. (1)
- o Cycling is an add-on to someone's job, rather than a key part of it. (1)
- o There is a cycling officer but not at a senior level. (S)he has difficulty in co-ordinating resource across departments and pushing cycling up the policy agenda. (2)
- o Cycling issues are covered formally in staff job descriptions, but only on a part-time basis. Some other staff may take a personal interest. (3)
- o There is a full-time officer responsible for cycling issues. A senior officer ensures that the cycling officer is supported. Several staff in other departments have some responsibility for considering cycling in their roles. (4)
- o At least one lead officer/ co-ordinator at senior or principal officer level is responsible for cycling. This lead officer co-ordinates resource across a variety of departments and policy areas, including transportation/ planning/ roads and traffic/ leisure/ education/ access. (5)
- o Staff in every relevant department are required in their job descriptions to cover cyclists' needs. (5)

Describe the key achievements of staff involved in cycling in recent years. Consider the areas in which training has been received or is required (including for non-cycling staff).

PLANNING: Resources & Co-ordination: *Funding*

19. How is the local authority's cycling policy funded?

- o Cycling is very low down on the list of priorities. (0)
- o There is no Grant Aided Expenditure budget for cycling. (0)
- o Cycling Walking Safer Streets funding is often used for projects that are detrimental to the objective of improving cycle provision. (1)
- o There is no cycling budget or it is a fraction of what is needed. Staff are forced to fund projects by external applications, and forward planning is therefore difficult. (1)
- o Cycling Walking Safer Streets funding is significantly diverted to projects where improving cycle provision is not the main objective. (2)
- o There is a reasonable cycling budget largely determined by Cycling Walking Safer Streets funding rather than an ambitious action plan to increase cycle use. (2)
- o Other modes are usually prioritised and cycling is not fully given the funding it needs. Important projects fall through if external funding cannot be secured. (3)
- o The staff responsible for cycling prepare a budget forecast based on the needs of the Action Plan. (3)
- o Staff are confident that a long term outlook can be taken because there is sufficient consistency and security with funding. (4)
- o Cycling is given a high priority when local authority funding is allocated. Staff are encouraged to apply for Grant Aided Expenditure funding and the vast majority of the needs of the cycling Action Plan are met through this. Staff regularly apply for external funding sources to supplement core funding. (4)
- o All departments' budgets are expected to help deliver on cycling. (5)
- o The LA spends a significant amount of time applying (usually successfully) for external funding. (5)
- o All projects funded by Cycling Walking Safer Streets funding contribute to the objective of improving cycle provision, either directly or indirectly. (5)
- o Cycling is provided with a significant ring-fenced budget from Grant Aided Expenditure and/or other sources to meet all targets in an ambitious Action Plan. (5)

Consider whether you think cycle use will significantly increase under the current approach to funding, both at local authority and national level. Please also provide feedback on external funding sources eg Cycling Walking Safer Streets, National Cycle Network, Regional Transport Partnerships, European funding etc. Are they targeted correctly?

PLANNING: Resources & Co-ordination: *Inter-departmental co-ordination*

20. What mechanisms are in place to ensure co-ordination across policy areas?

- o There is little communication between departments on cycling (0)
- o There is informal discussion between the few members of staff involved in delivering cycling. They are consulted occasionally by other staff. (1)
- o Cycling is dealt with by the staff designated with cycling tasks. Usually this is in one or two departments and they have little influence in integrating cycling actions into everyday policy and processes. (2)
- o A regular steering group meets to discuss cycling matters. However it has little real influence and its actions are often limited by other priorities. The representatives lack authority in their respective departments (3)
- o A regular steering group meets to action cycling matters. It gives sufficient support to make bold decisions on action and has significant influence in changing policy and practices. (4)
- o A regular steering group ensures that cycling is integrated into every relevant policy area. The group is made up of members of every local authority department, with actions carried out and followed up on at subsequent meetings. The steering group has the support of all departmental managers in prioritising action. (5)

Please comment on good practice and developments in this area. N.B. Issues relating to specific actions are dealt with in subsequent questions. Highlight improvements or alternative approaches that could be considered by your local authority.

ACTIONS: Cycle Skills & Development: *Children*

21. How well developed is local delivery of cycle training? Please consider the delivery programme whether or not it is led by the local authority itself.

