



REPORT TO THE STRATEGIC TRANSPORT SUB-COMMITTEE
13 July, 2026

TITLE: Monitoring and Evaluation

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1. PURPOSE OF THE REPORT

- 1.1. To consider the Monitoring and Evaluation plan for the RTP (Regional Transport Plan) and schemes funded by Regional Transport Fund (RTF).

2. DECISION SOUGHT

- 2.1. To approve the Monitoring and Evaluation Plan for the RTP and schemes funded by the Regional Transport Fund, including the roles and responsibilities of relevant partners.

3. REASON FOR THE DECISION

- 3.1. When the CJC were developing a programme of schemes for funding through the Regional Transport Fund, Welsh Government issued guidance that states “The CJC’s will need to establish systems and obtain sufficient information for them to effectively oversee each project in the programme, monitoring delivery to schedule and reporting any change to the works programme and/ or spend profile.”
- 3.2. A separate set of desk instructions issued by Welsh Government include how CJC’s should evaluate outcomes in connection with the RTF.

4. BACKGROUND AND RELEVANT CONSIDERATIONS

- 4.1. A Monitoring and Evaluation Plan was approved as part of the suite of RTP documents that were approved by the CJC in July 2025. This is available to view here: [monitoring-and-evaluation-plan.pdf](#)
- 4.2. The additional guidance referred to in Section 3 places additional monitoring requirements on the CJC to monitor the delivery of the RTF-funded schemes.

5. MONITORING REQUIREMENTS

- 5.1. The different types of monitoring and evaluation required by Welsh Government is set out in Table 1.

Type of RTP M&E	Timeframe	What is Likely to be Needed	Who sets out what is needed?
RTP grant monitoring	In-year reporting	Quarterly reporting on spend/progress	Welsh Government (with input from CJs)
RTP Annual Progress Report (APR)	Annual (end of year reporting)	Annual reporting of RTP delivery, e.g. outputs delivered, what has been achieved, benefits, what worked well, lessons learned. Likely to include reporting of: • RTDP project and programme delivery, e.g. scheme level monitoring such as number of users, and • RTP measures/ indicators, e.g. WTS Monitoring Measures. Certain scheme types may have specific monitoring requirements, e.g. Active Travel. Less detailed than the full evaluation report.	Welsh Government (with input from CJs)
RTP evaluation (of progress)	After 3 years	More comprehensive evaluation of RTP progress overall, e.g. whether the RTP is delivering its outcomes, providing value for money, what difference it has made, any unintended consequences and what can be improved. The results of the evaluation will inform the next RTP. Likely to include reporting on all RTP measures/ indicators, as well as on RTDP programme delivery and progress against RTP policies and objectives. More focussed on RTP outcomes and longer-term impacts than the APR.	CJs (with input from Welsh Government)

Table 1

5.2 Transport policy measures in the M&E Plan are derived from the Wales Transport Strategy Monitoring Framework and adapted to align with the Regional Transport Plan's SMART objectives and IWBA outcomes. The framework balances the breadth of objectives with the practical need to manage monitoring and evaluation within local authority resource constraints. To focus effort where it adds the most value, measures are grouped into key and subsidiary categories, reflecting the structure of the WTS Monitoring Framework. The 15 key measures are as follows:

1. LUP-3: Proximity to public transport
2. DC-5: Remote working
3. WC-5: Weekly active travel participants
4. BC-1: On time performance of buses and coaches
5. BC-6: Fleet composition (share of bus by engine type)
6. IM-2: Journeys to a rail station by walking, cycling, or bus

- 7. EBC-1: Mode share for public transport
 - 8. EBC-2: Trips to visitor attractions by public transport
 - 9. EBC-4: Electric vehicle charging demand and supply
 - 10. PF-2: Fleet composition (share of freight vehicles by engine type)
 - 11. RSP-1: Share of total km by vehicle type
 - 12. RSP-2: Distance travelled per person
 - 13. RSP-5: Road accidents
 - 14. RSP-6: Vehicles that are ultra-low or zero emission
 - 15. AD-1: Greenhouse gas emissions from transport sector
- 5.3 The subsidiary measures are designed to support and provide additional context to the key measures (e.g., affordability, accessibility, station step-free access, bus AV announcements, air quality, noise, biodiversity, etc.).
- 5.4 For Year 1 of the RTP, the focus of monitoring and evaluation should be in key measures only. The key measures should be prioritised given they will have the strongest impact in monitoring and evaluating the objectives and closely aligned to the WTS Monitoring Framework, which will benefit the necessary resources required to undertake monitoring and evaluation activities.
- 5.5 In line with the RTP M&E Plan, subsidiary measures are expected to contribute to the more comprehensive evaluation of the transport system and the performance of the RTP from Year 3. Therefore, these measures should be monitored annually from Year 2 onwards, where possible and practicable, taking into account resourcing demands on local authorities. At a minimum, they should be reported at the end of Year 3 to assess whether the RTP is delivering its intended outcomes.

6. NORTH WALES M&E TOOL

- 6.1 Arup, the consultancy commissioned by Ambition North Wales to support on the RTP, have developed the North Wales M&E Tool that is shown in Appendix 1. This will standardise datasets, sources, and calculation methods. It sets out the measures and indicators, including associated data and calculation methodologies.
- 6.2 Data is collected at local, Wales-wide, and UK levels, and this variation is reflected within the North Wales M&E Tool. Baselines for key measures should be established or confirmed, drawing on TfW/WTS monitoring and Wales National Travel Survey (W-NTS), with existing baseline years provided where available. Where appropriate, targets have been set within the North Wales M&E Tool for key measures, based on SMART objectives. These provide quantitative aspirations for change in the region and where appropriate and/or practicable are aligned with the targets set out in the Wales Transport Strategy.

