# WelTAG Supplementary Guidance

## Project Classification

This note provides guidance to help you decide whether to use WelTAG lite, WelTAG Standard or WelTAG Plus.

This is one of a series of supplementary guidance notes that support WelTAG. It assumes that you have read and are familiar with WelTAG.

Please note that these supplementary guidance notes are still in development. We would welcome any feedback to [weltag@gov.wales](mailto:weltag@gov.wales).

### Guidance

As part of your project plan, you also need to think about your approach to WelTAG and this guidance note is designed to help do that.

WelTAG is a process that can work for a very big complex, multi-million pound project. The same principles can also work for a much smaller active travel project.

There is no set of hard and fast rules. The important thing is that you adapt WelTAG to meet the needs of your project.

There are two important outcomes from the WelTAG process:

1. the first is that you and your project team have enough information to develop your project that will address the objectives in the case for change and,
2. secondly, that you are able to provide any funding body (such as Welsh Government) with sufficient information to be able to assess your project in terms of whether it delivers value for money.

Some projects will require a lot of information and some will require less.

To help you think about how much information you will need, we have identified three different ‘levels’ of WelTAG.

1. **WelTAG ‘Lite’** – this approach is suitable for the majority of projects in Wales. These include smaller projects with a lower value with a tried and tested delivery model. There is a direct fit with Welsh Government priorities and there are no issues of competing goals or conflicts. The project is not innovative or unusual. It is unlikely to involve extensive new physical infrastructure and so is unlikely to have a significant impact on biodiversity, heritage, soils or water.
2. **WelTAG standard** – this is suitable for larger projects that require significant new or upgraded infrastructure, planning consent and statutory impact assessment work as it may impact on issues such as biodiversity. The policy case is less straightforward. The project may involve novel or untried approaches, or complex issues around procurement.
3. **WelTAG plus** – for a small number of large, multi-year complex projects, the standard WelTAG requirements may need to be supplemented by additional modelling of monetised benefits, including carbon costs. Such projects could be controversial and may also involve cross-border cooperation.

Note that there are not hard and fast distinctions between the three ‘levels’ of WelTAG. They are simply designed to highlight the fact that WelTAG studies can be very complex, or quite straightforward.

The decision about what kind of WelTAG to use depends upon the likely level of risk of your project.

We have developed a Project Classification questionnaire to help you think about the levels of risk for your project.

This questionnaire is simply an initial guide. As a project manager, you should use your own judgement to assess the amount of detail you might need in WelTAG studies.

For new transport policies and programmes, a single stage WelTAG lite may be appropriate. All new policies and programmes should be based on an initial case for change and supported by an integrated wellbeing appraisal (and other more detailed impact assessments such as an environmental impact assessment or equality impact assessment).

They are likely to need a scoping process, an engagement plan and arrangements for monitoring and evaluation. However, it may not be necessary to have separate stage one and stage two options appraisal reports or even a separate stand-alone business case. Instead, the final programme or policy should incorporate the five elements of a good business case into the text – it should be a strategic fit with other Welsh Government priorities, address well-being, and be affordable, deliverable and well-managed.

### Project classification questionnaire – can I use WelTAG lite?

Consider the following issues during the project Scoping stage to decide whether WelTAG lite is appropriate.

There is no one single criteria for WelTAG lite. It depends upon the level of risk of the project.

NOTE: a quick visual checklist to accompany this questionnaire is available on page 6 of this document. This may not be accessible to all users.

#### Planning

##### Project needs planning permission

WelTAG lite may be appropriate, depending on how many other risks there are.

###### Project likely to go to public inquiry

WelTAG lite is probably not appropriate.

#### Statutory impact assessments (SEA)

##### Project will need Environmental Impact Assessment

WelTAG lite may be appropriate, depending on how many other risks there are.

##### Project needs SEA

WelTAG lite is probably not appropriate, unless it is a programme where options may not be appropriate

#### Wellbeing

##### Other well-being issues – air quality, noise, health, equality impact (EqIA)

WelTAG lite may be appropriate, depending on how many other risks there are.

#### Carbon risks

##### Will increase CO2 (including cumulative increase)

WelTAG lite is probably not appropriate as this is not a fit with Welsh Government priorities.

#### Complexity

##### Project will involve compulsory purchase of land

WelTAG lite may be appropriate, depending on how many other risks there are.