- o No delivery programme. (0)
- o Target to deliver off-road training, but few tangible output targets and no timetable for delivery. (1)
- o Programme of delivery based on National Standard Level 2, available to at least 50% of primary schools. A delivery timetable is in place but targets are mainly output-based. (2)
- o Programme of delivery based on National Standard Level 2, available to all primary schools and delivered to at least 80%. A delivery timetable is in place and SMART outcome targets have been set. (3)
- o Programme of delivery based on National Standard to 2 of the 3 levels, available to all pupils. Well established and challenging SMART outcome targets with regularly reviewed timetables for delivery. (4)
- o Programme of multi-stage delivery covering all 3 National Standard levels and available to all pupils. The programme is reviewed against SMART output and outcome targets and year-on-year progress in monitored. (5)

Please provide full details of the arrangements for child cycle training.

ACTIONS: Cycle Skills & Development: *Children*

22. How well is the school curriculum used to encourage cycle use? Consider measures such as cycling in formal physical education sessions, after school clubs, as a teaching tool, in lifestyle teaching on health/sustainability, etc.

- o Cycling in the school curriculum is not being considered. (0)
- o Local authority has accepted the principles of the Curriculum for Excellence, the Physical Activity Strategy and the Sport 21 Strategy and is keen to provide two hours quality physical education for each child every week. (1)
- o Discussions are under way between the key stakeholders with a view to introducing cycling into the school curriculum. Key Education, Health, Transportation, Planning and Teaching professionals are in agreement that introducing cycling into the school curriculum is a positive step. (2)
- o Cycling in the school curriculum has been piloted. The success of this is being monitored. If successful, similar initiatives will be rolled out further. (3)
- o There is a target to roll out cycling to all primary and secondary schools in the LA area, and this has been introduced to several schools already. (4)
- o Cycling is fully integrated into the school curriculum at both primary and secondary schools. (5)

Please describe the local authority's position on this issue.

ACTIONS: Cycle Skills & Development: *Children*

23. How are resources to develop cycle skills among children co-ordinated?

- o Very little discussion with stakeholders. Little progress is made in co-ordinating the work of other organisations or assist those delivering training (0)
- o Largely internal discussion within the local authority. (1)
- o There is a local authority co-ordinator to deliver cycle training. Key stakeholders are consulted on the way forward. (2)
- o The local authority co-ordinator ensures key stakeholders are fully consulted on the delivery programme. This is cross departmental commitment to deliver (3)
- o A Steering Group made up of the key stakeholders involved in delivery has been set up. The local authority plays a key role in delivery and actions all its responsibilities across local authority departments. (4)
- o Steering Group involving key stakeholders makes the decisions, and individual and organisational responsibilities are clear. The local authority supports full delivery of cycle training with both sufficient financial and staffing resources, or makes arrangements to ensure this is in place. (5)

ACTIONS: Cycle Skills & Development: *Adults*

24. How well developed is the local network of adult cycle skills training? Please consider the programmes available, the level of co-ordination and the local authority's involvement.

- o No delivery programme. (0)
- o Some training is available locally but the local authority has no formal engagement with the training providers. There are no tangible output targets and no timetable for delivery. (1)
- o Some training is available locally. The local authority supports the activities of the training providers in an informal way. The local authority has a written aim to increase adult training. (2)
- o Some training is available locally. The local authority co-ordinates, supports and promotes the activities of the training providers. (3)
- o The local authority plays a leading role in ensuring the adequate delivery of adult training. There are targets for delivery. The local authority co-ordinates, supports and promotes and devotes resources to local training providers. The local authority sets standards for training providers. (4)
- o Cycle training is available to all members of the public and the local authority ensures that this is co-ordinated, promoted and sufficiently resourced. Delivery is tailored to a range of target groups. Progress is reviewed against SMART output and outcome targets and year-on-year progress is monitored. (5)

ACTIONS: Infrastructure: *Network Planning Principles*

25. How well are cyclists skill levels, trip types and requirements understood by the local authority? Consider the collective understanding of departments involved in the delivery of infrastructure.

