APPENDIX 1

ACTION PLAN: Review of Community Participation Budget and Ward Transport Budget

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
1	Both the Community Participation Budget (CPB) and the Ward Transport Budget (WTB) should remain as separate Member-led schemes.	CPB/WTB to continue as separate Member-led schemes, retaining the existing distinction between CPB revenue funding and WTB capital funding.	Both schemes continue to operate separately with clear governance and budget arrangements.	Highways, Transport and Design	Ongoing
2	With due regard to the Stockton-on-Tees Borough Council (SBC) Ward Councillor survey feedback, SBC reviews and refreshes the guidance available to SBC Ward Councillors on CPB and WTB eligibility criteria and scheme delivery processes (which should include approximate timelines involved in the most common project proposals).	WTB/CPB guidance documents are updated as required and ready to be discussed at Members Briefing post elections. Clear guidance providing clearer eligibility criteria, practical examples of eligible schemes, requirements and indicative timescales for common proposals.	Revised CPB/WTB guidance completed and incorporated into the Member induction programme.	Highways, Transport and Design	May 2027
3	SBC considers how existing resources can best support and improve the timely processing of CPB / WTB proposals and ensure effective communication with SBC Ward Councillors throughout the process.	Existing resources have been reviewed following the service review. Additional support will be provided through the reallocation of existing capacity, including Business Support resource, to assist with routine administration, requests and communication.	Improved resilience in processing requests and responding to member enquiries, with reduced reliance on a single officer.	Highways, Transport and Design	Complete
4	SBC continues to develop, and then implements, its new CPB / WTB-related digital case management and submission system (to include a Members Briefing at the appropriate time).	Continue development and implementation of the digital CPB/WTB submission and case-management system, including visibility of request progress and available balances.	Digital submission and case management system operational, with Members briefed on its use through the Member induction programme.	Highways, Transport and Design	May 2027

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		Provide a Member briefing before full implementation.	Members able to view request status and budget information. Member briefing delivered.		
5	SBC strengthens processes around communication between relevant SBC Ward Councillors and officers designing a CPB / WTB scheme if, after feasibility checks are undertaken, environmental or other factors mean the original scope cannot be achieved.	Develop the digital case management solution to provide automated email updates to Members at key project milestones. Where a scheme cannot progress, or the original scope needs to change following feasibility or technical assessment, Members will receive a clear update setting out the reasons for the decision or change.	Members have greater visibility of scheme progress, via the digital case management system. Clear rationale / reasons why a scheme cannot be progressed is included.	Highways, Transport and Design	May 2027
6	Annual updates be provided to all SBC Ward Councillors on the state of CPB / WTB proposals (including the in-year and full four-year Council term budget position).	Provide all Members with an annual statement covering CPB/WTB allocations, committed spend, available balances and current proposals, including the cumulative four-year electoral-cycle position.	Annual statement issued to all Members.	Highways, Transport and Design	April 2028
7	SBC Ward Councillors be supported to increase engagement with local resident and community groups to generate and discuss project proposals at ward level via Ward surgeries and Members newsletters.	Annual CPB/WTB statements provided to Members, will include a summary of schemes delivered within their ward, alongside current allocations, commitments and available balances. This can then be used via ward surgeries, newsletters and engagement with resident	Provision of an annual summary to all Members, highlighting activity to support communication and engagement with local community stakeholders.	Highways, Transport and Design	Annually (following commencement of new electoral cycle)

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		and community groups to showcase completed projects.			
8	To increase wider understanding and promotion of these budget schemes, SBC: a) publishes a short annual summary on its website of projects funded through CPB and WTB in each ward. b) uses its website to confirm budget allocations, processes for applications, any deadlines for season-specific works, and principal contacts for enquiries. c) periodically advertises its CPB / WTB website link to the Borough's Town and Parish Councils, and local residents, via all available communication mediums.	Develop a dedicated CPB/WTB webpage setting out: • the purpose of each budget and how they operate • annual budget allocations • examples of the types of schemes that may be eligible • how potential proposals can be raised through Ward Members • relevant submission or seasonal deadlines • Ward Member contact details • an annual summary of schemes delivered through CPB and WTB The webpage will provide a single source of information which can also be promoted periodically to residents, community groups and Town and Parish Councils.	Dedicated CPB/WTB information is published and maintained on the Council website, providing residents and community organisations with clear information on the budgets, eligible proposals, how to contact their Ward Members and examples of schemes delivered.	Highways, Transport and Design	May 2027 May 2027 Ongoing
9	SBC introduces an annual report to the relevant SBC scrutiny committee on the CPB and WTB (allocations, proposals, spend, carry-forward, etc.).	Produce an annual CPB/WTB monitoring report to the Cabinet Member for Transport covering allocations, proposals, expenditure, commitments and carry-forward/reallocation position for consideration by the relevant scrutiny committee.	Annual report to the Cabinet Member for Housing and Transport	Highways, Transport and Design	April 2028

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