##### Complex procurement issues

WelTAG lite is probably not appropriate

##### Multiple smaller projects

WelTAG lite may be appropriate, depending on how many other risks there are.

##### Significant introduction of new untried technology

WelTAG lite is probably not appropriate

##### Novel delivery methods

WelTAG lite is probably not appropriate

##### Complex design issues

WelTAG lite is probably not appropriate

#### Reputational risk

##### Controversial or reputational risk

WelTAG lite is probably not appropriate

#### Delivery timescale

##### Delivery <1 year

Yes, use WelTAG lite providing there are no other significant risks

##### Delivery 1-5 years

Yes, use WelTAG lite providing there are no other significant risks

##### Delivery >5 years

Possibly use WelTAG lite - depending on whether there are other risks

**Geographical spread**

##### Regional working (Wales only)

Yes, use WelTAG lite providing there are no other significant risks

##### National (Wales only)

Yes, use WelTAG lite providing there are no other significant risks

##### Requires cross-border working

WelTAG lite is probably not appropriate

#### Route options

##### Stage 3 includes >1 developed option costing > £5m

WelTAG lite is probably not appropriate

#### Capital costs

##### Overall cost <£1m

Yes, use WelTAG lite providing there are no other significant risks

##### Overall cost £1-5m

Yes, use WelTAG lite providing there are no other significant risks

##### Overall cost <£5m

Possibly use WelTAG lite - depending on whether there are other risks

#### Revenue costs

##### Long term annual revenue costs of >£1m (e.g. maintenance)

Possibly use WelTAG lite - depending on whether there are other risks

#### Business model

##### Local authority only

Yes, use WelTAG lite providing there are no other significant risks

##### Commercial delivery partner

Possibly use WelTAG lite - depending on whether there are other risks

###### Fit with Welsh Government priorities is not straightforward

Possibly use WelTAG lite - depending on whether there are other risks

### Quick checklist

Please note this version may not be accessible for all users.

#### Key

 Yes, use WelTAG lite providing there are no other significant risks

 Possibly use WelTAG lite - depending on whether there are other risks

 WelTAG lite is probably not appropriate

| **Issue** | **RISK** | **WelTAG Lite** |  |
| --- | --- | --- | --- |
| **Planning** | Project needs planning permission |  | Maybe - depending on how many other risks there are |
|  | (and) Project likely to go to public inquiry |  | No |
| **Statutory Impact Assessments** | Project will need Environmental Impact Assessment |  | Maybe - depending on how many other risks there are |
|  | (and) Project needs SEA |  | No - unless it is a programme where options may not be appropriate |
| **Well-being** | Other well-being issues – air quality, noise, health, equality impact (EqIA) |  | Maybe - depending on how many other risks there are |
| **Carbon Risks** | Will increase CO2 (including cumulative increase) |  | No - this is not a fit with WG priorities. |
| **Complexity** | Project will involve compulsory purchase of land | Question Mark with solid fill | Maybe- depending on how many other risks there are |
|  | Complex procurement issues |  | No |
|  | Multiple smaller projects |  | Maybe - depending on how many other risks there are |
|  | Significant introduction of new untried technology |  | No |
|  | Novel delivery methods |  | No |
|  | Complex design issues |  | No |
| **Reputational risk** | Controversial/ Reputational risk |  | No |
| **Delivery Timescale** | Delivery <1 year |  | Yes |
|  | Delivery 1-5 years |  | Yes - providing there are no other significant risks |
|  | Delivery >5 years |  | Maybe - depending on how many other risks there are |
| **Geographical spread** | Regional working (Wales only) |  | Yes - providing there are no other significant risks |
|  | National (Wales only) |  | Yes - providing there are no other significant risks |
|  | Requires cross-border working |  | No |
| **Route Options** | Stage 3 includes >1 developed option costing > £5m |  | No |
| **Capital costs** | Overall cost <£1m |  | Yes - providing there are no other significant risks |
|  | Overall cost £1-5m |  | Yes - providing there are no other significant risks |
|  | Overall cost <£5m |  | Maybe - depending on how many other risks there are |
| **Revenue costs** | Long term annual revenue costs of >£1m  (eg maintenance) |  | Maybe - depending on how many other risks there are |
| **Business Model** | Local authority only |  | Yes |
|  | Commercial delivery partner |  | Maybe - depending on how many other risks there are |
|  | (and) Fit with WG priorities is not straightforward |  | Maybe - depending on how many other risks there are |