- o Cycling is considered by the local authority to be largely a leisure pursuit. Most cyclists are enthusiasts and that is unlikely to change. (0)
- o The local authority takes the approach that cyclists are best segregated from traffic in most circumstances. (1)
- o The local authority attempts to accommodate both utility and leisure trips by cycle. The cycle staff have a broad understanding of the needs of users. The actions of other local authority departments indicate that this this knowledge base should be broadened. (2)
- o All cycle users' skill levels are understood and the local authority is working to accommodate them. The cycling staff go to considerable lengths to develop other local authority departments' understanding of user needs. (3)
- o The local authority is committed to the principle that all people who travel are potential cyclists. Different route characteristics and trip end facilities are provided appropriate to the circumstances. (4)
- o The local authority supplements knowledge of design principles and user needs with locally collected user data. It is recognised that the skills of cyclists vary considerably and the cycle network must take this into consideration. Information on cycle user needs is communicated to all departments. (5)
- o The relative importance of the core design principles is understood and adopted for different users. (5)

Are cyclists needs understood well by the cycling staff, but not so well by other key departments? Consider what measures would improve the local authority's understanding.

ACTIONS: Infrastructure: *Network Planning Principles*

26. How does the local authority define the cycle network?

- o The local authority's approach is that cyclists should only be where it is designated for them to be. Cyclists will not be catered for on the road as they slow vehicular traffic and and cause safety problems. The majority of people only want to use cycles for leisure. (0)
- o The cycle network is where the local authority has provided designated facilities. Some on-road facilities are provided but there is little consideration of the overall network, as defined by where people want to cycle. (1)
- o The staff involved in cycling have plans for a cycle network, including measures to encourage on-road cycling. The cycle network is considered an add-on to wider transportation and development plans, and this lack of integration hinders progress. (2)
- o The network should accommodate several different types of user - e.g. commuters, shoppers, children, etc. - and the goal is to accommodate these different uses in different situations. (3)
- o The need to accommodate cyclists is linked to the complementary need to reduce car use. All transportation staff plan and design effectively for cyclists' needs (even in circumstances where cycling is not the primary project objective). (4)
- o People need to access all destinations by bicycle, and will use all on and off-road routes to do so. Local streets should be safe for children to cycle on unattended. The approach of the local authority is to work towards a situation where all this is accommodated effectively. (5)

Is the local authority's approach the correct one?

ACTIONS: Infrastructure: *Guidance & Procedures*

27. How does the local authority use guidance documents and procedures to help plan and design for cycling in all situations? Consider this question across local authority departments and in all circumstances (e.g. development control, new road design, public realm, junction re-design, etc. as well as for specific cycling projects).

- o Local roads guidance, based on a traditional understanding of road design, is the primary tool used in most situations. Design guidance for cycling is rarely consulted. (0)
- o The quality of design varies from scheme to scheme, depending on which staff or department leads the project. (1)
- o Where provision for cycling is not the primary objective, cyclists needs are often not considered. Frequently infrastructure is put in place that worsens the options for cyclists. (1)
- o When dealing with cycling infrastructure, the most appropriate cycle design guidance is always consulted. (2)
- o Some staff designing transport facilities that affect existing cycle facilities generally refer all schemes to the cycling expert(s) for comment, however this is not a formal process. (2)
- o Because of a lack of co-ordination, opportunities to attract new people to cycling are commonly lost when new infrastructure is built. (2)
- o All transport scheme facilities are checked to ensure compliance with cycle design guidance. (3)
- o Staff designing transport facilities are aware of the need to design for all modes and are obliged to refer all schemes to the cycling expert(s) for comment before approval can be granted. (3)
- o Supplementary planning guidance and transport infrastructure procedures demand that cycle design guidance is used to inform all new developments, but often this is as an add-on to standard guidance. (3)
- o All schemes are subject to adopted cycle audit procedures. (4)
- o Supplementary planning guidance stipulates the minimum requirements expected. (4)
- o Cycling is expected to be a key aspect of the design of new development. The cycling expert(s) is called in at an early stage of scheme development to provide input prior to design and approve draft designs. (4)
- o The local authority has procedures that demand that cycle design guidance is used in combination with other guidance for all infrastructure projects (not just cycle-specific), as an integral element of design. (4)
- o Local streets guidance, which genuinely incorporates the most up-to-date cycling advice, has been developed and adopted for all infrastructure projects. (5)
- o Cycling provision is integral to the guidance documents used by all departments. (5)
- o All staff involved in the design of transport facilities (including those in land-use planning, access and roads departments) consider cycling to be integral to scheme design. (5)
- o The needs of cycle users are considered in all new schemes at early planning. The principles of the Road User Hierarchy are adopted in all appropriate circumstances. (5)

Which cycle design documents are primarily used? Is there more that could be done to incorporate good cycle design into all schemes?

