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| **Cycling-Scotland-Green-R** | 24 Blythswood SquareGlasgow, G2 4BG0141 229 5350 |

# National Monitoring Framework – Expression of Interest

**The National Monitoring Framework**

Cycling Scotland is embarking on the third phase of an ambitious project to deliver a Scotland-wide approach to monitoring cycling modal share with an open-data ethos, complementing existing monitoring schemes to create a National Monitoring Framework.

This second round of the National Monitoring Framework continues to focus specifically on progress towards the 10% vision of the Cycling Action Plan for Scotland, and Cycling Scotland are seeking partners to broaden the establishment of this system with benchmark settlements in Scotland, creating a long-term monitoring system.[[1]](#footnote-1)

**Why are we doing this?**

The CAPS Delivery Forum agreed a suite of national indicators to inform the national picture of cycling participation, as per 2017 Cycling Action Plan for Scotland (CAPS) Action 18. The agreed Indicators include 7 local/regional/city indicators to ensure that city, regional and local data is captured on a consistent basis to objectively measure progress against the 10% vision across Scotland[[2]](#footnote-2). The ambition of this project is that, by 2020, all settlements across Scotland with near to 10,000 population (and above) will have strategic monitoring system in place to provide data on the progress towards the 10% shared vision. The data collected through the NMF would be available in an open data format for all partners and ideally for the public and key stakeholders.  Although ideally looking at larger settlements across Scotland, complementing the work of Sustrans in the seven cities, on the NCN and for Community Links, Cycling Scotland would encourage any benchmark settlement in Scotland to be proposed by a local authority, RTP or other partner for potential inclusion.

A set of Frequently Asked Questions (FAQ) is provided in an appendix at the end of this document.

## Local Authority/RTP/Main Contact Information

### Primary Contact Details

Name

Position

Email

Phone

Location

### Do you currently have an Active Travel / Cycling Strategy?

[ ]  Yes – Please provide hyperlink:

[ ]  No

### Geographical Information Systems (GIS) Contact Details (Can be provided later where appropriate)

Name

Email

Phone

Address

### Roads Contact

Name

Email

Phone

Address

### How do you currently monitor active travel / cycling? Please also detail if you monitor any other transport modes (e.g., road traffic for developments, etc.)

## Three Proposed Settlements/Areas of ~10,000 population in your area or Benchmark Settlements

### Name of Areas / Settlements

1.
2.
3.

*If available, please include maps of the listed Areas / Settlements as an appendix when returning this form*

Can you confirm if you have local cycle routes/core paths on a GIS layer? (Can be provided later if necessary)

Yes [ ]

No [ ]

### At this initial stage, can you indicate an anticipated level of financial commitment?

[ ]  0 [ ]  £1000-3000 [ ]  £3000-5000 [ ]  £5000+

### Are you (or any other departments in your local authority) planning on installing any of your own ACCs this year, or carrying out any Temporary counts?

[ ]  Yes [ ]  No

## Proposed Flow Chart of Process

## Commitment

### The commitment required for this project includes:

* Establishing contact between Cycling Scotland and a GIS representative within your organisation, if applicable
* Providing information on existing monitoring practices and assets within your chosen settlements, passing on any available data and being available to answer general questions about the area if required
* Establishing contact between appointed delivery partner and roads/planning/permissions colleagues in order to assist the completion of any required planning applications or access permissions
* Providing assistance and local knowledge in selecting sites for ACCs and temporary counts

## Timeline

### Expression of interest launched: Wednesday 28th March 2018

### Deadline for return of expression of interest: Friday 13th April 2018

### Desk based analysis of proposed locations to create priority list: April 2018

### Monitoring solutions installed: May – August 2018

## Additional Feedback

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## Please direct responses and questions to:

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| Luke Phillips, Monitoring and Development Officer – monitoring@cycling.scot  |
| Tel: 0141 229 5445 |

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# Appendix: Frequently Asked Questions

What if my area does not have any settlements with at least 10,000 population?

If this is the case, Cycling Scotland are happy to look at larger, benchmark settlements within that area which come reasonably close to 10,000 population.

Who will organise and administer the installation of any assets, should it be required?

Cycling Scotland have appointed TDC Systems (Automatic Cycle Counters) and Streetwise Services (Temporary counts) via a full, competitive tender process as delivery partners for this project. The partners will provide, organise and administer the installation of any required assets.

Who would own any installed assets?

Cycling Scotland would be the owner of any assets purchased through the scheme and they would be loaned to the partner for the duration of the partnership.

Who is responsible for the maintenance of any assets, should it be required?

Any installed assets will include 5 years of maintenance from the organisation that provides the asset. If any maintenance is required, it will be organised through this contract. For any repairs or maintenance deemed outwith this agreement, Cycling Scotland would wish to discuss any possible contributions from the partner.

Once the five-year process has ended, will any assets require decommissioning? If so, by whom?

If the partner wishes to continue the process as is after the 5-year period ends, Cycling Scotland would require a fee to help cover ongoing maintenance and data collection from the asset. If the partner does not wish to continue with the asset it will be taken back into possession by Cycling Scotland.

Who will handle, receive and organise any data gained through this programme?

Cycling Scotland will receive the data, convert it to a format readable by all and pass it on to the partner at timings to be agreed. Cycling Scotland aim to take an open data approach to the results and the end goal is to have a central hub of cycling mode share monitoring data, open to the public, which covers the whole of Scotland. Cycling Scotland will also work with other key partners in connecting to and complementing other data collection methods.

Do we need any specific IT requirements in place to take part in the project?

No specific IT requirements will be needed to receive data gained from this project. If your organisation uses GIS software there is a possibility for data to also be provided in shapefile format.

Who will organise/submit any planning applications, should be required?

It is intended that any planning applications or permissions would be organised and submitted by the appointed delivery partners. Partners would be encouraged to make relevant colleagues aware and provide contact information.

Is there any cost to participating in the project? If so, when are they likely to be required?

In order to maximise the reach of the National Monitoring Framework and depending on demand, the costs from this project may be partially match funded by the partner.  It should be noted that match funding is not a requirement for partners and any match funding would be payable in Q1, 2018/19. Is should also be noted that an Expression of Interest does not commit you to this match funding and you can get in touch with Cycling Scotland if you wish to discuss further.

Should the project require considerable additional staff resources from Cycling Scotland and its delivery partners, there may be an additional small fee.

What if demand exceeds the available budget?

Cycling Scotland have systems in place to manage a portfolio of grants and awards programmes which can cope with over demand. In the event of oversubscription to the National Monitoring Framework, Cycling Scotland will take into account the match funding and/or ‘in kind’ value that can be offered by partners.

What if we have counters in place?

The aim of the national Monitoring Framework is to create a robust, objective data source, creating an open data source which measures progress on the Cycling Action Plan for Scotland across Scotland. This should complement other essential monitoring initiatives, such as National Cycling Network monitoring, Community Links or Smarter Choices Smarter Places project monitoring or Bike Life reports. We are also ensuring that, through management contracts, the major barriers of data collection and maintenance of counters are resolved for local authorities and regional transport partnerships.

1. This is building on previous successful rounds of the National Monitoring Framework, where we delivered a network of Automatic Cycle Counters and Temporary Counts across several Local Authority areas – this process was entirely managed by Cycling Scotland and its contractors and it was funded by Transport Scotland [↑](#footnote-ref-1)
2. Walking data will be captured wherever available from the same data source to support implementation of the National Walking Strategy. [↑](#footnote-ref-2)