7. ROLES AND RESPONSIBILITIES

- 7.1 Effective monitoring and evaluation requires a coordinated approach between local authorities, the CJC, TfW, and Welsh Government. Table 2, based on information the Desk Instructions issued to CJs shows which organisation has responsibility for each aspect of the monitoring.



ACTIVITY	LA NAMED OFFICERS	CJC PROGRAMME MANAGER	CJC	TFW REGIONAL TRANSPORT LEAD	WG REGIONAL TRANSPORT LEAD	WG & TFW ACTIVITY SPECIALISTS	WG
Outputs and key indicators	Establishment of the outputs and key indicators for each project.	Review of evidence/information from the LAs and confirmation of the outputs and key indicators for each project. Collation of information into a regional summary	Review of the outputs and key indicators for the region.	Technical support to the WG Lead's review of the outputs and key indicators for the region. Potentially also supporting the CJC PM.	Review of the outputs and key indicators for the region.	Review of the outputs and key indicators for the region.	
Quarterly reports	Preparation of quarterly reports for each project, submitted to the WG, copying in the CJC PM and Tfw RTL. To detail progress and spend to date and anticipated progress and spend in the following quarter.	Review quarterly report information from each of the LAs (including financial records and evidence).	Monitor progress on delivery and spend		Monitor progress on delivery and spend	Review of quarterly report information from each of the LAs (including financial records and evidence).	Monitor progress on delivery and spend. Checking, certifying and payment of financial claims from CJC and LAs



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Managing Change/Variations	Identify any areas of concern in delivery and forecasted spend and propose in year amendments to the RTP Programme	Review proposed amendments to ensure compliance with RTDP. Seek agreement of amendments from LAs and CJC	Advise WG on all proposed amendments to the RTP Programme.	Technical support to review proposed amendments to ensure compliance with RTDP	Review proposed changes to the RTP Programme	Support review of proposed amendments to ensure compliance with RTDP as required.	Consider and approve/reject proposed changes to the RTP Programme and inform the CJC of the outcome. Provide advice to the CJC of any necessary amendments to the RTP Programme.
Quality Assurance	Manage the project against quality standards both for design/delivery and the expenditure of public funds in line with agreed RTP Programme.	Monitor programme deliverables against quality standards.		Technical support to assist the CJC PM to monitor programme deliverables against quality standards.	Provide leadership and direction on required WG standards such as for expenditure of public funds.	Provide QA support for TfW PMs and WG as required.	
Risk	Identify project risk and propose mitigation measures	Monitor risk and mitigation measures. Advise WG and CJC on risks and mitigation measures using quarterly reports.	Monitor risk and mitigation measures	Monitor risk and mitigation measures	Monitor risk and mitigation measures	Monitor risk and mitigation measures as required.	

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Monitoring and evaluation	Monitoring of projects throughout their development. Evaluation of projects for three years post completion.	Review monitoring and evaluation results on a project and programme level.	Review monitoring and evaluation results on a project and programme level	Technical support for reviewing monitoring and evaluation results on a project and programme level	Review monitoring and evaluation results on a project and programme level	Support review of monitoring and evaluation on a project level as required. Potential support for LAs in development and application of ME plans.	Review monitoring and evaluation results on a project and programme level
Annual monitoring	Provide information towards an annual progress report. Preparation of APRs for WG-funded projects.	Review of information from LAs	Approval of annual progress report and submission to WG	Assist the CJC PM in the collation of information from LAs and preparation of annual progress report	Review annual progress report and feed back on areas for improvement	Support review of annual progress reports and provide feedback as required.	Review annual progress report and feed back on areas for improvement
Lessons learnt	Undertake lessons learnt at a project level	Development of lessons learnt for the programme	Review the lessons learnt for the programme and consider and implement recommendations	Assist the CJC PM in developing lessons learnt for the programme	Review the lessons learnt for the programme	Support preparation of lessons learnt as required.	Review the lessons learnt for the programme and consider and implement recommendations

Table 2



- 7.2 It is anticipated the Welsh Government supported by Transport for Wales will work proactively with the CJC and its Local Authorities to identify and manage any required change control as early as possible, informed by the quarterly updates. A central tracker is expected to be managed alongside compliance audits and evidence collation. The potential need for agreement of in-year variations between all parties is likely to require agile working and decision making. As such, the CJC Programmer Manager may wish to explore the opportunity for the CJC to delegate some decision-making powers to the Strategic Transport Sub Committee.

8. FINANCIAL IMPLICATIONS

- 8.1. There are no direct financial implications arising out of this report.

9. LEGAL IMPLICATIONS

- 9.1. The terms of reference require that the sub-committee is advising on an integrated transportation service in North Wales through the monitoring and review of the RTP, to include monitoring the progress and impact of relevant programmes and projects, and to make recommendations to the CJC.

APPENDICES:

Appendix 1 – North Wales M&E Tool

STATUTORY OFFICERS RESPONSE:

i. Monitoring Officer:

“The Report outlines the proposed schemes in line with Welsh Government requirements. The proposed arrangements support the CJC’s oversight role in monitoring programme delivery and appear consistent with the Sub-Committee’s Terms of Reference. Any future proposal to delegate decision-making powers in relation to programme management would require appropriate governance arrangements to be confirmed. No other legal issues arise from the recommendations sought.”

ii. Statutory Finance Officer:

“The development of a Monitoring and Evaluation Plan is an important step in the development of the RTP. The steps that are outlined in the draft M&E Plan appear reasonable and realistic and I have no objections to the decision sought from the perspective of financial propriety.”