ACTIONS: Infrastructure: *Plan*

28. What does the local authority do to understand the existing and latent demand for cycling? Consider demand assessment techniques, and consultation with users and stakeholders.

- o Some anecdotal observation of existing demand is undertaken. (0)
- o On a project-by-project basis, demand for routes is estimated, mainly on the basis of existing demand. (1)
- o Statutory consultation takes place when planning applications are required. (1)
- o Figures from a small number of irregular cycle counts are used to estimate existing demand in planning for individual routes. (2)
- o Consultation takes place with existing cyclists but not other users. (2)
- o Some basic origin-destination demand principles are adopted. (3)
- o All users are consulted on individual routes decisions. (3)
- o Key stakeholders are consulted regularly through the planning of the network. (3)
- o Regular or automatic counts of cycle use across the network are used to estimate current demand. (4)
- o Before and After counts and surveys on individual projects take place as a matter of course to inform future decisions. (4)
- o Users are consulted on the long term network plans and on individual routes. (4)
- o Key stakeholders are engaged in the process as partners. (4)
- o A significant level of research (e.g. attitudinal, travel diaries, user surveys) has been undertaken to understand the travel market in the local area. (5)
- o The potential latent demand is fully understood through regular surveys of users and forms the basis of planning for cycling. (5)
- o The local authority regularly consults users and stakeholders through a wide variety of available mediums. (5)
- o Key stakeholders are engaged in the process on a Steering Group for network planning. (5)

If necessary, expand on the process the local authority carries out to identify actual demand (including latent demand) for cycling. How is the understanding of user needs fed back into the planning process?

ACTIONS: Infrastructure: *Plan*

29. How does the local authority evaluate the network ?

- o No evaluation (0)
- o Some audits are carried out, however it is not a holistic approach (1)
- o The network is evaluated on the basis of length of routes (2)
- o The network is evaluated largely on the engineering characteristics of the routes (i.e. width, length, lane/track, etc.) (3)
- o An evaluation process is in place with set criteria. All existing and proposed routes on the network are evaluated. (4)
- o The main basis of evaluation of the network is its suitability for users. All existing and proposed routes are evaluated. (5)

ACTIONS: Infrastructure: *Plan*

30. To what extent does the local authority have a network plan for the purpose of developing the network?

- o No plan of the network (0)
- o There is a basic plan of the existing infrastructure. (1)
- o Opportunities are considered if funding becomes available. (1)
- o The network plan includes all designated on- and off- road routes. (2)
- o Potential routes are identified by the cycling staff. (2)
- o The network plan records the detail of all cycle routes and the potential for increased demand. (3)
- o Other departments are consulted on the plan content. (3)
- o The plan is updated every 2 or 3 years. (3)
- o Existing routes, parking locations, interchanges and all other cycle network data is recorded in detail. (4)
- o Key partners and user groups help identify gaps and opportunities for inclusion in the network plan. (4)
- o The network incorporates streets with existing and latent demand. (5)
- o Gaps and opportunities are identified by public consultation for inclusion in the network plan. Ambitious long term opportunities are identified. (5)
- o The plan is updated yearly. (5)

ACTIONS: Infrastructure: *Plan*

31. How does the local authority prioritise infrastructure development?

- Route implementation is not prioritised (0)
- There is no consistent criteria for prioritisation. When funding becomes available a decision is made on what to design. (1)
- Infrastructure is prioritised, largely based on ease and cost of implementation. (2)
- Qualitative assessments are applied to identify the most beneficial projects. (3)
- Some quantitative assessments of benefits are applied in order to prioritise implementation. (4)
- The LA has developed or adopted a consistent set of criteria to prioritise route development. This is linked to the network evaluation process, the Cycling Strategy objectives and the implementation targets. Priorities are reviewed regularly to account for any changes in circumstance. (5)

ACTIONS: Infrastructure: *Implement*

32. What targets does the local authority set for the implementation of cycle infrastructure?

- o No implementation targets. (0)
- o Few tangible output targets and no timetable for delivery. (1)
- o A delivery timetable is in place but targets are mainly output-based and often not relevant. (2)
- o A delivery timetable is in place and SMART output and outcome targets have been set. (3)
- o Well established and challenging SMART output and outcome targets with regularly reviewed timetables for delivery. (4)
- o The programme is reviewed against SMART output and outcome targets and year-on-year progress is monitored. (5)

ACTIONS: Infrastructure: *Implement*

33. How well developed are the local authority's infrastructure implementation programmes?

- o There is no implementation programme. (0)
- o There is a list of projects that the local authority would like to implement over the short term. (1)
- o A short term programme with timetable has been developed with a list of aspirations. There is no commitment to delivery and it is not linked to funding streams. (2)
- o There are short and long term implementation programmes. The short term programme includes approximate costs and easily achievable, realistic commitments to delivery. The long term programme is simply a list of aspirational projects. (3)
- o There is a long term implementation programme with challenging but realistic commitments to delivery. This is reviewed every few years. (4)
- o The short term programme consists of a detailed list of projects that are prioritised from the long term programme and are expected to be delivered within the current funding period. (4)
- o A short term and detailed implementation plan is used to feed into the local authority's short-term planning process. Projects are usually designed in advance, ready to be implemented when timetabled. The short term plan is linked to the local authority's funding period, but not limited by it. (5)
- o A flexible and ambitious long-term implementation programme is in place which records project details, costs, estimates and proposed timetable for implementation. This programme has the same planning period as other long-term transport and land use planning programmes and it is reviewed on a yearly basis. (5)

ACTIONS: Infrastructure: *Implement*

34. How well integrated with other plans and programmes are the infrastructure implementation programmes?

- o There is no implementation programme (0)
- o When consulted, the opportunities are communicated to colleagues and other partners. (1)
- o The infrastructure programmes are developed by the one department in isolation from other departments. Consultation with other departments is carried out on a project-by-project basis. (2)
- o The infrastructure programme is sent round all departments in order that it is incorporated into other plans. (3)
- o When the opportunity arises, parts of the programme are delivered on the back of other schemes. (3)
- o Regular discussions across departments and organisations ensure co-ordination between plans. This means that opportunities are taken to deliver aspects of the infrastructure programme within other budgets or with planning gain for example. (4)
- o The infrastructure programme is communicated to all key stakeholders including public transport operators, landowners and developers, delivery partners and the public. (4)
- o A steering group(s) ensures that implementation programmes are fully integrated with mainstream transportation, planning, environment, education and health programmes, and this helps all measures to be complementary. (5)
- o Every opportunity is taken to integrate the programme into Roadworks programmes (internal and external), Core Path Planning, Local Plan, Open Space and Greenspace Strategies, Development Control processes, Supplementary Planning Guidance, Community Planning, Local Transport Strategy Implementation Plan etc. (5)

Consider providing detail on the implementation processes, identifying barriers to implementation and the improvements you would like to see made.

ACTIONS: Infrastructure: *Maintain*

35. What are the local authority's arrangements for maintenance of the cycle network ?

- o Maintenance of the cycle network it is at the bottom of the list of priorities. No-one has overall responsibility for cycle infrastructure maintenance (0)
- o Maintenance of the cycle network is very low on the list of priorities. There are no formalised procedures, however maintenance takes place when faults are reported. (1)
- o Maintenance of the cycle network is covered by the cycling budget. This helps create ownership but takes vital resources away from other cycling initiatives. (2)
- o Maintenance of the cycle network is adopted by the local authority roads maintenance department. Some maintenance functions are carried out well, however there are no formalised procedures or standards and the sensitivity of cycle use to good maintenance is not wholly understood. (3)
- o Maintenance of the cycle network is adopted by the most appropriate local authority department. Each department has its own procedures and standards which often run to the needs of the department rather than the user. Severe problems are dealt with swiftly. (4)
- o The maintenance of all existing and new cycle routes is incorporated into maintenance departments' responsibilities. Complementary facilities including parking, signing, markings and associated infrastructure are also maintained. Maintenance of cycle facilities is prioritised ahead of maintenance benefiting only motor traffic. (5)

Consider how effective maintenance arrangements are, and how they could be improved.

ACTIONS: Infrastructure: *Maintain*

36. What are the local authority's arrangements for the inspection of the cycle network?

- o There is no inspection regime for the cycle network. (0)
- o Inspection of the cycle network only takes place when a problem is reported, although the cycling staff will take note of faults when informally recognised. (1)
- o Inspection of the cycle network is the responsibility of cycling staff. There is a semi-formal process but there is often little time to carry this out. (2)
- o Cycle routes are inspected occasionally by the relevant maintenance department - usually only after significant weather events. This is fed back into the maintenance regime. (3)
- o A regular cycle network inspection regime is in place and maintenance tasks are prioritised according to perceived severity. (4)
- o The local authority conducts market research and regular surveys of the target markets. The differences between the needs of different target groups are understood and the market is fully segmented. (5)
- o There are clear performance standards with reference to surface quality, signing, markings and vegetation management. Maintenance tasks are prioritised on this basis. (5)

Consider how effective inspection arrangements are. And how they could be improved.

ACTIONS: Marketing: *Understanding the Market*

37. What does the local authority do to understand the market for cycling?

- Information on cycle use characteristics is taken from existing mode split data and cycle counts. (0)
- Existing generic information on the user market is drawn on. There is a limited understanding of user needs and the market segments. (1)
- The local user market is examined when specific projects have to be carried out, for example when a new route is built. The market is ascertained in a rudimentary way and often involving only existing cyclists' needs. (2)
- Surveys of target groups are carried out sporadically to understand market segmentation and needs. There is some understanding of both users and non-users. (3)
- A range of tools are used to supplement general knowledge of the user market and needs. This information informs the marketing strategy. There is co-ordination between partner departments and organisations to facilitate greater understanding. (4)
- There is a well-publicised public mechanism for reporting defects. (5)

Please detail the market data collected by the local authority, and how it is used to inform the marketing of cycling.

ACTIONS: Marketing: *Promotional Strategy*

38. What targets and timetables for delivery are in place to ensure promotional campaigns are delivered?

- No implementation targets (0)
- Few tangible output targets. (1)
- A delivery timetable is in place. Targets are output-based. (2)
- A delivery timetable is in place and output and outcome targets have been set. (3)
- Well established and challenging SMART output and outcome targets. There is a short-term timetable for delivery. (4)
- The programme is reviewed against SMART output and outcome targets, with long-term planning and progress monitored year-on-year. (5)

ACTIONS: Marketing: *Promotional Strategy*

39. How does the local authority co-ordinate and integrate promotional activities and ensure proper consultation?

- o No formal consultation takes place. (0)
- o Other departments are consulted on an issue-by-issue basis. (1)
- o Individual departments deliver promotional activities in isolation. Other departments are informed when consulted or via an events calendar or similar. (2)
- o Individual departments are obliged to consult colleagues across local authority departments in areas of mutual interest. There is a cross-departmental commitment to deliver promotional activities. (3)
- o A cross-departmental steering group on cycling promotion co-ordinates activities. The PR/ marketing department is consulted to improve the effectiveness of communications. (4)
- o There are examples of partnership projects with external organisations, and co-ordinated plans across disciplines. (4)
- o The local authority has sufficient resources to deliver on its commitments. (5)
- o A marketing steering group consisting of professionals across local authority departments, external organisations and including PR and marketing professionals develops strategies and campaigns. Responsibilities are clearly identified. (5)
- o Cycling promotions are developed as packages of measures across all disciplines (e.g. incorporating infrastructure, skills initiatives, marketing campaigns, events, etc.) (5)

ACTIONS: Marketing: *Campaigns and Target Groups*

40. How well developed are local authority campaigns to promote cycling to specific target groups? Consider in your answer the role of the local authority as a partner in broader publicity campaigns that it contributes to, but does not necessarily lead on.

- o Information on cycle safety awareness is distributed. (0)
- o General promotional materials are produced advising on cycling. Information on cycle safety forms a large part of the information provided. (1)
- o Articles for the local press or press releases promoting cycling are produced occasionally. A cycle route map is provided for the general public. Advice desks and information is provided at appropriate events. (2)
- o Activities are not necessarily linked to a wider strategy (2)
- o The local authority runs events publicised as part of Bike Week. (3)
- o General public awareness campaigns are run to increase understanding of the issues and the opportunity to make changes. Articles for the local press or special interest publications are issued on a regular basis announcing new facilities or initiatives and are focussed on increasing cycle use. (3)
- o The local authority runs events publicised as part of broader campaigns other than Bike Week (e.g. In Town Without Your Car Day). (3)
- o Promotional campaigns are strongly linked to complementary measures that will assist in encouraging people to cycle eg skills training, employer travel plans, new infrastructure etc. (4)
- o There are campaigns aimed at user groups aware of the problems of car use but who need more convincing of the benefits of cycling and how to start doing it. (4)
- o Targeted mailing and events are used as tools. For example, competitions to find the most cycle-friendly employer or information to parents of school children on how to facilitate cycling to school. (4)
- o All campaigns are part of a broader marketing strategy and are linked to Cycling Strategy and marketing objectives. (5)
- o Campaigns focus on defined user groups or communities eg based round the neighbourhood or schools, workplaces, universities. Highly targeted campaigns (e.g. personalised travel planning) are run, often aimed at developing a particular journey or influencing a particular community. (5)

Please provide full details of the campaigns run in your local area, specifying for example the target groups, broader co-ordination of initiatives, tools used and campaign partners.

MONITORING: Policy & Strategy Evaluation: *Policy & Strategy Evaluation*

41. How is cycling policy monitored and evaluated?

- o No assessment of the cycling policy takes place. (0)
- o Generalised surveys and data sets such as the Census are used to measure progress. (1)
- o Some counting of cycle use takes place and is reported as the key element of progress. However it is difficult to identify exactly what contribution local authority actions have made to towards changes in cycle use. (2)
- o Some aspects of cycling strategy and action are checked against target objectives. There are output and quality measures for infrastructure for example, and these are linked to measures of changes in cycle use. Indicators linked to individual measures are used as an estimate of overall trends. (3)
- o All LA areas of cycling activity are measured against clearly defined and targeted indicators. There are both out and outcome targets in all areas. (4)
- o The National Assessment or a similar tool is used to measure progress. (4)
- o Performance data is retained and used to demonstrate to decision-makers the progress that is being made. (4)
- o For all aspects of cycling strategy and action, there are indicators linked to objectives that are measured and reported on regularly. (5)
- o A quality assessment tool such as the Annual Performance Review is used to continuously report progress and improve policy. (5)
- o User surveys are used to assess public or user group satisfaction with strategies and measures. (5)
- o Data on progress is made available to the public. (5)

In which areas does the local authority have indicators to measure the effects of its actions? Please list the indicators and the way they are measured.

MONITORING: Monitoring Cycling: *Cycle Use Data*

42. How are cycle use trends monitored and used?

- o No local cycle use data is collected (0)
- o There are automated cycle counters that are the responsibility of the local authority. (1)
- o Cyclists are counted as part of local traffic data collection exercises. Considerations of monitoring cycle use have little influence over the counting criteria. (1)
- o Cycle use data is retained but rarely used or disseminated. (2)
- o Manual counts are carried out on main routes. These are not regular, perhaps once every year at the most. (2)
- o All automated cycle counter data is issued to Sustrans and other interested parties. (3)
- o There are regular cycle use counts across the cycle network (fixed days and locations). A variety of cycle use count data sources are used - e.g. cordon or screenline counts, automated cycle counters, cycle parking usage. (3)
- o Systematic monitoring takes place continuously across the network, with a well-established range of data sources used to validate and robustly demonstrate trends. Examples of data sources may include regular usage counts, user travel surveys by household, workplace or school and before & after monitoring or other similar sources. (4)
- o Automated cycle counters are regularly maintained and gaps in the data are kept to an absolute minimum. (4)
- o There is a significant network of automated cycle counters from which all data is collected, analysed and disseminated. (5)
- o User attitudes and travel habits are derived from a variety of sources and are used to develop profiles of cycle users. (5)
- o Information on trends is published through a number of mediums and aimed at decision-makers and the public. Links are made between cycle use and data on benefits - e.g. improved health, reduced congestion and pollution etc. (5)
- o Real-time data is collected and made available to the public (e.g. weather, road works, automated counts, etc.) (5)

MONITORING: Monitoring Cycling: *Cycle Safety Data*

43. How is safety data monitored and used?

- o No local cycle safety data is collected. (0)
- o Road accident statistics are used to identify blackspots. This process includes cycle accidents. (1)
- o There is an analysis of road accident statistics to determine the share involving cyclists. (2)
- o There is a local target to reduce accidents involving cycles or cycle casualties. (2)
- o The severity, location and circumstances of cycle accidents are recorded. (3)
- o Detailed information on cycle accidents is evaluated to identify measures to improve cyclist safety. (3)
- o Cycle safety data is systematically collected and managed. Accident data is complemented by attitudinal data on perceived safety, and personal security. (4)
- o Using analysed safety data, the local authority takes positive action to inform policy and address the causes of accidents. (4)
- o Information on trends is published through a number of mediums and aimed at external actors, decision-makers and the public. (5)
- o Attitudinal data relating to the perception of safety and security is collected regularly. (5)
- o Before and after statistics are collated for relevant projects. (5)

44. Please add any final comments you may wish to make.

